



Teaching with the Mobile AV Cart

The mobile AV cart enables instructors to combine in-person teaching with live Zoom lectures. As the mobile AV cart is located in **FSC 1001**, instructors who would like to use it in other classrooms need to make reservations in advance. Please email Derek Dong (derek.dong@ubc.ca) to make the reservation for using the mobile AV cart. For troubleshooting the mobile AV cart, please contact the UBC AV help desk (av.helpdesk@ubc.ca). For requesting a demonstration of the AV system, please email Oscar Tsiu (oscar.tsiu@ubc.ca) and/or the Forestry TLS team (forestry.tls@ubc.ca). For requesting general help with teaching practices, please contact the Forestry TLS team (forestry.tls@ubc.ca).

Please note that, in FSC 1001, an in-room recording system has also been installed. To use it, you can check out this [tutorial](#) and make [reservations](#) with the UBC IT Audio Visual Services in advance.

Note: If the Mobile AV Cart is not responding, please unplug and plug the cart in again.

Table of Contents

A. In-person Lectures + Live Streaming + Recording	2
B. Guest Lectures + Recording	6
Helpful Resources	7

A. In-person Lectures + Live Streaming + Recording

1. First, Zoom meetings should be set up in Canvas in advance so that students who cannot come to the classroom would be able to join the lecture.



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. Instructors can start the Zoom meeting from (1) their laptops (need to be linked to the AV system through HDMI connectors);
 - Press the POWER ON button to turn on the AV system in the classroom
 - Press the HDMI button to send the signal of the laptop to the projector
 - Make sure the audio in the classroom is on (can be adjusted by the VOLUME button)
- Or (2) log in to the Room PC using CWL and go to Canvas to start the Zoom meeting
- Press the POWER ON button and the PC button

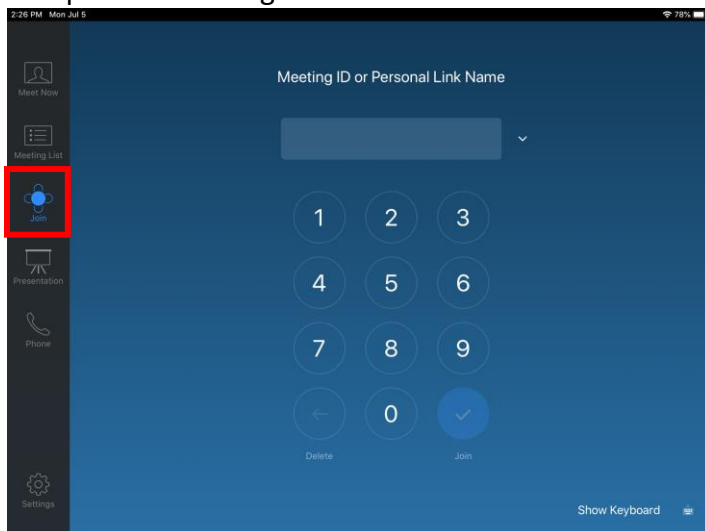


3. Plugin the mobile AV cart to power it up and turn on the iPad that is associated with it.
4. Press the home button to unlock the iPad and open the Zoom Rooms app as highlighted in the picture below.

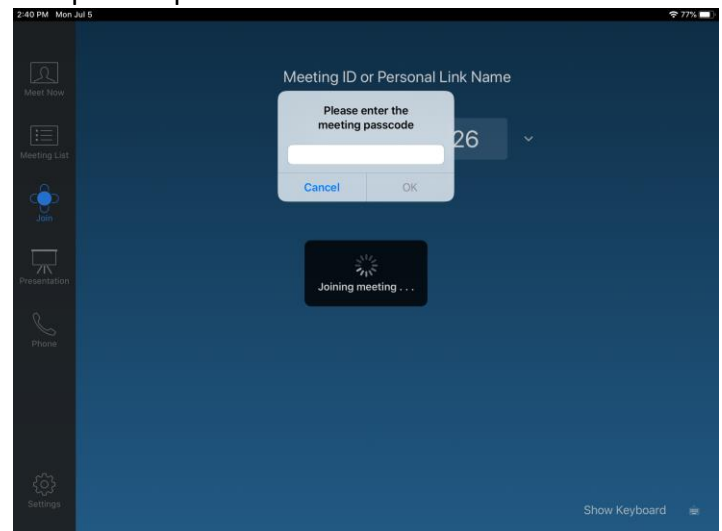


5. In the Zoom Rooms app, press the Join button and input the meeting ID as well as the passcode to join the Zoom lecture.

