

# IVT Training

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## Teaching via Video Link from IVT room

### About Video Teaching

Interactive Video Teaching at CSU is becoming more widely used as each semester passes. Staff now need to be proficient at operating a number of different Video Teaching systems. At the moment IT has a couple of different systems in operation, but most of them operate in a very similar manner.

There are a number of different functions you can utilise to enhance your teaching session. Rooms are equipped with video and DVD players which you can use to broadcast to both the near and the far ends of your session.

Some rooms also have a 'Document Camera' available.

### Technology available in the rooms and the different components

All CSU teaching facilities which contain Video Conferencing equipment also contain a range of different equipment. Below is a list of what can be found in each facility.

- Video/DVD combination unit
- Document Camera (some rooms)
- Cameras (near end and far end)
- PC (CSU login)
- Data Projector (will come on automatically when conference starts)
- Touch Panel (touch to activate it initially)

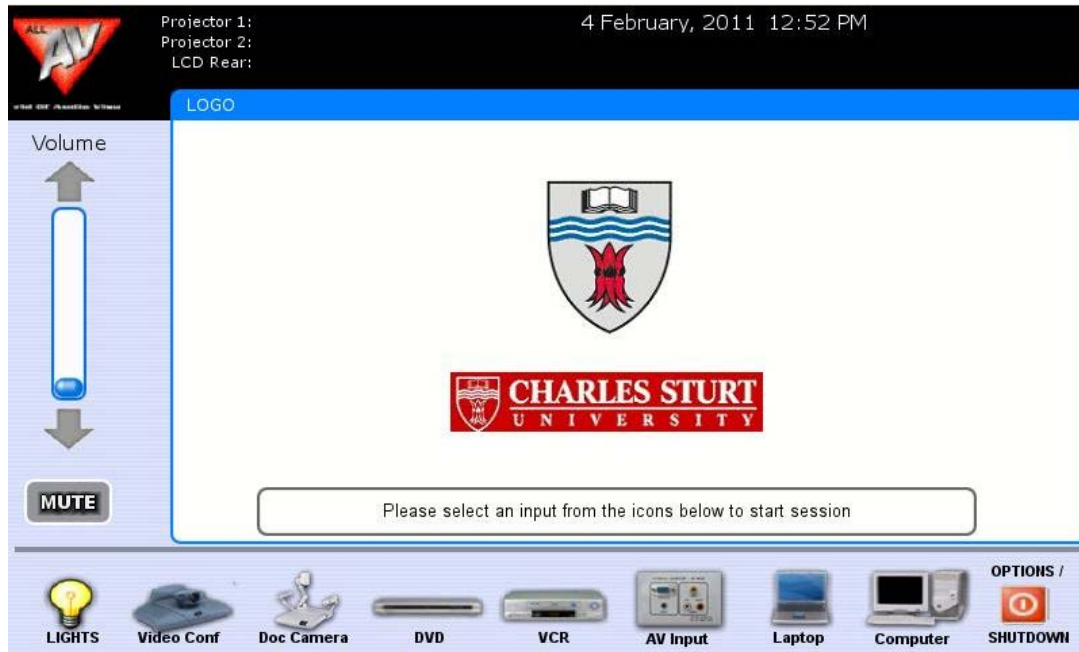
### Lights

The lighting in the larger lecture theatres is automated and will come on as soon as there is movement in the room. If you pause just inside the doorway the lights will activate.

### Touch Panel

The Touch Panel controls your entire Video Teaching session. You need to touch the touch panel (screen) on the lectern to activate the AV system. This is the first thing you need to do when you arrive to run your class.

It looks like this. Just touch it!!



Once you have activated the touch panel you are ready to select the type of presentation which you will be using for the session. You need to decide which of the functions of the teaching facility you would like to use. You have a number of options. You may wish to show the class a video or a DVD or you may wish to use a power point presentation which you can do by utilising 'Bridgit' (data conferencing). Whatever you choose to use, it will be available at both ends of the conference.

