



Classroom Setup/ Return to School



Help and Ideas for Classroom Setup & Return to School

Start here for ideas and Tech help as you return to your classrooms.

Classroom Technology

Docking Station (Port Replicator)

Logitech Meetup Camera (Web Camera)

Additional Monitor

Smartboard

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Configuration 2

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Credits



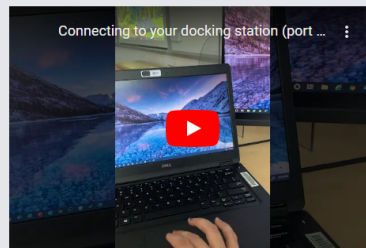
Classroom Technology

Docking Station (Port Replicator)



Dell Dock - WD19 130 W

- Your computer doesn't actually "dock" anymore. It's now known as a "port replicator."
- USB C port connection (video on the right shows how this connects to your computer)
- One plug charges your computer and connects peripherals.
- [Dell Dock Quick User Guide](#)



Video by Liz Smith - Herndon HS



Ports & Slots (technical info as FYI)

1. USB-C 3.1 Gen 2
2. USB-A 3.1 Gen 1 with PowerShare
3. Combo Audio/Headset
4. Audio Out
5. DisplayPort 1.4



- 6. HDMI 2.0b
- 7. USB-C Multifunction DisplayPort
- 8. Dual USB-A 3.1 Gen 1
- 9. Gigabit Ethernet RJ45
- 10. Power In
- 11. Thunderbolt 3

Logitech Meetup Camera (Web Camera)



[Logitech MeetUp](#)

- Speaker and microphone built in.
- Remote control with pan (78°), tilt, and zoom capabilities (5x)
- USB port connection
- Plug & Play
- [Set Up Guide](#)

Note: Place camera on a sturdy surface and be mindful of cables. We have NO replacements if the camera is knocked over and damaged.

While we are not doing concurrent teaching at this time, you can use these cameras to record a mini-lesson to a Zoom session with just you in it, then release the recording for a student who may be quarantining.

Additional Monitor

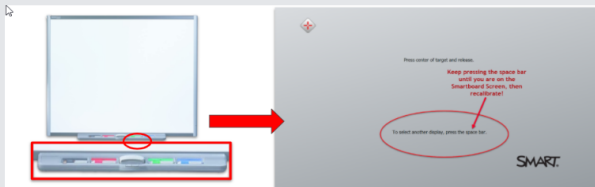


SOME homeroom classrooms have the following monitor.

[HP EliteDisplay E243i 24-inch Monitor](#)

- [Tilt, Swivel, Pivot Clockwise 90° & height adjustable](#)
- Connect via HDMI, DisplayPort, or VGA
-

Smartboard



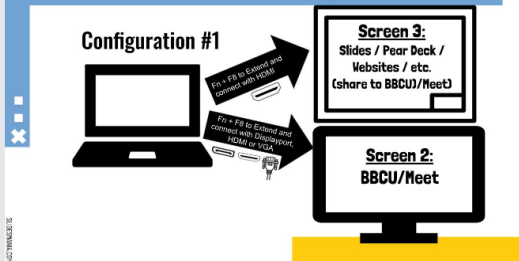
- USB connection to laptop or docking station
- To use the Smartboard in Extend, you will need to recalibrate it using the correct screen, it may default to your laptop. *Just hit the space bar until you are on the Smartboard screen!*
- **Reminder** - Anything you write on the screen will need to be erased before moving on to the next slide. (if not using Smart Notebook files.)



Screen Configuration Options

Practice moving between the different options. Different lessons may require different configurations.

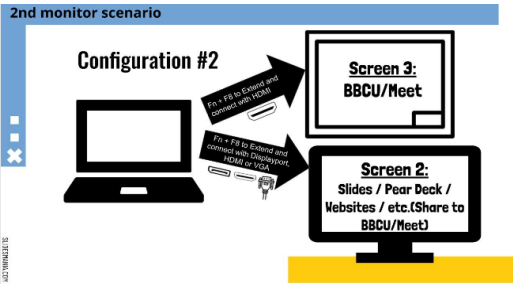
2nd monitor scenario - This is challenging at first!



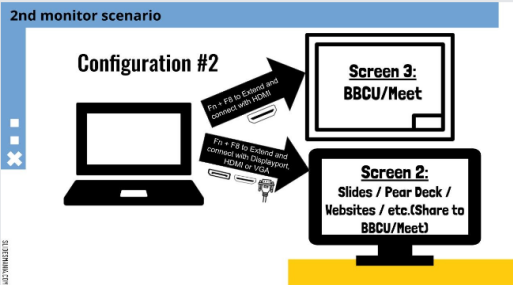
- Extend your screen and show BBCU/Meet screen on monitor for easier viewing and session management.
- Have in-person students watch presentation on Screen/Smartboard.
- Laptop screen can be used as needed.

