

Classroom Technology Checklist

1870 Laurie Sherrod November 2, 2022 [Classroom Cameras](#)

Clemson University is leveraging classroom technology to deliver a blended instructional model. More than 480 traditional and laboratory classrooms are equipped to become one of three types of classrooms: lectern, video teleconferencing (VTC), and laptop classrooms.

This checklist will assist instructors with ensuring they are prepared to teach when Clemson University returns to a blended instructional model.

Before in-person classes begin:

- Review classroom technology.
- Visit the [Blended Learning Enabled Classrooms article](#) and learn the types of classroom(s) you will be teaching in during the Fall semester.
- Watch the [Summer Quick Hits – Classroom Video Technology video](#).
- Watch the [Clemson Technology Walkthrough video](#).
- If you are having difficulties managing the equipment, schedule an appointment with CCIT for an in-person support demonstration of your classroom(s) technology.
- Visit the [Faculty Resource Center](#) for resources including video tutorials, how-to documents, and a listing of upcoming training and workshop events.

After in-person classes begin:

- Arrive at least 15 minutes early in order to have enough time to prepare.
 - Verify equipment is working properly.
 - Review the [Classroom Technology Getting Started Guides](#), which are also located in each classroom, for basic steps and tips.
- Ensure camera is positioned correctly.
 - Presets, corresponding to camera position, have been established for each classroom. “Preset 1” will always correspond to the respective classroom lectern. Additional presets will correspond to writing surfaces, which will be classroom dependent.
- If the camera and audio are not detected in Zoom, ensure the camera is turned on. If needed, press the power button on the remote to turn on the system. Ensure that Camera 1 is selected.

After class is over:

- Identify items that did not go as planned.
- Contact CCIT or Clemson Online for support.

Online URL: <https://hdlb.clemson.edu/phpkb/article.php?id=1870>