

DIGITAL TEACHING

Introduction to the lecture room technology



Digital Teaching Services

[OCTOBER, 2023]

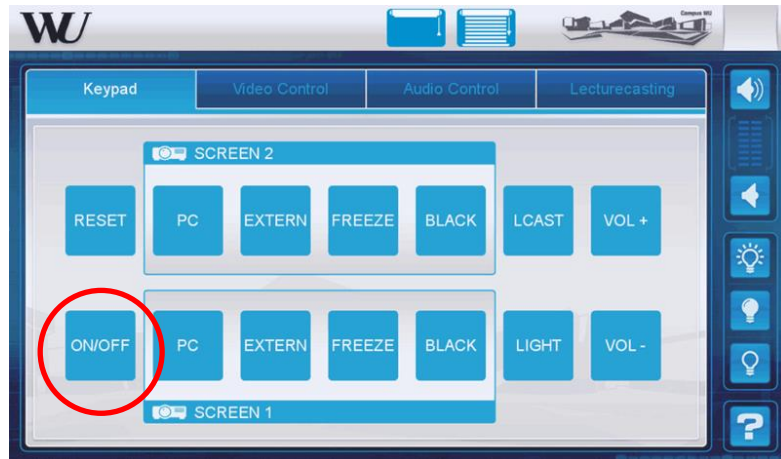


Overview

- Room control via touch panel or control panel on the desk
- Light, sound, microphones
- Presenter PC and monitor (SMART Podium™)
- Desktop and Programs
- Desk connection panel
- Double projection (Freeze, Black, external sources)
- Annotation of documents on the podium (PowerPoint, PDF, etc.)
- Using the digital whiteboard on the podium (SMART Notebook Software®)
- Lecture Recording & Lecture Streaming
- Use of MS Teams and Zoom in the lecture room
- Cameras in the lecture rooms
- Additional equipment
- Leaving the room
- Help & support

Room control: Turning on the system

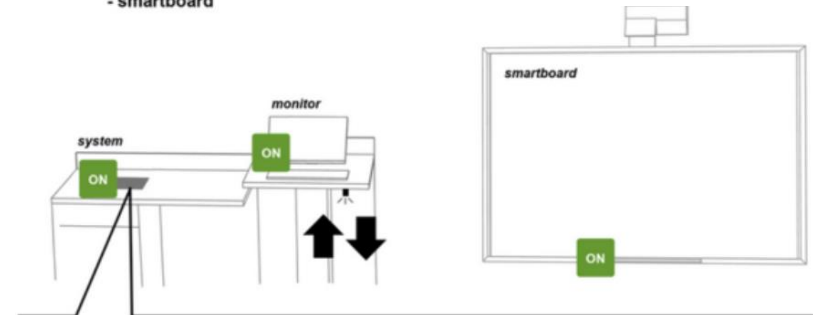
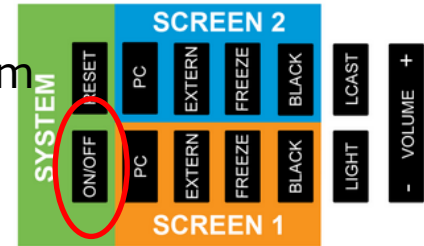
Lecture hall 120, 180 & Audimax
Button „ON/OFF“ on the **touch panel**
+ ON on SMART Podium (= monitor)



Lecture hall 60, seminar room 30, PC Lab

Button „ON/OFF“ in the **control panel on the desk**
+ ON on SMART Podium

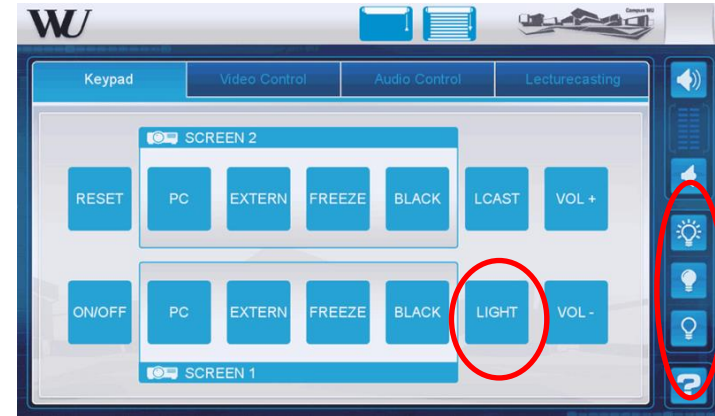
1 SWITCH ON
- system
- monitor
- smartboard



