The hybrid classroom

Taking classes in the classroom without a teacher being present

SciencesPo

ICI / Direction des Systèmes d'Information

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
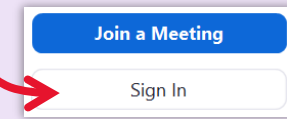
2 OPENING WINDOWS

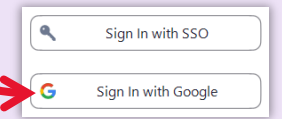Open Windows with your Sciences Po credentials:

Your Sciences Po email address

Your password

Autre utilisateur

prenom.nom@sciencespo.fr

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3 OPENING ZOOM

- Start Zoom by clicking on the icon on the desktop

Join a Meeting

Sign In

Click on "**Login**"

Sign In with SSO

Sign In with Google

Then on "**Sign in with Google**"

- Then enter your Sciences Po credentials

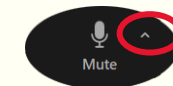## 4 JOIN THE COURSE ON ZOOM

You can join the course in several ways:

By clicking on the link that the teacher sent you by email (if applicable):

Cours Outils informatiques
séance 1 Guillaume AUGÉ 18256

Date   jeu. 28 janv. 2021 08:15 – 10:15
          Heure d'Europe centrale - Paris

Où ?   https://sciencespo.zoom.us/j/96703182944 (plan)

By selecting the session in the "Meetings" tab on Zoom and by clicking on "Start":

Cours Outils Informatiques Séance 1
Guillaume AUGÉ 18256
ID de réunion : 977 9203 1667

Cours Outils Informatiques Séance 2
Guillaume AUGÉ 18256
ID de réunion : 977 9203 1667

Cours Outils Informatiques
Guillaume AUGÉ 18256

Meeting ID: 986 1139 4084

Start   Copy Invitation

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?
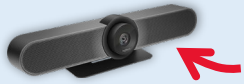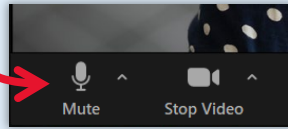
  if not, go to the video settings

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"

Mute   Stop Video

The sound is picked up by 3 microphones located on the main camera in the classroom (above the big screen)

2 CHANGING ANGLE

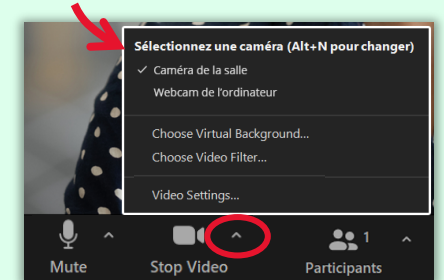Two cameras are at your disposal in the room:

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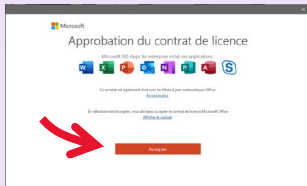
To switch shots, select the camera in the Zoom videos settings:

Sélectionnez une caméra (Alt+N pour changer)
✓ Caméra de la salle
Webcam de l'ordinateur

Choose Virtual Background...
Choose Video Filter...

Video Settings...

Mute   Stop Video   Participants

3 USING POWERPOINT

The first time you use one of the Microsoft Office tools (including PowerPoint), you must:
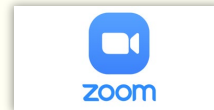
1. Accept the license agreement

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:

ZOOM   Office   Google

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