

HYBRID LECTURE ROOM Q & A

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LAND ACKNOWLEDGMENT

Our campuses reside on the treaty lands of the Mississaugas of the Credit and lands that the Anishinaabe, Hodinohso:ni, Lūnaapéewak and Wendat peoples have inhabited for centuries. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. Acknowledging the land reminds us of our commitment to reconciliation with Indigenous peoples and lands.

AGENDA

- What are hybrid lecture rooms?
- Room availability
- Hybrid lecture room considerations
- Common questions from our kickoff session
- Open Q & A period (not recorded)

WHAT IS A HYBRID LECTURE ROOM?

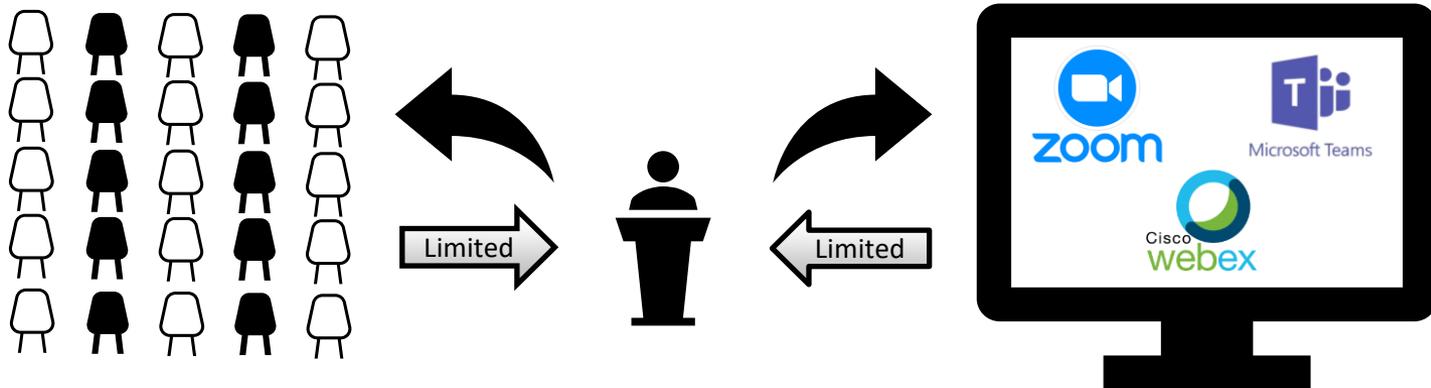
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THE HYBRID LECTURE ROOM EXPERIENCE

- Designed to replicate traditional lecture delivery, but synchronously to remote and in-person students
 - Instructor lectures to students (remote/in-person)
 - Limited student-instructor interaction



WHAT TECHNOLOGY WILL I NEED?



- Laptop
 - Windows 10 or MacOS
 - USB-A 3.0+ connection port
 - USB-C to USB-A 3.0+ adapter available in room