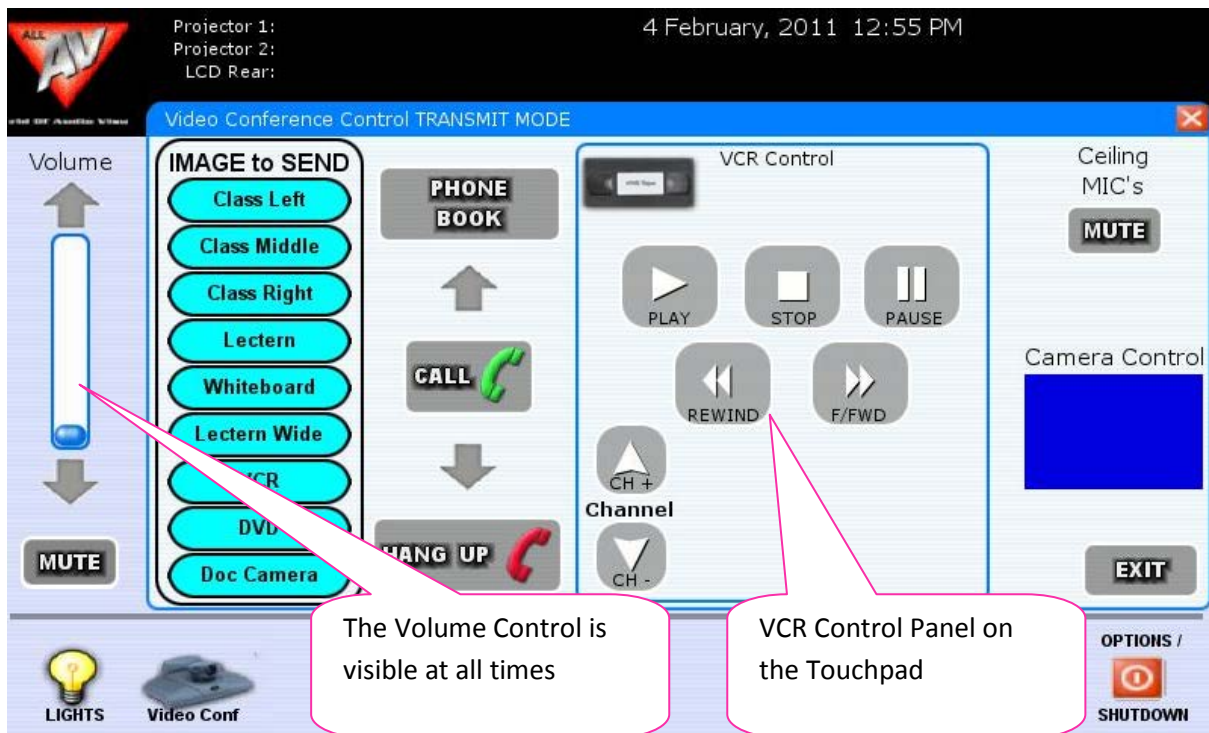
Your next step is to select the options required to prepare for your current teaching session. This is where you should do such things as:

- Log on to the PC
- Insert your video tape
- Insert your DVD
- Connect your laptop with the supplied VGA cable (if you choose to use your laptop rather than the pc supplied in the room)

These options look like this:

