Explanatory materials for operating classroom equipment for web-based classes AY 2021

Ritsumeikan University

2021.02.26
For Teachers/Teaching Assistant & Educational Supporter

Beyond Borders

Contents

1. Spring Semester 2021 Classes
2. Cameras in the classroom
3. How to connect the camera in the classroom
4. Troubleshooting during a class
5. Support for web-based classes
6. Follow-up information

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R 1. Spring Semester 2021 Classes

●University Policy
●Policies of each College and Graduate School

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Cameras in every classroom

- MeetUp for small classrooms, Blackmagic for medium and large classrooms
- Record and stream lectures from the classroom

Class support tools

Learning support system (LMS)

manaba +R

**Sharing of teaching data**

OneDrive

Video recording and sharing (and editing)

zoom Panopto

	Zoom	Panopto	OneDrive
Equipments that can be used in the classroom (to be Connected to PC)	Classroom size:Small Meetup(camera & mechroohone) Classroom size:Medium & Large Blackmagic(camera only)		OneDrive is a tool for storing and distributing files. You cannot use it to capture or edit video.
Livestreaming	Yes	No	
Recording	Yes	Yes	
Storing recorded videos	Yes	Yes	Yes
Streaming and distributing (on demand) recorded videos	Yes	Yes	Yes
Editing recorded videos	No	Yes	No
Setting of prohibit downloading	Yes	Yes	No
Points to note	• Zoom videos can be stored and shared for up to 30 days only. • It's possible to distribute files recorded in Zoom through OneDrive.	• There is no limit on how long you can store or share Panopto videos. • To be able to edit and record videos, you need to apply in advance.	• Storage space is available in OneDrive up to 1 TB per faculty member.

Academic Affairs support website
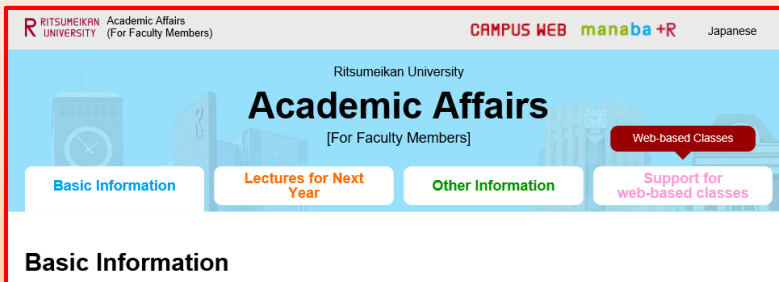
・Information about planning and conducting classes
・How to create teaching files, various manuals, etc.

2. Cameras in the classroom

Small classrooms are equipped with MeetUp (camera with microphone).

R 2. Cameras in the classroom

SONY Blackmagic are installed in medium and large classrooms.
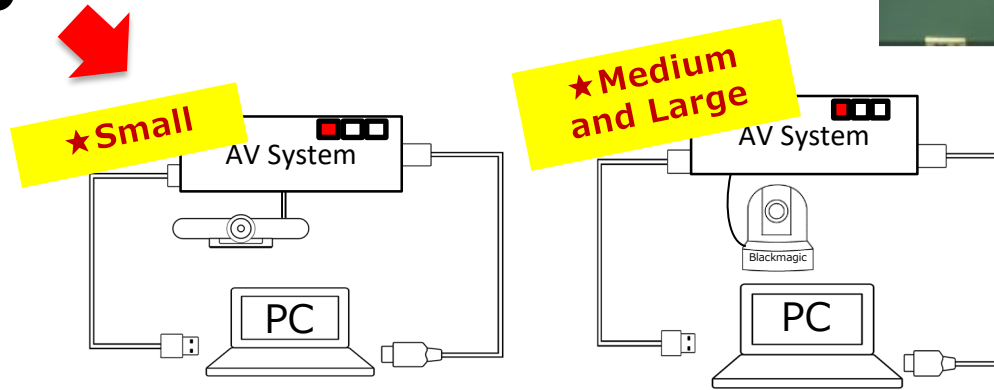*Camera function only.
  Please use the classroom microphone.

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3. How to connect the camera in the classroom

Simplified flow of class preparation

What you can do with the camera in the classroom
-Recording of a class using a board
-Recording of the entire classroom

Preparing PC

★Small
AV System

★Medium and Large
AV System

Blackmagic

PC

PC

Connect the AV cable to the PC and start the AV system

zoom

Connect Zoom

3. How to connect the camera in the classroom

1. Prepare your own PC

You can bring your own PC or borrow one from the counter in the faculty lounge.
*Some classrooms are equipped with PC.

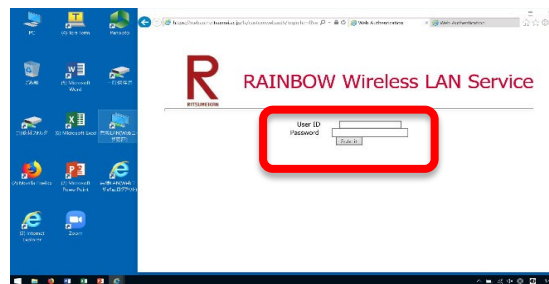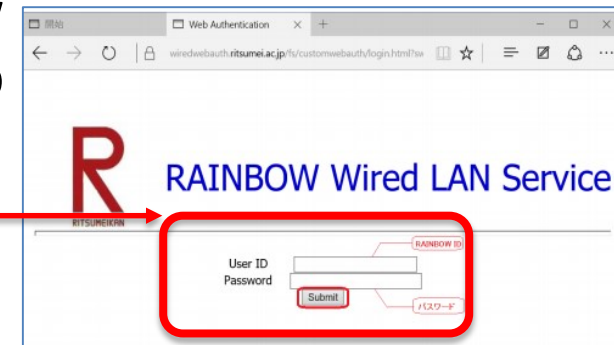## 2. Turn on your PC

3. Connect your PC to LAN

Case I. **LAN cable** *Some classrooms have LAN cables

(1) Connect the LAN cable to your PC

(2) When you start web browser, you will be taken to the "RAINBOW Wired LAN Service" page, where you will enter your RAINBOW ID and password.

