

ISL & Dual Video user guide for CQUniversity Students & Staff

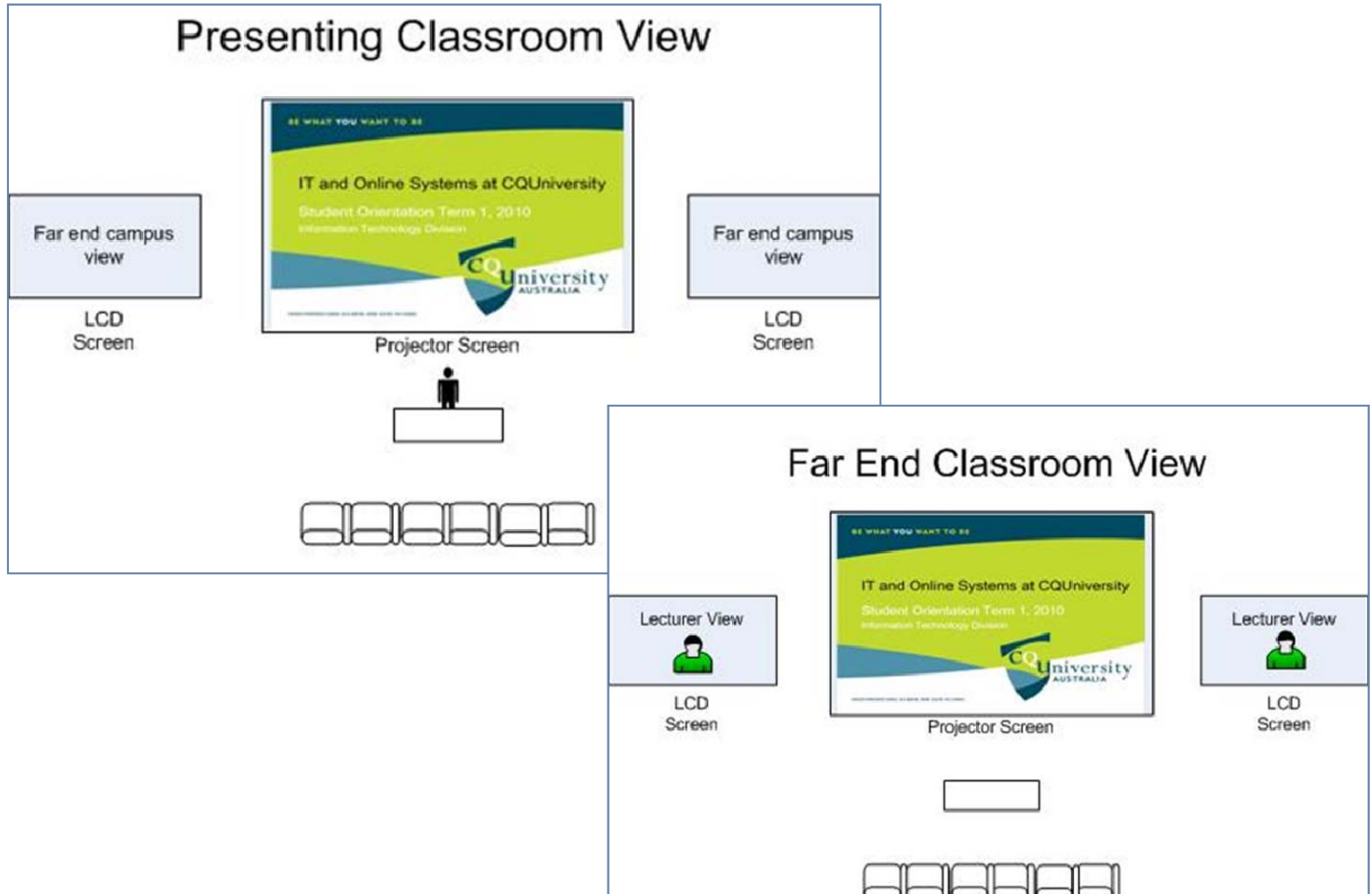
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The ISL videoconference lecture theatres on the Bundaberg, Mackay, Gladstone, and Rockhampton campuses include next generation "dual video" presentation and recording features.

This enables presenters to conveniently display themselves and their materials simultaneously to all participating staff and students (e.g. presenter and PowerPoint, or presenter and movie etc).

The control systems (touch panel) in each major theatre is standardised to make participation by presenters and students easier and more accessible across each of the campuses.

Layout of ISL screens in lecture theatres



Need assistance during an ISL session? **Call the ITD Teaching Space Support line on extension 2020.**

ISL & Dual Video user guide for Students & Staff (continued)

Touch panel functions

The initial screen that appears on the touch screen will have 3 options:

1. To begin teaching select **"Press Here to Begin Teaching/Presenting"**.
2. If you are in a class that is being presented from another campus, you may need to select **"Swap Front Screens"** to bring your lecturer up on the main screen.
3. The **"Volume"** button can be used to increase the volume of the incoming audio. Press **"Volume"** to access the volume slider. You can adjust the levels by moving your finger up or down over the bar.



