The hybrid classroom

Taking classes in the classroom without a teacher being present
STARTING UP THE EQUIPMENT IN THE CLASSROOM

1. STARTING UP
   - The classroom computer is turned on by pressing the "ON" button on the edge of the screen.
   - The rest of the equipment is turned on by clicking the "ON" button on the console on the desk.

2. OPENING WINDOWS
   - Open Windows with your Sciences Po credentials:
     - Your Sciences Po email address
     - Your password
   - Autre utilisateur prenom.nom@sciencespo.fr
   - Password: **********

3. OPENING ZOOM
   - Start Zoom by clicking on the icon on the desktop.
   - Click on "Login" then on "Sign in with Google".
   - Then enter your Sciences Po credentials.

4. JOIN THE COURSE ON ZOOM
   - You can join the course in several ways:
     - By clicking on the link that the teacher sent you by email (if applicable):
     - By selecting the session in the "Meetings" tab on Zoom and by clicking on "Start".
   - Some checks to do with your teachers before starting the session:
     - Can the teacher hear you and can you hear them?
       - If not, go to the audio settings
     - Can you see the teacher and can they see the classroom?
       - If not, go to the video settings
FURTHER INFORMATION

1. TURNING OFF THE SOUND
   In the case of some educational activities such as group work sequences, you can turn off the sound in the room.
   
   - Click "Turn off sound"
   - The sound is picked up by 3 microphones located on the main camera in the classroom (above the big screen).

2. CHANGING ANGLE
   Two cameras are at your disposal in the room:
   - The main camera ("Meetup") for frontal shots of the entire classroom (wide angle camera)
   - The webcam on the computer screen that can be oriented directly or at 3/4 on the speaker (for a presentation or an oral discussion)

   To switch shots, select the camera in the Zoom videos settings:

3. USING POWERPOINT
   The first time you use one of the Microsoft Office tools (including PowerPoint), you must:
   - 1. Accept the license agreement
   - 2. Choose XML file format

   These questions are asked only once

4. ONCE THE COURSE IS OVER
   It is imperative that you log out of any programs on which you have entered your credentials:
   - Click on your account (top right of the program) and then "log out".
   - Only then can you turn off the computer

5. GETTING HELP
   For any technical questions, contact the IT Helpdesk:
   - 01 45 49 77 99
   - sos@sciencespo.fr
   - From 7.45am to 7.45pm

   More resources for distance learning