

UBC Forestry

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** (locked with a cable), instructors who would like to use it in other classrooms need to reserve it in advance with the Teaching and Learning Support Team. It is not recommended to move the AV cart to other classrooms. To reserve and/or unlock the AV cart, please email forestry.tls@ubc.ca.

For requesting general help with teaching practices, please contact the Forestry TLS team (forestry.tls@ubc.ca). For troubleshooting the mobile AV cart, please contact the UBC AV help desk (av.helpdesk@ubc.ca).



Table of Contents

A. In-person Lectures + Live Streaming + Recording	2
B. Guest Lectures + Recording	7
Helpful Resources	8

A. In-person Lectures + Live Streaming + Recording

1. First, Zoom meetings should be set up in Canvas or your UBC Zoom account in advance.



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/UBC Zoom account to start the meeting

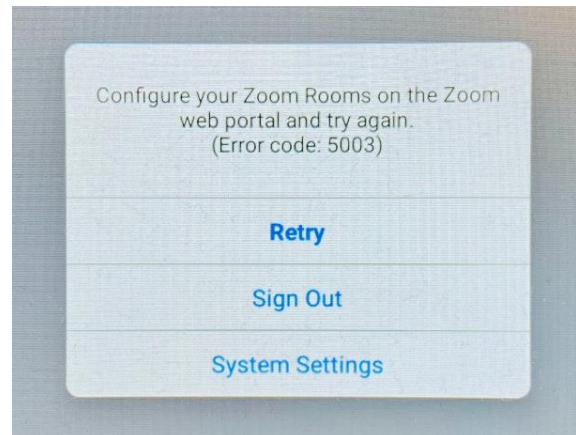
- Press the POWER ON button and the PC button



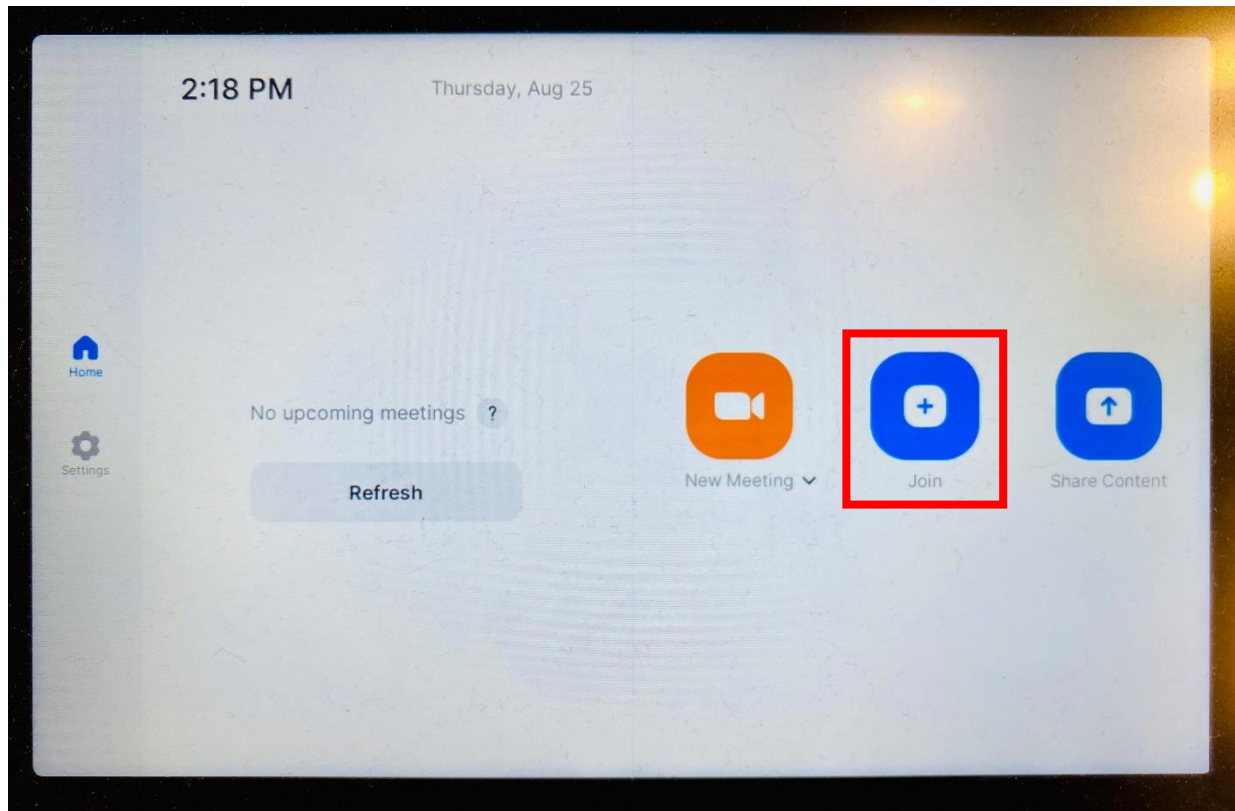
- Find the power cord at the back of the AV Cart and plug it in. The system will automatically turn on and boot all necessary components. The white internet box will start flashing with a green LED, then change to a solid green LED, and finally turn blue. **Do not click retry when prompted on either the TV or the attached tablet screen.**



