

Manual Hybrid teaching - *standard*

ENGLISH

Hybrid technology available as standard:

- Logitech BRIO camera with built-in microphone. This is aimed at the teacher.

Required features for the lecturer's laptop:

- USB port and HDMI port (possibly connector if not both ports on laptop)
- Zoom installed on laptop

Steps before connecting the additional hybrid technology

- Start up the laptop and connect it to the HDMI cable of the room projector, as is always done during a room presentation.
- Select the laptop (instead of desktop) on the projection room display. If necessary for the room, switch on the room microphone or use the loop microphone (see room manual).

Hybrid step 1: Connecting the camera to your laptop

The BRIO camera is basically connected to the desktop computer in the room. To connect your own laptop, use the USB cable with the green tape (1).

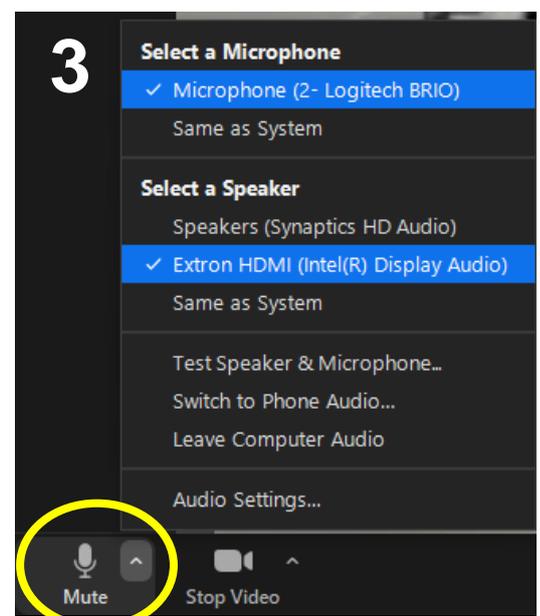
Then press the "Hybrid Switch" button (2) to connect the camera with the laptop. This is located on the table in the lecture room. In the workgroup rooms, there is no switch button; the USB cable must be removed from the desktop with green tape (1) and inserted in the laptop.



Hybrid step 2: Setting up the sound and camera in Zoom

Start the Zoom session of your course on the desktop or your laptop. Click on the arrowhead ^ next to "Mute" in the lower left corner of the screen (3) to select a microphone and speaker. Select the "Logitech BRIO" as microphone and the "Extron HDMI" as speaker (3).

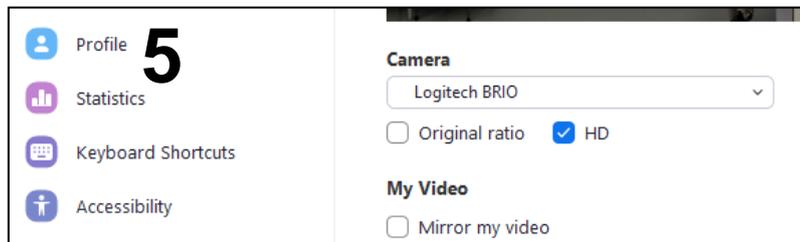
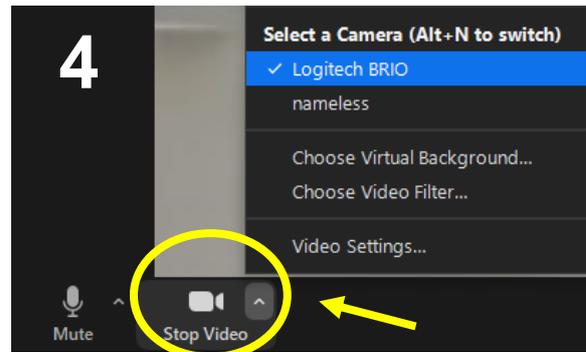
If the Logitech Brio is not listed here, press the "Hybrid Switch" button (2) again



Now click on the arrowhead next to “Stop Video” to select a camera and select the *Logitech BRIO* (4).

Additional settings can be found under “*Video Settings...*” (4).

Check the box saying “*HD*” and uncheck the box “*Mirror my video*” (5).



Hybrid step 3: Decide if you want to use multiple displays

Two screens can be used in the rooms: the fixed desktop/projection and the laptop. By default, both screens show the same, they are 'duplicates': everything that can be seen on the laptop screen is also projected into the room.

If it is better to separate the Zoom session or other tools from the presentation slides, it is possible to separate the content on the two screens: the content of the desktop screen is projected into the room, that of the laptop screen is not.

To do this, go to Settings on the laptop, select Display. In the Multiple Displays option, the two displays are numbered. Select "Extend these displays" (6) and make sure the screens are displayed correctly.



Hybrid step 4: start the hybrid session!

For tips, have a look on the next page



Need assistance?

Please contact the Servicedesk FS through:
(020-525) 1403

Employees of the Servicedesk will assist you as soon as they can.

Tips for lecturers on using hybrid technology

- In case the lecture needs to be recorded in Zoom, please do that on your own laptop rather than the desktop in the room. The downloading and saving of the video usually take more time than you booked the room for.
- Students who are in the room and have the zoom link open (in order to use the chat or other zoom tools during class) will have to 'mute' their mic's and need to turn their speakers off. Otherwise, the sound quality will be greatly impaired for all students. You can also choose to use other tools during class (like wooclap) and only have the online students on Zoom.
- De BRIO microphone captures sound within a reach of 5-8 meter. This means that the lecturer can walk around without a microphone. Beware not to walk outside of the camera display, otherwise the online students will not see anything happening during your talk.
- Make sure to repeat comments or questions that are posed from further away in the room to keep the online students alert and involved. Ask the room students to be quiet when somebody is speaking in order to avoid too much noise through the mic of the BRIO.
- Online students can unmute themselves and can be heard via the speakers in the room by all - if the Extron speakers are selected in Zoom (see above). The lecturer can also project the zoom picture of an online student in the room by 'pinning' this picture or use Zoom 'speakerview' and to drag this picture to the screen that is selected for the room projection.
- You can make use of a TA to check the chat for questions from the online students, to make them feel involved and make the lecture interactive for them as well.
- When using a whiteboard: in the rooms are whiteboards on the wall. However, it is very hard to read for the online students if you write on them. If you do, make sure to use the black markers only and write large letters.
Even better, is to make use of a digital whiteboard via a tablet/I-pad connected to your laptop. Via ICTO-feb@uva.nl you can acquire the right equipment.