Case II. **wireless LAN**

When you start web browser, you will be taken to the "RAINBOW Wired LAN Service" page, where you will enter your RAINBOW ID and password.
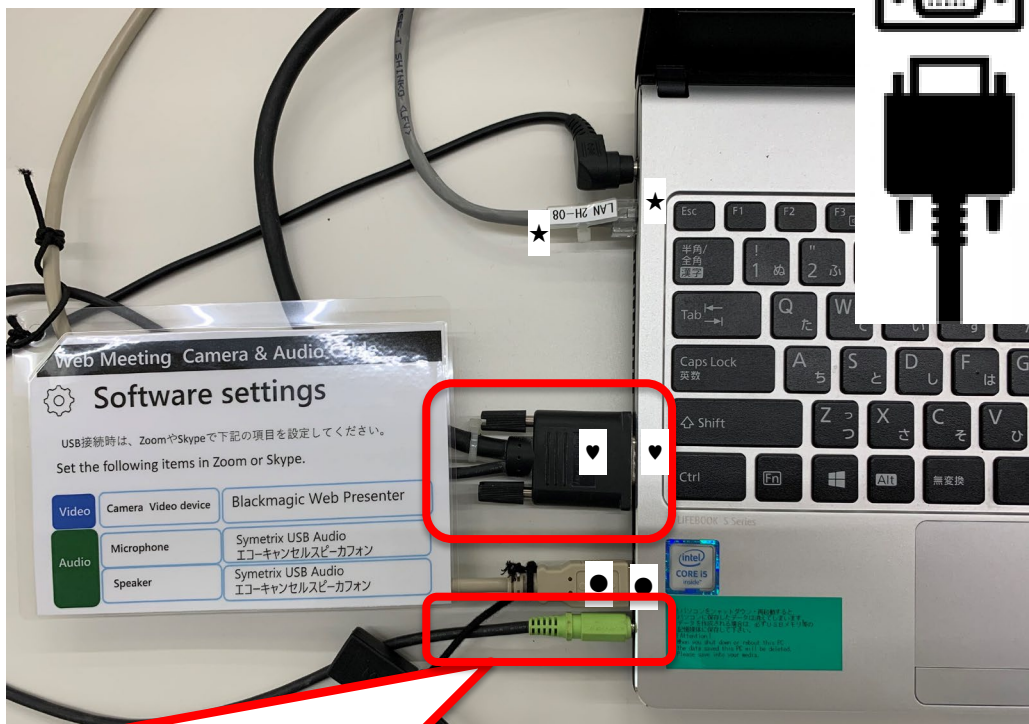
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*If you are connecting your own PC to the campus wireless LAN for the first time, you will need to configure it for the first time.
http://www.ritsumei.ac.jp/rainbow/service-wireless/
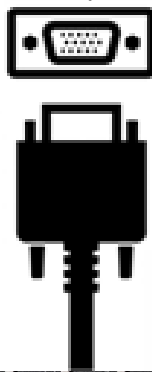
4. Connect the cables on the lecture table to your PC

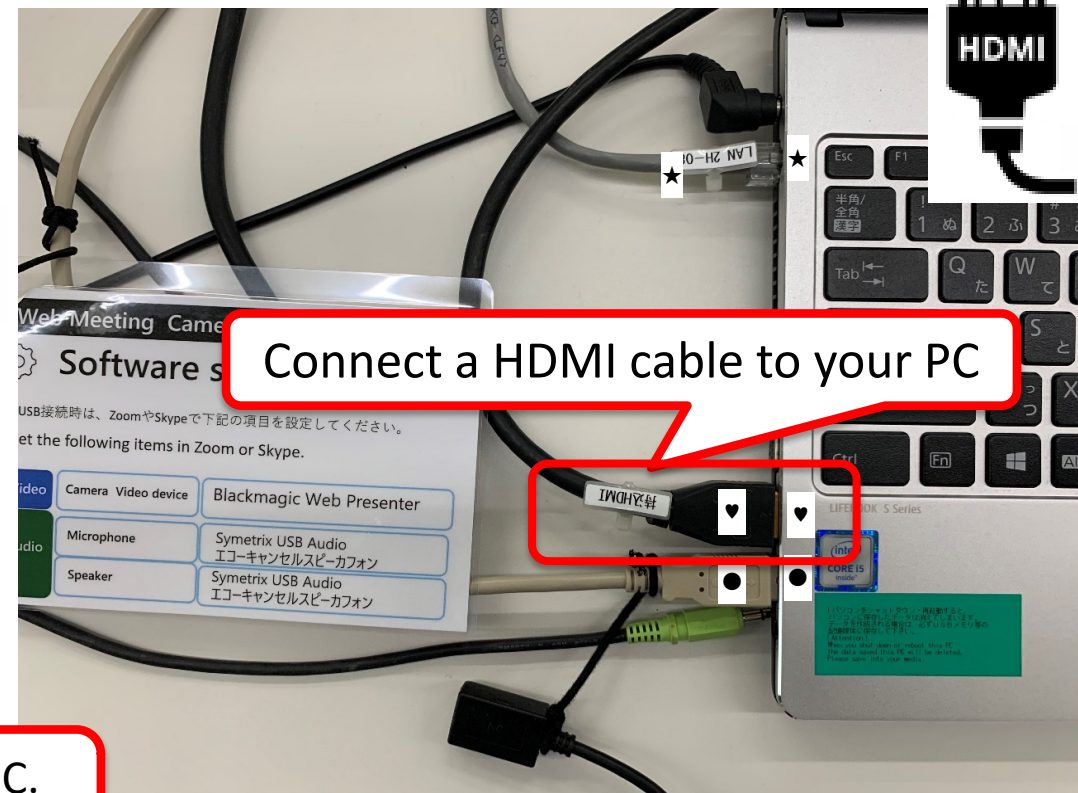→Projecting your PC screen onto a display projector in the classroom

Using a VGA (RGB) cable   VGA(RGB)   Using a HDMI cable   HDMI

Connect a HDMI cable to your PC

Connect a VGA (RGB) cable and an audio cable to your PC.
*The sound will not play unless the audio cable is connected.

