Welcome!

The Synchronous Lecture Halls connecting the Busch and Cook/Douglass campuses are part of President Barchi’s effort to improve the educational experience by reducing course-related student travel, keeping students on or close to their “home” campuses and moving ideas—professors and course material—to them. Professors teach in one classroom (the “throw” room) and sophisticated high definition audio and video broadcasts the professors life-size and in real-time to the other classroom (the “catch” room). The professors are able to see, hear, and interact with the students in the “catch” classrooms on large screens located in the back of the room. In addition, students in both classrooms can see their fellow students in the other classroom. Though the students on the respective campuses are in the same classroom all semester, the professors alternate between the rooms on a regular schedule, giving both classes equal access to their professors.

We thank you for being a part of this innovative approach to teaching and look forward to partnering with you to make the learning experience in these classrooms a success. The following pages will guide you through using the technology in the rooms. Immediate assistance can be reached by calling our Help Desk at 848-445-3612. If you have any additional questions, comments, or feedback - do not hesitate to contact our office at any time.

Regards,

Digital Classroom Services

Tillett Hall Room 112 - Livingston Campus
848-445-3612 (Help Desk)
dcs@rutgers.edu
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# Table of Contents

**Throw Room**  ................................................................. 4  
- Moving the Lectern ...................................................... 3  
- Getting Started ........................................................... 5  

**Sharing Content** .......................................................... 7  
- Lectern Computer ......................................................... 7  
- Document Camera .......................................................... 8  
- Solstice Wireless Display Sharing ................................. 9  
- HDMI or VGA Connection ................................................ 9  

**Ending the Session** ...................................................... 9  

**Catch Room** ................................................................. 10  
- Moving the Lectern ....................................................... 11  
- Getting Started ............................................................ 12  

**Teaching in a Synchronous Lecture Hall** ............................ 14
Throw Room

The following instructions are for faculty and those operating the equipment in the room where the speaker is located.
Moving the Lectern

The lectern may be used in two positions: at the center of the front of the room or to the side, next to the side cart.

- If you are moving the lectern from or to the center position, you will need to move the lectern cables from the center port to the side port, to do so:
  - Lift the floor covering by pulling the cover at the hole through which the lectern’s cables enter the floor.
  - Lift the remaining floor covering, exposing the entire cable tract.

- Using the switch on the front of the lectern above the keyboard tray, lower the lectern all the way until it tilts on to its wheels.

- Roll the lectern to the desired position by pulling it towards you as you back up.

- Once it is in the desired position, raise the lectern so that it comes off of its wheels.

- If you opened the cable tract:
  - The left cable whole is covered by a fill plate. Pull it out to remove it and insert it into the other cable whole.
  - While closing the cable covers, feed the cable through the newly exposed hole.
Getting Started

- The technology is operated from the lectern, where selections can be made by pressing the touchscreen or using the mouse. If the touchscreen is covered, slide apart the touchscreen covers to access it.

- If the touchscreen is black or showing a screen saver, click the mouse to awaken it.

- At the login screen, enter your Rutgers NetID username and password. Press the **Enter** key. If you do not have a NetID, you can login using username “guest” and password “guest.” Please note that guest users may not access the Internet from the lectern computer.

- Within 30 seconds, Rutgers Room Control will appear on the screen. In the bottom left corner, select **Immersion Mode**.

- A new tab will appear in the center section, select **Throw Room**.

- Once the Teaching Fellow or person in the other room presses **Catch Room**, the session will begin. People in both rooms will be able to see and view each other.
Sharing Content

The room is equipped with a Mac computer, document camera, Solstice wireless display sharing, as well as HDMI and VGA ports that can be used to present from a laptop, phone or tablet.

- Choose the source you wish to use from the list on the left of Rutgers Room Control.

- Once you choose a source, a list of display presets will appear along the bottom of the Immersion Mode tab.