- Please wait until the TV shows the following screen – this process can take up to **5 minutes**. If the tablet screen has not connected, click “Retry”.

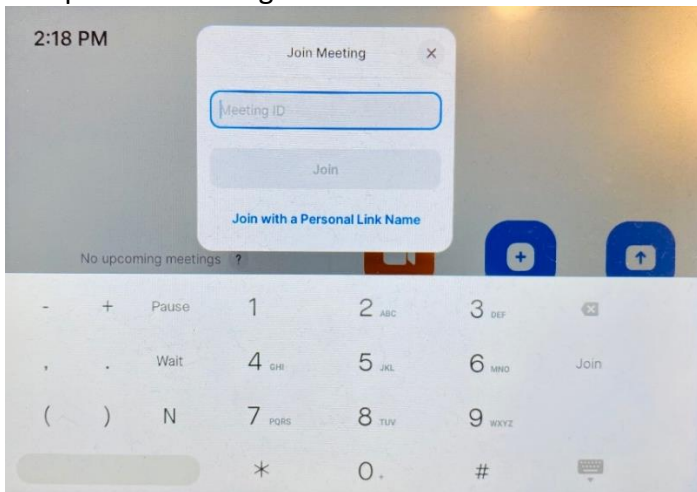


5. The screen below should show up after the AV Cart is done booting up.

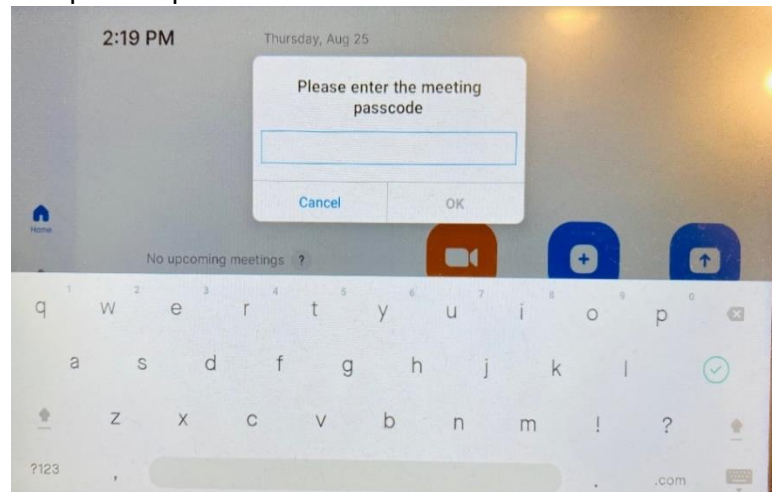


6. Press the **Join** button and input the meeting ID as well as the passcode to join the Zoom meeting.

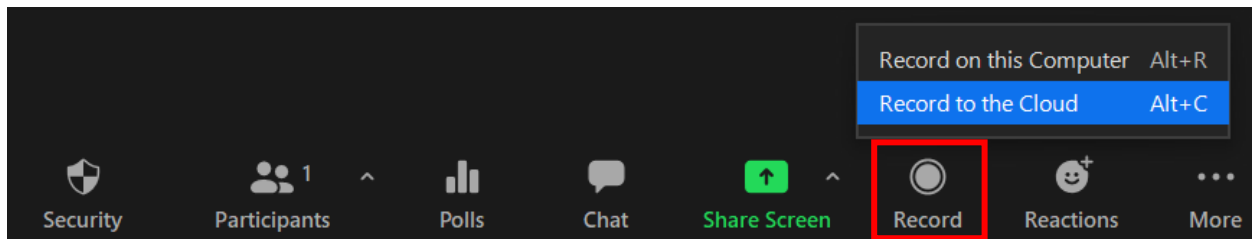