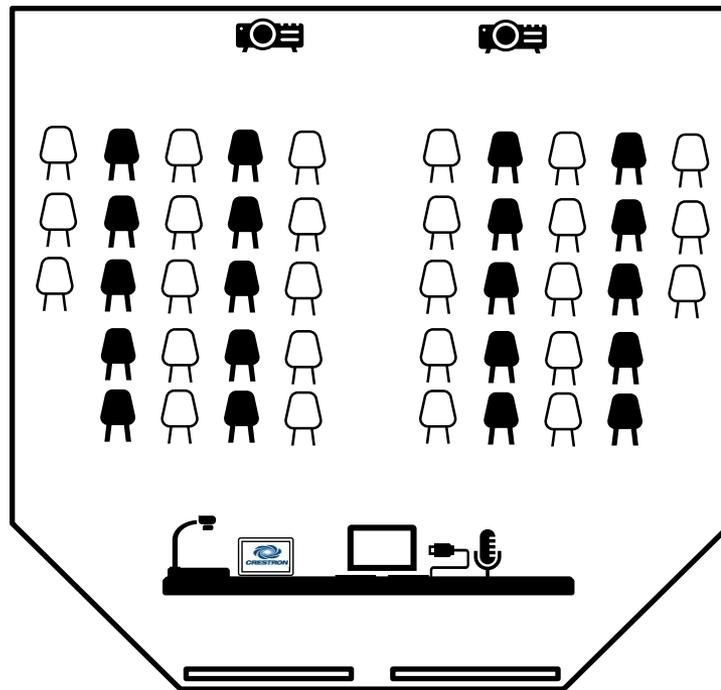


- **Not Supported**
 - Tablets (Android/iOS)
 - Mobile devices (Android/iOS)
 - Wireless connections

THE STANDARD LECTURE ROOM

- You'll have all the same options that you had before

Lecture Hall



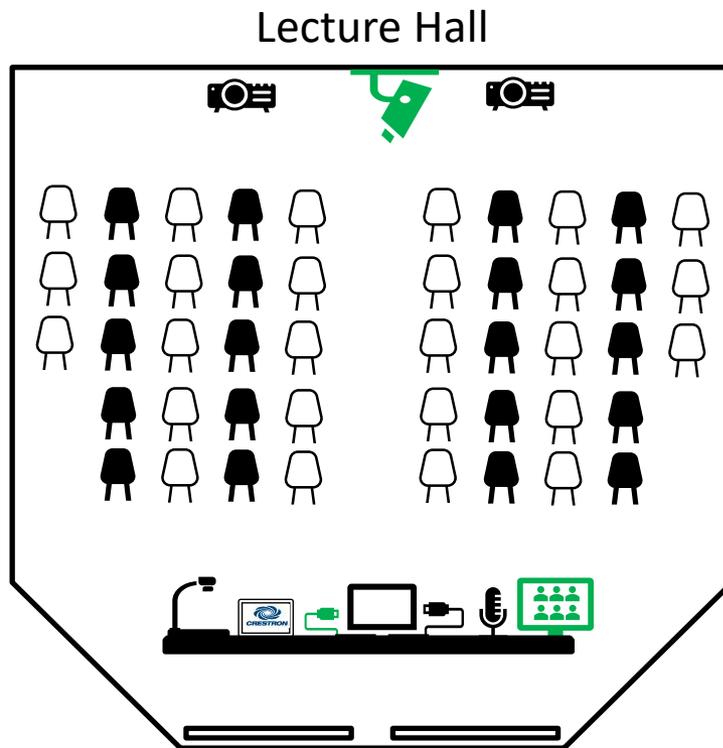
Standard Components

- Projectors and screens
- Document camera
- Microphone
- HDMI Connection
- Crestron Controls

Instructor Provides

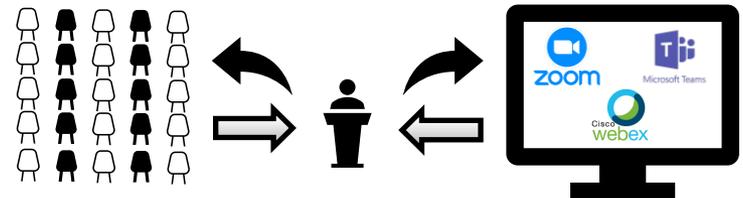
- Laptop
(+ HDMI converter adapter, if required)

HYBRID LECTURE ROOM TECHNOLOGY LAYER



What's New

- Instructor-facing pan/tilt/zoom (PTZ) camera
- Web conference monitor
- USB cable connection (for web conferencing)



HYBRID LECTURE ROOM AVAILABILITY

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WHICH LECTURE ROOMS ARE HYBRID?