Room control: Light

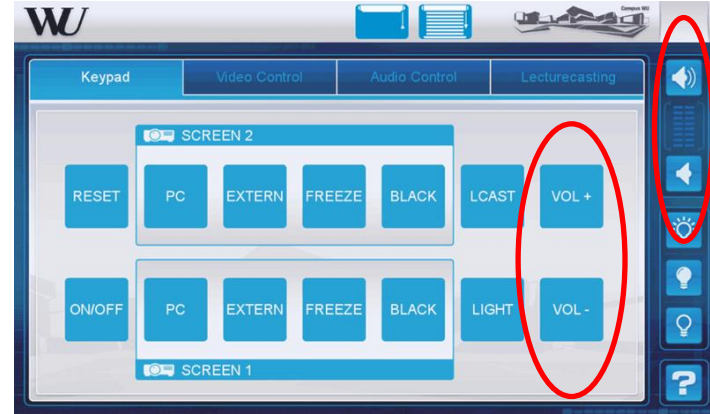
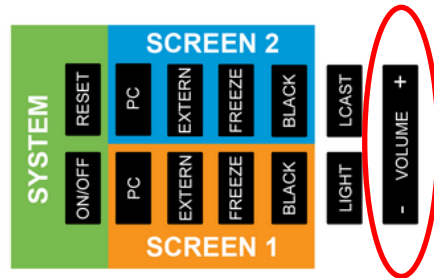
Button „**LIGHT**“ on touch panel oder control panel on the desk

- Press 1x: **Presentation Mode**
(first row dark, room bright)
> working with projections
- Press 2x: **Discussion Mode**
(whole room bright)
> working with whiteboards
- Press 3x: **Cinema Mode**
(whole room dark)
> working with videos



Room control: Sound

Button „**VOL +/-**“ on touch panel or control panel on the desk



Please note: **External sound** output always **via Screen1 / SMART Board!**

Room control: Microphones

Microphones can be borrowed at the IT Service Desk (at the TC entrance) before the course :

- Handheld microphones
- Headsets

There is a room-specific, specially configured microphone (neckband headset) for each lecture room, which ensures optimal audio quality in the room as well as in Microsoft Teams or Zoom Meetings.

In all lecture rooms 30 and 60/60U in the TC (Teaching Center): ceiling microphones so that the voice of students participating online is also transmitted via MS Teams or Zoom (see "[Nutzung der Tracking-Kamera und Deckenmikros in MS Teams/Zoom](#)").

Windows 10 English

Shortcuts:

This PC	File explorer
LEARN	Weblink to MyLEARN platform
CANVAS	Weblink to Canvas WU LMS
LOG OUT	Logs you out and deletes all locally stored data
ownCloud	Weblink to your WU ownCloud <ul style="list-style-type: none">• Access to your personal files• Access to your Institute's Shares
Report Problem	Online form to report problems in the room: <ul style="list-style-type: none">• Problems with technical equipment• Problems with Software• Problems in the room (Light, etc.)

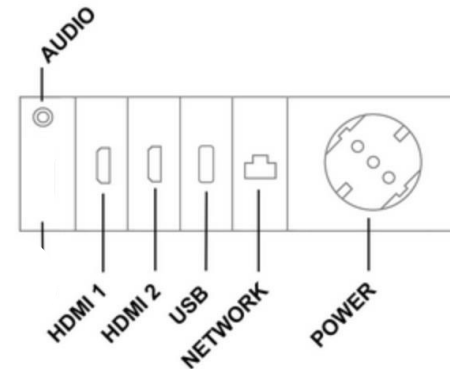
SMART Notebook	Opens SMART Notebook Software (= interactive whiteboard)
SMART Ink	Starts dynamic SMART Ink tool bar (default: activated) <ul style="list-style-type: none">• Choose pens, colours, etc.• Choose Screenshot, etc.
SMART Touch	Starts SMART Touch tool bar <ul style="list-style-type: none">• Writing with your finger
Windows Start menu	Alphabetical list of programs <ul style="list-style-type: none">• E.g. MS Office Word, Powerpoint
Microsoft Edge	Standard Browser
MS Teams	Opens MS Teams (Login required)
Zoom	Opens Zoom (Login required)