A. Input the meeting ID

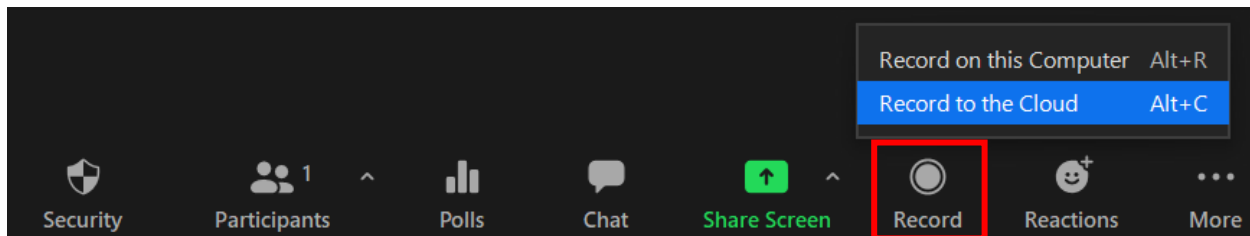


B. Input the passcode



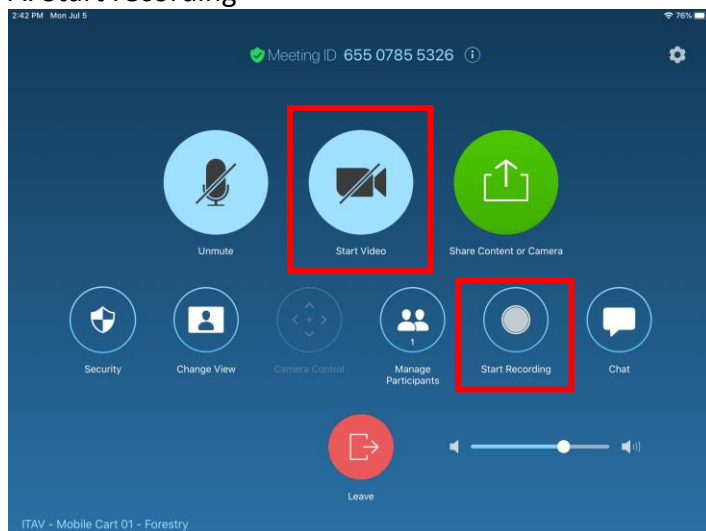
6. After the mobile AV cart joins the Zoom lecture, the instructor or the TA can choose to record the lecture as follows.

- (1) Record from laptops.
 - Click on the Record button in the Zoom meeting and choose the Record to the Cloud option.
 - If the front camera of the laptop is not turned on, then only the slides and chat would be recorded.



- (2) Record from the AV cart.
 - There is a camera on top of the AV cart. It can be used to record the lecture. Instructors and students in the classroom could be recorded in this case.
 - To use this function, press the Start Video button and then press the Start Recording button.
 - Turn on the lapel mic that is associated with the AV cart. The audio can only be recorded through the lapel mic.
 - If the instructor does not wish to be recorded, they may turn off the video.
 - To complete the recording, press the Stop Recording button.
 - When the recording is finished, an email should be sent to the person who created the meeting. The recording can then be shared with students.

