

# 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 and set the source setting to **HDMI**.

## Teaching with Teams

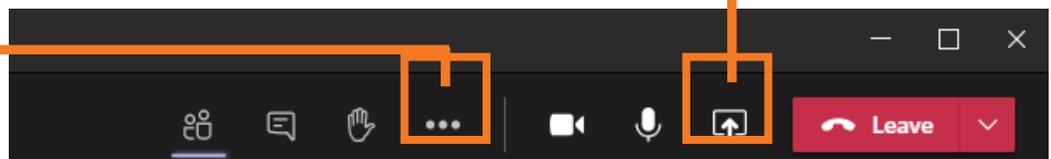
3. Open the Teams app on your laptop. Navigate to your Course **Teams**, located in the toolbar on the left-hand side. Click the **Meet** button to start the class.

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.