External sources - desk connection panel

Mounted under a flap at the lecture table

Connections for your own notebook or e.g. a document camera

- 2 x HDMI
- 1 x USB
- 1x power

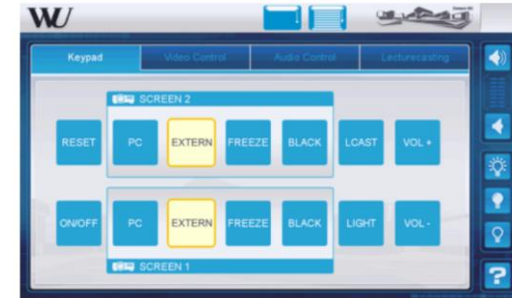


Additional USB connections via the USB desk hub

External sources - Control

The source for the projection is selected with the "**Extern**" button on the touch panel / on the control panel on the desk.

- Press 1x: 1. HDMI connection
- Press 2x : 2. HDMI connection
-



Please note: **Sound output for external** always via Screen1 / SMART Board!

You decide on which projection surface the image from the external source should be displayed: only on one or on both

Double projection

Active by default: double projection

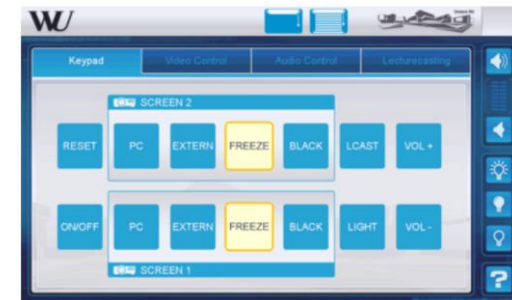
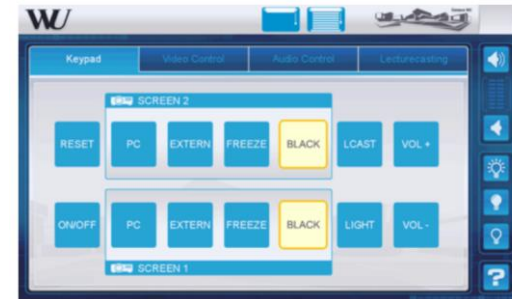
- either on 2 whiteboards or on 1 whiteboard and 1 SMART board
- Designation "Screen1" and "Screen2" on the boards

Button „**BLACK**“

- = the selected projection surface turns black
> no image is displayed.

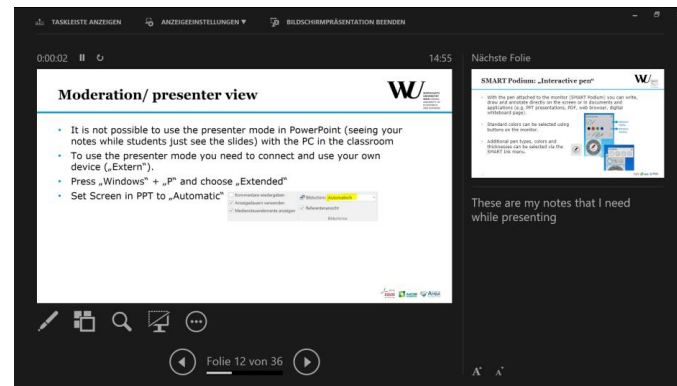
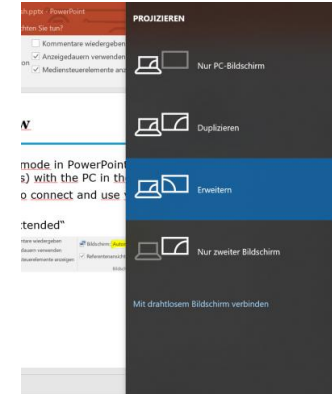
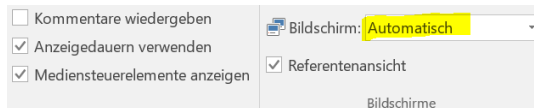
Button „**FREEZE**“

- = the image of the selected projection surface is frozen (still image). You can continue working with other materials on the second projection surface.



