

# TEACHING WITH TECHNOLOGY



In a standard classroom, instructors can share their screen wirelessly via AirMedia or via an HDMI cable.

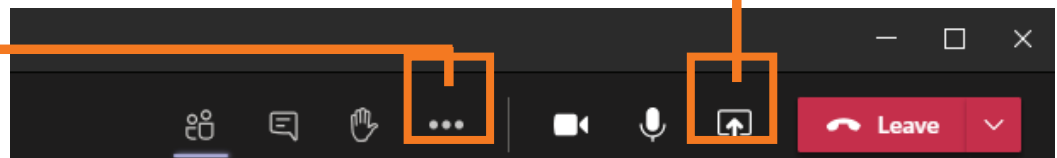
For classes containing remote students start the class in Teams.

- 1 If you are sharing your screen with PowerPoint slides, OneNote, etc, plug in the provided HDMI cable in the room into your laptop.
- 2 On the wall panel in the room, turn **On** the Projector, set the sourcesetting to **HDMI** by selecting **Lecture Mode**, then **Wall**.



## Teaching with Teams

- 3 Open the Teams app on your laptop. Navigate to your Course **Teams**, located in the toolbar on the left-hand side. Click the **Meet** button to start the class.
- 4 Plug HD Webcam into your laptop via provided USB cable.
- 5 In the Teams app, click the **More Options button** 
- 6 Open **Device Settings** and confirm the microphone and webcam are showing **Logitech**. The speakers should be changed from Speakers/Headphones Realtek to the speakers in the room. (Crestron, Sony, etc)
- 7 To share content in the physical class and remotely, click the **share icon**  in Teams and choose the content you wish to share.



### How do I report a problem?

Call: 973-275-2222

E-mail: [ServiceDesk@shu.edu](mailto:ServiceDesk@shu.edu)

Open a Ticket: [www.shu.edu/OpenTicket](http://www.shu.edu/OpenTicket)

Please list the room location (building and room number) time of incident, and a brief description of the issue encountered.