

UBC Forestry

Teaching with the In-Room Recording and Live Streaming System in FSC Classrooms

The AV systems in **FSC 1001, 1003, 1005, and 1221** enable instructors to broadcast their classes as a webinar. The system also allows video recording, reviewing, and downloading. Here, we show the steps of using the in-room recording and live streaming system. Note that the live streaming is one-way and the signal will be ~2 minutes delayed for students online. For interacting with students during live streaming, please consider using other platforms at the same time (e.g. Canvas chat, discussion, Zoom, etc.).

If you need a demo session of using AV systems in FSC classrooms, please contact Michelle Zeng (michelle.zeng@ubc.ca) or the Forestry Teaching and Learning Support Team (forestry.tls@ubc.ca). For using the touch panel in FSC 1005/1221 and the mobile AV cart in FSC 1001, please check out our [website](#).

If you are teaching in other buildings, feel free to check out the recording features of all classrooms [here](#). Please contact UBC AV Helpdesk (av.helpdesk@ubc.ca) for on-site support in classrooms outside of FSC. If your assigned classroom has the same recording features as FSC classrooms, the Teaching and Learning Support Team can also help you try them within FSC.

A. Getting Started

1. If you plan to live stream and/or record your classes, please use this [link](#) to fill out the request form.
2. Detailed instructions for filling out the request form can be found [here](#).
3. Please note that it takes **at least 2 business days** for UBC AV services to schedule the in-room live streaming and recording.
4. After the recording is scheduled by UBC AV services, you should receive an email from them with a link for the live streaming and recordings.
5. During the class, the link is for live streaming. After the class, the **same** link is for viewing recordings. It could take a while for UBC AV services to process the recording files.

Thank you for submitting your recording request. I have scheduled the recorder in FSC _____ to record on _____ from 1:30 to 2:00 pm

A folder for all viewing links has also been set up at the following URL. Recordings will show up automatically when they are ready:

<https://ubc.ca.panopto.com/Panopto/Pages/Viewer.aspx?id=7fe4d8c6-8ab2-4e4c-bc95-ad8a017cac16>

Please make sure the content source you would like to be captured is on Projector 1 at all times. If you can hear the audio through the room speakers, audio will be captured in the recording. Please also note the instructor camera can only capture the front of the room, not the side or the back of the classroom.

6. The link for viewing the live streaming and recording has **no** password. You can request to download the recordings and upload them to Canvas so that only the students of the course can watch them.
7. One request form is for one course in one classroom. If you need to record lectures for several courses, you need to submit requests for each of the courses. If you need to record lectures in multiple classrooms, you also need to submit requests for each of the classrooms.

B. In FSC 1001, 1003, and 1221

1. The in-room recording and live streaming systems in FSC 1001, 1003, and 1221 rely on the use of the OBSBOT camera. This camera can track the instructor's movement in class.
2. The light below the camera indicates different status: green – ready to use; red – in recording/streaming; blue – fault (please call UBC AV Helpdesk immediately: 604-822-7956)



Ready to Record

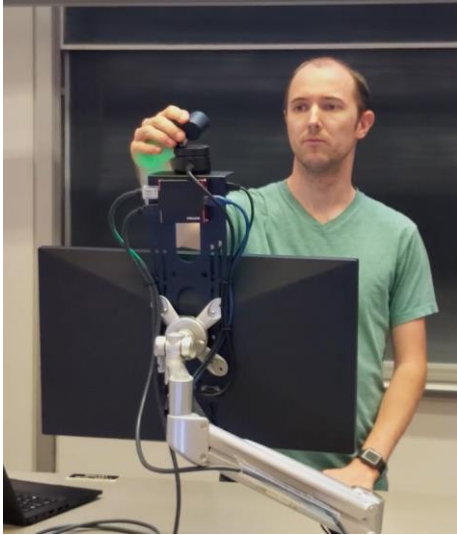


Recording (will flash for final 10 seconds of recording)



Persistent blue = fault, please call support.

