

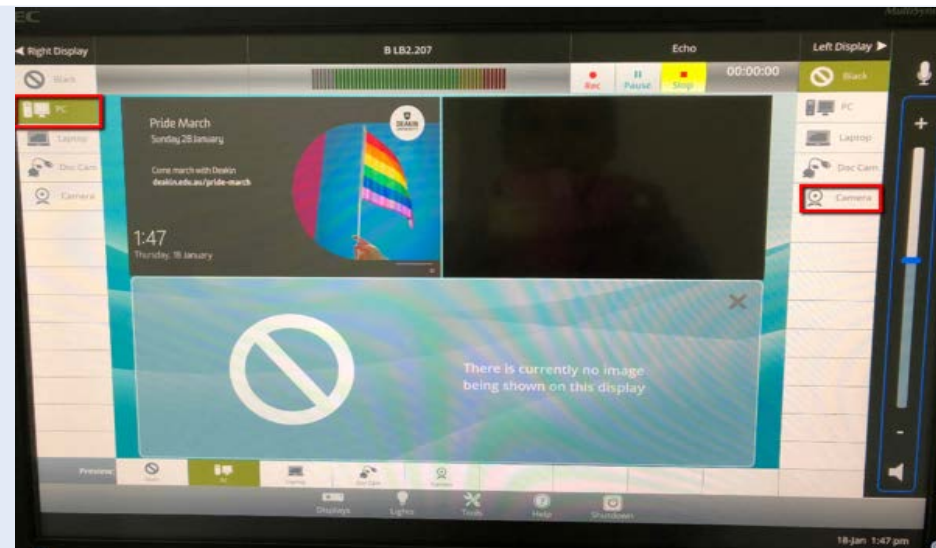
# Quick Guide for Setting up System for BBUltra

## Before the start of a lecture

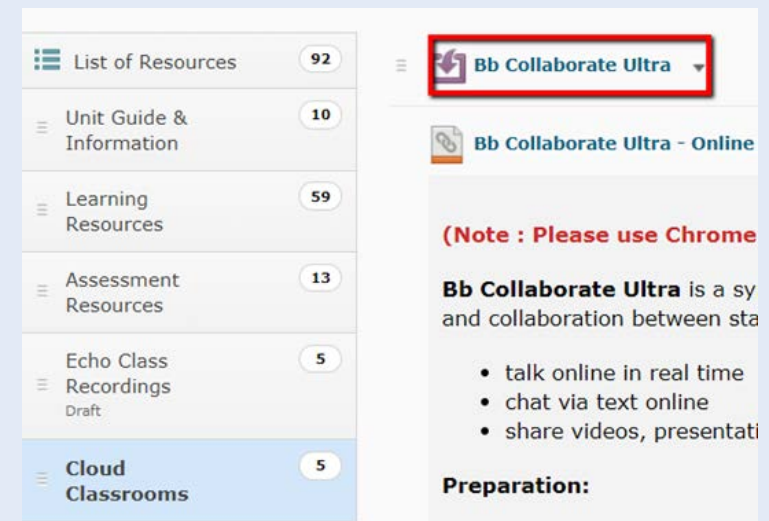
- Arrive at the lecture room 15 mins before the start to set up
- Carry a laptop which is connected to Deakin's Eduroam internet.
- Turn on the projector of the class by touching 'start' button



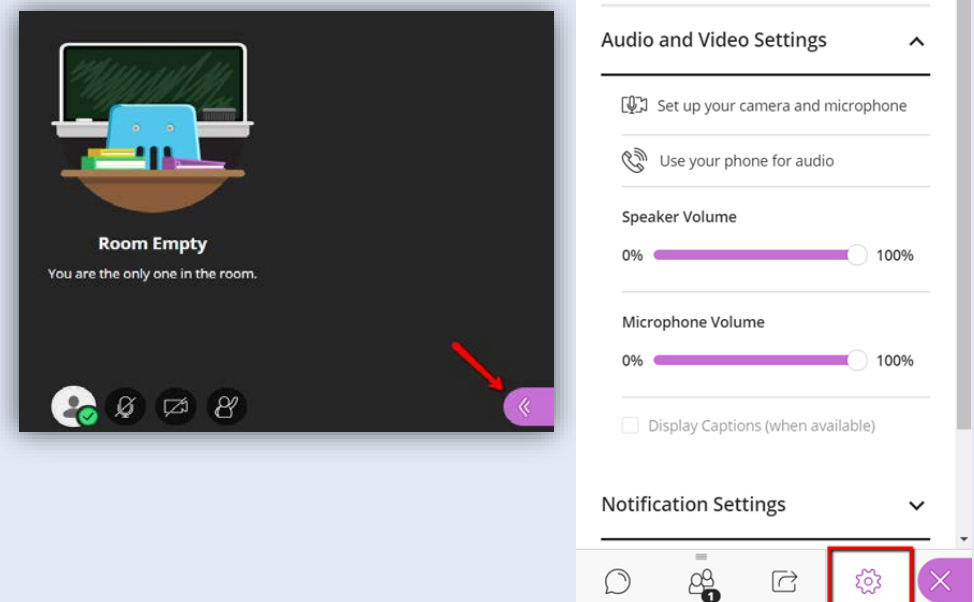
- From presenter's view select camera under left display on Amx panel and PC on right display. (Whichever screen is selected last will become primary screen)