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*If you are Mac user, you will need an HDMI conversion adapter.
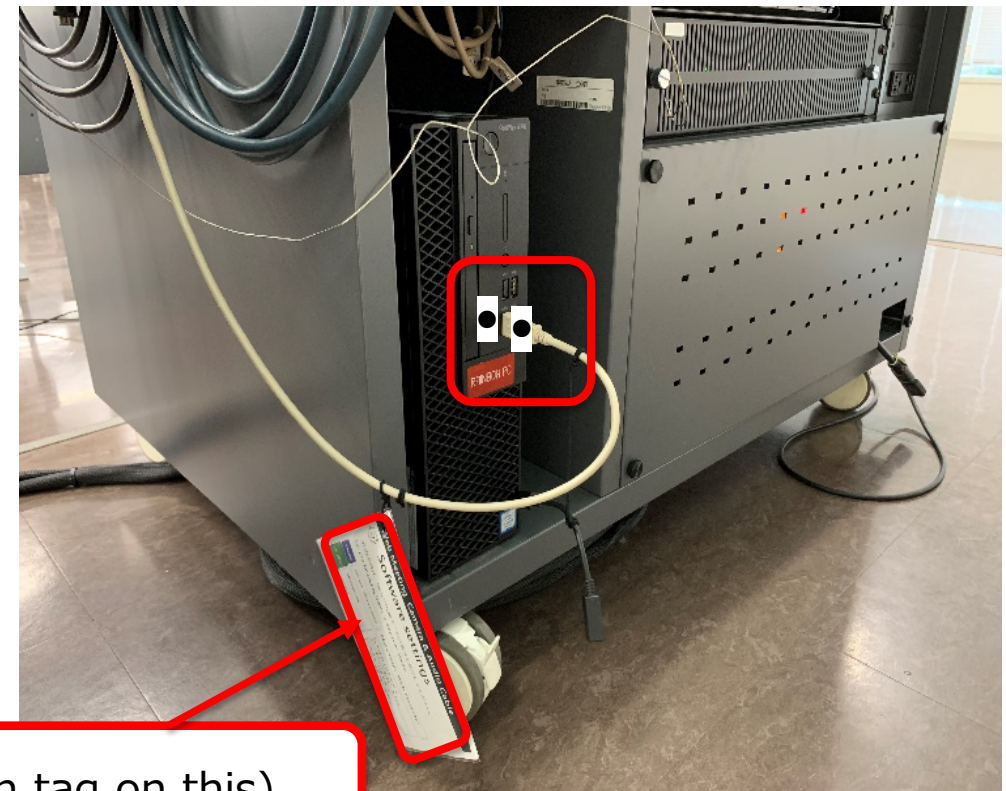Available in the Faculty Lounge (limited number).

5. Connect the cables of classroom equipment (cameras and speakers) to PC

→Change the camera and speakers used in Zoom from PC to classroom equipment

Using **Your own PC**
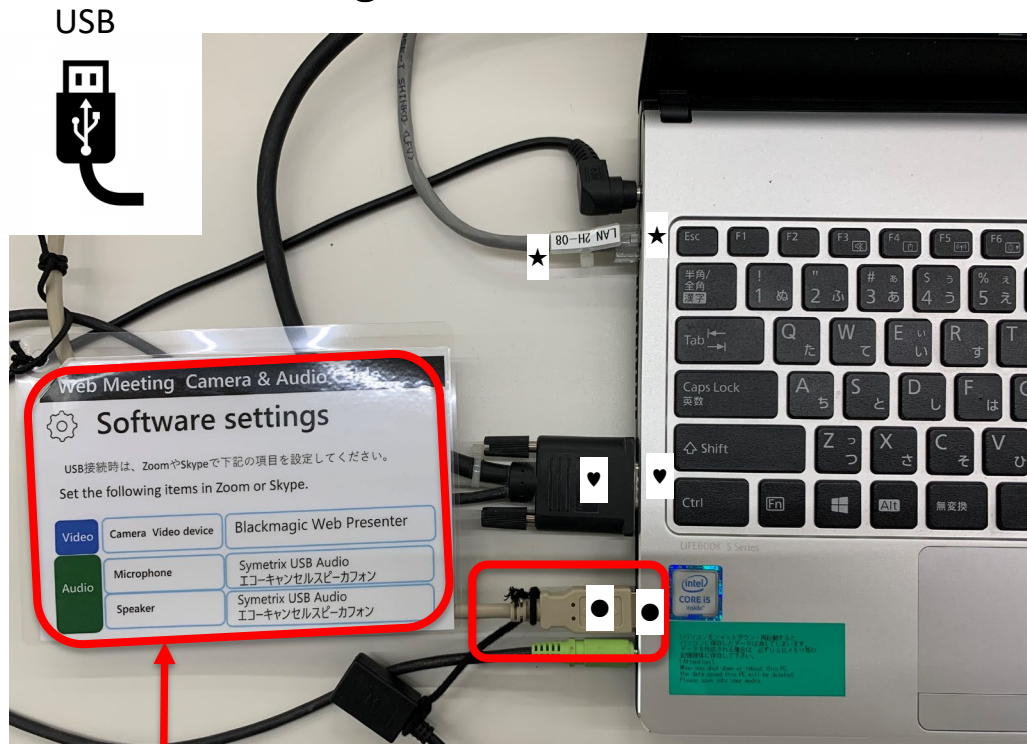
Using a **classroom PC**

