



Teaching with the Touch-Panel AV System

The AV systems in **FSC 1005** and **FSC 1221** have been updated with touch panels. Instructors who teach classes in these learning spaces could use the touch-panel AV system to enhance the in-person and/or online lectures. For troubleshooting the touch-panel AV system, please contact the UBC AV help desk (av.helpdesk@ubc.ca). For requesting a demonstration of the touch-panel AV system, please contact Michelle Zeng (michelle.zeng@ubc.ca) or the Forestry Teaching and Learning Support Team (forestry.tls@ubc.ca).

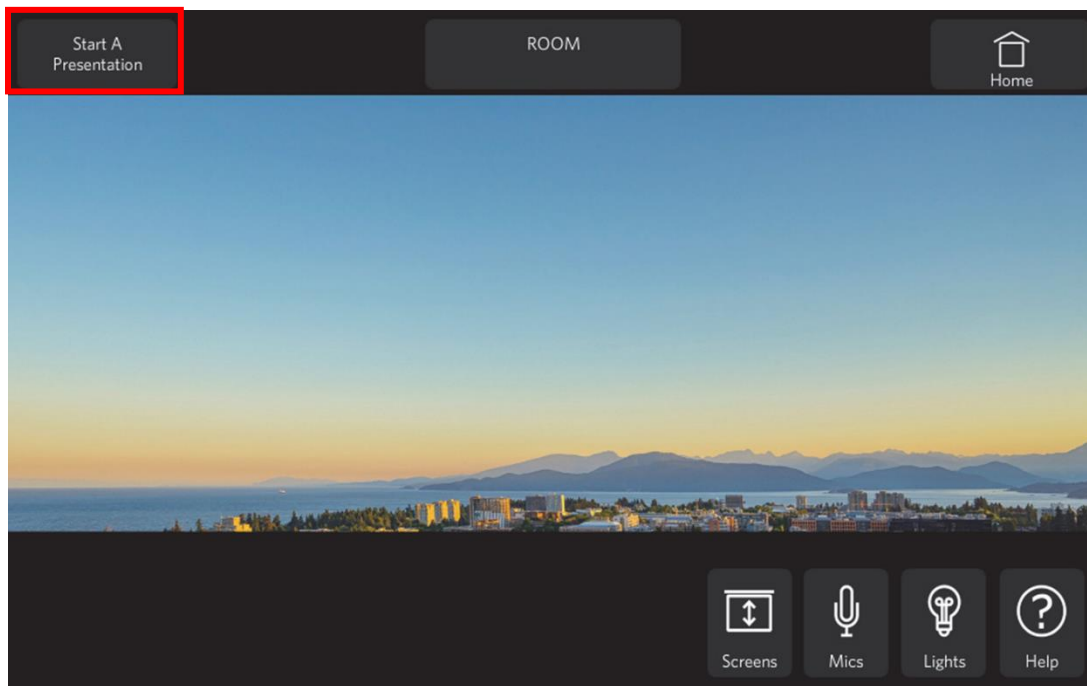
Before using the lecture capture/recording systems, please make reservations in advance. You can schedule a classroom recording with the **UBC IT Audio Visual Services** from here: https://ubc.ca1.qualtrics.com/jfe/form/SV_d0CchruSKrBVigS

