Hybrid Teaching Guide  
(BSLC Classrooms/Labs/Meeting Rooms)

To get started teaching please follow the checklist below:

1. Sanitize the keyboard, mouse, and surrounding surfaces following the posted cleaning instructions.
2. Connect the Logitech Connect to the classroom computer or your own computer.
3. Log into computer if needed.
4. If using classroom computer: Insert USB drive and copy presentation to computer’s desktop.
5. Insert USB dongle for your presentation remote.
6. Launch Zoom
7. If you need to log into Zoom, 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.
8. Start Meeting
9. Select “Echo Cancelling Speakerphone (Connect)” as the Microphone and Speaker and “ConferenceCam Connect” as the Camera in Zoom.
10. Use camera’s remote control, if necessary, to focus on podium.
11. Launch presentation and share screen.
12. Press the record button to start recording.
13. During class, please repeat any questions asked from both from the audience or Zoom participants to ensure all students hear the question.
14. After class, please remember to:
   a. Log out of Zoom on the classroom computer.
   b. Take your presentation remote and USB dongle.