A/V Podium with Touch Panel Controls:

Where Are They Located?

- Provided in the following Classrooms:
  - Graves 102, 118, 202, & 313
  - All classrooms in Moore
  - SEC 3408

How Should I Clean the Equipment?

- **ONLY** use the alcohol-based cleaning spray & paper towels
- **DO NOT** spray directly on the equipment
  - Spray onto the paper towel, then wipe the keyboard, mouse, and podium (s) that you may touch

A/V Podium with Push Button Controls:

Where Are They Located?

- Provided for all classrooms with push button controls

How Should I Clean the Equipment?

- **ONLY** use the wipes from a Wipe Station located near the classroom
- **DO NOT** use alcohol-based spray as this may damage the controls.

Wipe Stations:

Where Are They Located?

- Located in between small classrooms and outside of large classrooms.

Who Needs a Cleaning Wipe?

- Every individual should get a cleaning wipe upon entering the classroom.

Who is Responsible for What?

- **Instructors:** Wipe down the keyboard, mouse, and podium area
- **Students:** Wipe down the area (table or desk) where they will be sitting.
**Plexiglass Shields:**

**Where Are They For?**
- The Shields protect the instructor when students may need to approach the instructor for discussion.

**Where Are They Located?**
- Shields are installed in each classroom and computer lab in Graves, Moore, and Carmichael 109.
- Shields are located at the front of each A/V Podium.

**How Do They Work?**
- The Shields are mobile and can be moved during the class if you wish.
- Shields MUST be moved back in place after each class.

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**Red Social Distancing Tape:**

**Why Is It There?**
- To create a 6-foot distance to ensure social distancing when students may need to approach the instructor for discussion.

**Where Is It Located?**
- On the floor surrounding the A/V Podium.
As an Instructor, what should I know and decide before classes begin:

Course Delivery Mode for Class:
- Face-to-Face, Hybrid, Online, or Interactive

Teaching & Presenting Tool for Recording the Class:
- ZOOM
  - Installed on all Instructor computers in the classroom and computer labs
- PANOPTO
  - Installed on all Instructor computers in the classroom and computer labs
- BLACKBOARD COLLABORATE ULTRA
  - Doesn’t require a desktop version installation

Webcams:
Where Are They Located?
- Installed in all classrooms and computer labs for instruction.

What Can They Do?
- Can be bent as they are connected to a Gooseneck attachment
- Can be flipped over towards the students
  - NOTE: a temporary lag in video will occur while it adjusts

Tip for Using Webcam:
- If the video in the program that you are using is blank, check the settings within that program to make sure the classroom webcam is set as the webcam for that program.