USB

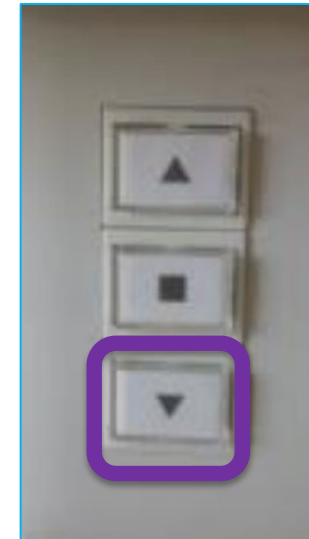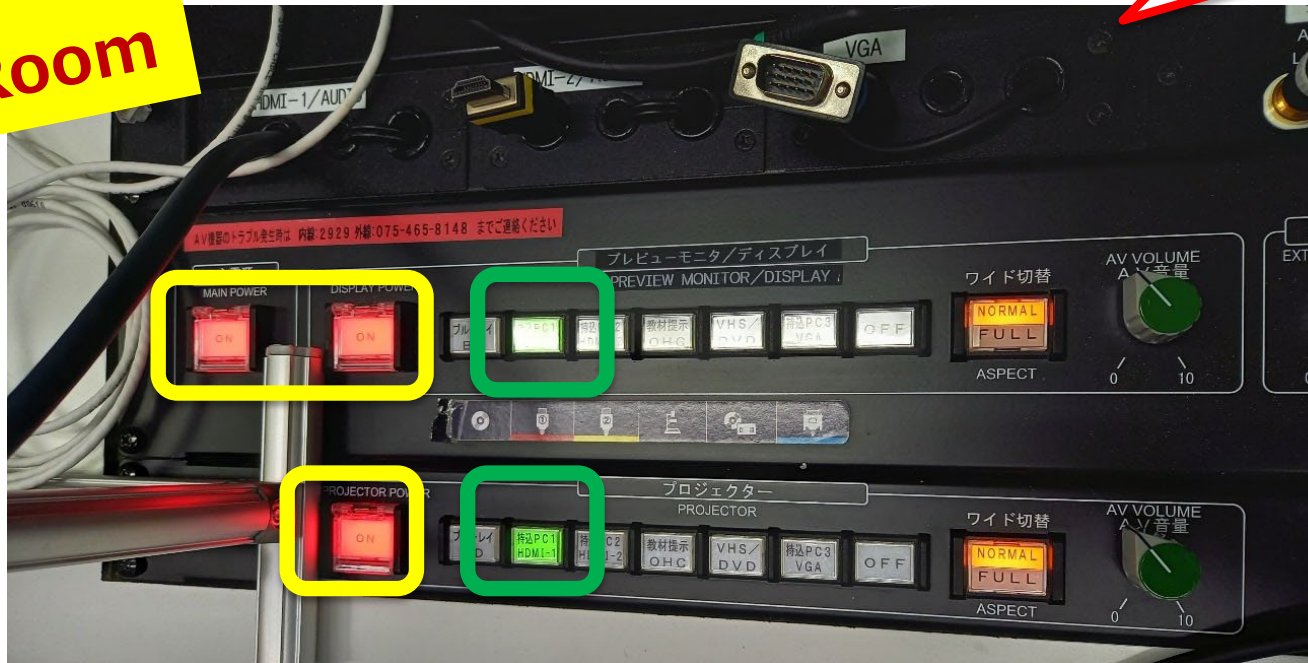Connect the Software Setting USB and PC (Cable with tag on this)

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*Each campus and classroom has different teaching equipment

6-1. Operation on the lecture table

Using a HDMI cable

e.g.
KG016 Room

(1) Press the "主電源 MAIN POWER", "DISPLAY POWER", and "PROJECTOR POWER" buttons (yellow circle). Then they light up red.

(2) Press the two "持込PC HDMI-1" buttons (green circle).

(3) Press ▼ on the white "SCREEN" box on the right side of the lecture table (purple circle).

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6-2. Operation on the lecture table

Lecture table equipment differs depending on the campus and classroom.
Please refer to RAINBOW ITサポート＞教室設備一覧

Equipment / manual list
This is a list of PCs and board cameras, and whether the OHC supports USB connections.

Manuals are located in the right column of the list.
Slide the table to see it.

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7. Start Zoom

App

Recording & Streaming Classes

i) Click the ZOOM icon

Zoom
Start Zoom

Zoom

ii) Sign In

zoom

Join a Meeting

Sign In

Version: 5.2.3 (45120.0906)

iii) Sign In with SSO

Sign In

Enter your email   Sign In with SSO

or

Enter your password Forgot?   Sign In with Google

Keep me signed in   Sign In with Facebook

< Back   Sign Up Free

You cannot sign in from here.

iv) Enter "ritsumei-ac-jp" & click "Continue"

Sign In with SSO

Company Domain
ritsumei-ac-jp   .zoom.us

I do not know the company domain   Continue

< Back

Browser

i) Open the web page

If you are using a browser to connect to Zoom, we recommend using **Google Chrome**, or **Firefox**.
It may not work properly with Internet Explorer.
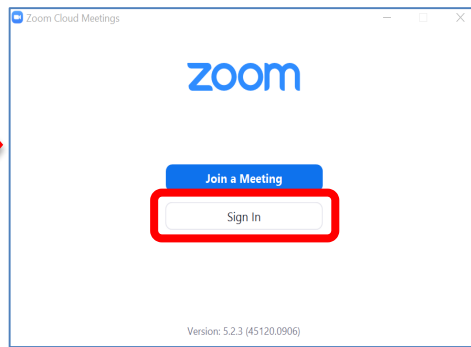
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ii) Sign in