3. To use the OBSBOT camera, ensure that it is facing you. If it is flipped downwards, you can turn it around manually.



4. To train the camera to follow you, you need to stand in front of the camera and hold one hand open and upright next to your face. You can do this with your mask on.
5. If the training is successful, you can see the light on the camera turning blue and flashing three times and then turning back to green. Now, the camera should follow you as you walk around. If the camera does not follow you, please train it again. If there are several people in front of the camera, the training may not work well.

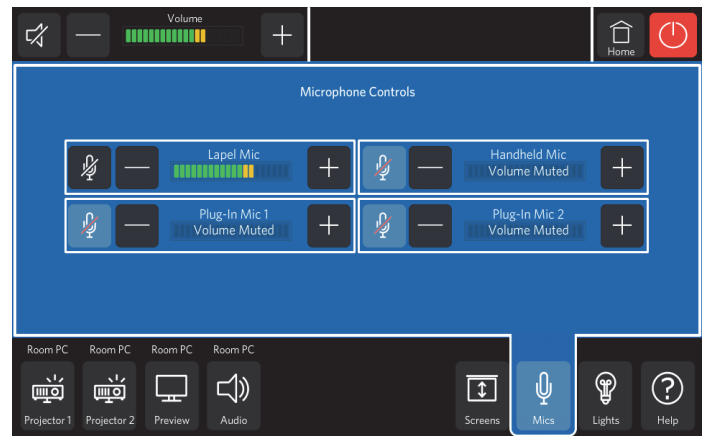


6. Please remind students that the class will be live-streamed and recorded in advance. If you need to stop recording during your class, you can flip the camera downwards and no pictures will be captured.
7. The tracking of the camera may not work well due to low lighting. You may need to train the camera again when the lighting condition in the classroom improves.
8. The live streaming/recording will start and end automatically at the scheduled time. You should be able to see the light below the camera turning red. If it is still green after the scheduled recording time, please contact the UBC AV helpdesk immediately (604-822-7956).

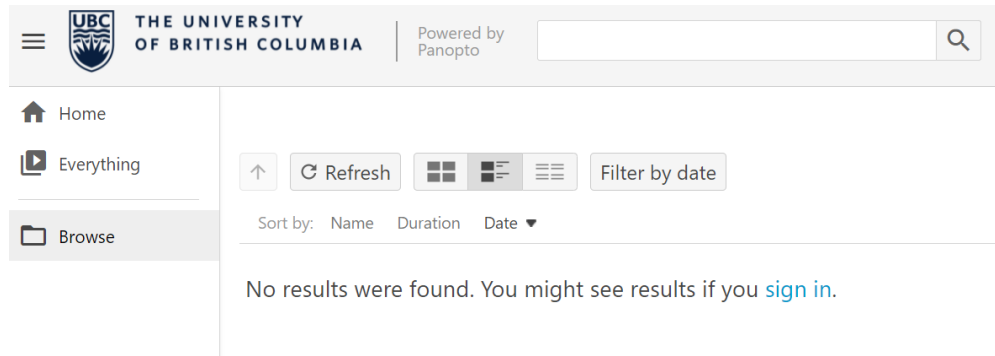
9. Please make sure to wear the lapel mic (and turn it on) during your live streaming and recording so that students online can hear you clearly. If the sound quality is bad, please double-check the batteries and there should be new batteries for you to change. In FSC 1221, the two lapel mics are attached (one for amplifying the sound and the other for collecting the sound). Both lapel mics should be turned on during your lecture.



