Hybrid Teaching Guide
(BSLC 109/115)

To get started teaching please follow the checklist below:

1. Sanitize the keyboard, mouse, and surrounding surfaces following the posted cleaning instructions.
2. Connect your microphone to the mic pack on the podium. (For sanitary reasons, do not use podium microphone.)
3. Clip microphone to shirt and place mic pack in pocket.
4. Log into computer if needed.
5. Insert USB drive and copy presentation to computer’s desktop.
6. Insert USB dongle for your presentation remote.
7. Launch Zoom.
8. If another account is signed into Zoom, log that user out by clicking on their profile picture in the upper right and then “Sign Out”.
9. To log in with your account, press the “Sign in with SSO” button and enter “uchicago” in the box and press Continue. You will be prompted to enter in your CNet ID and password.
10. Start Meeting.
11. Use camera’s remote control on podium to focus on podium as necessary.
12. If using the DTEN, please follow DTEN instructions to add the device to the meeting.
13. Launch presentation on computer if necessary and share screen.
14. During class, please repeat any questions asked from both from the audience or Zoom participants to ensure all students hear the question.
15. After class, please remember to:
   a. Log out of Zoom on the classroom computer.
   b. Take your presentation remote and USB dongle.

NOTE: If primarily teaching with the DTEN, you may use your own laptop to control the presentation, but your computer will not be integrated with the in-room camera or microphones in the room.