

Manual Hybrid Tutorial Rooms - *Advanced*

ENGLISH

Hybrid technology available in the advanced rooms:

- *Logitech BRIO* camera (with built-in microphone). This is located on top of the extra TV screen and faces the teacher.
- *A Soundbar* - Echo-suppressing microphone and speaker; which directs sound from the room to the online students and sound from the online students to the room. With an extra built-in camera (*Huddly IQ*). This is aimed at the room.
- An extra TV screen. This is not necessary, but can be used to project the zoom screens of the online students at eye level. (see step 4)

Necessary requirements for the lecturer's laptop:

- USB port and HDMI port (if necessary, a connector if both ports are not on the laptop)
- Zoom installed on laptop
- If an extra screen is to be used: an extra laptop, room desktop or other device in addition to the 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.
- Switch the display of the room projection to 'on' and select the laptop as source (instead of desktop). (See room manual).

Hybride step 1: Connecting camera & soundbar to the laptop

The *BRIO camera* and the *Soundbar* are connected together in the USB cable with the green tape (1). This is basically connected to the desktop computer in the room. To connect your own laptop, put that cable into the USB port of the laptop.

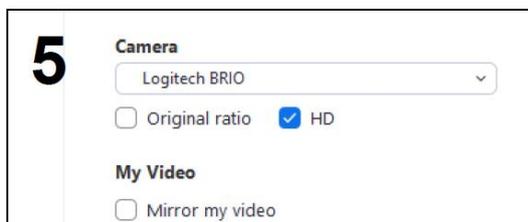
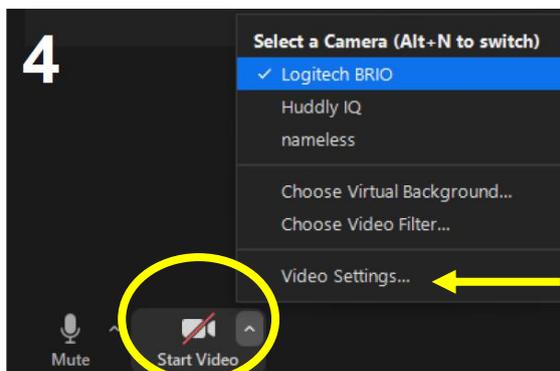
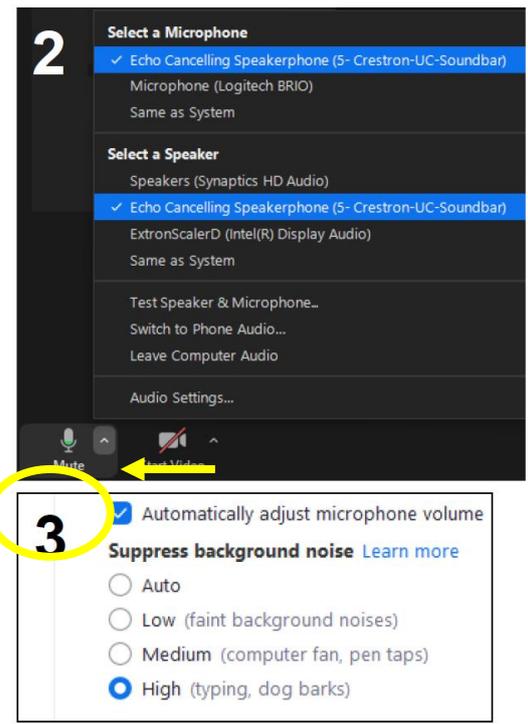


Hybrid step 2: Setting up the camera and sound in Zoom

Now start the Zoom session via the laptop - make sure that everything is connected to the laptop first.

For the correct **audio settings** in Zoom: click on the ^ arrow at the bottom left of the Zoom menu next to "Mute" (2). Select the microphone of the soundbar called *Echo Cancelling Speakerphone*.. Also choose this option as the speaker in Zoom (2) to get the sound in the room via the soundbar, here you can also choose for built-in room speakers: "*ExtronScalerD*"(2). These speakers are controlled via the projection display in the room.

Then go to '*audio settings*' in the same menu in Zoom (2) and select the option '*automatically adjust mic volume*'(3); online students will now hear the students at the back of the room as loudly as the people at the front and set the noise suppression to "*high*"(3).



