

The hybrid classroom

SciencesPo

ICI / Direction des Systèmes d'Information



Mastering the digital
tools of the classroom

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

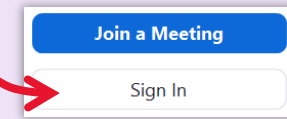
Open Windows with your Sciences Po credentials:

Your Sciences Po email address

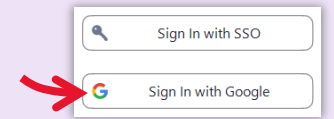
Your password

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 start the course in several ways:

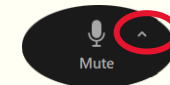
By clicking on the link you emailed to your students (if applicable):

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

Some checks to do with your remote students before starting the session:

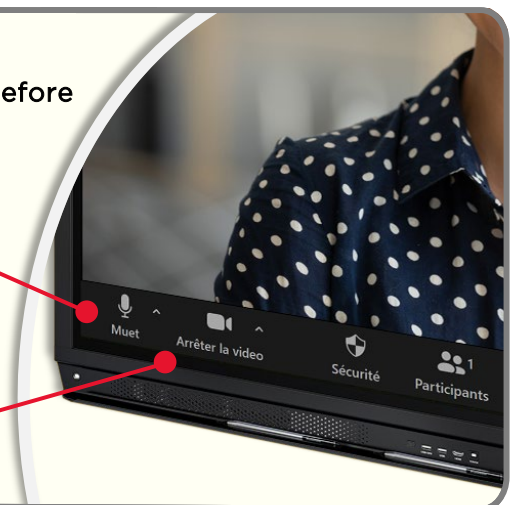
- can students hear you and can you hear them?

► If not, go to the audio settings



- can you see the students and can they see you in the classroom?

if not, go to the video settings

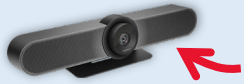
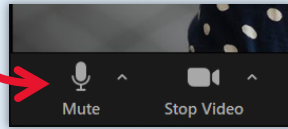


FURTHER INFORMATION

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:

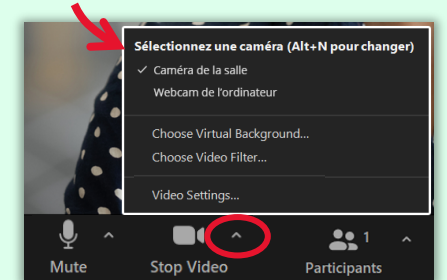


The main camera ("Meetup") for frontal shots of the entire classroom (wide angle camera)



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)

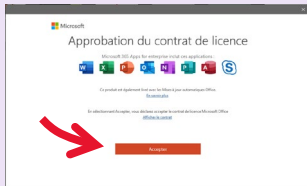
To switch shots, select the camera in the Zoom videos settings:



3 USING POWERPOINT

The first time you use one of the Microsoft Office tools (including PowerPoint), you must:

1. Accept the license agreement



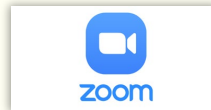
2. Choose XML file format



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](#)