- By default, the source image will appear on the center front and center rear screens of the throw room, as well as center front screen in the catch room. This setting can be accessed at any time by pressing the **Content Center** button. The catch room audience will appear on the front side screens

- Press **Content Sides** to move the source image to the two front, side screens. The catch room audience will move to the center screen.

- Select **Content Sides (No Audience)** to remove the audience from the front center screen.
The following sections relate to the individual sources. For more detailed information on using each source, please visit dcs.rutgers.edu/immersion-lectern.

Lectern Computer
The lectern is equipped with a Mac Mini.

- The Mac is equipped with all software available in Rutgers computer labs, including the Microsoft Office suite.
- There is a USB port on the top of the keyboard which may be used to connect USB drives or other USB devices.
- If you wish to use a “virtual” laser pointer:
  - Open your presentation material. (Note: This method will not work if your presentation material is in full screen mode. If you wish to use full-screen mode, you will be limited to using the cursor as a pointer or to using the annotation tools provided by PowerPoint).
  - Click on the blue application folder in the dock.
  - Click on Open-Sankoré to launch the program.
  - Side bars will appear on the left and right edges of the screen. You will not need the right sidebar and can minimize it by clicking the right arrow within the sidebar.
  - In the left sidebar, click the laser pointer icon.
  - Now whenever you click and hold the mouse, the cursor will turn into a red dot.

Document Camera
The document camera may be used to project images from documents, text books, and other objects. Document cameras are a recommended replacement for writing on blackboards in the Synchronous Lecture Halls. By writing on paper located under the document camera, students in both rooms will view the same, clear image.
• The document camera is on a wheeled cart which can be moved around the room. To move it, wheel the cart to the center of the teaching area. Plug the document camera’s power cord into one of the floor outlets. Locate the lectern’s HDMI cable in the cable cubby above the touchscreen. Plug it into the HDMI out port on the back of the document camera.

• The document camera is mounted on a lift so that the height can be adjusted. Simply release the levers on the underside of the base of the camera to adjust the height.

• Because it is not connected to the lectern, the document camera cannot be controlled from Rutgers Room Control. Instead, use the buttons on the document camera itself. You may also slide out the remote control from the bottom left side of the camera and use that to control the image.

**Solstice Wireless Display Sharing**

Solstice enables users to share images from their laptop phone or tablet, without needing to connect cables. Because Solstice shares images via the Internet, users in both rooms can share images.

• After pressing **Solstice Sharing** on Rutgers Room Control, instructions will appear in the center area for the instructor. Instructions will also appear on the projected image for any users that wish to connect and share. Note that people in either room can connect and share images using Solstice.

• Typically, Solstice is used in classes in the following ways:
  
  • By an instructor who wants to present materials from their portable device from anyone in the room.
• By students who are giving a presentation.

• By multiple students at the same time as part of a brainstorming or discussion.

More information on Solstice may be found at [dcs.rutgers.edu/solstice](dcs.rutgers.edu/solstice).

**HDMI or VGA Connection**

VGA and HDMI cables can be accessed by opening the lectern’s cable cubby located above the touchscreen.

- A laptop or other device can be placed on top of the lectern by closing the touchscreen covers.
- If your device does not have a VGA or HDMI port, you will need to procure a VGA or HDMI adapter.
- Once you have connected your device, choose either HDMI or VGA on Rutgers Room Control, depending on which cable you are using.

**Ending the Session**

- When you are ready to end the session, click the **End Session** button in the Immersion Mode tab in Rutgers Room Control.
- To logout of the lectern completely, press the **Log Out** button.
Catch Room

The instructions in this section are for Teaching Fellows or anyone operating the lectern in the room containing the remote audience.

Moving the Lectern

To ensure that all students have an unobstructed view of the screens, the lectern should be moved behind the side cart when in catch mode.