Table of Contents

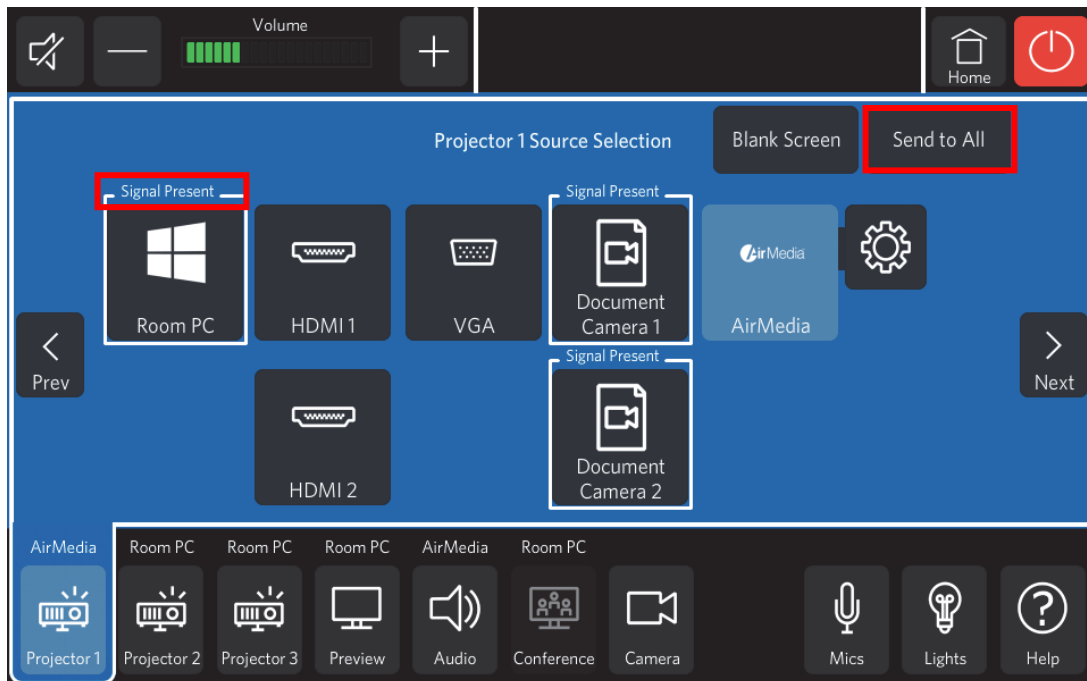
A. In-person Lectures + Live Streaming + Recording	2
B. Guest Lectures + Recording	6
Helpful Resources	8

A. In-person Lectures + Live Streaming + Recording

1. If you are teaching in FSC 1005, you can make [reservations](#) for the recording and/or live streaming of classes (at least 2 days before the class starts). **Or** set up regular Zoom meetings in Canvas to allow students who are not on campus to join the lecture.
2. If you have reserved for the in-room lecture capture in FSC 1005, UBC AV technicians will record and enable live streaming of the class when it starts.
3. If you are teaching in FSC 1221, you may use the in-room camera to record the lecture, click [here](#) to view the tutorial. If you do not wish to use the in-room recording system, you may use Zoom to record/broadcast lectures.
4. To start the AV system, you need to:
 - Press the “Start A Presentation” button on the touch panel
 - Allow the system to heat up for a couple of minutes



5. To show the presentation, you need to (1) select the signal source and then (2) press “Send to All” to make all projectors show the same content. You could select different signal sources for different projectors as well. The available signal sources are as follows (the text “signal present” indicates the current signal source):
 - Option 1: use the Room PC to present. (press the “Room PC” button on the touch panel and log in to the PC in the classroom with your CWL)
 - Option 2: link your laptop to the system with one of the HDMI connectors. You may need to prepare your own adapters. (press “HDMI1” or “HDMI2” on the touch panel)
 - Option 3: link your laptop to the system with the VGA connector. You may need to prepare your **own adapters**. (press “VGA” on the touch panel)



- Option 4: link your laptop to the system wirelessly with AirMedia (*this does NOT work for laptops with MacOS*). After selecting the AirMedia button, you need to input the web address (shown on the upper left corner) and download an app. After you start the app, you will need to input the passcode shown in the upper right corner to connect your laptop with the AV system.

Address: <http://XXX.XXX.XXX.XXX> CODE: XXXX

WIRELESS PRESENTATION

FOR WINDOWS OR MAC USERS

- 1** Connect to "ubcsecure" wireless
Using your Campus Wide Login (CWL)
- 2** Open your browser (IE, Chrome, Firefox, Safari, etc.)
Enter the IP address listed in the top left of this screen
- 3** Choose Windows or Mac OS X
Download and run application
- 4** When the dialog box opens
Enter the 4 digit code listed in the top right of this screen

