

Teams Classroom: In-person Teaching

Quick Reference Guide

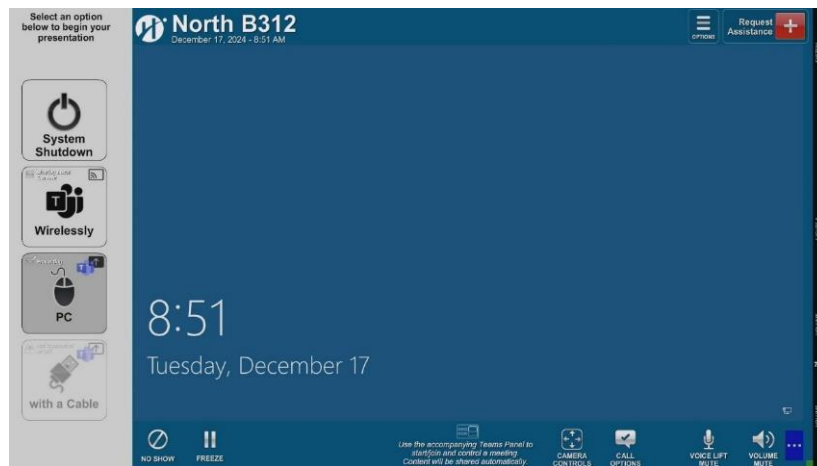
Introduction

This document will guide you to connect to the Teams Classroom technology using your laptop or Podium PC for an in-person teaching session. Please refer to the Quick Reference guide for [Teams Classroom Technology](https://its.humber.ca/sites/default/files/guides/TeamsClassroomTechnology.pdf) (<https://its.humber.ca/sites/default/files/guides/TeamsClassroomTechnology.pdf>) to get familiar with the technology terms in the room.

Connecting

Using the PC:

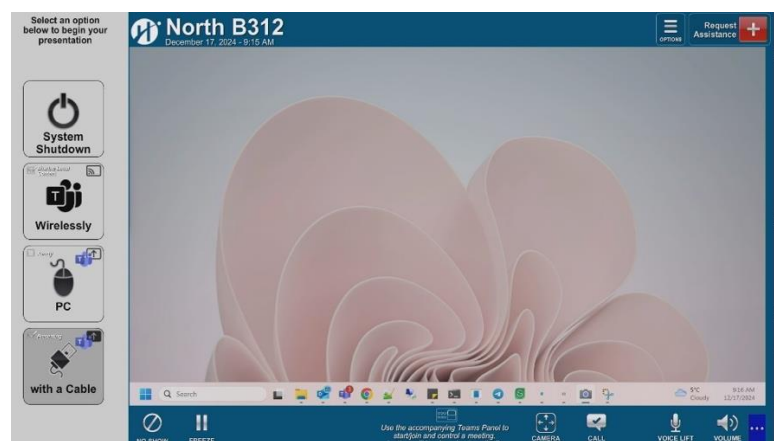
1. On the touchscreen podium monitor, select **PC**.



2. Log in using your Humber username (e.g., n00000000) and password.

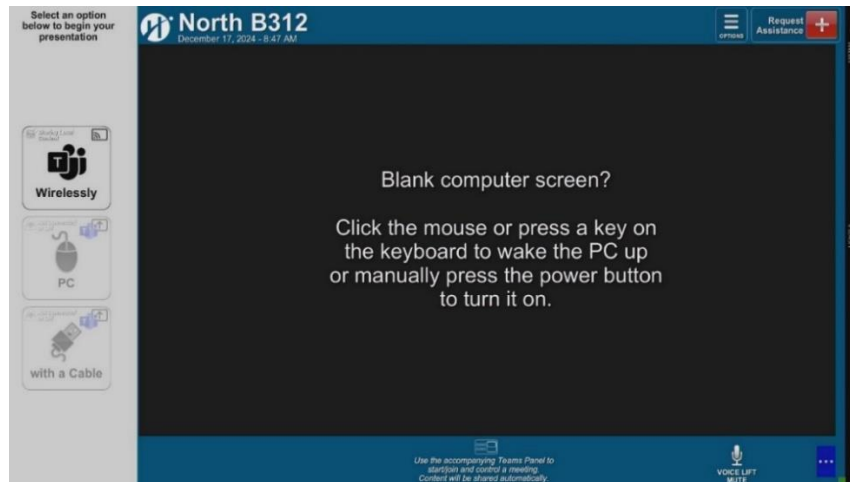
Using your Laptop (Wired):

1. To connect your laptop to the classroom, use the in-room HDMI connection. Note: If your laptop does not have an HDMI port, please bring a dongle to connect your HDMI cable.
2. On the touchscreen podium monitor, select **with a cable** option.

