

UBC Faculty of Forestry & Environmental Stewardship

Teaching in General Learning Spaces

General learning spaces (e.g. FSC 1220, 1222, 1611, 1617, 2964/65, etc.) are usually not equipped with the Room PC or the mobile AV cart or the touch-panel AV system or the in-room lecture capture. Instructors need to use their laptops and recording devices to enable recording/live streaming of the class. According to UBC Learning Spaces¹, recording kits might be provided by the UBC IT Audio Visual Services upon request. Please email av.helpdesk@ubc.ca for more information and/or troubleshooting the AV system. For requesting a demonstration of the AV system, please contact Michelle (michelle.zeng@ubc.ca) or the Forestry Teaching and Learning Support Team (forestry.tls@ubc.ca). For requesting general help with teaching practices, please contact the Forestry TLS team (forestry.tls@ubc.ca).

To assist teaching in general learning spaces, instructors may need to prepare the following items: (1) laptops, (2) adapters, (3) wireless microphones, and (4) cameras.

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A. In-person Lectures + Live Streaming + Recording

1. First, Zoom meetings should be set up in Canvas in advance so that students who cannot take in-person classes can join the lecture.

¹ <https://learningspaces.ubc.ca/recording-and-streaming-classrooms>



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](#)

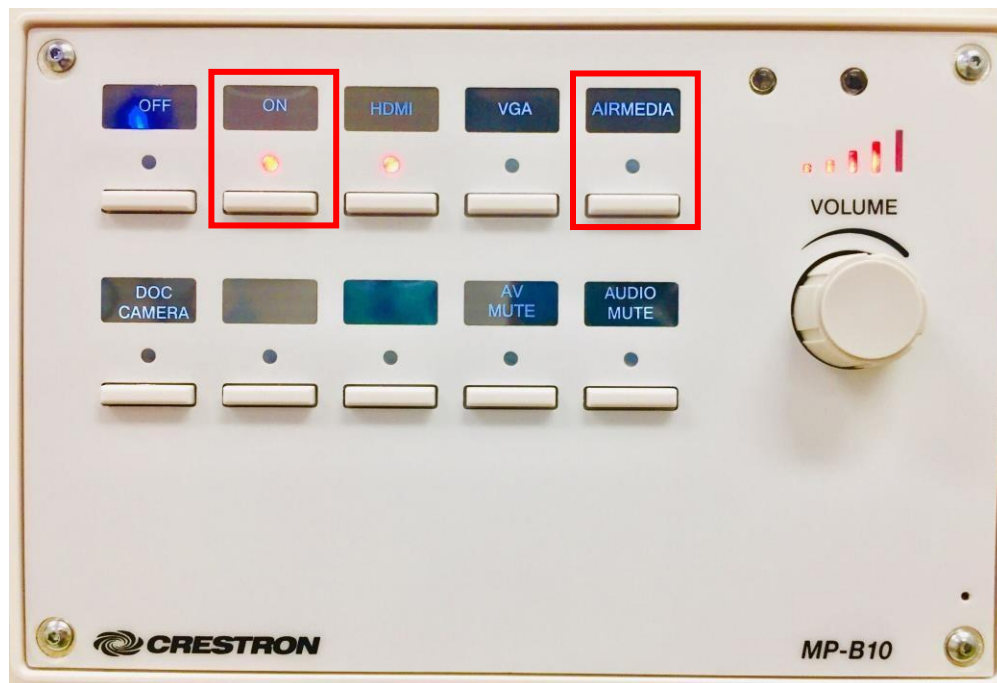
[Cloud Recordings](#)

☐ Show course meetings scheduled by me

2. Link your laptop to the AV systems. You can use HDMI connectors or VGA connectors to do this. Note that the adapters should be prepared by the instructors.
 - Press the Power 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)