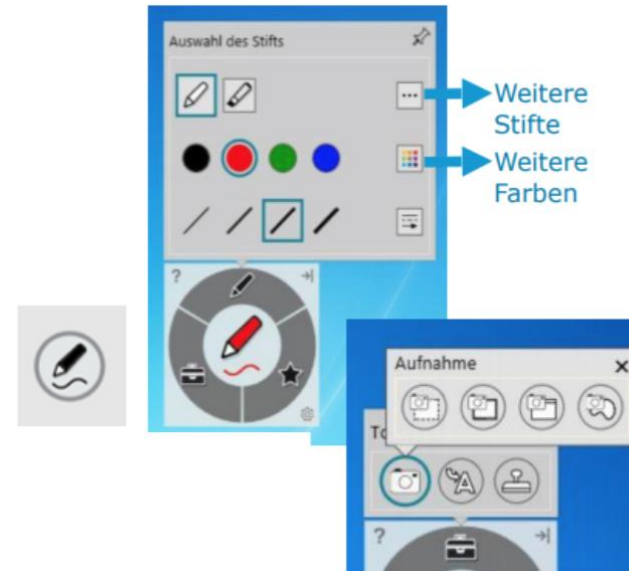
Moderation/ presenter view

- It is not possible to use the presenter mode in PowerPoint (seeing your notes while students just see the slides) with the PC in the classroom
- To use the presenter mode you need to connect and use your own device („Extern“).
- Press „Windows“ + „P“ and choose „Extend“
- Set Screen in PPT to „Automatic“



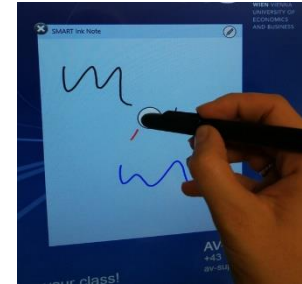
SMART Podium: „Interactive pen“

- With the pen attached to the monitor (SMART Podium) you can write, draw and annotate directly on the screen or in documents and applications (e.g. PPT presentations, PDF, web browser, digital whiteboard page).
- Standard colors can be selected using buttons on the monitor.
- Additional pen types, colors and thicknesses can be selected via the SMART Ink menu.



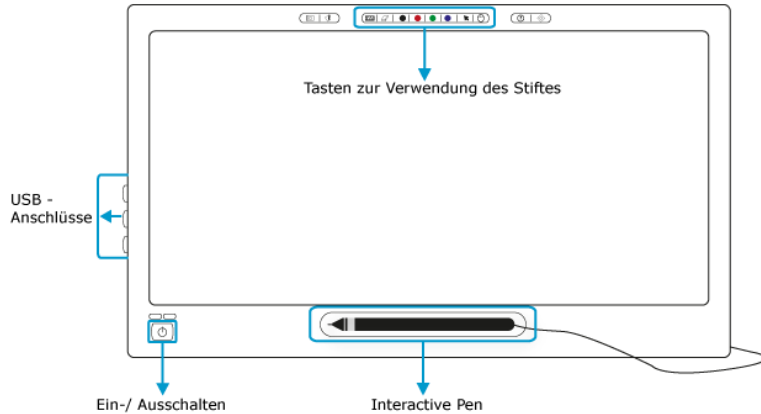
SMART Podium 624 (TC, D2, EA)

- = touchable, finger can be used as a mouse



- Standard pen colors via buttons on the right side
- The end of the pen can be used to erase ink

SMART Podium 518 (D1, D3, D4, D5)



The function of the pen can be controlled via the buttons on the upper edge of the monitor:



Opens Smart Notebook

Eraser

Pen colours

Pen as mouse

Pen as right mouse click

Click with the pen

- Difference between touchable and "normal" podium:
 - Touchable (TC, D2, EA): click = with your finger, write = with pen (or finger)
 - D1, D3, D4, D5: Click = with the pen (button with the cursor arrow on the monitor), write = with the pen

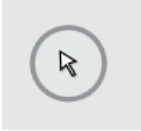



Alternatively you can always click with the mouse!