A. Input the meeting ID



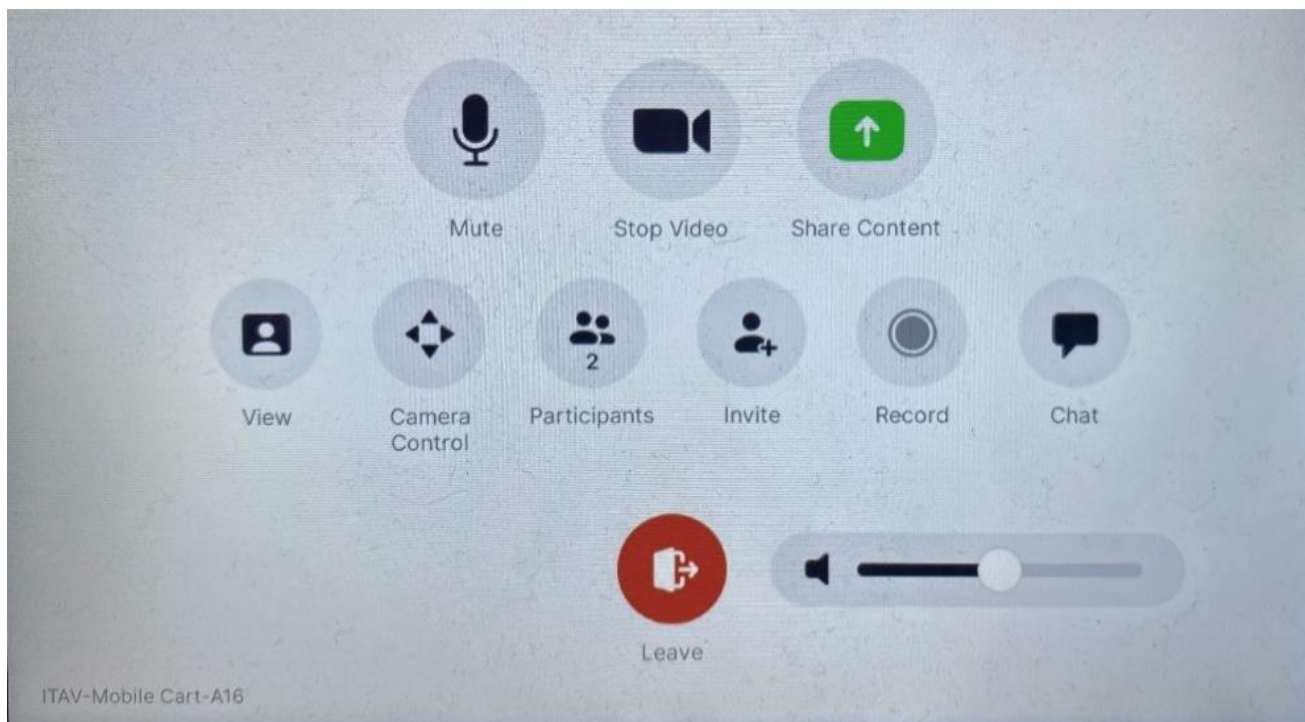
B. Input the passcode



7. After the mobile AV cart joins the Zoom lecture, the instructor or the TA can choose to record the lecture as follows.
- **Record from laptops/in-room PC** (it is **not** recommended to record the meeting from the AV cart directly)
 - Click on the Record button in the Zoom meeting and choose the Record to the Cloud option.