3. In FSC 1611, you may also use AirMedia to show wireless presentations. (*this does NOT work for laptops with MacOS*).




4. After selecting the AireMedia button, you will see a page that shows instructions. You will 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	FOR IOS OR ANDROID USERS
1 Connect to "ubcsecure" wireless Using your Campus Wide Login (CWL)	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	2 Open the App Store or Google Play Download and install the Crestron AirMedia app
3 Choose Windows or Mac OS X Download and run application	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	4 When the dialog box opens Enter the 4 digit code listed in the top right of this screen

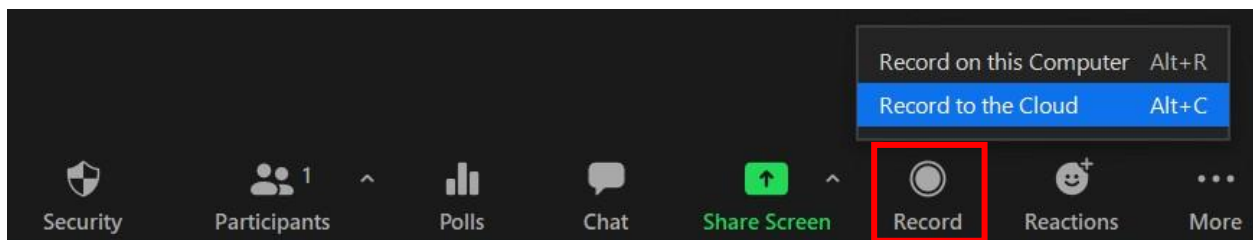
5. Start your Zoom meeting from your laptops and make sure the audio is working in the Zoom meeting.
- If no sound can be heard from the guest lecturer, check out the speaker option (1) in your device (i.e. laptop/Room PC) and (2) in the Zoom setting.

- 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

B. Speaker

6. Start recording in Zoom.



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.

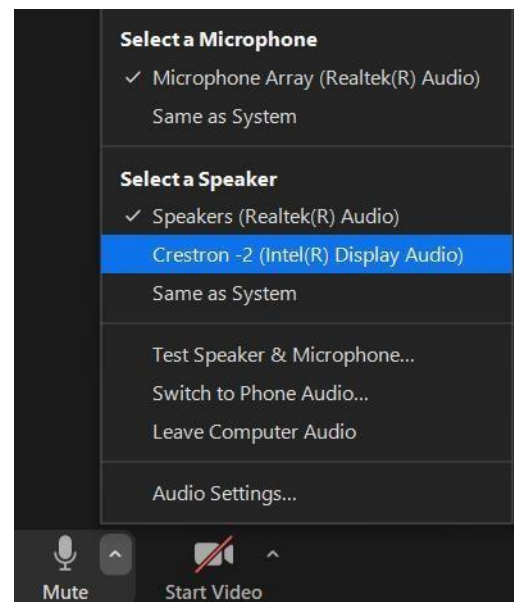
[Device properties](#)

Master volume

78

[Troubleshoot](#)

[Manage sound devices](#)



7. You may turn your camera to face your audience so that the students joining online can get a sense of the classroom.
8. A microphone is needed to record your voice in the Zoom meeting. It can be a wireless or a Bluetooth microphone that is linked to your laptop.
9. After the class is over, stop recording and turn off the AV system.

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.
3. Turn on the AV system and start recording with your own device.
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.
5. The camera can face the students so that the guest lecturer may get a sense of the classroom and the audience.
6. 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) they can tell their questions to the instructor and the instructor can repeat the questions to the guest lecturer.
7. Stop the recording after the class is over and shut down the AV system.

Helpful Resources

Classroom recording and support for September 2021: click [here](#) to view the information •

Self-contained recording kit



- Self-contained recording kit can be deployed in rooms with no AV technology
- Pre-schedule or on-demand recording

- DIY kit



- Supported and recommended hardware for DIY / BYOD recording
- Support limited
- Dependant on instructors' devices and usage

Using the drop-in recording kit: click [here](#) to view the instructions



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