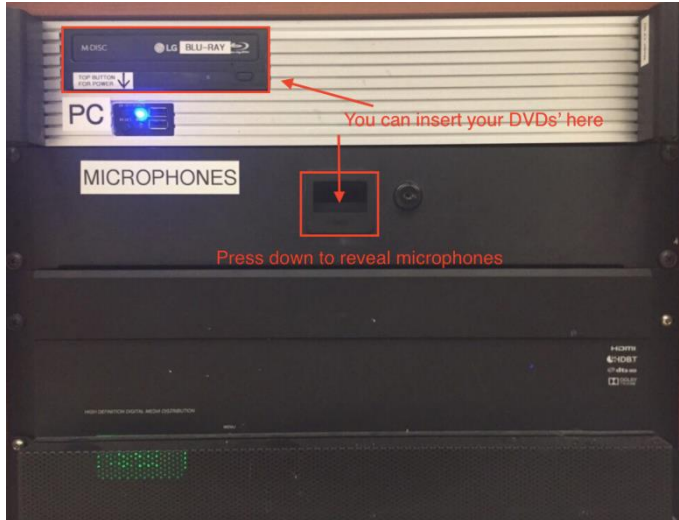
FOR IOS OR ANDROID USERS

- 1** Connect to "ubcsecure" wireless
Using your Campus Wide Login (CWL)
- 2** Open the App Store or Google Play
Download and install the Crestron AirMedia app
- 3** Open your Crestron AirMedia app
Enter the IP address listed in the top left of this screen
- 4** When the dialog box opens
Enter the 4 digit code listed in the top right of this screen

- Option 5: use the document camera to present. Note that document camera may not be recorded in Zoom. (press "Document Camera 1/2" on the touch panel)
6. Instructors could use microphones to improve the sound effects during live streaming and/or recording of the class. The microphones are stored below the PC power button.

Spare batteries are also in the drawer. **Please turn off all the microphones after use.** If you need more batteries, please contact the AV help desk at av.helpdesk@ubc.ca.

A. The location of microphones



B. Lapel/handheld microphones



- The instructor can use the lapel microphone while teaching. You can turn the lapel microphone on and off by flicking the switch at the top. The red button indicates that the microphone is on. If the light is flashing, it means a low battery. If it turns off, it means the battery has died.

A. Turn on the lapel microphone



B. Change batteries



- Handheld microphones can be given to students in the class to allow them to ask questions or present group work.