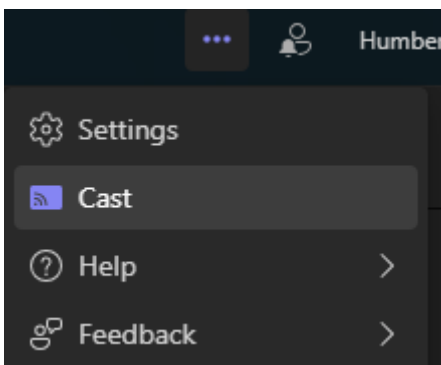


Using your Laptop (Wireless):

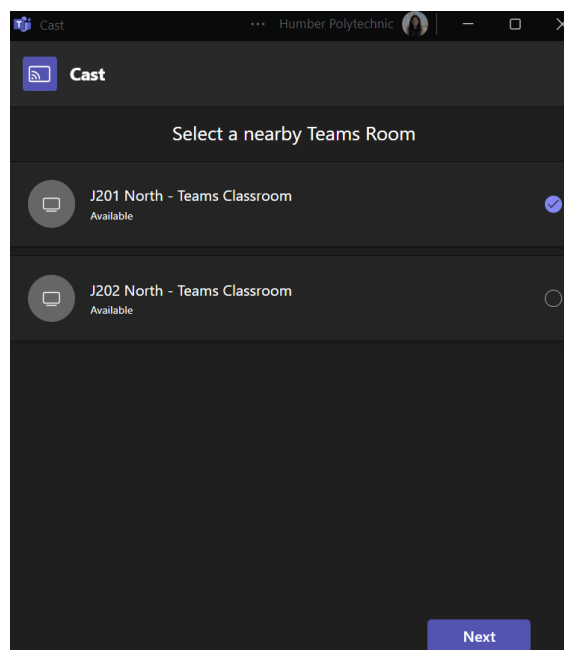
1. On the touchscreen podium monitor, select **Wirelessly**.



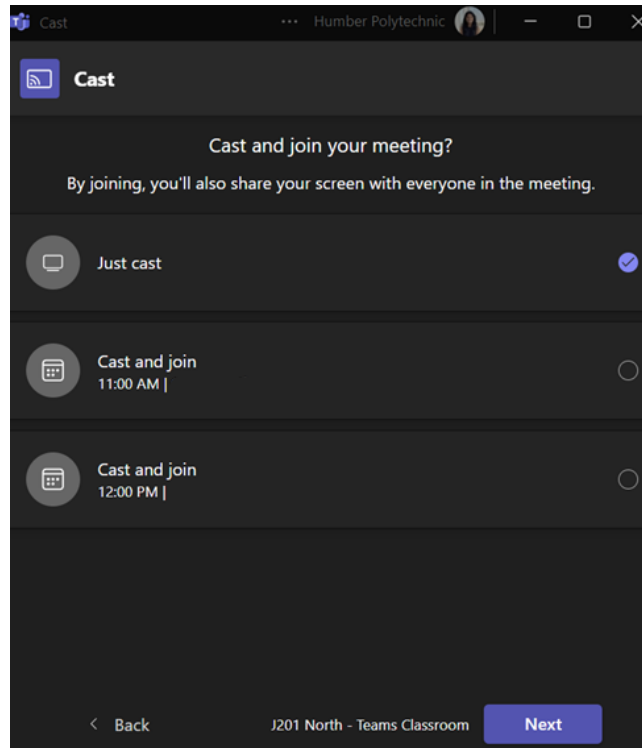
2. Ensure that your personal device has Bluetooth functionality turned on.
3. Select the three dot ellipses menu next to your name in Microsoft Teams and select the **Cast** option.