デモをリクエスト   1.888.799.9666   リソース ▾   サポート

ミーティングに参加する   ミーティングを開催する ▾   サインイン   サインアップは無料です

iii) Sign In with SSO

サインイン

メールアドレス
メールアドレス

パスワード
パスワード   パスワードをお忘れですか？

ZoomはreCAPTCHAで保護されています。また、プライバシーポリシーとサービス利用規約が適用されます。

サインイン

サインインしたままにする zoomは初めてですか？無料サインアップ

または

SSOでサインイン

Googleでサインイン

Facebookでサインイン
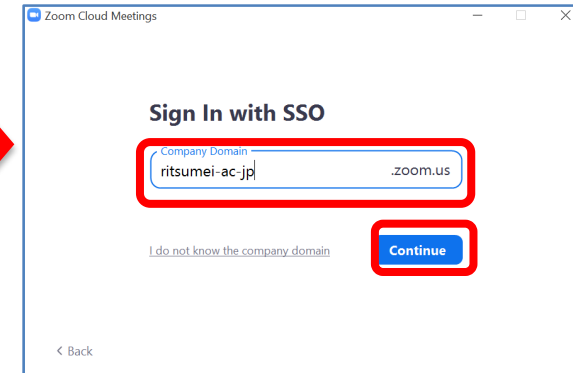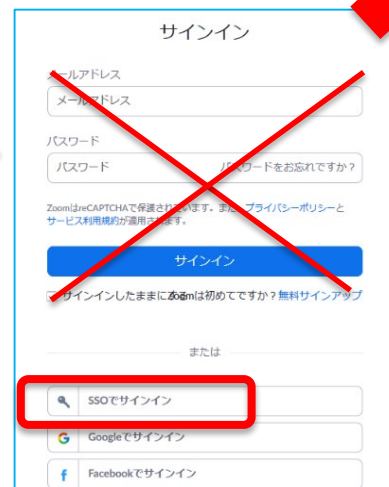
iV) Enter your Ritsumeikan email address and password

Microsoft
サインイン

メール、電話、Skype

アカウントにアクセスできない場合

サインイン オプション

次へ

UMEIKAN

組織アカウントを使用してサインインしてください

@st.ritsumei.ac.jp

パスワード

サインイン

3. How to connect the camera in the classroom

App

If you have activated waiting room, you will need to allow participants to join.

i) Click "Start" on the home

Start

Browser

ii) Open Zoom

Open Zoom Meetings

Please click **Open Zoom Meetings** if you see the system dialog.
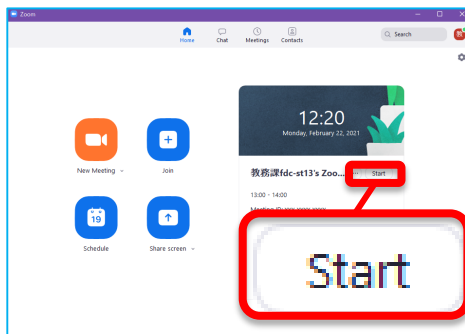
If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.
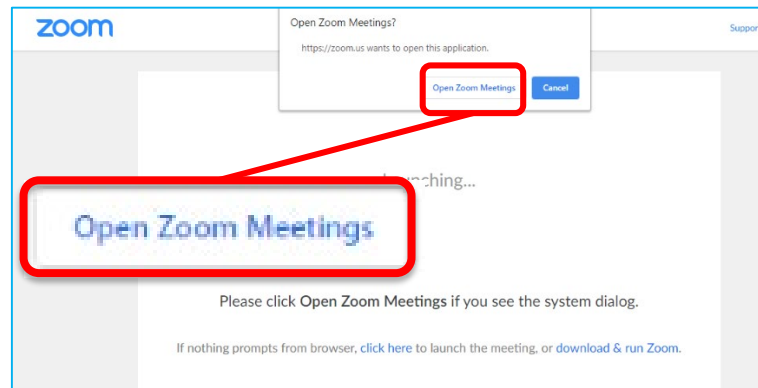
iii) Click "Join with Computer Audio"

Join with Computer Audio

Test Speaker and Microphone

i) Go to "Meetings" and click on our class

15:00 - 16:00   My Meeting
Meeting ID: 957 7258 6569

ii) Start this meeting

Start

Today

15:00 - 16:00   My Meeting
Meeting ID: 957 7258 6569
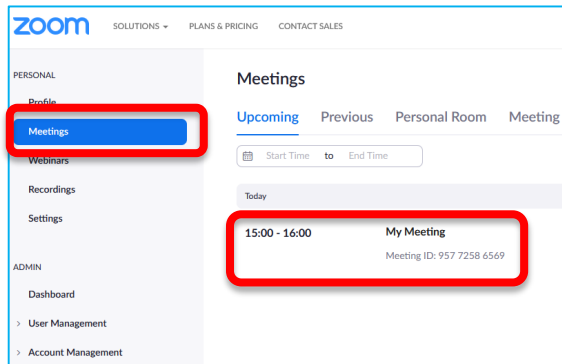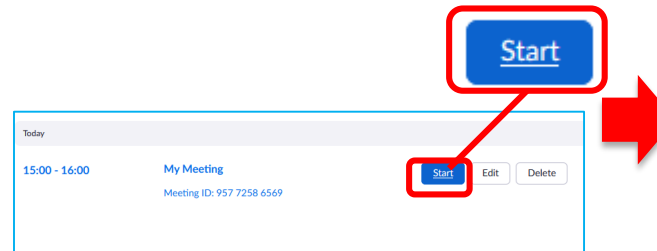
iii) Start from your browser