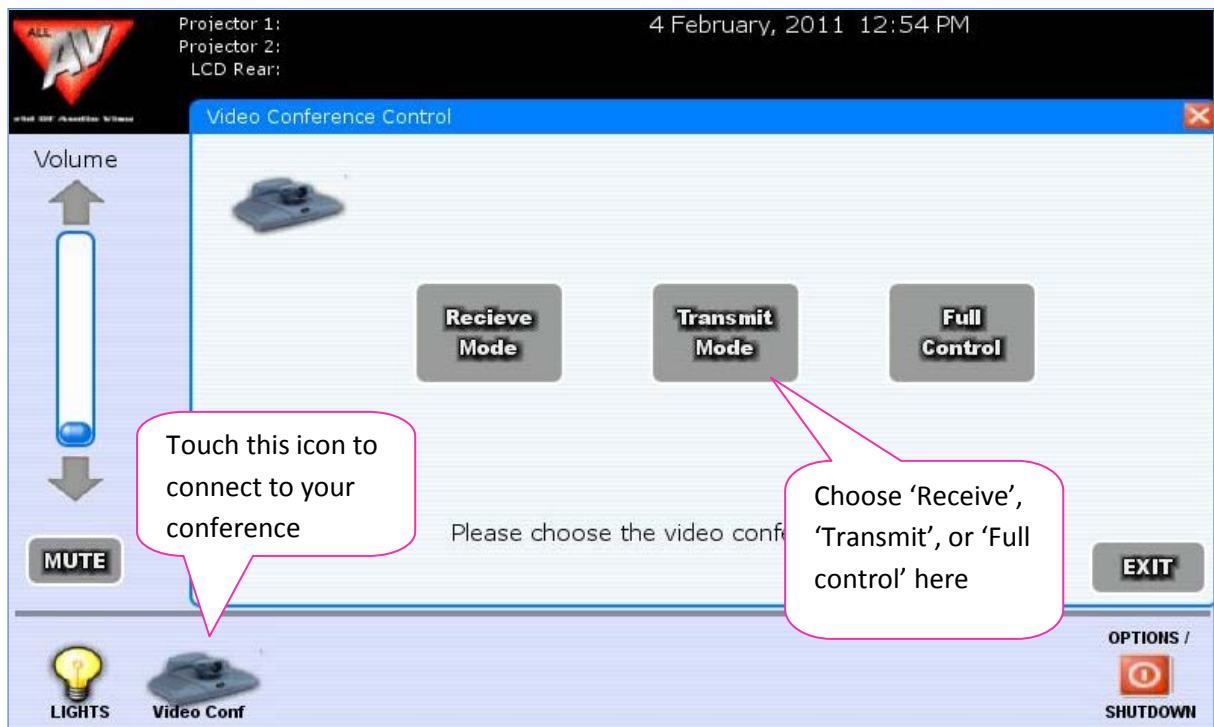


You just need to touch the options to select them. Once you have chosen to use a function you will see the control menu appear on the screen. This is what the control menu for the VCR looks like:



## Connecting to your IVT Session

The next action you need to take is connecting to your IVT session. To do this simply touch the 'Video Conf' button from the bottom left of the screen. As you are initiating the conference you will select 'Transmit' mode from the resulting screen. Your students on the far end will do the same thing, but select 'Receive' mode from their screen. See below



The Data Projectors and VC system will power on in preparation for teaching and video conferencing.

## Transmitting

Your class should already be booked in the Teaching System and the connection will start automatically at the correct time.

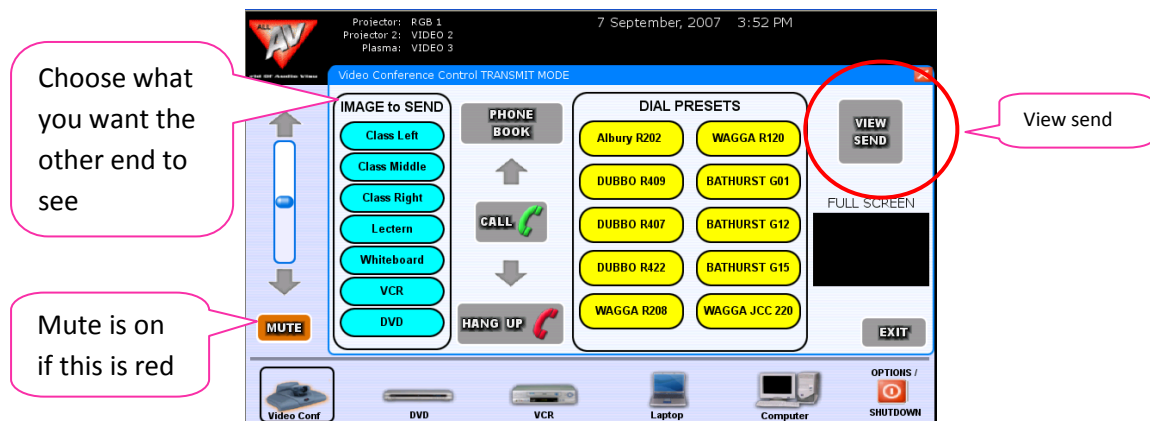
At this time a couple of things will happen:

- The FAR site room and participants will automatically appear on your screen
- The FAR site room will appear on the Plasma TV screen at the front of the room.

You are now connected and the participants on the other end should see you. Increase your volume if they are too quiet. The class in YOUR room will be viewing the Far site class on the white screen at the front.

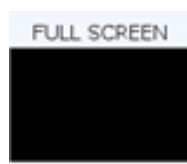
**NB:** If the participants on the other end can't hear you make sure that your microphone is not 'muted'. The icon on the screen at the front of the room will show if you are muted, also, the 'mute' icon on the touch panel will show as red if you are muted

Once connected, you can choose from the list '**IMAGE TO SEND**'. This will be what you want the FAR site to see. Press to select. You can choose to send a view of the class, presenter, or VCR/DVD.