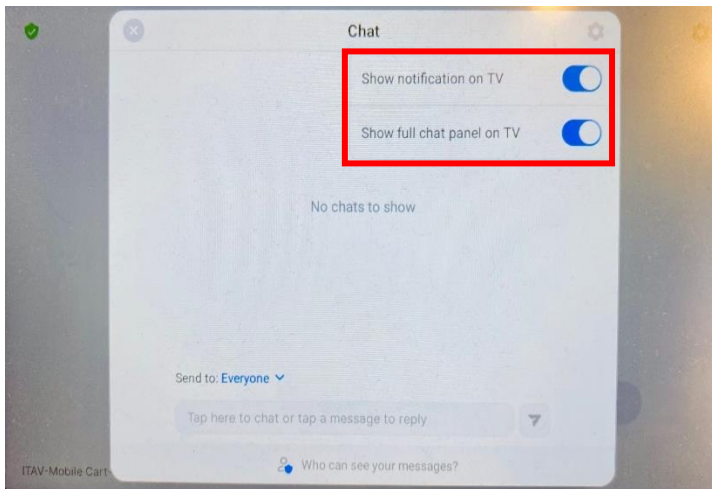


- There is a camera on top of the AV cart. It can be used to record the lecture. Please ensure that the video is on for the AV cart.
- Instructors and students in the classroom could be recorded in this case. Please remind the students in the classroom that they could be recorded in advance.
- The sound bar above the TV acts as a speaker and a mic. The instructor can choose to mute or unmute the mic.
- If the instructor does not wish to be recorded, they may turn off the video.
- 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.

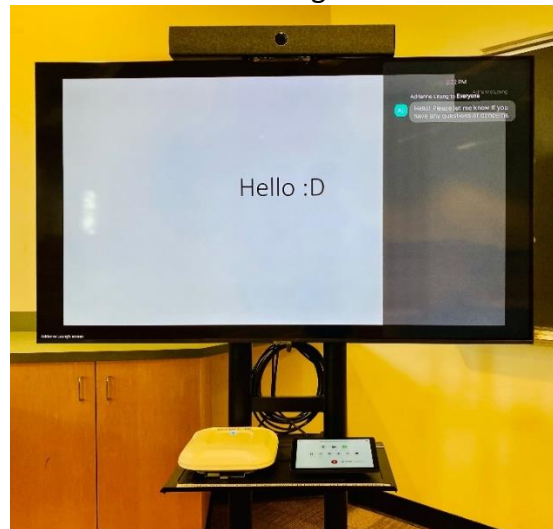


8. Chat can be enabled to encourage class participation.

A. Enable chat



B. View the chat messages



9. When the class is over, the mobile AV cart must be shut down. To turn the AV cart off, simply unplug the power cord and recoil it – place the bundled up cord on the hook at the back of the TV.



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

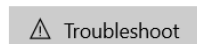
Choose your output device

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.

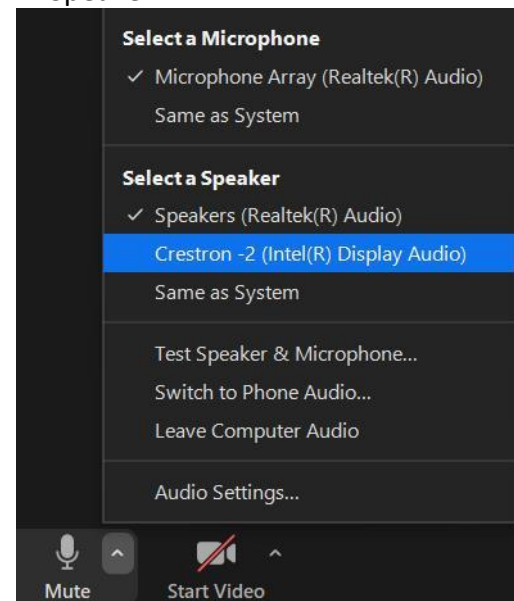
[Device properties](#)

Master volume



[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>