10. You may adjust the volume from the control panel (left – 1001/1003, right – 1221).



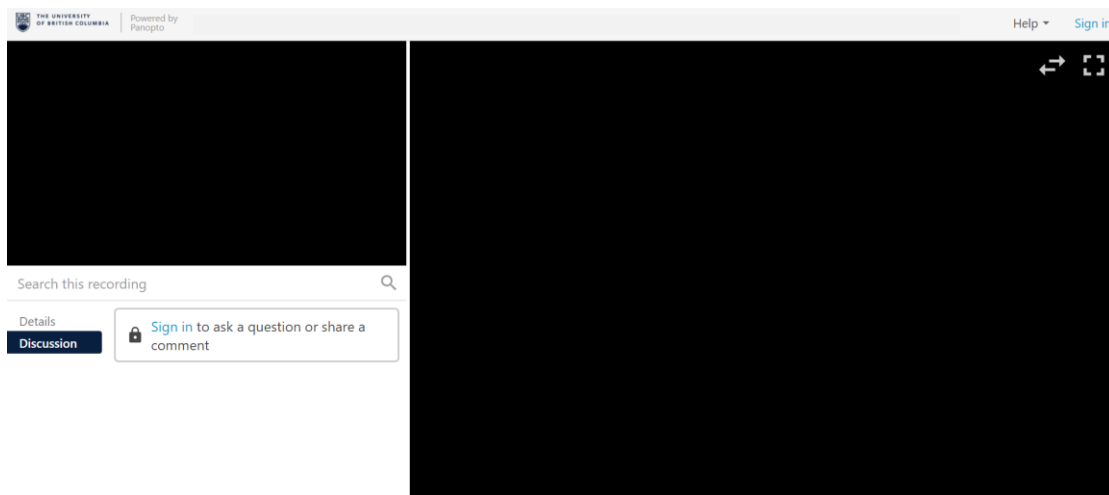
11. Even if you are only planning to record the class, we still suggest that you enable the live streaming option (in the request form) so that you can examine the recording link and monitor the signal during your class. If your TAs are not available, the Teaching and Learning Support Team can help you monitor the live streaming and recording signals.
12. When you click on the link, you will be directed to a page where you should be able to see the live streaming or recording.
13. Before the class, the page is empty and it is okay. There is **no** need to sign in.



14. When the scheduled live streaming/recording starts, your students should be able to see the signal. They can click on the file to view the signal.



15. If the signal remains black after the scheduled time, please contact the UBC AV helpdesk immediately (604-822-7956). They can help you troubleshoot the signal.



16. Viewing the live streaming signal from students' perspective:



QBSBOT Camera

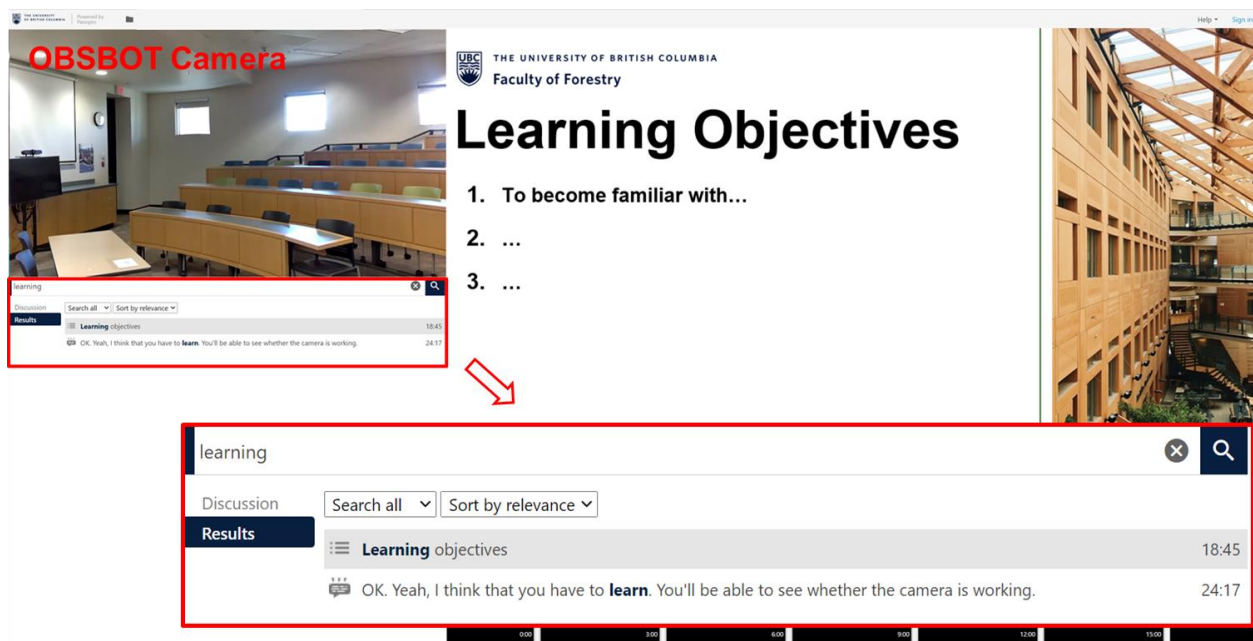
THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Forestry