Click **Open link** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting
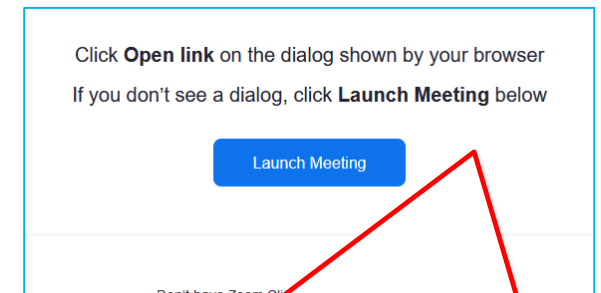
When you connect to Zoom using a browser, you may get a pop-up asking if you are allowed to connect to the camera/speakers when setting up the connection to the classroom equipment. In that case, be sure to select Allow.

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※Uncheck Mirror my video.

Zoom App > Setting > Video > My Video > Mirror my video

9. Set Camera and Microphone Inputs.

Small Classroom（Meetup）

・Please set camera and Audio "Logicool MeetUp."
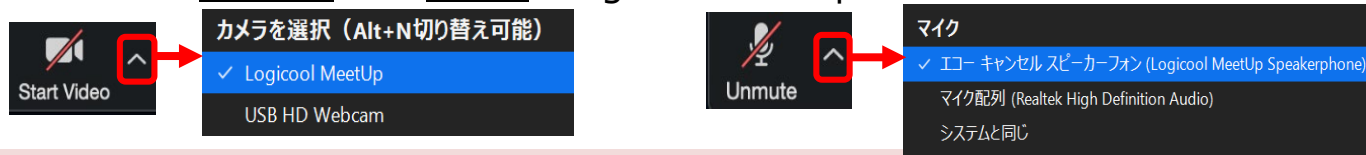
カメラを選択（Alt+N切り替え可能）
✓ Logicool MeetUp
　USB HD Webcam

Start Video

マイク
✓ エコー キャンセル スピーカーフォン (Logicool MeetUp Speakerphone)
　マイク配列 (Realtek High Definition Audio)
　システムと同じ

Unmute

My Video: ☑ Enable HD
☐ Mirror my video
☑ Touch up my appearance

※Notice
The text should be large and easy to understand. As a guide, one character should be about the size of your palm.
We recommend that do not to use microphone when you use MeetUp.

*Cameras and microphones are displayed differently in different classrooms, so check the note on the cord!

Medium & Large Classroom（Blackmagic）

・Please set camera and set an external camera "Blackmagic Web Presenter" or "USB HD Webcam."

・Please set it in the microphone of the classroom.

カメラを選択（Alt+N切り替え可能）
✓ Blackmagic Web Presenter
　USB HD Webcam

Start Video

マイク
✓ Shure P300 Echo Cancelling Speakerph...
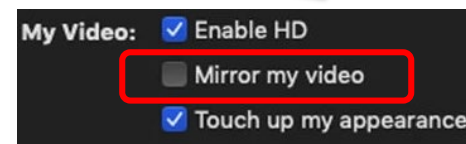　マイク配列 (Realtek High Definition Audio)
　システムと同じ

Unmute

CAMERA SELECT
1　2　3

Select 1 if you have one camera in your classroom, or select 2 if you have two cameras.

※Notice
The text should be large and easy to understand. As a guide, one character should be about the size of your palm.
For medium and large classrooms, we recommend using the microphone installed in the classroom.

Please select "Record to Cloud" for the PC on classrooms and the PC from teacher's lounge because the internal data will be initialized (deleted) when the power is turned off.
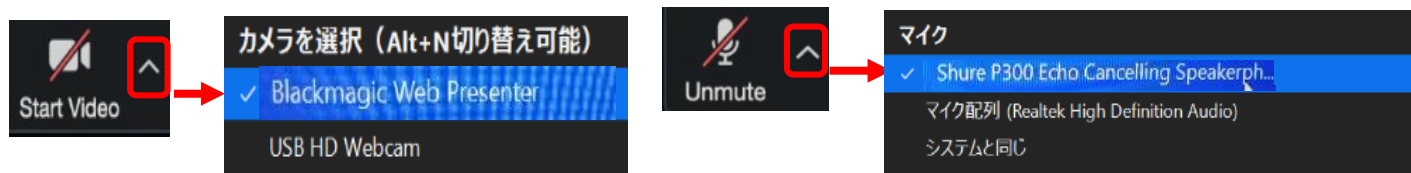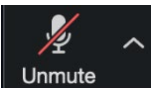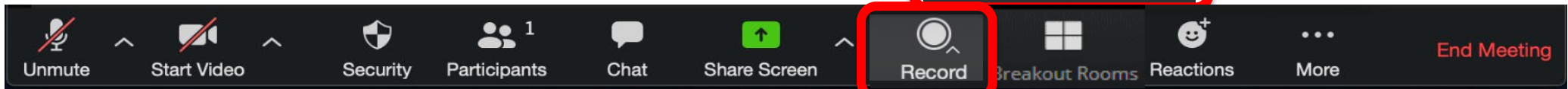
✱Please note that the Zoom cloud retention period is set to 30 days.
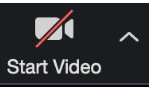
10. Video Recording on Zoom

(1) Recorded with Zoom (2) Save to PC/Cloud (3) Share your URL on manaba+... oom

*Please record the online lecture every time and share them to students.

(There is also a default setting for automatic recording)

Record on this Computer
Record to the Cloud

| Unmute | Start Video | Security | Participants | Chat | Share Screen | Record | Breakout Rooms | Reactions | More | End Meeting |

① **Mute**/ **Unmute**: choose mute or unmute of your mic.