For the correct **video image** in Zoom, click on the ^ arrow next to "Stop/start Video" to select a camera, here choose the *Logitech BRIO* to show the teacher or the *Huddly IQ* to show the room (4). The image in Zoom can be adjusted at any time via this menu.

Additional settings can be found under "*Video Settings...*". (4). In the camera tab, tick "*HD*" and turn "*Mirror my video*" off (5).

Hybrid step 3: Decide whether you want to use multiple screens

The system is now ready to present everything from the laptop screen both in the room and in Zoom. However, it is possible to provide the 2 screens (laptop and room projection/desktop) with separate content: e.g. the presentation on the projection screen in the room and the Zoom session and chat on the laptop.

To do this, go to *Settings* on the laptop, select the *Display* menu. Under the option *Multiple Displays* the two screens are numbered. Select "*Extend these displays*" (6) and make sure the screens are displayed correctly. **The system is now ready to present both in the room and in Zoom and to see and hear what is happening in the room and in Zoom (laptop).**



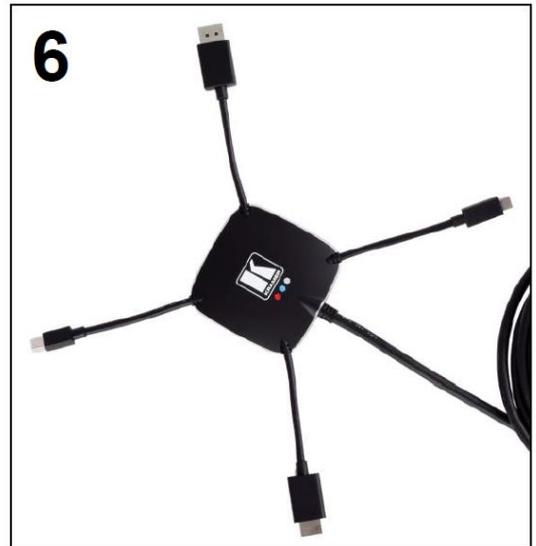
Additional hybrid step 4: connecting an extra TV screen

To better involve the online students in the room, the extra TV screen can also be connected. In this way, the teacher sees the Zoom session not only on the laptop, but at eye level with larger video tiles of the students at home. Because of the (Brio) camera on the screen, it seems to the students at home that they are directly addressed by the teacher.

Attached to the TV is a long *K-spider cable* (6). It is best to connect this to another 'device' than the laptop; e.g. the desktop in the room, a student laptop, or another device on which Zoom is installed.

Start the Zoom session of the lecture on this device and project the Zoom images on the TV screen.

- It is useful to use the Zoom account of a student in the room.
- Make sure that the sound of the extra device is off: both the microphone in Zoom and the speakers of the device.
- The Zoom display on the TV screen may therefore be different from the display on the laptop. This can be set at will in Zoom.



Close

Please close Zoom before pulling the green USB cable from the PC/laptop. This helps the teacher after you to get a good start.



Need assistance?

Please contact the Servicedesk FS via:

(020-525) **1403**

You will get a servicedesk employee on the phone as soon as possible.

Tips for teachers when using hybrid technology

- If the lecture must be recorded in Zoom, do it on your laptop (and not on your desktop). Downloading and saving the video often takes too long..
- Students who are physically present and have their Zoom connection open, e.g. to use the chat or other tools, should switch off the microphone in Zoom and mute the speaker (audio) of their laptop.
- The soundbar allows the teacher to walk around without a microphone. However, stay within the image, otherwise the students at home will not see anything.
- By using the extra screen, it is very easy to involve online students and the need for online tools is limited. Zoom students can mute themselves to participate in the discussion. The soundbar is able to reproduce the discussion between the students in the room, repetition by the teacher is not necessary. However, you should check this regularly..
- Only the teacher can see the Zoom students on the laptop screen and/or the extra screen. The teacher can flip the TV screen or project the Zoom image of an online student into the room by 'spotting' it or by setting Zoom to 'speaker view' and dragging it to the screen used by the room projector.
- When using a whiteboard: the room has fixed whiteboards, but these are difficult for the online students to read through the camera. Write only with black marker and large letters. Even better is a digital whiteboard via a tablet/I-pad connected to the laptop. The right equipment can be obtained via ICTO-feb@uva.nl.