Lecture Rooms (24)

ALEX 100	MCKN 120
ALEX 200	MCKN 121
ALEX 218	MINS 106
ANNU 156	RICH 2520
MACN 105	RICH 2529
MACN 113	ROZH 101
MACS 209	ROZH 102
MCKN 29	ROZH 103
MCKN 31	ROZH 104
MCKN 115	THRN 1200
MCKN 116	THRN 1307
MCKN 117	WMEM 103

- Larger lecture rooms (over 100 students)
- Available through central booking
- Managed and supported by OpenEd's CTS team
- In addition to the 24 hybrid lecture rooms, there are 12 flipped classrooms

ARE THERE ONLY 24 HYBRID LECTURE ROOMS?

- There are 24 hybrid lecture rooms that are managed and supported by OpenEd/CTS
- 50-60 additional rooms are either in the process of (or being considered for) enhancement by departments with assistance from OpenEd
 - Of these rooms ***roughly half*** will have only the instructor-facing cameras (like hybrid lecture rooms)
 - The rooms will be similar to the hybrid lecture rooms we described here, though some technology may vary
 - These rooms will be booked through and supported by their departments

HOW DO I GET A HYBRID LECTURE ROOM?

- Room assignments work as they always have:
 - Rooms are assigned by the Registrar's Office
 - OpenEd supports the centrally booked rooms, but does not manage room assignments
 - If you feel you need a specific room, you may contact your department to ask about options/processes
 - We anticipate that the Registrar's Office will be releasing F21 room assignments by late June

I CAN'T GET A HYBRID LECTURE ROOM, BUT I NEED ONE!

Let us try and help you find a workaround!

- First, be sure you have checked with your department about potential room availability/reassignment options
- If a room can't be assigned to you, please book a consult with the OpenEd ITS team
 - Consultation Request Form: bit.ly/UG-ITS-Consult
 - We will work with you to explore options based on your needs

HYBRID LECTURE ROOM CONSIDERATIONS

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HYBRID LECTURE CONSIDERATIONS

As you begin your planning for F21, we'd like to encourage you to consider the following:

1. Setting classroom expectations (in-person & virtual)
2. Building a sense of community
3. Creating a backchannel for student communication
4. Engaging students in active learning

Together, these considerations work towards creating equitable learning experiences for all students in your course.

HYBRID LECTURE ROOM COMMON QUESTIONS

And some answers too...

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COMMON QUESTIONS – REMOTE STUDENTS

- **Can I see my remote students while teaching?**
 - Yes, you can set the web conference monitor to show the gallery view of your students in Zoom/Teams
 - However, just as with remote, students may or may not choose to have their cameras on
- **Can the students in the lecture room see the remote students?**
 - If you share your desktop with the gallery view open to one of the lecture screens, then they can
- **Can remote students present back to the in-person students?**
 - Yes! When unmuted they can speak to the class
 - To share video/screen we recommend spotlighting the presenting student with your view shared to the room via a lecture screen



COMMON QUESTIONS – REMOTE STUDENTS

- **Can remote students hear questions from in-class students?**
 - No. There is no student microphone in these rooms
 - We recommend repeating questions back before answering
 - Building in breaks for questions may be helpful
- **How many students can attend in-person/online?**
 - As of the latest information, up to 250 students can attend in-person (large rooms)
 - Remote students would make up the remainder based on course enrolment caps
 - Large courses (>500) students may need a special Zoom license to accommodate more than 300 remote students
- **How do students decide if they are remote or in-class?**
 - Short answer: We don't know (yet)



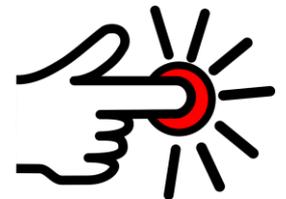
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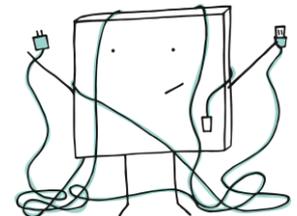
COMMON QUESTIONS – RECORDING