Cursor

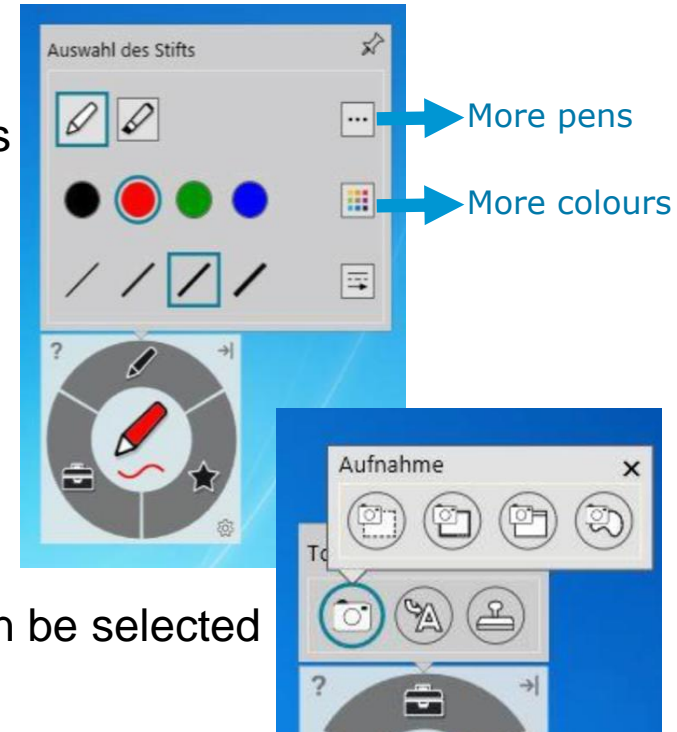
Dynamic SMART Ink toolbar

- opens automatically when the PC is started on the right edge of the screen and is visible in all applications (exception: PPT presentation mode)

- Standard view when no pen has been picked up:
- As soon as a pen is picked up, the menu shows the current properties of the pen (color and pen type):

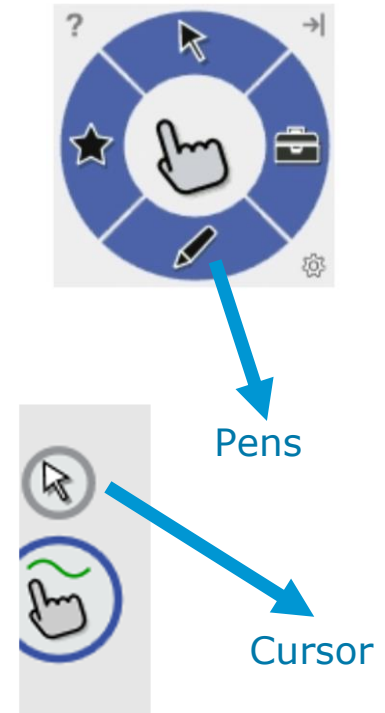
- Additional pen options (colors, thickness, pen type) can be selected by clicking in **the center of the circle**

- also offers a screenshot function and presentation tools



Dynamic SMART Touch toolbar (SMART Board & Podium SP624)

- Can be activated via the icon on the desktop
- Is the counterpart to the dynamic toolbar of SMART Ink and defines **what is done/triggered with the finger** (pen type and color, recording, stamp, etc.)
- By clicking on the cursor icon that appears above, the finger is defined as a mouse again
- TIP: anyone who prefers to write with their finger on the SMART Board or Podium should use this menu with their finger



PowerPoint:

- In presentation mode, notes are saved directly to the file
- The PPT file can be saved with these changes

PDF:

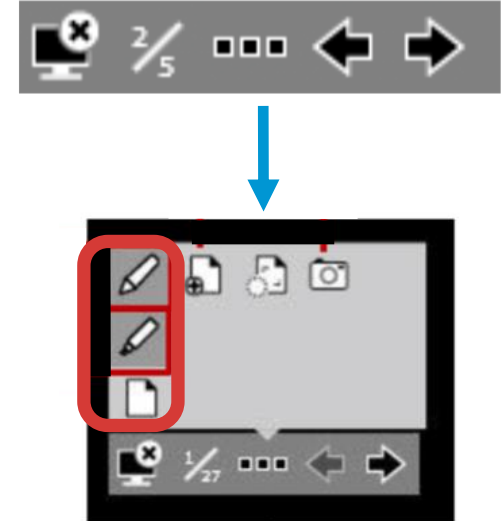
- PDFs can be opened with Adobe Acrobat Reader (= standard) or the Smart Ink Document Viewer
- **ONLY** in the SMART Ink Document Viewer annotations can be saved in the PDF!

