




2021年度

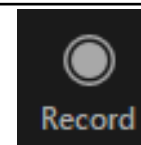
教室機器操作体験会 【Q&A】

**Hands-on workshop: Operating classroom
equipment for AY 2021 【Q&A】**

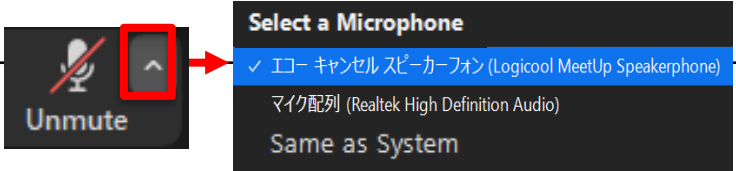
Beyond Borders

立命館大学/Ritsumeikan University
2021.03.16~18 教員向け/For Teachers

Preliminary Questions	Answer
<p>Is there an HDMI cable in the classroom? My own PC only supports HDMI, but are there some classrooms that only have VGA cables?</p>	<p>There are a few classrooms that do not have HDMI cables (only VGA cables are installed). Please check "IT Support > List of Classroom Equipment" to see which classrooms are covered.</p>
<p>If I bring an HDMI cable to a classroom that doesn't have one, can I connect it?</p>	<p>Even if you bring your own HDMI cable, you will not be able to connect it to the classroom equipment. If necessary, please bring a conversion (your own PC and a VGA cable).</p>
<p>How long will it take to connect to the camera in the classroom and start teaching?</p>	<p>It takes about 5 minutes.</p> 
<p>In the description of the recording, it was explained that it would be recorded in the cloud. But for my computer, can I save it locally?</p>	<p>If you are using your own computer, you can choose to save locally "Record on this Computer". However, when you share the video with your students, you will not be able to upload it to the Zoom cloud, so it will be shared via OneDrive or Panopto.</p>



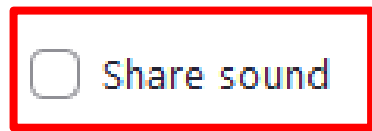
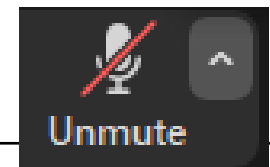
Record on this Computer Alt+R
Record to the Cloud Alt+C

Preliminary Questions	Answer
<p>I understand that it is preferable to use the screen-sharing function for Power Point and DVD rather than using the camera to capture the screen. But if the class is mainly using Power Point, although it is connected to the camera and microphone in the classroom, is it possible that the camera is rarely used and only the audio is picked up by the microphone?</p>	<p>You are right. Meetup (small/medium classrooms) does not require the use of a teaching microphone due to the connection to the classroom equipment (both camera and microphone functions). Blackmagic (large room) requires the mandatory use of a teacher's microphone in addition to connection to the classroom equipment (camera function only).</p>
<p>If I have a classroom microphone in my small classroom, can I connect the classroom microphone to Zoom?</p>	<p>If you have a teaching microphone in your small classroom, choose "ShureMVI" for the microphone instead of "Logicool MeetUP" to get the audio from the microphone.</p>
<p>If the camera looks different in different classrooms, or if the connection is complicated, I think I can do the class without using the camera and just use the Zoom connection on my PC, but is there any hindrance compared to connecting to the camera? (I will not be writing on the board.)</p>	<p>If you are not connecting to classroom equipment (camera and speakers), please do not move from in front of the PC when speaking, as the audio will only be picked up by the PC.</p> 