Lecture Slides

Welcome to the Class

Teaching and Learning Support Team, Faculty of Forestry

17. Viewing the recording after class:



QBSBOT Camera

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Learning Objectives

1. To become familiar with...
2. ...
3. ...

learning

Search all Sort by relevance

Results

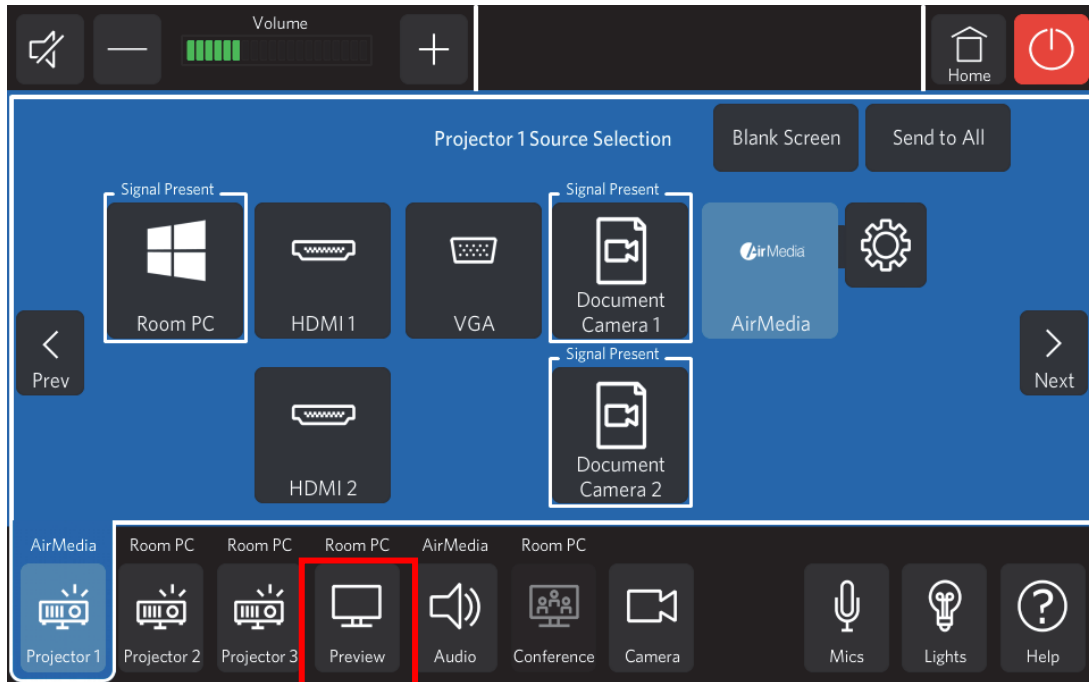
Learning objectives 18:45

OK. Yeah, I think that you have to **learn**. You'll be able to see whether the camera is working. 24:17

18. Students can search for keywords and go to a specific slide to view the recording.

C. In FSC 1005

1. The camera in FSC 1005 is located at the back of the classroom. It captures the image of the entire classroom and does not follow the instructor.
2. You can press the preview button to see the camera view and adjust its angle.



3. Make sure to test the audio settings and lapel mics before your live streaming/recording.

A. Turn on the lapel microphone



B. Change batteries



4. Here is the view from students:

5. If you cannot see the correct signal in the live streaming link (e.g. no slides, wrong link, etc.), please contact the UBC AV helpdesk immediately (604-822-7956).
6. You can also use document cameras in FSC 1005 and the signal will be live-streamed and recorded as well.