A. Start recording

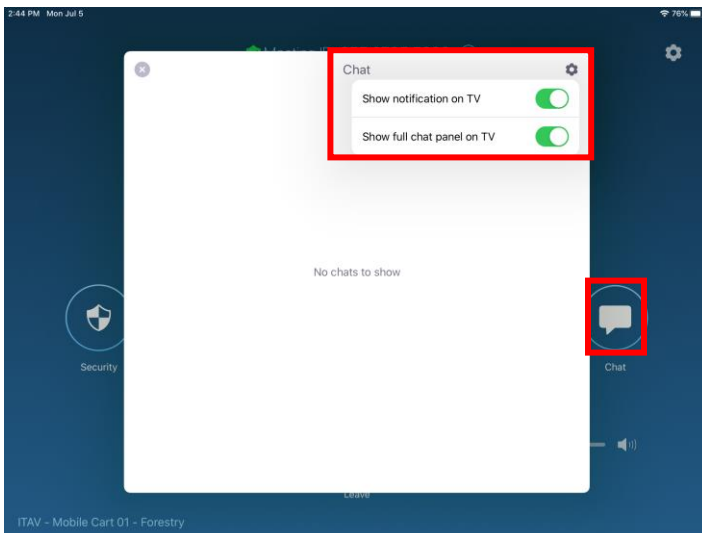


B. Turn on the lapel mic



7. Chat can be enabled to encourage class participation.

A. Enable chat



B. View the chat messages



- When the class is over, the PC on the mobile AV cart must be safely shut down. The power on the cart **cannot** be immediately pulled off. To shut down the PC, press the power button on the front side of the device which is behind the display.
- The iPad and the lapel mic also need to be turned off when the class is over. If you need more batteries for the lapel mic, please contact the AV help desk at av.helpdesk@ubc.ca.



B. Guest Lectures + Recording

1. Set up the Zoom meeting in your app or Canvas and share the link with the guest lecturer.
2. Start your Zoom meeting from your laptop or Room PC (need to log in to Canvas).
3. Turn on the AV cart and join the Zoom meeting (steps described above).
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](#)

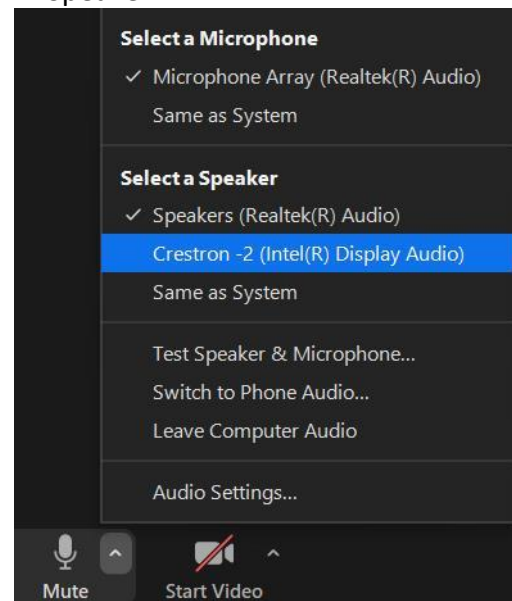
Master volume

🔊  78

 Troubleshoot

[Manage sound devices](#)

B. Speaker



5. The display of the AV cart can face the students so that the guest lecturer may get a sense of the classroom and the audience.
6. Enable the chat messages to encourage class participation (details described above).
7. Start recording the lecture from the laptop or the AV cart (details described above).
8. 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 lapel mic associated with the AV cart to ask the question
9. Stop the recording and shut down the PC on the AV cart safely (details described above).
10. Turn off the iPad and the lapel mic.

Helpful Resources

Video instructions of using the mobile AV cart from UBC IT Audio Visual Services can be found here: <https://ubc.ca.panopto.com/Panopto/Pages/Viewer.aspx?id=7f0cce49-4049-42de-ab09-ad7a017e5a72>

- The video introduces the basic use of the mobile AV cart. Please note that, in the video, the laptop is directly connected to the AV cart when sharing the presentation. This works well if the instructor does not plan to use the projector in the classroom.



- If the projector still needs to be used, there are two options:
 - Use the Room PC to log in to Canvas and join the Zoom meeting to show the presentation to the class.
 - Use a special HDMI adapter to connect both the AV cart and the AV system in the classroom. The instructor may need to prepare their own adapters for this.
- The video also introduces wireless sharing and advanced sharing settings which may be helpful for instructors.

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