Configuration 1

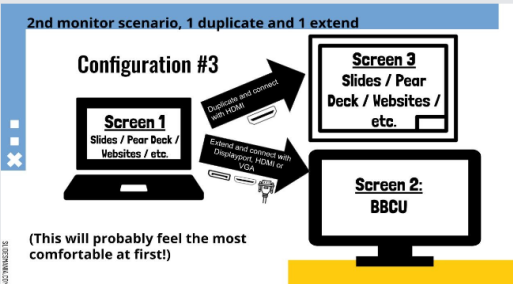
- Best for direct instruction or common activity.
- When you want to share electronic resources, video, slide decks, etc. with F2F and Virtual students
- Face to Face students won't see chat/video of students at home.



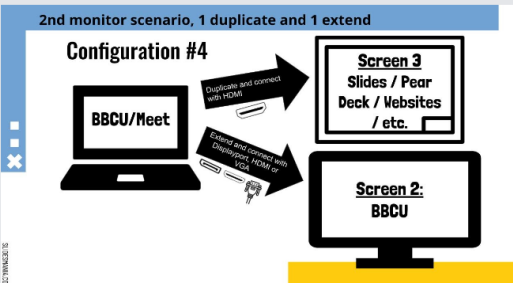
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- Have in-person students watch presentation on Screen/Smartboard.
- Laptop screen can be used as needed.



- Duplicate your Slides screen (laptop) on Screen/Smartboard for students to experience, while also having slides screen on laptop, giving you more control of them.
- Have BBCU/Meet available on second monitor.



- Duplicate your BBCU/Meet screen on monitor, giving you more control of moderator/session settings and provide easier viewing.
- Let in person students watch presentation on Screen/Smartboard.

Configuration 2

- Direct instruction or common activity with the ability for face to face students to see the chat and video of the students at home on the projector screen.
- When you want to share electronic resources, video, slide decks, etc.
- **Caution- private messages will pop up and be visible**

Configuration 2

- Direct instruction or common activity with the ability for face to face students to see the chat and video of the students at home on the projector screen.
- When you want to share electronic resources, video, slide decks, etc.
- **Caution- private messages will pop up and be visible**

Configuration 2 -Share Monitor

- Move the window you want to show all students (in person and virtual) to the monitor or laptop screen.
- Place BBCU/Meet window on your projector
- In BBCU share the monitor or laptop screen with the presentation or activity (Share window or chrome tab. Don't forget to check the audio button just in case)
- You can then use the laptop or monitor screen not shared to monitor assignments, take attendance, etc.

Configuration 3

- Move BBCU/Meet to your external 24" monitor
- Open the window you want to show all students (in person and virtual) on your laptop.
- Duplicate your laptop and projector in display settings.
- You can then use the laptop to go through the lesson without having to manage 3 screens.

Caution: Do not open mail and/or SIS (or anything personal for that matter) on your laptop because you may accidentally share it!

My advice is to open them in tabs on the 24" monitor (where BBCU/Meet is) no one will see them but you! To make Outlook open on that monitor, launch outlook before you share your window and drag it to the 24" monitor. You can open and close it and it will launch on the 24" monitor.

Configuration 4

- Duplicate BBCU/Meet to your external 24" monitor
- Open the window you want to show all students (in person and virtual) on your laptop.
- Drag the window you want to present to your Smartboard/ projector in display settings.
- Similar to Configuration 3. You have changed what you want to view on your laptop.

Caution: Do not open mail and/or SIS (or anything personal for that matter) on your laptop because you may accidentally share it!

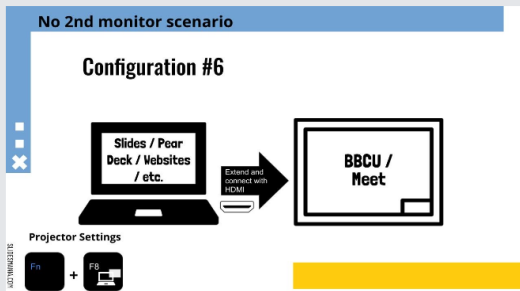
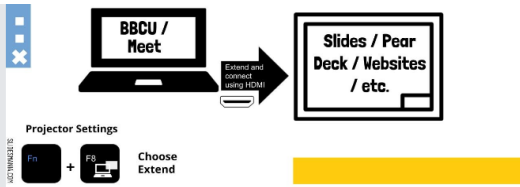
No Second Monitor Scenarios

No 2nd monitor scenario

Configuration #5

Configuration 5

Best when you want to see BBCU on your laptop and use your smartboard/screen to show content/slides to show your in-person and virtual students.

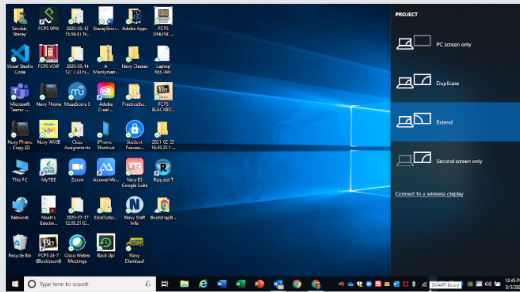


Configuration 6
Best when you want your in person students to have a BBCU like experience using the smartboard/screen and manage your slides on your laptop.