② **Start Video**/ **Stop Video**: turn your video on or off.

③ **Security**: check each setting what you need.
- **Lock Meeting**: keeping new participants from joining the meeting regardless of whether the they received the invitation URL.
- **Enable Waiting room**: enables Waiting Room for incoming new participants or to move current participants into the Waiting Room.
- **Allow participants to**: manage participants' operation, such as share screen.

④ **Participants**: click to check all participants. Operate here to each participants.
   *You can operate the waiting room here.
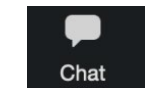
⑤ **Chat**: click to open chat.

⑥ **Share Screen**: share your screen.

⑦ **Record**: record the meeting.
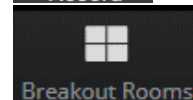
⑧ **Breakout Rooms**: you can split participants into several groups.

⑨ Polling: you can launch a poll during your meeting and gather the responses from the participants.

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What a classroom camera can do

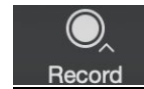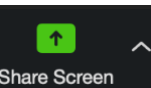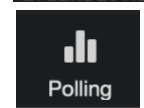|	Classroom size : Small MeetUp (camera & michroohone)	Classroom size : Medium & Large Blackmagic (camera only)
Microphone/Speaker	○ Note: Because the sound is collected from the front, it is difficult to hear the sound behind the camera	✕ Microphone on the desk is required
Blackboard Projection	○	○
Projector Screen Projection(1)	△	△
Microsoft PowerPoint	You can open the PowerPoint on the PC running Zoom and show it to your online students by using Zoom screen sharing.	
Document camera (Overhead)	In some classrooms (those with USB support for document camera $_{(2)}$), images projected by OHC can be shown to your online students via Zoom. In this case, please select "WolfVision" when selecting the camera for Zoom.	
DVD/CD etc.	You can play DVD/CD on your PC running Zoom and show it to your online students by using Zoom screen sharing. In this case, please check the box"□Share computer sound" in the share screen.	

(1) If you take a picture of the image on the screen with a camera, it may be difficult for online students to see it.
(2) Classroom equipment varies from campus to campus, so please check the IT Support website ITサポートHP＞教室設備一覧.

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3. How to connect the camera in the classroom

Reference Manuals

1. Operation manual for classroom equipment (simplified version)
   How to operate classroom equipment
   https://secure.ritsumei.ac.jp/staff-all/academic-affairs/assets/file/current/class_equipment_2020_fall_en.pdf

2. Checklist for Troubleshooting
   Troubleshooting of classroom equipment
   https://secure.ritsumei.ac.jp/staff-all/academic-affairs/assets/file/current/camera_check01en.pdf

3. Classroom Equipment and AV system Manuals
   「教室設備一覧」List of classroom equipment
    *If you are using a browser other than IE, you can use the translation tool to translate your language
   http://www.ritsumei.ac.jp/rainbow/service-facilities/

4. Manual for face-to-face classes (including measures against infectious diseases)
   http://secure.ritsumei.ac.jp/staff-all/academic-affairs/current/information/spring_2021_attention.html

5. Zoom Operation Manual
   Conducing classes on Zoom
   https://secure.ritsumei.ac.jp/staff-all/academic-affairs/eng/webzyugyo/manual.html/

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If you have any problems during class, please call the Administrative Office (Manabi Station) at each campus.

Manabi Station *Open from 9:00a.m.-5:00p.m. (OIC: All day)
Kinugasa：Gakujikan Hall 1F Tel: (TFN) 0120-075-491 (Ext. 511-7112)
BKC：Prism House 1F Tel: (TFN) 0120-077-492 (Ext. 515-2454)
OIC：Administrative Office, Central Wing A 1F (AC) Tel: 072-665-2050 (Ext. 513-2263・513-2088)
※Toll-Free Call can be used only for urgent situation during a classroom.
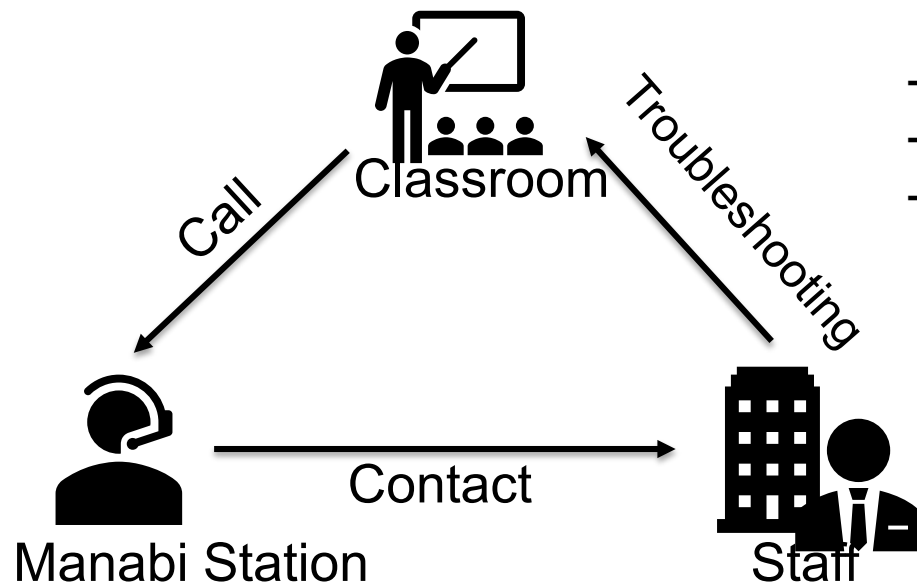
Examples of inquiries
-Connection with classroom equipment does not work.
-Students online cannot hear the sound from the DVD.
-Students online cannot see the projector image.