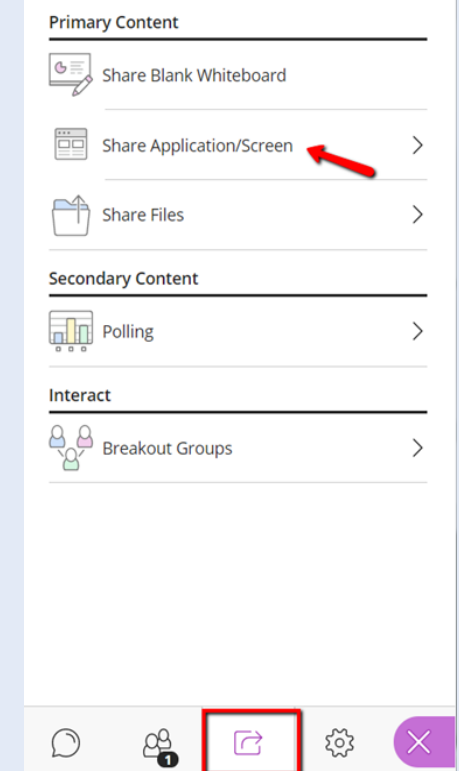
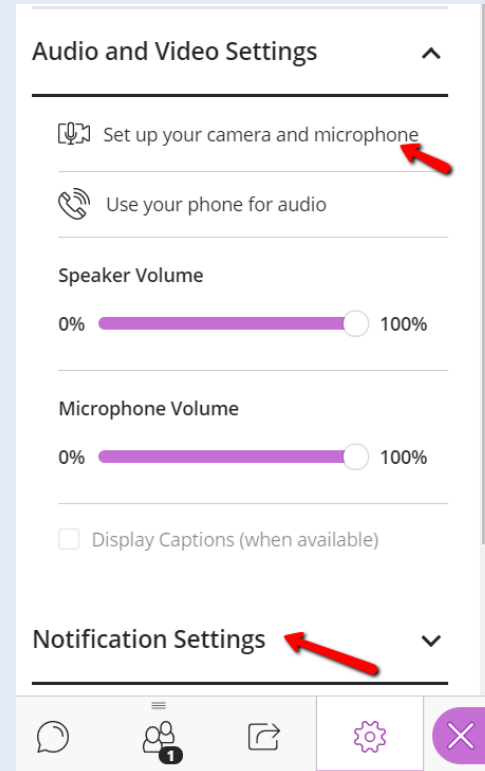
- For recording purpose PC or Laptop needs to be primary screen
- Get lecturer to log-in in Lecture room's PC
- Once logged in, Open CloudDeakin (Please use Chrome or Firefox only)
- Get lecturer's help to locate the lecture slides from USB or from their computer
- Get lecturer to log-in in clouddeakin again if one click sync login does not work
- Just before the lecturer starts the class, turn lecturer's handheld/Lapel mic on
- In TA's Laptop, open clouddeakin select the respective unit --> resources --> cloud classroom as required --> Join/launch the session



- Click on 'Open collaborate Panel' on bottom right side of the Ultra screen. Click on 'My settings' --> 'Set up your camera and microphone'



- Top left side of browser will promote you to select camera and microphone.
- Then click on 'Notification settings' and untick all audio notifications
- Click on 'Share application' --> share application/screen --> entire screen



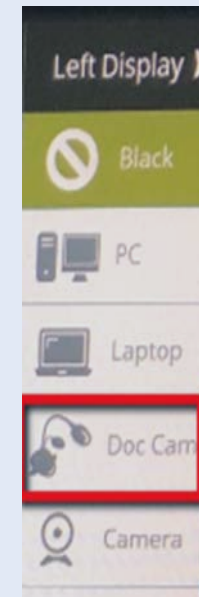
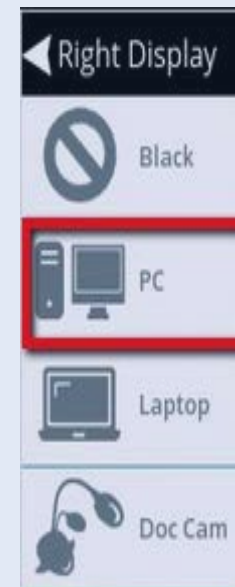
- Top left side of browser will promote you **again** to select the side of the screen you want to share → select entire
- Get lecturer's help to locate the lecture slides from USB or from their computer
- Unmute microphone and turn on camera from bottom middle screen of Ultra
- Check with online students that they can hear you, view the lecture slides and see the class clearly
- Put mic back on mute till recording is about to start
- To check the class audio is working fine. Open YouTube and click on any video to check you can hear the sound
- You can also ask online student to say something on their mic to check if you can hear through class speakers