7. If you have any questions, feel free to contact forestry.tls@ubc.ca.

1. If you do not prefer to use in-room live streaming/recording or do not have time to schedule it, you may use Zoom to live-stream and record your classes. You may use Zoom to arrange guest lectures in the classroom.
2. Before starting the class, please 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

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](#)

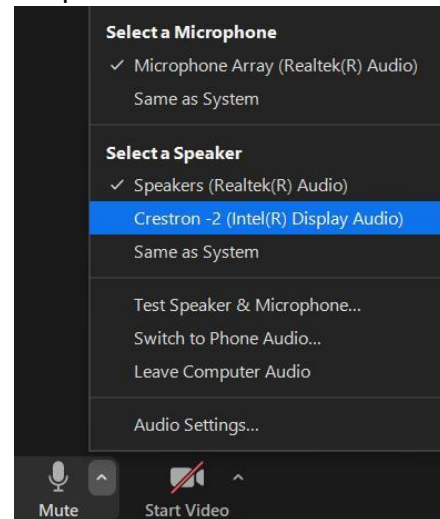
Master volume

78

[Troubleshoot](#)

[Manage sound devices](#)

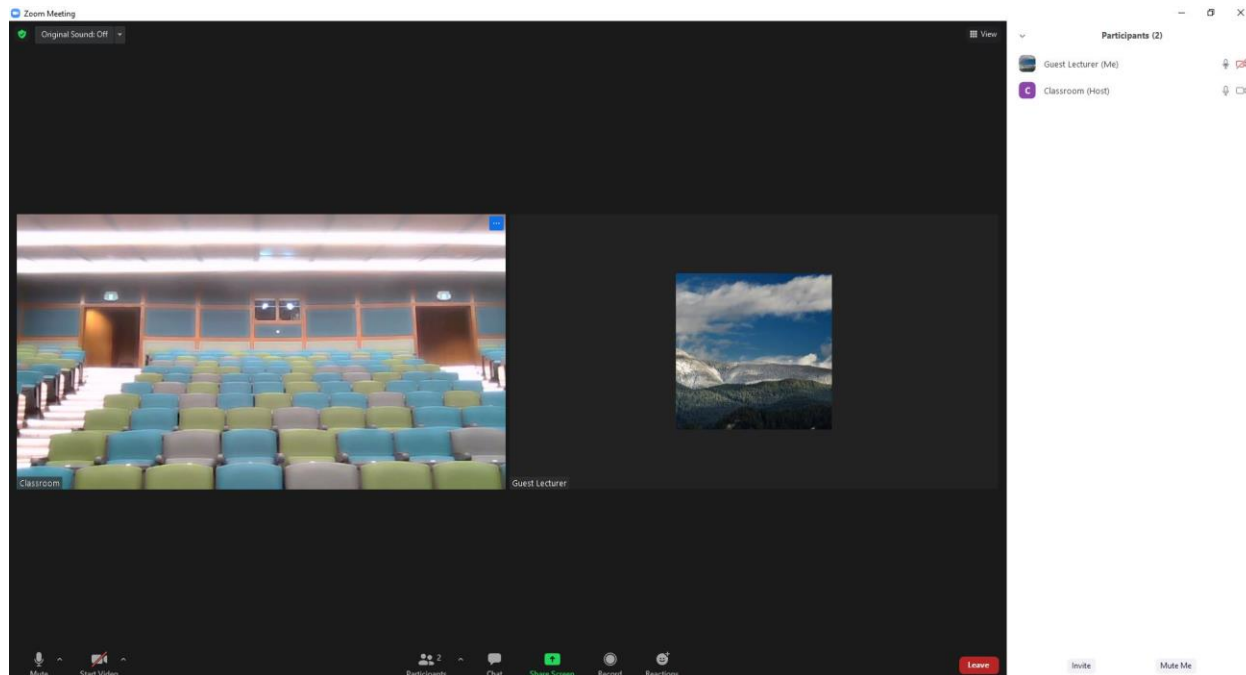
B. Speaker



3. In FSC 1001, you can use the mobile AV cart to support your Zoom meetings. For more information, please check out this [tip-sheet](#).



4. In FSC 1003, 1005, and 1221, you need to use your own laptop for having Zoom meetings.



5. You may reserve the DIY recording kit to enhance the Zoom meeting. The DIY recording kit also has an OBSBOT camera that can track your movement. Please contact Michelle (michelle.zeng@ubc.ca) for reserving the DIY recording kit.