Call
Classroom
Troubleshooting
Contact
Manabi Station
Staff

【Items need to be checked】 In case you cannot connect Zoom on online classes.
①Has the USB cable connected to the PC correctly?

Using the PC at the teacher's desk
After starting up the PC, connect the USB cable which is placed on the teacher's desk, to the PC at the teacher's desk.

Using your own PC
Connect USB cable and HDMI or RGB cable with the teacher's desk, to your own PC.

②Check the video setting.
Check the video setting at the bar on the bottom.
Click "Start Video"
→Is the red shaded line hidden?

Mainly at Seminar Room
Click ■ next to the video icon and choose "Logicool MeetUp."

Mainly at Lecture Room
Click ■ next to the video icon and choose "Blackmagic Web Presenter."
Some classrooms may display differently.

③Check the sound setting.
Check the sound setting of your PC.
Click the sound setting ■ at the right bottom of the PC screen and check if it's not muted.
Is the volume setting appropriate?

Check the microphone setting.
Click "Unmute."
→Is the red shaded line hidden?
* If the microphone icon turns to green when you speak, it's working correctly.

→If the other person can't hear your voice, turn up the volume.
※It will be reset every time you restart the AV system of the teaching table.

【Other Actions】
□Re-insertion of the cable
□Replacement of cable or conversion adapter.
□USB Cable
□Conversion adapter
□Reboot AV system.
□Restarting Zoom app.
□Restarting PC.
□Try it on another PC.
【Information】

In April and September, it may take some time to visit the classroom.
The "Classroom Equipment Troubleshooting Checklist" is available on the Academic Affairs Support HP, so please check it if you have trouble connecting to Zoom.
https://secure.ritsumei.ac.jp/staff-all/academic-affairs/webzyugyo/manual.html/

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【Items need to be checked】 In case you cannot connect Zoom on online classes.

①Has the USB cable connected to the PC correctly?

Using the PC at the teacher's desk
After starting up the PC, connect the USB cable which is placed at the teacher's desk, to the PC at the teacher's desk.

Using your own PC
Connect USB cable and HDMI or RGB cable which are all placed at the teacher's desk, to your own PC.
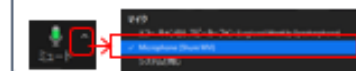
②Check the video setting.

Check the video setting at the bar on the bottom.
Click "Start Video"
→Is the red shaded line hidden?

Mainly at Seminar Room
Click ▲ next to the video icon and choose "Logicool MeetUp."

Mainly at Lecture Room
Click ▲ next to the video icon and choose "Blackmagic Web Presenter."
Some classrooms may display differently.

③Check the sound setting.

Check the sound setting of your PC.
Click the sound setting 🔊 at the right bottom of the PC screen and check if it's not muted.
Is the volume setting appropriate?

Check the microphone setting.
Click "Unmute."
→Is the red shaded line hidden?
* If the microphone icon turns to green when you speak, it's working correctly.

Setting of microphone and speaker for MeetUP (mainly at Seminar Rooms)

<Microphone> Collecting the voices from the students in the classrooms as well.
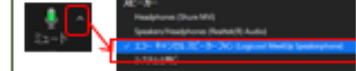Click ▲ next the microphone icon and choose "Echo cancelling speakerphone (Logicool MeetUp Speakerphone)."

<Microphone> Collecting the voice only from the microphone at the teacher's desk.
Click ▲ next the microphone icon and choose "Microphone(Shure MV)."
Some classrooms may display differently.

<Speaker>
Click ▲ next to the microphone icon and choose "Echo cancelling speakerphone (Logicool MeetUp Speakerphone)."

Setting of microphone and speaker for Blackmagic (mainly at Lecture Rooms)

Click ▲ next to the microphone icon and...

<For Microphone>
Choose "Echo cancelling speakerphone."

<For Speaker>
Choose "Echo cancelling speakerphone."

Setting of Audio Control Panel for Blackmagic (mainly at Lecture Rooms)

※Audio Control Panel・・・White boxes installed in the middle and large classrooms.
□"Receive Volume"・・・Adjusting volume to received from the other party
→If you can't hear the other person, turn up the volume.
□"Transmit MIC Volume"・・・Adjusting volume to be sent to the other person.
→If the other person can't hear your voice, turn up the volume.
※It will be reset every time you restart the AV system of the teaching table.

【Other Actions】
□Re-insertion of the cable
□Replacement of cable or conversion adapter.
　□USB Cable
　□Conversion adapter
□Reboot AV system.
□Restarting Zoom app.
□Restarting PC.
□Try it on another PC.

【Information】

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R 5. Support for web-based classes

Support for web-based classes

This web site is a summary of the basic ideas for designing a web-based class, including the display of teaching materials, instructions for learning, and grading methods.

We have also included manuals and case studies, so please use them when designing your class.

Center for support in relation to online classes

If you have any questions about the use of tools such as Zoom, Panopto, OneDrive, etc., or about designing a web-based teaching format, please contact the center for support.

Beyond B

Center for support in relation to online classes
（Tel: 075-466-3033, Ext. 511-4632, Mail: km-adm@st.ritsumei.ac.jp）
Open at Monday to Friday, 9:30-11:30, 12:30-17:00

R 6. Follow-up information

Hands-on workshop: Operating classroom equipment

If you have any questions or concerns after reading this document, or if you would like to see the equipment in action, please join us for a hands-on workshop (face-to-face only, held in English). We will provide face-to-face answers to any questions you may have when you register to attend (guidance will not be provided as described in this document). We will also provide a classroom to allow you to experience operating the equipment. Please see the following website for details of the workshop.

Institute for Educational Development http://www.ritsumei.ac.jp/itl/

*Pre-registration is required.

*It will be available on our website in early March.

*For online enquiries, please contact us;

Mail: km-adm@st.ritsumei.ac.jp

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Thank you for your attention