Webbrowser, MS Office, PDF with Adobe Acrobat Reader, other programs:

- In the web browser, Word, Excel or PPT (in edit mode), inserted notes are **NOT** saved, only placed on a transparent layer!
- Alternative solution: Capture Ink (= screenshot)

Annotate in PPT presentations

- In presentation mode, notes are embedded directly to the file
- NO “dynamic toolbar from SMART Ink”, but a separate small rectangular menu
- The menu allows you to:
 - navigate to slides
 - choose normal pen or highlighter
 - add new slides (tip: if you need a blank page to write more. **Note:** there must be a slide layout called “blank” in the slide master!)
 - delete annotations on the slide
- TIP/Alternative: Import the PPT file to [SMART Notebook](#) and comment/annotate there (so the full range of functions can be used)



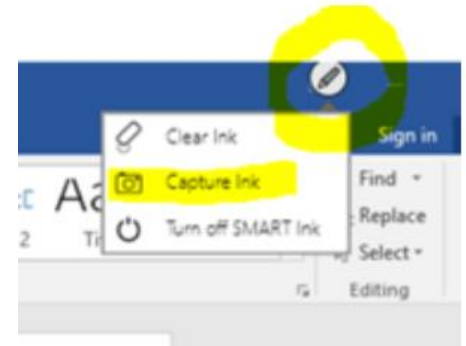
- You can write directly into a PDF with the pen. However, there are differences between the two PDF readers **Adobe Acrobat Reader** and **SMART Ink Document Viewer**:
- **Adobe Acrobat Reader** (= default) → Annotations are not embedded, only placed on the screen and are always visible when scrolling and paging; PDF cannot be saved with the annotations.
- **SMART Ink Document Viewer** (right mouse click: Open with...). → Annotations are embedded and PDF can be saved with them.
- TIP/Alternative: Import the PDF file to [SMART Notebook](#) and comment/annotate there (so the full range of functions can be used)

Navigate in PDFs

SMART Ink Document Viewer	Adobe Acrobat Reader
Full screen is not possible, a narrow menu bar is always visible (this can, however, be moved to the left, right, up or down).	Full screen is possible (Ctrl+L = Full Screen, Ctrl+H = Read Mode)
Navigating to the next page is <u>not possible</u> on the podium using the arrow keys, only using the arrows in the menu bar of the Smart Ink Document Viewer.	Navigating to the next page is possible on the podium using the arrow keys.
Navigating with a presenter is <u>not possible</u> .	Navigating with a presenter is possible.
Navigating to the next page on the SMART Board using arrows in the menu bar is possible.	Navigating to the next page on the SMART Board is not possible, you have to use the keyboard or a presenter.

Annotate on websites (Browser), in Word, Excel, PDFs opened with Adobe Acrobat Reader

- Notes are **not embedded**, but placed on top of them on a transparent layer. → The notes are always visible when scrolling and clicking further
- **Please note:** when closing the browser or the file all annotations are discarded
- TIP: if you want to save your comments, take a screenshot (e.g. via "Capture Ink" in the window tool or via the dynamic toolbar)



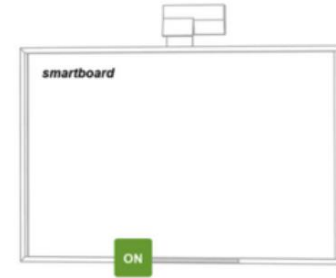
Delete annotations

- **PPT presentation mode and PDFs:** erase with pen or "empty slide" (via PPT menu)
- **Websites and Office applications:** „Clear Ink“ in the window tool at the top right
- Alternatively: mark what has been written with the mouse (or your finger) and delete it.
- On the SMART Board: with the sponge or the flat of your hand or fist.



