RUTGERS

Digital Classroom Services

Using the Collaborative Instructor Hub

Overview

Collaborative Instructor Hubs (Hubs) enable faculty to control the Active Learning Classroom's multimedia equipment from the center of the room. Hubs contain a Mac computer, VGA/HDMI connections,, and a document camera. Some Hubs also include a Blu-ray/DVD player. Instructors can send their presentations to any combination of instructor displays or student table monitors. Unique to these rooms, students can send images from their own devices to their table monitors, from which instructors can then broadcast them to other room displays. Finally, the Hub rooms are equipped with Solstice wireless display sharing, which allows anyone to send device images to any display wirelessly. For step by-step instructions on using the rooms various features, please read the sections below.

Getting Started

- At the instructor hub, if the left screen is black or displaying the screen saver, press the spacebar on the keyboard. Wait for the login screen to appear. If the monitor does not turn on, you may need to first press the monitor's power button.
- When the login screen appears, enter your Rutgers NetID and password. Press **Enter**.
- After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.
- The first column allows you to select the source you would like to display. After you select a source, a pop-up window will appear. In this window, select where you would like to display your source. The monitor numbers correspond to numbers mounted to the walls above each monitor. You may select multiple options and may unselect an option by clicking it again. When you have finished making your selections, press the **Enter**.
- The center section of the RRC is divided in to two parts. The top portion contains more detailed controls. These controls will change depending on what source you have selected in the first column. The bottom portion contains display controls that will always be available.
- The third column contains volume controls and a **Log Out** button. Press this button when you are finished to log out of the computer and turn off all of the room displays.
- In certain rooms, the fourth column contains lighting controls.

Using the Podium Computer

- Once you have logged in and are ready to send an image to the room displays, select **Podium Computer** in the first column. In the pop-up window, select the room display where you would like to show the computer image and press **Enter**.
- Once the selected display(s) has warmed up, the computer image will appear on the screen(s). Now, everything you do on the computer will be displayed. There are multiple ways to access your presentation.
    - o **USB Drive**: To access a presentation which you have brought to class on a USB drive, insert your USB drive into the USB port on the top of the keyboard or in the rack panel in the side cabinet. Select the **Open USB Drive** button on the RRC. A pop-up window will appear containing the contents of your USB drive. Find your presentation and double-click on it. Your presentation will now open. To eject your USB drive, drag the USB drive icon on the desktop to the trash icon on the dock.
    - o **Internet**: select the **Web Browser** button. A web browser will open allowing you to access web sites.
    - o **Other Programs**: to view all programs available, select the blue "A" folder in the dock located along the bottom of the screen. Select the program you would like to open.
- To control the volume level, adjust the **Program Volume** slider by dragging the circle or tapping on the slider.

Using the Blu-ray/DVD Player

Please note that RWH 206 and 208 do not have Blu-ray players.

The Blu-Ray/DVD player is located below the document camera. It is capable of playing Blu-ray discs, DVDs, and audio CDs.

- Press the **Open/Close** button. The disc tray on the player will open after a few seconds. Place your disc on the tray.
- Press **Open/Close** button again. The tray will close, please do not press it in.
- After loading, your disc will begin to play.
- Use the buttons in the center of RRC to control playback.
- To control the volume level, adjust the **Program Volume** slider.

Using the Document Camera

The Document Camera is a camera used to project images of documents, transparencies, and other presentation material and is located on the top, left of the instructor hub.

- In the RRC, select **Document Camera** in the first column and choose your displays in the pop-up window.
- Raise the camera arm and lights. Please note, you may feel resistance when you open the camera arm. This is normal. Place your document, transparency, or object on the document camera staging area and point the camera at your source.
- To adjust the projected image, press the **Zoom In**, **Zoom Out**, and Auto **Focus** buttons on the document camera.

Using a Laptop or Other Portable Device via Wired Connection

It is possible to present from a laptop, tablet, phone, or other portable device. The hub includes two cables used for connecting portable devices to the projector: a VGA cable (or 15 pin) and an HDMI cable, located in the drawer below the document camera or on the table top of the Hub. Portable devices use a variety of display ports, many of which are unique to that device. If your device does not have a VGA or HDMI port, you will need to provide a VGA or HDMI adapter to use your device.

- If the cable is not already connected to the system, connect one end of the cable to the HDMI or VGA port below the drawer. If you are using the VGA cable, connect the audio portion of the cable to the audio port next to the VGA port. Connect the other end of the cable to your device or adapter. If using the VGA cable, plug the audio portion in to your headphone jack.
- On the RRC, select the appropriate button, depending on which cable you are using: **VGA or HDMI**. In the pop-up window, select the room display where you would like to show the computer image and press **Enter**.
- Turn on your device.

The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session.