If the lectern is in the center of the room:

1. Lift the floor covering by pulling the cover at the hole through which the lectern's cables enter the floor.
2. Lift the remaining floor covering, exposing the entire cable tract.
3. Follow the below steps

If the lectern is next to the side cart:

1. Using the switch on the front of the lectern above the keyboard tray, lower the lectern all the way until it tilts on its wheels.
2. Roll the lectern to the desired position by pulling it towards you as you back up.
3. Once it is in the desired position, raise the lectern so that it comes off of its wheels.
4. The left cable whole is covered by a fill plate. Pull it out to remove it and insert it into the other cable whole.
5. While closing the cable covers, feed the cable through the newly exposed hole.
Moving the Lectern

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- Once it is in the desired position, raise the lectern so that it comes off of its wheels.
- The left cable whole is covered by a fill plate. Pull it out to remove it and insert it into the other cable whole.
- While closing the cable covers, feed the cable through the newly exposed hole.
Connecting to the Throw Room

The technology is operated from the lectern, where selections can be made by pressing the touchscreen or using the mouse.

- If the touchscreen is covered, slide apart the touchscreen covers.
- If the touchscreen is black or showing a screen saver, click the mouse to awaken it.
- At the login screen, enter your Rutgers NetID username and password. Press the Enter key. If you do not have a NetID, you can login using username “guest” and password “guest.” Please note that guest users may not access the Internet from the lectern computer.
- Within 30 seconds, Rutgers Room Control will appear on the screen. In the bottom left corner, select Immersion Mode.
- A new tab will appear in the center section, select Catch Room.
- Once the Instructor or person in the other room presses Throw Room, the session will begin. People in both rooms will be able to see and view each other.

![The view on start up in the “catch” room.](image)
• Rutgers Room Control will enter Catch Mode and the controller will shrink.

• The room audio will default to a preset level. If it needs adjusting, you can do so by dragging the slider up or down.

• At the end of class, press **End Session** to disconnect and return to the full Controller.

  Press **Log Out** before leaving the room.
Teaching in a Synchronous Lecture Hall
While SLHs have been designed to recreate the in-class experience from remote students, certain teaching practices can help instructors and students adjust to the SLH experience.

The following tips have been suggested by faculty who have helped classes in SLHs.
• Students may be reluctant to engage at first. You can demonstrate that the rooms facilitate participation and encourage students to speak by drawing out students beginning on the first day of class. Spend some time on the first day explaining how the technology works, including that sight lines are designed so that it should appear that participants in different rooms are looking at each other. Invite students to speak.

• When calling on students:
  o Don’t forget to scan the rear screens for raised hands in the Catch Room. If you always call on the first student you see in the throw room, catch room students will become discouraged.
  o Identify the student you are calling on by saying “in Wright Lab,” “in Loree,” “on Busch,” etc. While it will be clear which direction you are looking at, students may not know which room you are looking at.
  o Students need to speak like they are talking in a 250-person room. Encourage them to project as they normally would in a room that size.

• For exams, consider having in place a method for students in the catch room to privately ask you questions. Instructors have had Fellows text or call them via cell phone in the past.

• Student microphones are calibrated to amplify speaking and minimize background noise. You can help minimize distracting noise by having a clear start point to class by which you expect students to be settled in with their class materials out of their bags. Similarly, have a clear end point before which students should not begin packing up.

• If you point at the screens, it will have the same effect in both rooms. Laser pointers, however, will have no effect in the catch room. Instead, use your mouse cursor or annotation software to direct attention to certain parts of projected material.
• Student Response systems – like iClicker and Turning Point – are great ways to encourage student participation. The easiest way to use response systems in both rooms is to use a method that is web-based, so that students do not need to be in the same room as a receiver. iClicker’s REEF, Turning Point’s Responseware, and Poll Everywhere have all been used effectively in the Synchronous Lecture Halls.

• The best way to ensure that students in both rooms can see your writing is to use the document camera. In addition to providing a clear image, document cameras can be used to save images for future use.
For immediate assistance:

DCS Help Desk
848-445-3612