- **Can I record my lecture?**
 - Yes! You can record via your web conferencing app and it will capture everything that was said and shared via that platform
 - Students cannot record via Zoom, unless you make them a co-host or enable local recording for specific users (if required)
- **Are there additional privacy concerns?**
 - Hybrid lecture room cameras only record the front of the room
 - If students are presenting at the front, you may need consent to record
 - Alternatively, you may pause the lecture recording and resume after
- **Do I have to record my lectures if I am in a hybrid lecture room?**
 - No! The choice to record is entirely up to you
 - However, there are benefits to recording for both you and your students that should be considered (review, reuse, time zones, etc.)



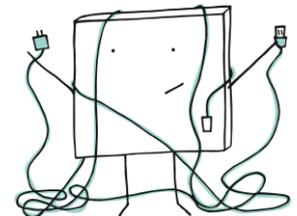
COMMON QUESTIONS – TECHNOLOGY

- **How do I decide what I am sharing from my laptop and to where?**
 - Done via the display settings on your laptop - 4 screens total:
 - Laptop, web conference monitor, lecture screen 1, lecture screen 2
 - We will offer opportunities to try out the rooms later this summer as more rooms are completed
- **What if I have a technology problem or something goes wrong?**
 - OpenEd’s CTS team will be available to assist (24 lecture rooms)
 - CTS has developed a rapid-response plan that can have someone assisting you in person as fast as possible
- **What if I have a tech problem in a room that isn’t supported by CTS?**
 - If you are using one of the hybrid lecture rooms managed by your department, then please confirm support with your dept. admin
 - In most cases, the department will have technical staff to assist



COMMON QUESTIONS – TECHNOLOGY

- **Why can't I use my tablet or go wireless?**
 - The rooms are designed to support the most common set up, which is a hard-wired laptop running Windows 10 or MacOS
 - If you'd like to experiment you may, however only the base set up can be supported by CTS if something goes wrong
- **Do we get Zoom Pro accounts?**
 - As has been the case during remote delivery, faculty may request a Zoom Pro account via CourseLink Support
 - Pro accounts are not available through CourseLink for individual TAs/students
 - For larger classes TAs can be issued organizational accounts (i.e. code1000@uoguelph.ca) and added to the U of G Zoom Pro license
- **How do I know if my laptop has the right USB port?**
 - Most PC laptops built in the last 5 years have at least 1 USB-A 3.0 port
 - Most MacBooks only have USB-C ports, but CTS provides an adapter

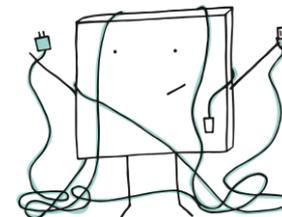


COMMON QUESTIONS – TECHNOLOGY

USB-C to USB-A 3.0 Adapter



One of these adapters is available in every centrally booked hybrid lecture room supported by CTS



COMMON QUESTIONS - MASKS

- **Will professors/students have to wear masks in the lecture room?**
 - This policy is set by U of G in consultation with Public Health
 - It will depend on Public Health requirements in September
- **Will students be able to hear me with a mask on?**
 - From our testing, the room microphone seems to pick up speech just fine when wearing a mask
- **What about students with hearing impediments who read lips?**
 - An option may be to join via the web conferencing platform (remote/in-class) & enable live captions
 - Students may also connect with SAS for assistance and to discuss other options such as FM transmitters



CLASSROOM SUPPORT

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SUMMER SUPPORT

1. More classroom Q & A sessions
 - Additional dates to come in August
 - Keep an eye out for a CourseLink announcement
2. Drop-in hours
 - Monday, July 19 from 2:00 to 4:00 PM
 - Additional dates to come in August
3. Classroom orientations
 - Individual or small group sessions in our hybrid lecture rooms with the opportunity to set up your system
 - July and August, more details to come!