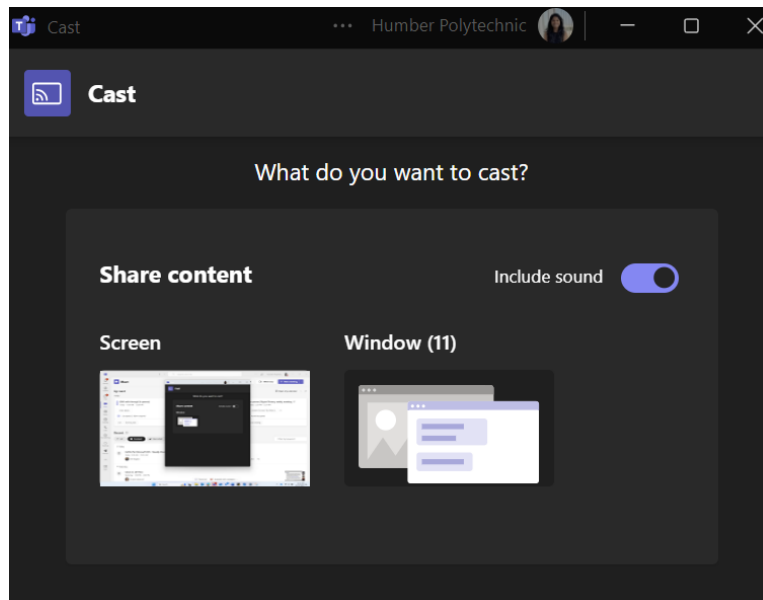
4. A new pop-up will appear asking you to select a nearby Teams room. Select the name of the room you wish to cast to and select **Next**.



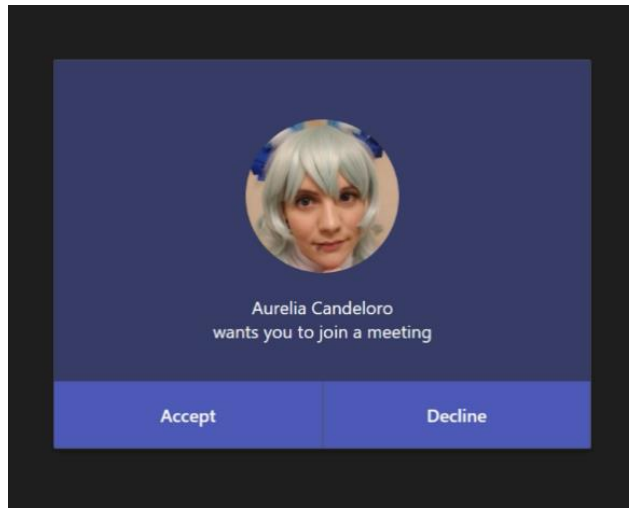
5. In the next menu you will have the option to **Just Cast** if you do not have a scheduled class or meeting in the room or to **Cast and Join** a listed calendar event. Select your option and then select **Next**.



6. You will be asked what you want to cast. You can choose to cast your device's full screen or a specific window. Ensure that the slider option to **Include sound** is selected to the right and solid blue to cast your device's sound into the classroom. Select **Cast** when you are ready to begin.



7. Once selected, an incoming call will appear on the Teams panel asking you to accept or decline coming from your Microsoft Teams profile. Select **Accept** and you will be joined to the room.



Please Note: If you wish to connect to the room via a scheduled event or class, please see our guide for [Flexible Teaching](https://its.humber.ca/sites/default/files/guides/TeamsClassroomFlexibleTeaching.pdf) (<https://its.humber.ca/sites/default/files/guides/TeamsClassroomFlexibleTeaching.pdf>).

Sharing Presentation Slides

1. When one of the above methods is selected, it will be projected onto all displays, and the audio will be routed through the classroom speakers.
2. To stop sharing your screen while you're logging in or searching for files, press **No show**. To pause the projected video signal on a still frame, use the **Freeze** option.
3. To locate the presentation file when you're logging in with the PC, click on the up-arrow icon in the right corner, select the OneDrive icon and log in with your Humber credentials using username@humber.ca. To resume sharing your screen to the projector, press **No show**.
4. Please ensure to log off and shut down the system after every class using the **System Shutdown** button.

Requesting Assistance

1. To request assistance, press the **Request Assistance** button on the top right corner of the podium PC and choose the type of your request.
2. This will generate a ticket and notify the technicians, and the assigned technician will come to your classroom promptly. Response time may vary based on volume of tickets, but classroom requests are prioritized.
3. Alternatively, you can use your personal mobile device to scan the QR code in the room to request assistance, which will also generate a ticket that will notify our technicians.