

IMMERSIVE SYNCHRONOUS LECTURE HALL

— INSTRUCTOR GUIDE —



RUTGERS
New Brunswick

RUTGERS
Digital Classroom Services

Welcome!

The Immersive Synchronous Lecture Halls connecting the Busch and Cook/Douglass campuses are part of a University-wide 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
dcs.rutgers.edu

Table of Contents

Throw Room	3
Moving the Lectern	5
Getting Started	6
Sharing Content	8
Lectern Computer	8
Document Camera	9
Solstice Wireless Display Sharing.....	10
HDMI or VGA Connection	11
Audio	11
Ending the Session	12
Catch Room	13
Moving the Lectern	14
Getting Started	15

Digital manual available at dcs.rutgers.edu/islh-manual

Throw Room

The “throw” room is the room in which the faculty member is present. This section covers the steps the faculty member may follow to begin a class session and share presentation material.

Moving the Lectern

- In “throw” mode, the lectern should be next to the side car, while it is stowed behind the side car in “catch mode.”
- If the lectern needs to be moved, lower it using the electronic buttons above and to the right of the keyboard tray. The lectern will lower, the top will pitch back, and the wheels will come down under the lectern.
- You can then wheel the lectern into its new position by pulling it with you as you walk backwards.
- Once the lectern is next to the side car, use the buttons to raise the lectern to your preferred height. Once elevated, the lectern will come off its wheels.

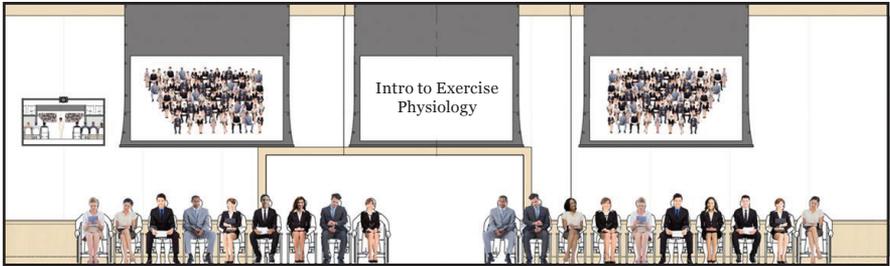
Getting Started

- 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 of the controller, 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**, the session will begin. People in both rooms will be able to see and view each other.



The view of the front of the Throw room in content center mode.

- The rear of the room includes four screens.
- The confidence monitor on the left displays the camera feed that will project at the front of the “catch” room. Use this image to ensure that you are on screen.
- The left and right projectors will always show you the stage left and right catch audience respectively. Note that the sightlines are designed so that when you look or point at a catch room student, it will look to them as though you are looking or pointing at them.
- If you share any content (see next section), it will appear on the center screen.



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.
- By default, the source image will appear on the front side screen and the "catch" students will appear on the front center screen. This setting can be selected at any time by pressing the **Content Sides** button under the Immersion Mode tab in Rutgers Room Control.
- Pressing **No Audience** will remove the "catch" students from the center screen.
- Pressing **Content Center** will move the source image to the front center screen and put the audience in the side screens.
- Writing on the blackboard will be viewable by catch room students provided that you write big enough that a student in the last row of your own room could view it and you ensure that you are writing within the space captured on camera. To raise the center screen to free up more blackboard space, select **Blackboard**. Any content will automatically move to the side screens.

The following additional items of note, relate to the individual sources. For more detailed information on using each source, please visit <https://dcs.rutgers.edu/dcp>.

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 are two USB ports 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: Open-Sankoré 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.
 - Click the mouse icon when you are finished.

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 Immersive Synchronous Lecture Halls. By writing on paper located under the document camera, students in both rooms will be able to view the same, clear image.

- The document camera is on a wheeled cart stowed in the side car which can be moved around the room.
- After putting the document camera in position, lift the floor cover on the outlet box in the center of the teaching area. Plug the

document camera's power cord into one of the outlets. Alternatively, you can plug the power cord into the outlet below the keyboard tray.

- Lift the cable cubby cover above the touchscreen and pull out the HDMI cable. Connect this cable to the document camera's HDMI cable.
- The document camera is also 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.
- On the touchscreen, select **Document Camera**.
- Because it is not connected to the lectern, the document camera can not 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** 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 wishes to connect and share.
- 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.

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.

Audio

- If your source includes audio, raise the Program Volume slider on the right side of Rutgers Room Control until you have achieved the desired level. This level will be set in both rooms.
- If you are playing audio from a computer source, please ensure that the audio is raised on your computer and any player you are using and that your computer settings are set to output audio.

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 **Logout** button.

Catch Room

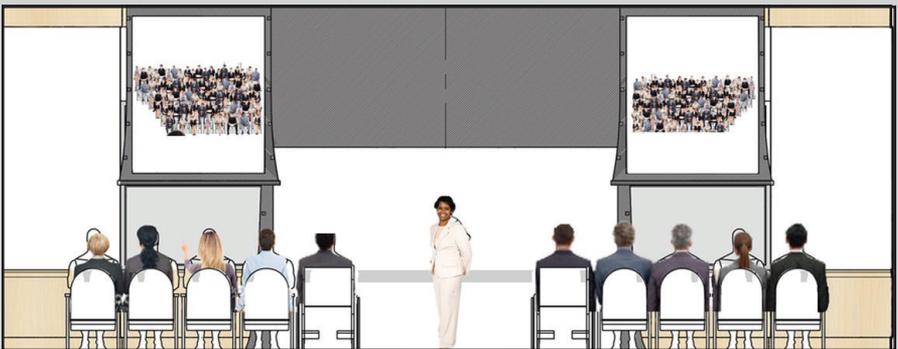
The instructions in this section are for Teaching Fellows or anyone operating the lectern in the room containing the remote audience.

Moving the Lectern

- In “catch” mode, the lectern should be stowed behind the side car. This ensures that the lectern does not block the view of any students.
- If the lectern needs to be moved, lower it using the electronic button above and to the right of the keyboard tray. The lectern will lower, the top will pitch back, and the wheels will come down under the lectern.
- You can then wheel the lectern behind the side car.

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.
- 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.”
- 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**, the session will begin. People in both rooms will be able to see and view each other.
- Rutgers Room Control will enter Catch Mode, with just a few controls.
- The room audio will default to a preset level. If it needs adjusting, you can do so by dragging the slide up or down.
- At the end of class, press **End Session** to return to the full Controller. Then, press **Log Out** before leaving the room.



For immediate assistance:

DCS Help Desk

848-445-3612