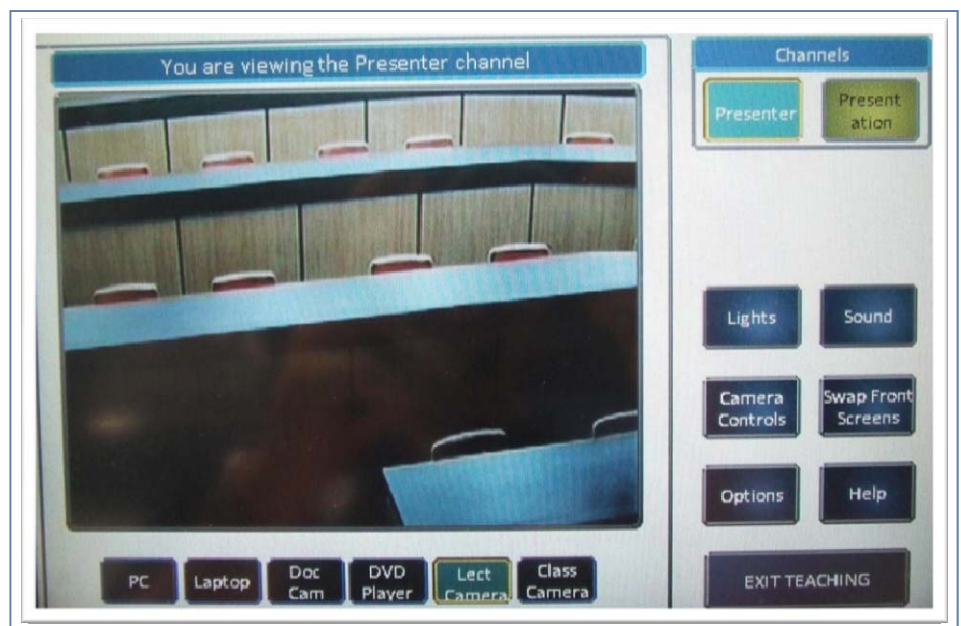
Main Screen Overview

After selecting **"Press Here to Begin Teaching/ Presenting"** a new **presenter channel** screen will appear (example below).

From here you have full control over the lecture theatre.

The options range from:

- a. Camera, lights and audio controls;
- b. Managing what view is presented to the other campuses; and
- c. The option to present your lecture using a single or dual video presentation mode.



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ISL & Dual Video user guide for Students & Staff (continued)

Display Channels

There are two channels available when presenting a lecture.

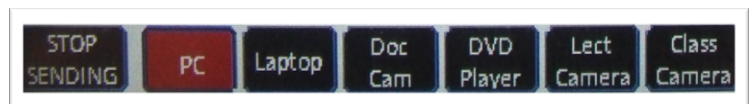
The “**Channels**” menu enables you to choose the camera and input source (e.g. laptop or PC) required during the presentation.



WHICH CHANNEL SHOULD I USE?

- The “**Presenter**” channel should be used for high movement sources or movement video such as YouTube. This would include using input sources such as the Lecturer Camera, Class Camera, DVD and PC.
- The “**Presentation**” channel should be used for presenting items with low movement and high resolution. This includes the PC (e.g. Word document or PowerPoint) and Document Camera.

Once you select a channel, you can choose from the following input sources displayed at the bottom of the touch panel. →



DISPLAYING THE LECTURER OR STUDENTS ON THE MAIN SCREEN

- To have the presenter displayed on the main screen, select the “**Presenter**” channel and choose “**Lect Camera**”.
- To display the students select “**Class Camera**”.



Please note that at this stage you are not sending dual video. Dual video is initiated when you select a source on the “**Presentation**” channel.

PRESENTATION ON THE MAIN SCREEN

- To display your presentation on the main screen, you will need to select the “**Presentation**” channel and choose “**PC, Laptop or Doc Cam**”.

You are now sending dual video, both the “**Presenter**” channel and the “**Presentation**” channel are displaying sources.

PLAYING A DVD OR VIDEO

- To play a video (YouTube, DVD etc) on the main screen you will need to select the “**Presenter**” channel and choose your video source e.g. PC or DVD player.

AT OTHER CAMPUSES

- If a student at another campus needs to present, they will need to select “**Press Here to Begin Teaching/Presenting**”. All of the features outlined above are available on the campus touch panels.

The “**Presenter**” channel should be used to display video sources (e.g. lecturer, YouTube clips, DVD’s) and the “**Presentation**” channel can be used for text and image based presentations (e.g. Word, PowerPoint, JPG, Doc Camera etc).

Note that any video displayed via the “**Presentation**” channel will not be of the same quality as the “**Presenter**” channel as the frame rate is not as high.

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ISL & Dual Video user guide for Students & Staff (continued)

Are you ready to start presenting?