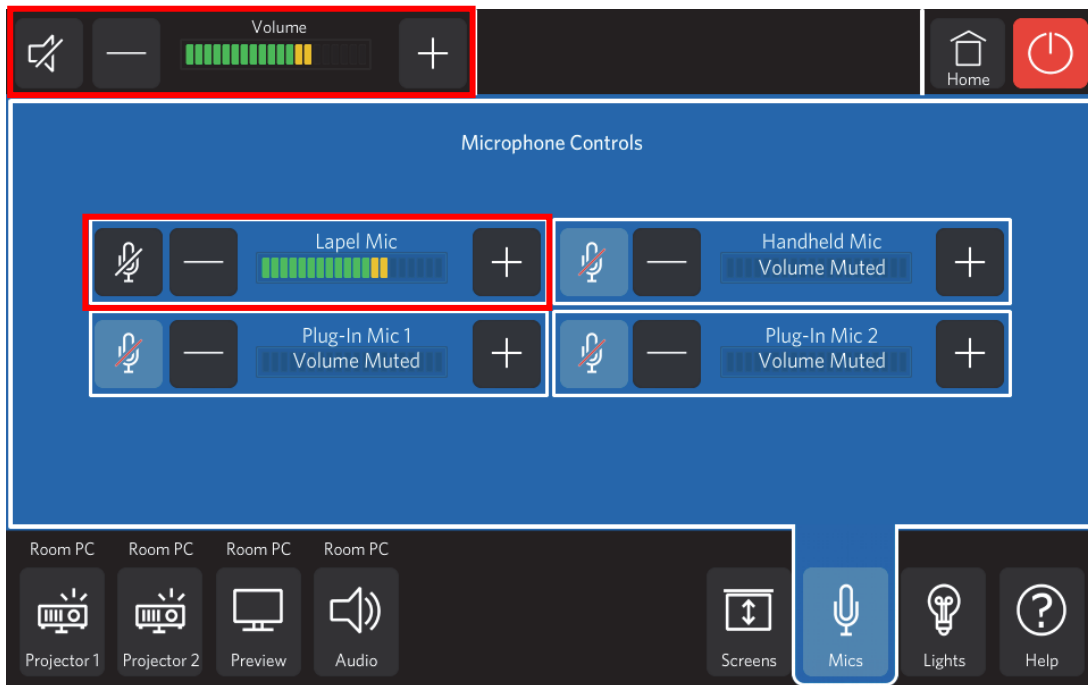
A. Turn on the handheld microphone



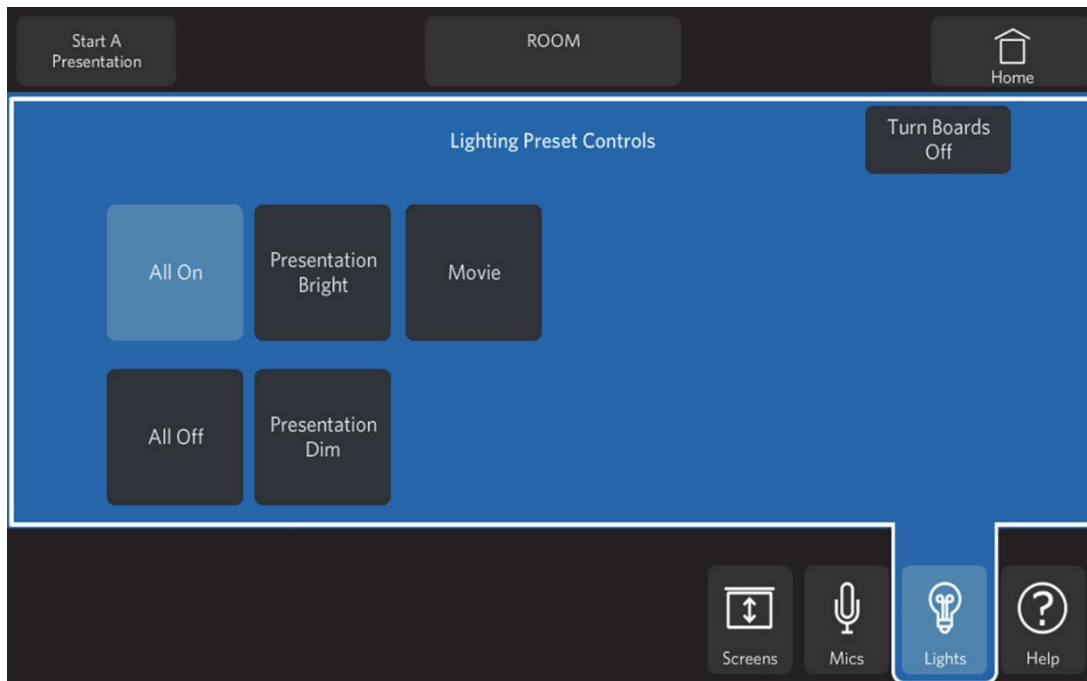
B. Change batteries



9. Volumes of the microphones can be adjusted through the touch panel using the + and – buttons. The volume of display sources (e.g. laptop, PC, etc.) can be changed through the button on the upper left corner.



10. Instructors may change the lighting condition in the classroom through the touch panel. The options for lighting are in the picture below.



11. Please turn off the AV system after the class is finished (press the power button on the touch panel). It could take a few minutes for the system to cool down.

B. Guest Lectures + Recording

1. Set up the Zoom meeting in your app or Canvas and share the link with the guest lecturer.



Your current Time Zone and Language are (GMT-07:00) Vancouver, English [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

Show course meetings scheduled by me

2. Start your Zoom meeting from your laptop or Room PC (need to log in to Canvas).
3. Turn on the AV system (Start A Presentation → Select Signal Sources → Send to All)
4. Make sure the audio is working in the Zoom meeting.
 - If no sound can be heard from the guest lecturer, check out the speaker option (1) in your device (i.e. laptop/Room PC) and (2) in the Zoom setting.