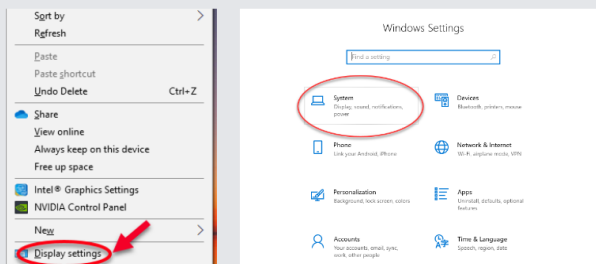
Split Screen Directions (Display Options)

Learn how to move between displays as you present.

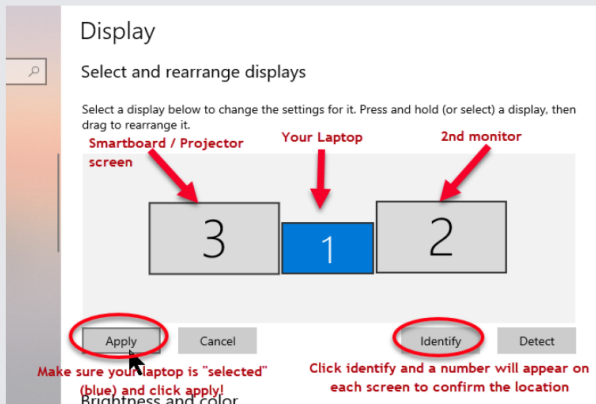


Press F8 to toggle between Extend and Duplicate

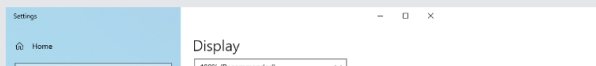
If you are using your laptop screen, second monitor, and projector, you have more options for splitting your screens and displaying your content. Watch [this video](#) to learn more.



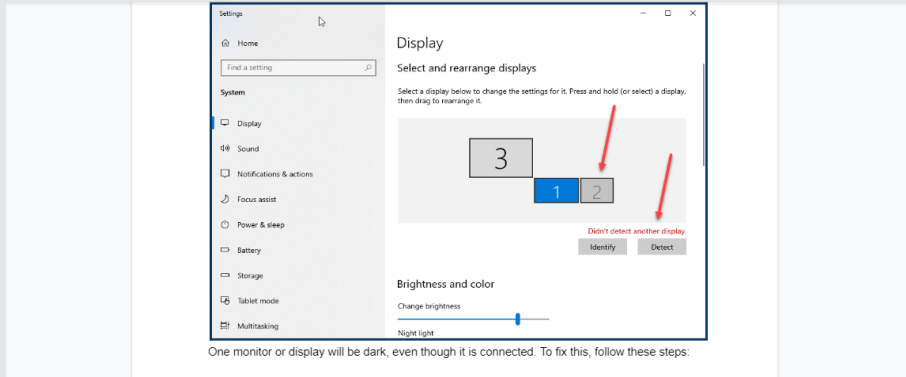
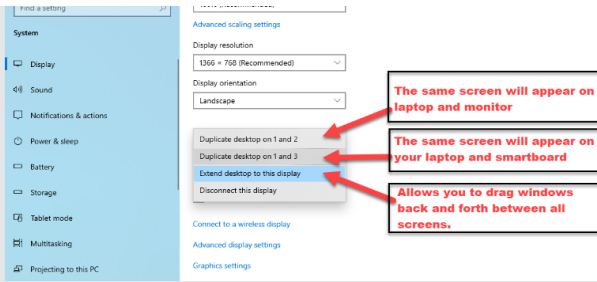
First, right click on your desktop and click display settings.
OR go to your computer settings and click on the System button and then Display.



Then, you can drag/drop your displays to look like this or your preferred setup and with your laptop "selected" (blue), click apply.
In this example, your mouse moves left to get to monitor 3 and right to get to monitor 2



To find more options, scroll down from your display view to find more settings.



Two Options for Document Cameras

1. Use your document camera as a different camera and choose it as you would for any other camera.
- OR
2. Open your document camera software and share the screen that it appears on, as you would with a slide or video.



Dismissal


Use this link to access the dismissal display.

Afternoon Dismissal

Teacher Directions

PM Dismissal is now done through Google Meet Live. Please follow the directions below to access and display the dismissal board.

1. Open the Google Meet Live link
 - There is an icon on your desktop (after restarting on the FCPS network.)
 - NOTE! If your desktop icon is not working, use and bookmark the link below.**



- <https://stream.meet.google.com/stream/fe8bfd85-aa22-42f4-9cca-c499ed69636f>
- You will see the following screen:



Credits

Special thanks to:

Debbie Tannenbaum - Sangster Elementary School

Pete Novgrad - Fall Church HS

Liz Smith - Herndon HS