Here are some *example steps* when using ISL and dual video during your lecture or presentation.

1. Wait for the call to connect to the other campuses and select **“Press Here to Begin Teaching/ Presenting”**.
2. The lecturer camera will now be on the presenter channel for the audience to see.
3. The **“Presenter”** channel is for the lecturer camera, class camera, DVD and PC (i.e. high movement applications like You Tube).
4. To present two channels simultaneously (using dual video) press the **“Presentation”** channel option and select a source.
5. The **“Presentation”** channel is for the PC (using low movement applications such as a PowerPoint) and the Document Camera.
6. Audiences at each campus will now be viewing both channels at once.
7. Press the **“Stop Sending”** option to release the dual video and go back to the original lecturer camera view.
8. The audience will now be viewing the lecturer camera.
9. Select the **“Exit Teaching”** option when the lecture or presentation has finished.
10. Audiences will now be able to view the class camera.

Recording an ISL session

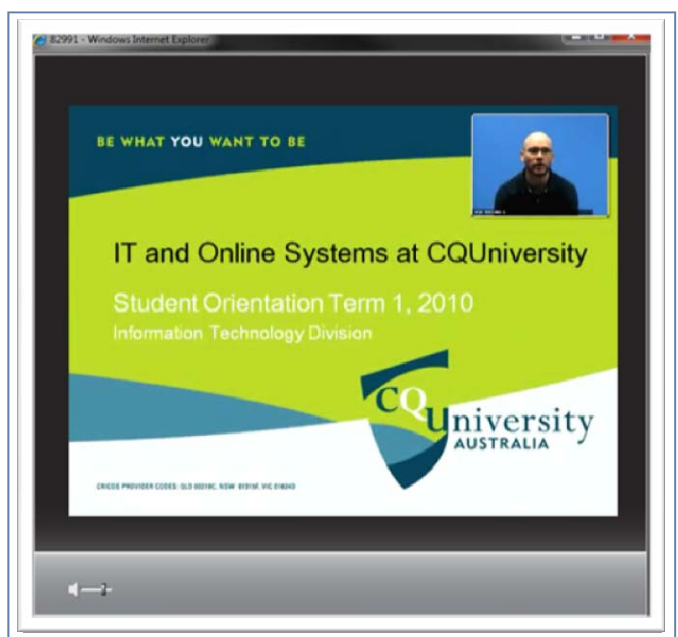
As requested, the presentation or lecture can be recorded.

If at any time during the lecture you present using **dual video**, the final recording of the lecture will use the picture in the picture (**PIP**) view of the **“Lect Camera”** or **“Class Camera”** .

This will depend on which camera was selected during the presentation.

It will look similar to the example pictured right.

Note: the PIP view will appear over the top of the presentation, therefore try and leave the top left corner free when formatting power point slides or writing on the document camera.



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ISL & Dual Video user guide for Students & Staff (continued)

Room Controls

The room controls appear on the right side of the touch panel.

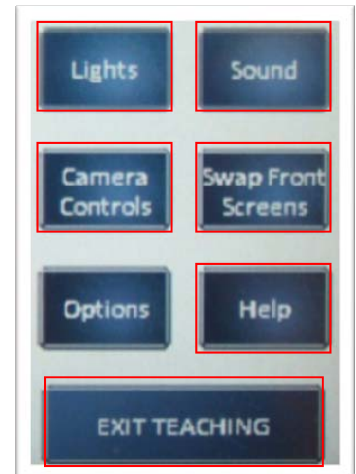
Here you have access to the **Lights, Sound, Camera Controls, Swap Front Screens** and **Help**.

- Select “**Lights**” to switch the theatre lights on or off.
- The “**Sound**” option allows you to change the volume of the incoming audio from other campuses.
- “**Camera Controls**” gives you the option to move the lecturer camera and set pre-defined camera angles.

To do this, move the camera using the arrow buttons (**Focus & Zoom** are also available). Hold down a **User** button to save the angle (hold your finger on the button til you hear a beep).

Note that the “User P1” allocation is reserved for the main lectern view.

- The “**Swap Front Screens**” option is available for the lecturer to change what is presented on the screens facing them at the back of the room.
- “**Help**” will display the contact details for ITD Teaching Space Support.
- Press the “**Exit Teaching**” button to sign out of the session and return to the start screen.



Book an ISL session online

Staff can book ad hoc ISL sessions online on the CQUniTECHNOLOGY website.

1. Go to <http://cqunitech.cqu.edu.au>.
2. Select the “**Request a Service**” option.
2. Click “**Book your video conference online (ISL)**”.

Need assistance using ISL and Dual Video?

Students and staff can contact the ITD Service Centre if they need any technical assistance during an ISL presentation or viewing an online recording of an ISL lecture or presentation.

When on campus dial ext: 2020

If studying at home phone: 07 4930 9233

Email: servicedesk@cqu.edu.au