- Note that the sound output of your device and the speaker option should be the same as the audio system in the classroom (e.g. Intel(R) Display Audio). In most cases, the speaker option should be automatically changed to the classroom setting.

A. Sound output of the laptop

Sound

Output

Choose your output device


Speakers (Realtek(R) Audio) ▾

Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

[Device properties](#)

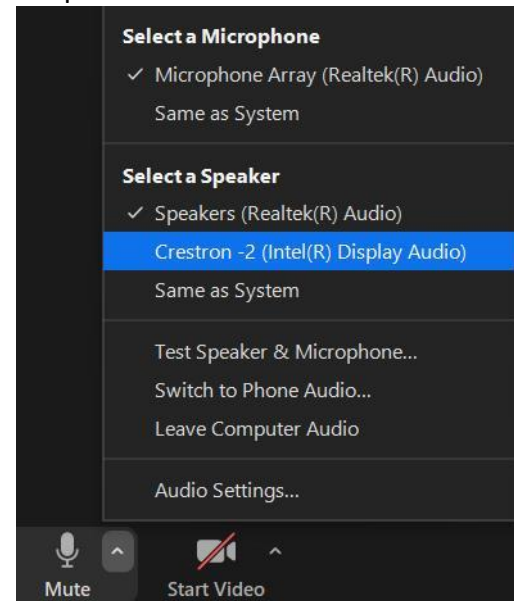
Master volume

🔊  78

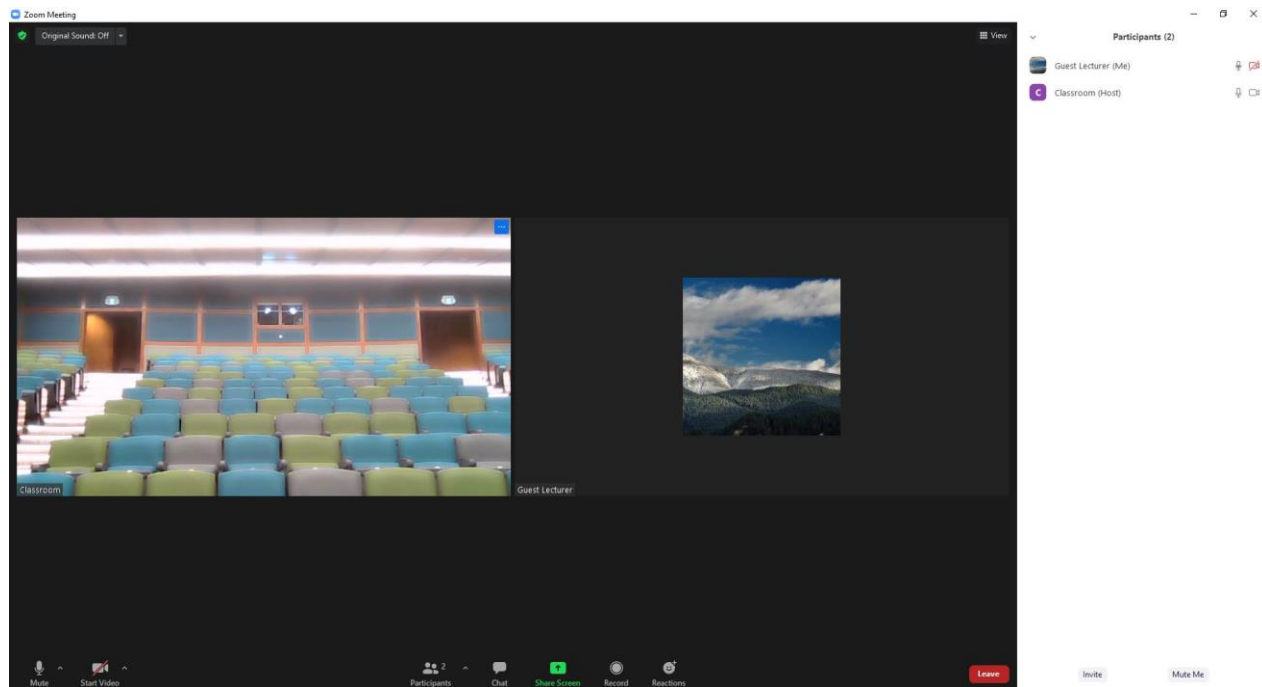
 Troubleshoot

[Manage sound devices](#)