SMART Board (Interactive whiteboard)

- available in the seminar room 30, the PC room and the large project room
- must be activated using the **"ON"** button in the bar
- can be operated with SMART pens, SMART sponge and your finger
- has a touch-sensitive surface
- → navigate, write, draw, move, etc. through websites and programs

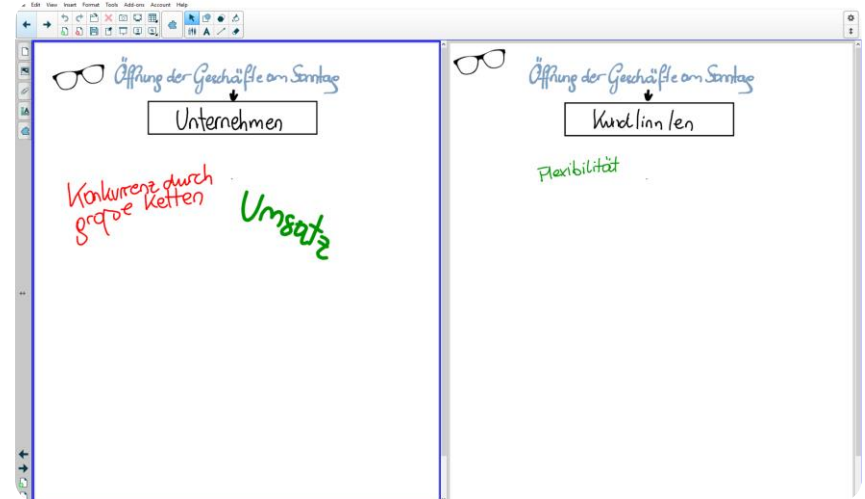
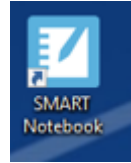


A wide variety of **interactive and dynamic scenarios** are possible on the SMART Board with SMART Notebook software:

- Brainstorming
- Exercises (classification, sorting, revealing, etc.)
- Group building
- Feedback
- ...

SMART Notebook (Software for interactive whiteboard)

- Start „SMART Notebook“: via the desktop icon or in the task bar
- A window will open with a blank digital page.
- Start to write, draw, insert pictures, videos, ...
- The created pages can be saved as a file (.notebook) or exported as PDF or PPT (e.g. to make them available to students)



Important functions in SMART Notebook

The screenshot shows the SMART Notebook application window titled 'Unbenannt'. On the left is a sidebar with a page list under 'Gruppe 1' containing five pages with timestamps. The main workspace shows a toolbar with navigation and editing tools. A 'Pen menu' is open, showing various drawing and highlighting options. A 'File' menu is also open, showing options like 'New', 'Open...', 'Save', and 'Export As...'. Blue arrows point from the list of functions to specific parts of the interface: from the first bullet point to the page list, from the second to the 'File' menu, from the third to the 'Full screen mode' icon in the toolbar, and from the fourth to the 'Double page mode' icon in the toolbar.

- add as many new pages as you want
- File can be saved (.notebook) or exported as PDF/PPT
- display the page in full screen mode without a menu
- Display two pages in a double page view

Double page mode

Full screen mode

Pen menu

Use cases for the interactive whiteboard (SMART Notebook)

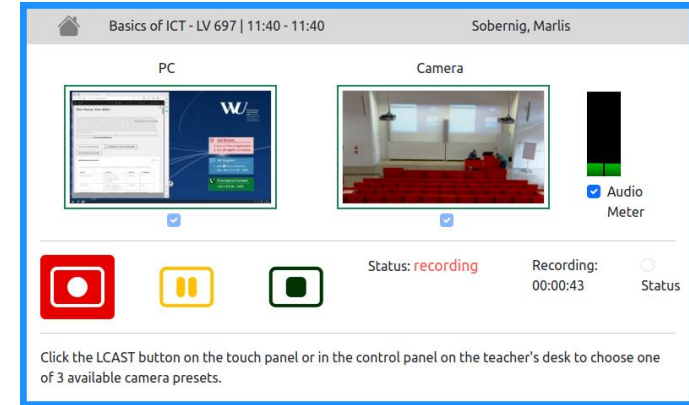
- **Writing and drawing on digital whiteboard pages** | The pages or "board pictures" can be saved in various formats and reused (e.g. in the next course unit).
- **Integrate graphics, videos and website content into the digital whiteboard** | The integrated recording function or simple copy & paste bring content directly to the digital whiteboard, where you can change, edit and discuss it.
- **Embed interactive elements and exercises in the digital whiteboard** | Actions such as assigning, uncovering and moving can be used to implement different scenarios that enable dynamic and interactive work (brainstorming, comparisons, grouping, etc.)