To check which camera view you have chosen, select the **VIEW SEND** button. This gives you a quick "flash preview" of what they are seeing. This is meant to only stay on until you stop depressing the button.

If you are showing a DVD/VCR, you can watch it on the Preview screen. This image can be maximised and minimised by touching the 'Full Screen' icon.

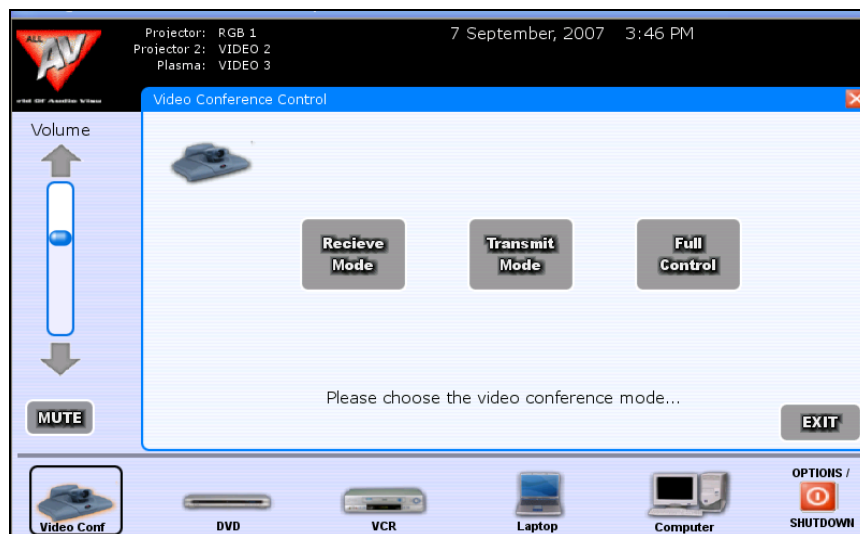


## Receiving

If you are receiving a far site transmission into the room, the Far site will dial in. If the far site is sharing a PC presentation, then make sure the PC in the room is on, Bridgit is open, and displayed.

Press the **VIDEO CONF** icon on the bottom of the screen to bring up the Video Conferencing option. Choose **RECEIVE** mode.

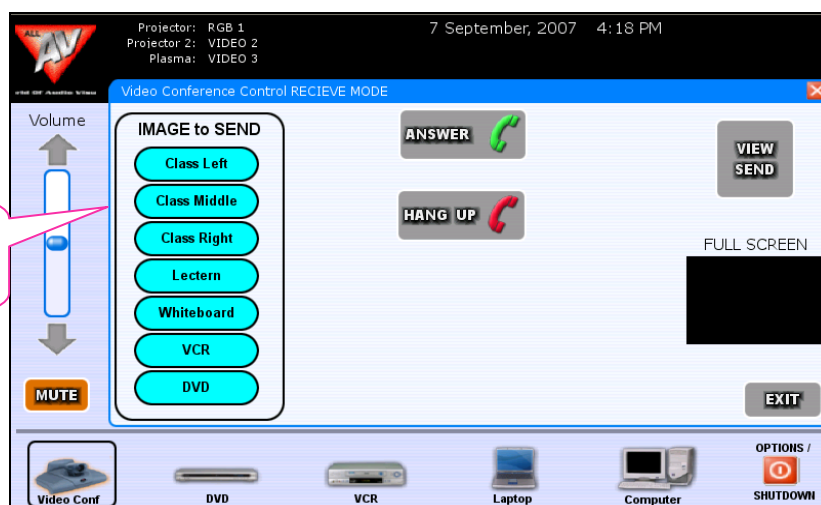
The Data Projectors and VC system will power on in preparation for receiving a video conference transmission. See below:



The far site will automatically dial in.

The far site will want to see the class, if they cannot, go to IMAGE TO SEND, press **CLASS MIDDLE** so they can see you.

Now seat and position yourself in the middle of the room. Check Mic Pod is not muted.



If you need to check which camera view has been chosen, look at the 'full screen' icon. This is what the Far site is seeing.

## Closing Down

When the conference has scheduled to end, the Far site will disconnect. Please shut down the room when leaving by pressing the OPTION/SHUTDOWN button. Make sure you log off the pc in the room.



## Technical difficulties

In the case of a technical difficulty with your conference please use the 'hotphone' available in the room area to call the DIT Service Desk and you will receive priority support.

**DIT Service Desk – 84357 and press 1 for Video Conference Support**