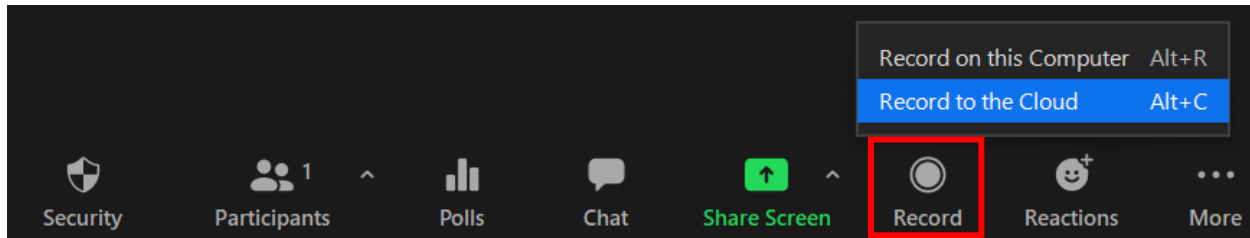
B. Speaker



- You may need to turn your laptop to your students so that the guest lecturer may get a sense of the classroom and the audience. You may use your own camera in this case.



- Start recording the lecture from the laptop.

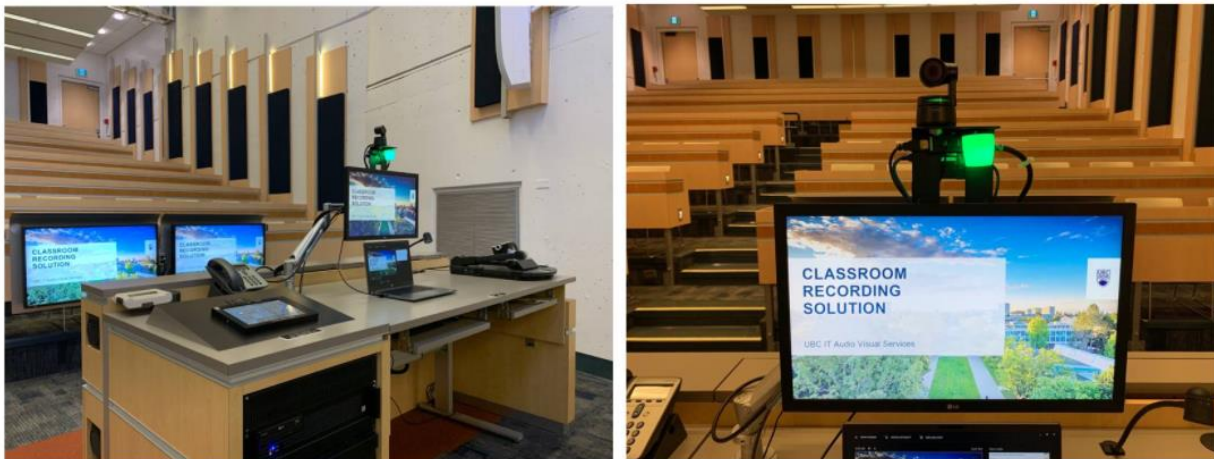


7. If the students in the classroom have questions to ask, they can:
 - (1) use their own devices to join the Zoom meeting and ask directly or type the question in the chatbox.
 - **Or** (2) use the microphones to ask the question (the instructor or TA may need to repeat the questions so that the guest lecturer can hear them clearly).
8. Stop the recording when the lecture is finished.
9. Turn off the microphones and shut down the AV system.

Helpful Resources

Classroom recording and support for September 2021:

<https://ubc.ca.panopto.com/Panopto/Pages/Viewer.aspx?id=e8da51a0-b72c-4e52-861a-ad730129c1dd>



- Classrooms with PC upgraded with recording software
- Pre-scheduled recording
- Automating process for instructors

Recording and Streaming in Classrooms: <https://learningspaces.ubc.ca/recording-and-streaming-classrooms>