- Now all settings are done. Just before the lecturer starts the class
  - Turn on mic and camera from bottom middle screen
  - Turn lecturer's handheld/lapel mic on
  - Start ultra recording by clicking on 'open session menu' on top left side of the ultra screen and select 'start recording'
- Focus camera on lecturer and sit away from camera's view and radar

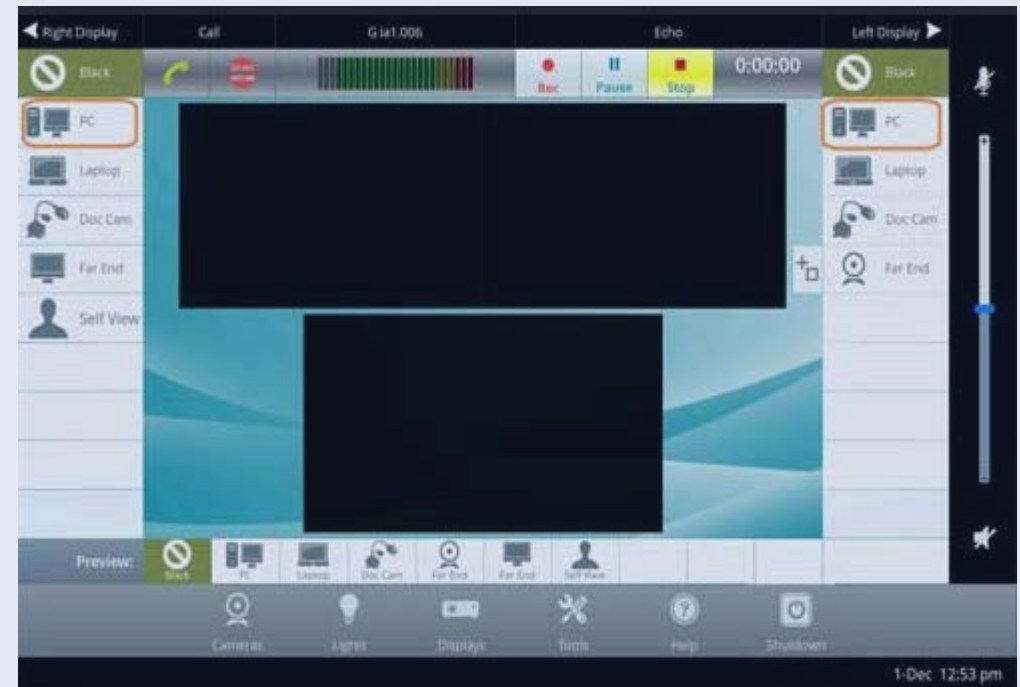
**Please Note: When echo recording starts – its colour changes to red and the timer starts on AMX panel**

## During the lecture

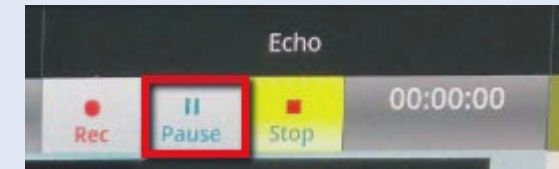
- Ensure PC side is always primary screen during the entire seminar duration
- In LB.2.101 room if student uses their desk mic during discussion. Amex panel will make PC selection as secondary screen, TA will need to press on PC again to make it primary screen
- If lecturer wants to use whiteboard in class, suggest them to use document camera instead so online students can see the writing clearly as well. (It is often noted that even on-campus students like to see notes on doc cam instead of whiteboard if the class is very big as it is easier for them to see too)
- If the lecturer still likes to use whiteboard, use room camera to zoom in on contents as best as you can for online students



- Encourage online students to participate the class discussion through either typing in chat box or using their mic to talk to lecturer and class
- If online students are using chat box to contribute in class discussion, share it with class by reading the written comments loudly after getting lecturer's attention. If online students have questions, answer it if you can or get lecturer's attention to answer it
- Engage with online students throughout the session from TA's laptop log-in
- If lecturer is showing any video in the class, copy paste the link in chat box for online students to view in their own computer as they can't hear class audio clearly.
- While the video is playing in class, select PC on both screens of Amx Panel



- If lecturer gives refreshment break in middle of the seminar or gives few mins time for group discussion, pause the recording by clicking on 'Pause' button on Amex Panel to ensure students watching the recording later don't have to forward the recording
- Put the mic on mute
- Make sure you turn on the mic and recording back when the seminar is resumed
- Take required action immediately if online students complain about unclear audio or video during the class
- E-solutions team is available till 6pm. If necessary, use class phone to call them for further help. If the seminar is after 6pm then put an online request for them to review
- Be vigilant about any technical issues during the session



## After the lecture

- Thank online students for their participation via chat box from your laptop log-in
- Turn off all the slides, browsers and other files
- Log out securely
- Turn off projector
- Turn off the room's lights where relevant

