

Interactive Video for Distance Learning (IVDL) System

Instructor's Start Up Guide

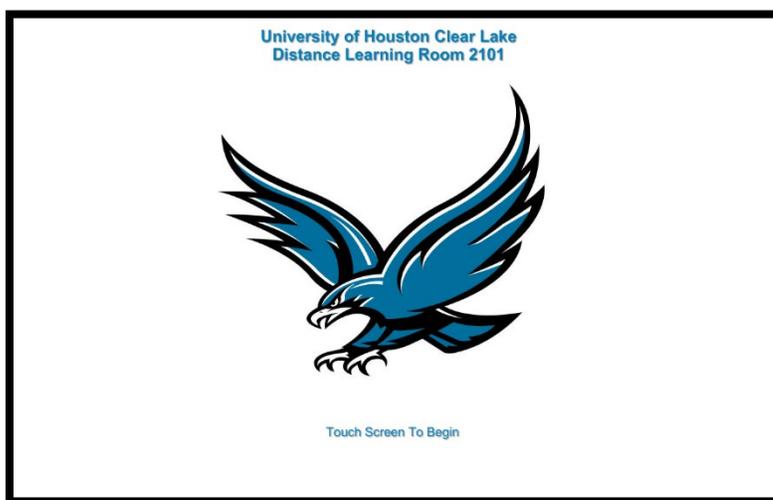
The university's new interactive video for distance learning (IVDL) system enables faculty and staff to teach and collaborate in two classrooms (STEM 2101 and Pearland 104) at the same time. The system provides real-time, two-way audio and video communication, enabling an instructor to communicate with learners at both sites, and enabling all students to communicate with one another and the instructor.

The use of the system does require instructors to learn several new skills and competencies:

- How to use the technical components of the system to start class, present content, communicate with local and remote learners, and shut down the system at the end of class;
- How to make the most effective use of the technology in conducting each session;
- How to set and communicate expectations for student interactions via the system to ensure that the class runs smoothly; and
- How to make minor adjustments to their existing face-to-face instruction to accommodate the features of the system.

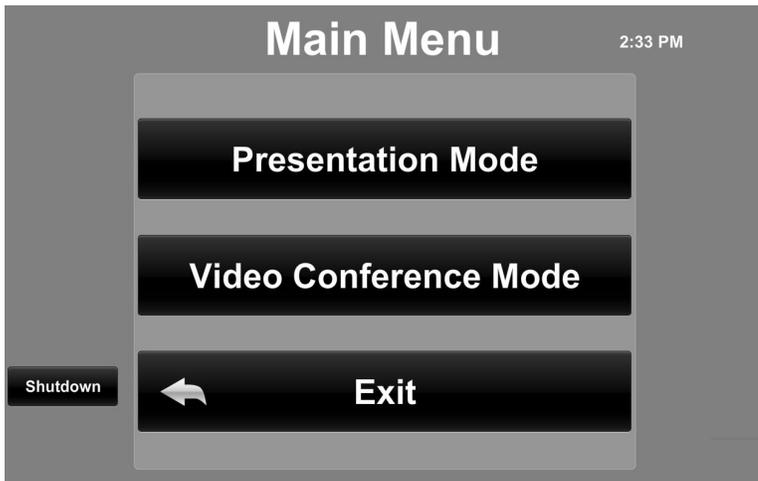
This document is intended to only address part of the first of these competencies – how to start up the IVDL equipment so that it is functioning at both the local and remote locations. It assumes that the instructor has already obtained and powered up the wireless microphone for use at their local classroom. **NOTE: Microphones need to be checked out from and checked back in to the computer lab for each session.**

1. The system is controlled by the touch screen pictured below, located on the instructor podium at the front of the STEM 2101 and Pearland 104 classrooms. To begin the startup process, touch the screen to activate it.

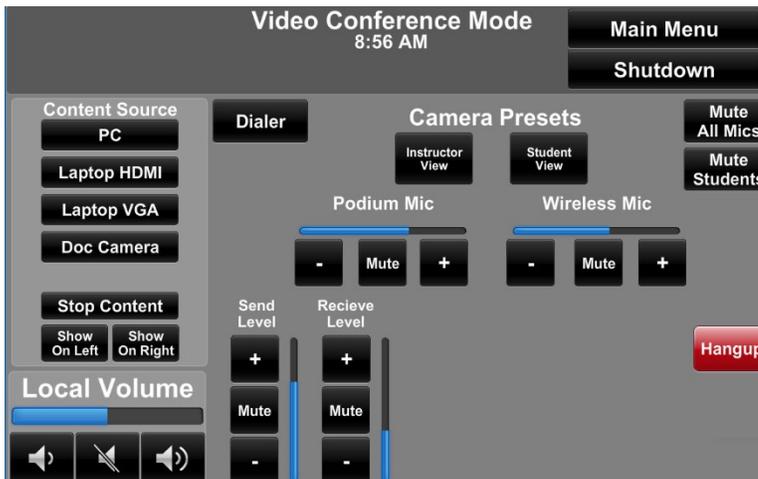


2. At the resulting screen, touch the Video Conference Mode to proceed. NOTE: Video Conference Mode is the setting that permits two-way audio and video communication between the two