Lecture Recording

Lecture Recording:

- Possible in Audimax, 3 180 classrooms, Teacher Training Room
- Recording of sound and images (camera and/or monitor image)
- Required for recording: room specific headset microphone
- 3 different camera perspectives possible incl. Tracking
- Start the recording via the touch panel.
Selection of the course > Choose owner > Start/pause/stop recording
- The generated video is stored in the owner's Planet eStream account
- Easy to embed in Canvas for students

ON AIR Sign only lights up when a Recording has started!
Important: always inform the students that a recording will take place!



- For streaming the familiar web [conferencing tools MS Teams or Zoom](#) are available in every classroom.
- There are [\(tracking\) cameras in 23 classrooms](#) that can be used for streaming via MS Teams and Zoom.
- The web conferencing tools offer recommended settings for the use of streaming (e.g., do not allow camera and microphone for online participants, disable chat if necessary).

Cameras and microphones in the classroom

- [List of 23 rooms with cameras](#) in the media guide
- Tracking cameras offer [3 different presets/perspectives](#)
- Tracking Cameras can be used with MS Teams/Zoom, e.g. for hybrid teaching settings
- Ceiling microphones in all classrooms size 30 and 60 in the TC building
- Students taking part online can hear the students in the classroom
- A headset Microphone for the teacher is highly recommended (best audio quality)

- MS Teams or Zoom can be started in the lecture rooms via the desktop (Login with WU Account required)
- Specially configured microphone (headset) must be borrowed from the IT Service Desk
- Optional: Webcam (Logitech C920) that you have already received for your WU workstation OR borrow it from the IT Service Desk
- Selection of the correct device settings: see Quickguide, which is available on site in the rooms
- **Note:** It is not possible to use Microsoft Teams or Zoom with your own attached laptop, as the sound is only output with room-specific microphones.
- Share the screen: everything that is done on the monitor is transmitted (including SMART Notebook, etc.)

ReserWUtion: Free loaner equipment

- Notebooks, Document Camera, DVD drive, pen displays, etc.
(<https://www.wu.ac.at/it/services/support/equipment/media>)

IT Service Desk

- Microphones, wireless presenter, Starter Kit (contains SMART Board and whiteboard pens, SMART Sponge, magnets), webcams, cables and adapters can be borrowed directly before the course unit.

„Lehrmittelräume“

- Flip charts, chalk, paper rolls can be used and returned in accordance with the "fair use policy" (www.wu.ac.at/mitarbeitende/infos-fuer-lehrende/lehrgorganisation-lehrinfrastruktur/teaching-tech/)

Leave a room / End of a course unit

„LOG OUT“ on the desktop

- Deletes all logins and saved files and closes all open windows and programs
- Standard user is logged in again immediately
- **ALWAYS** click at the end of the LV unit!

„ON/OFF“ on the touch panel / control panel on the desk

- Complete AV system is shut down (beamer, etc.)
- Click “OFF” if the next course **does not take place immediately afterwards** (if the next course takes place without a break, just click “Log out” on the desktop)
- **Please note:** short waiting time until "ON / OFF" can be pressed again!

(Self) help with problems

Typical errors that can be solved yourself:

- No sound?
 - > check whether the sound on the PC is set to "mute"
 - > check if the microphone is set to "mute"
 - > is the sound output on SCREEN1 or the SMART Board?
- No image? > Check source selection - "Black"? "Freeze"? > "Reset"!
- Too many open windows/programs? > "Log Out" → standard user is logged in again
- No double projection? > "Reset" button on the touch panel or control panel: restores the standard settings in the room (Please note: does not apply to the PC, as "Log Out" is necessary!)
- SMART pen is not writing in the right place? > Calibrate on SMART Board

Request support:

Use the desktop icon "Report Problem" or call 01 / 31336-3003

More informationen

- You can find detailed instructions, FAQs and other information on using the lecture room technology online in the **WU media guide (currently only in German)**.
<https://short.wu.ac.at/wumedienguide>
- If you have any questions or need advice on the use of teaching technologies, please contact the Digital Teaching Services (E-Mail: digitalteaching@wu.ac.at)

Technische Lehrraumausstattung

Hier finden Sie einen Überblick über alle wichtigen Elemente der Raum- und Medienausstattung in den Lehrräumen am Campus WU.

System

Monitor

Annotieren mit dem SMART
Stift

Das digitale Whiteboard
(SMART Notebook Software)

SMART Board

Lecturecast Services



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