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- To control the volume level, adjust the **Program Volume** slider. You will also need to raise the volume on your device.

Using a Laptop or Portable Device via Wireless Connection

Instructors and students can send images from their laptop, phone, or tablet to the room displays wirelessly. For students, wireless is a great option when working as an entire class or when students don't have the ports or adapters needed to connect at the table. For group work, consider using the table connections.

- On the RRC, select **Solstice Sharing.**
- The monitor will turn on and display instructions that may be used to connect, summarized below.

If you are using a laptop
- Connect your laptop to RUWireless Secure.
- The first time you connect wirelessly, you will need to download a free application. To do so, connect your laptop to the Internet, open your web browser, and visit the web address displayed on the monitor. Click on the **Get App & Join!** button to download the app.
- After the download finishes, open the "SolsticeClient" App.
- Enter your name and press continue. This name will be used to indicate to the class who is presenting and will be saved for future classes.
- Select the **Enter IP** tab, enter the IP address displayed on the monitor, and press Go.
- Enter the Screen Key displayed on the monitor and press Ok.
- There are various sharing options:
  - Press **Desktop** to send everything on your computer screen to the monitor. You may share audio from your computer by turning **Desktop Audio** to **On**. If the volume on the RRC is not raised, return to the Controller and raise the slider.
  - Press **App Window** to select an open window on your computer to send to the monitor.
  - Select **Media File** to select a file on your computer to display.
  - Use the **Stop Sharing All** button to end sharing.
- Users may share multiple images from the screen simultaneously. At the same time, multiple users can share images at once. To relocate, remove, or add back in shared images, click on Layout in the left side bar. If multiple windows are shared, click and drag on an image to relocate it. To remove an image, drag it to the left side bar. Add it back in by dragging it back on to the main area. In the bottom bar, right click on a user to access the ability to show their images, hide their images, stack their images, or delete them.

If you are using a phone or tablet
- Connect your phone or tablet to RUWireless Secure.
- The first time you connect wirelessly, you will need to download a free application. To do so, connect your device to the Internet. Open your app store and download **Solstice Client**.
- Open the **SolsticeClient** App.
- Enter your name and press continue. This name will be used to indicate to the class who is presenting and will be saved for future classes.
- Select the **Enter IP** tab, enter the IP address displayed on the monitor, and press **Go**.
- Enter the Screen Key displayed on the monitor and press **Ok**.
- Use the various sharing options to send images to the display:
- Users may share multiple images from the screen simultaneously. At the same time, multiple users can share images at once. To relocate, remove, or add back in shared images, click on the control tab above your user icon, indicated by four squares. If multiple windows are shared, click and drag on an image to relocate it. To remove an image, drag it to the left side bar. Add it back in by dragging it back on to the main area. In

the bottom bar, click on a user to access the ability to show their images, hide their images, stack their images, or delete them.

Using the Microphones

Many ALCs are equipped with a wireless lapel microphone and table microphones.

Wireless Microphone
The wireless microphone is kept in the drawer below the document camera.

- Hold down the button on top of the body pack to turn it on. The status light will turn green.
- Clip the microphone to your clothing, near your neck.
- On Rutgers Room Control, raise the **Wireless Mic** slider by pressing a point on the slider.
- To mute the mic, press the button on top of the body pack once. The status light will turn orange. Press it again to unmute.
- If the status light is red, please replace the batteries. Press in the two clips on the sides of the mic pack and pull open the battery cover to access the batteries. Replacement batteries may be found in the drawer.

Table Microphones
The area microphones at the table may be used by students to amplify their voice to the whole room. It is recommended that these microphones remain off and are turned on only when a student is speaking.

- On the microphone, press the button while speaking.
- The volume can be adjusted by adjusting the **Table Microphones** slider on Rutgers Room Control.

Table Monitors

Each student table has one monitor. Students can send images from their laptops, phones, or tables using one of three HDMI connections and, in some rooms, one VGA connection. The table monitors are a great option when students are working in small groups. For whole class discussions, consider using wireless display sharing.

- By default, the table connections are locked so that students cannot override sources sent to table monitors from the Hub. To enable student use, press the **Unlock Table Controls** button. You can lock out the controls at any time by pressing this button again.
- The student should connect their device to one of the table cables. If the device does not have a HDMI port, the student will need to provide an HDMI adapter.
- To send the image to the monitor, the student should press the button to the left of the cable. In rooms with two cables, they should press the button next to the cable they are using.
- To stop sending the image, the student should press the button to the right of the cable. In rooms with two cables, they should disconnect the cable from their laptop.

The instructor may take a student image shared to a monitor and send it to any of the other room displays.

- In the source column of the RRC, select the monitor you would like to share. In the pop-up window, select the displays where you would like to send that image.

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