sites. Presentation Mode is used when you are only teaching in one location (STEM 2101 OR Pearland 104), but are NOT teaching learners in BOTH locations at the same time.



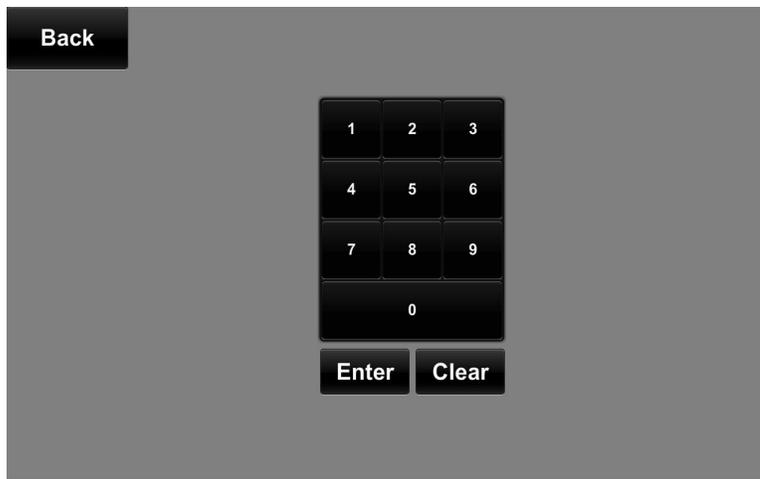
3. At the next screen, you will be presented with a variety of options and settings. Most of those will be discussed in a separate document. For now, we recommend that you touch two items on this screen: (1) the source from which you intend to present visual content (PC, Laptop HDMI, Laptop VGA, or Doc Camera); and (2) the Dialer button to initiate connection to the remote location.



4. At the next screen, touch the Pearland 104 button if you are teaching/presenting from the STEM 2101 classroom. If you are presenting from Pearland, the screen at that location will have a button for STEM 2101 to touch.



- At the final screen, you must enter the access code to complete the connection. If you do not already know the access code, please call the Support Center at 281.283.2828 for assistance. The code may only be shared with UHCL faculty and staff in order to prevent unauthorized student use of the system. Touch the four numbers for the access code and then touch the Enter button.



Confirming Your Connections

The system will then begin starting up in both locations. It can take several minutes for all of the cameras and audio connections to engage. When it does, you should see the students/attendees at the remote location on one or more of the monitors in your room. **NOTE: What you see on the two monitors at the back of your classroom is what the students at the other site are seeing at the front of their room.** Check your audio connection by speaking into the wireless microphone and asking someone at the remote location to confirm that they can hear you. You should also ask someone at the remote location to use the student desktop microphone to speak to you to confirm that you are receiving communication from that side. Once all video and audio device are working properly, you are ready to begin your class or video conference session.

Changing Input Devices

As highlighted in light orange on the screen capture below, there are four sources from which you can display content to the students/participants in both locations: (1) PC – this is the computer/workstation located on the presenter’s podium, (2) Laptop HDMI – use this if you are connecting your laptop using a HDMI cable, (3) Laptop VGA – use this if you are connecting your laptop using a VGA cable, and (4) Doc Camera – this activates the document camera on the presenter’s workstation.



You may use these controls throughout your session to switch back and forth between a computer display and showing items on the document camera. You may also use the Stop Content button to stop sending computer and/or document camera information to the class, while keeping the cameras active.

Shutting Down

When you are ready to end your IVDL session, complete the following steps:

1. Begin by clicking the Shutdown button, located in the upper right-hand corner of the Video Conference Mode screen.



2. You will be presented with a confirmation prompt, as shown below. Click the Yes, Shutdown button to initiate the shutdown of the system.



Please remember to also log out of the computer/workstation on the podium, and power off and return the wireless microphone.

[Technical Assistance](#)

If you encounter any technical difficulties, please use the telephone in the classroom to contact the Support Center at ext. 2828.