

Guide: How to use Classroom Microphones when Teaching Online.

Background Information:

Each classroom is equipped for HyFlex Teaching. However, using the Logitech webcam microphone in addition to the classroom microphone sound input for class creates 2 separate audio channels, which can cause sub-optimal audio quality. Below are directions for how to best each classroom's equipment.

The Audio Channels:

1. Webcam microphone → online class.
2. Classroom microphone → onsite class

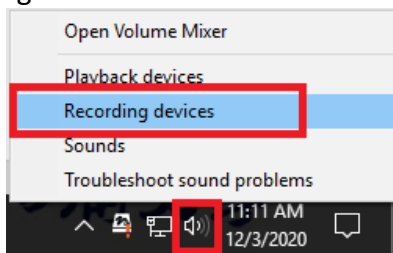
For Classrooms without Integrated Sound

Teachers should stay close to the webcam to ensure optimal audio quality.

For Classrooms with Integrated Sound

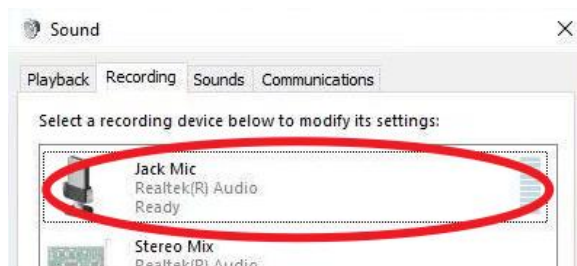
147 classrooms (see list below) have their sound system integrated with the desktop on the lecture desk and are capable of a unified audio channel. **It does not work with connected laptops.** To use the classroom microphone, for online and onsite classes at, change the audio input to "Jack Mic-Realtek Audio". Below is a guide on how to do that.

1. Choose the course recording tool you want to use.
 - a) For example: BigBlueButton, Zhumu,
2. Right click the Sound Icon in the bottom right.



3. Select "**Jack Mic-Realtek Audio**".

Note: To use the Logitech webcam microphone select "Microphone-罗技高清网络摄像头 C930c"



Reminder: Don't forget to also check BBB's input.

#	Classroom (South)			#	Classroom (North)				
1	BSG21	42	BS584	1	FB109 (1E)	42	MA109	83	P215
2	BSG33	43	HSG02	2	FB137	43	MA116	84	P216
3	BSG38	44	HSG03	3	FB173	44	MA204	85	P218
4	BSG40	45	HSG19	4	FB195 (1W)	45	MA205	86	P221
5	BSG54	46	HSG23	5	FB209 (2E)	46	MA209	87	P223
6	BSG56	47	HSG26	6	FB295 (2W)	47	MA216	88	P402
7	BS281	48	HS131	7	FB308 (3E)	48	MA218	89	P418
8	BS290A	49	HS205	8	FB345	49	MA305		
9	BS290B	50	HS229	9	FB396 (3W)	50	MA309		
10	BS290C	51	DBG19	10	FB408 (4E)	51	MA318		
11	BS2102A	52	DB104	11	FB496 (4W)	52	MA405		
12	BS2102B	53	EG09	12	SA136	53	MA409		
13	BS2104	54	ES101	13	SA164	54	MA418		
14	BS2114	55	ES104	14	SA169	55	MB119		
15	BS2124	56	ES121	15	SA236	56	MB123		
16	BS381	57	ES123	16	SB102	57	MB237		
17	BS390A	58	ES125	17	SB120	58	EB104		
18	BS390B			18	SB123	59	EB111		
19	BS390C			19	SB152	60	EB115		
20	BS392			20	SB220	61	EB119		
21	BS394			21	SB230	62	EB131		
22	BS3102A			22	SB252	63	EB133		
23	BS3102B			23	SC140	64	EB138		
24	BS3104			24	SC162	65	EB211		
25	BS3114			25	SC169	66	EB231		
26	BS3124			26	SC176	67	EB233		
27	BS490A			27	SC236	68	EB237		
28	BS490B			28	SC262	69	EB275		
29	BS490C			29	SC336	70	EB277		
30	BS492			30	SC444	71	EB311		
31	BS494			31	SD102	72	EB331		
32	BS4102			32	SD114	73	EB461		
33	BS4104			33	SD120	74	EB475		
34	BS4114			34	SD154	75	EE101		
35	BS4124			35	SD214	76	EE110		
36	BS542			36	SD219	77	EE114		
37	BS548			37	SD220	78	EE118		
38	BS550			38	SD254	79	EE122		
39	BS560			39	SD354	80	P201		
40	BS562			40	MA104	81	P202		
41	BS574			41	MA105	82	P214		