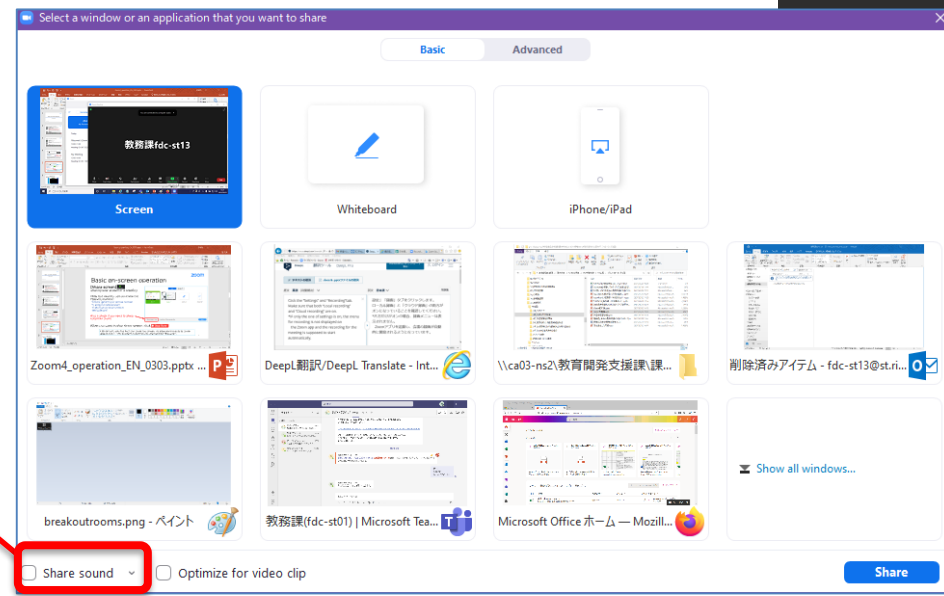


Preliminary Questions	Answer
<p>I'm thinking of using an overhead projector (OHP) to show the class materials (resumes and images) on a screen for the students.</p> <p>However, if there are students who want to view the material on the web, we will have to use the classroom camera to capture and play the screen images. I would like to know how it will look like.</p>	<p>In our university, it is called "Document camera (OHC)". Please refer to the instructional video to see how it looks over the web: https://www.youtube.com/watch?v=H2ZZUunZXUs ※from 19:07</p> <p>Depending on the classroom and time, you may be able to see the images beautifully through the screen.</p> <p>There are also a few classrooms where the OHC images can be sent directly to Zoom instead of through the screen (Devices that support USB connection).</p> <p>Please check "IT Support > List of Classroom Equipment".</p>
<p>I would like to know how to prevent audio from being emitted into the classroom when I talk to some face-to-face students and some online students through Zoom.</p>	<p>There are several ways to do this, but it depends on your prerequisites.</p> <p>Individually, please contact the Support Desk of the Center for Teaching and Learning for more information.</p>

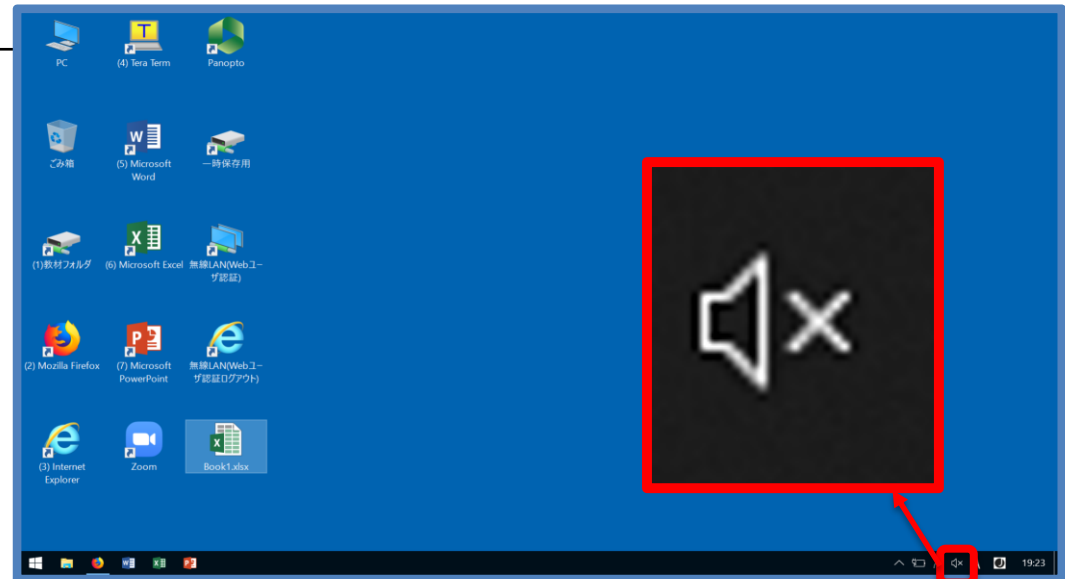
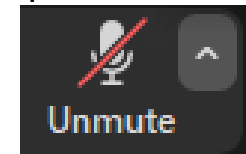
Preliminary Questions	Answer
<p>When playing a DVD, if I check the "Share (computer) sound" checkbox on the screen sharing selection screen, will it automatically switch to a setting that does not pick up audio in the classroom (even if it was previously connected to the classroom microphone)?</p> <p>Since there is a time lag between the computer voice and the voice echoing in the classroom, I am concerned that if both voices are picked up, it may be very difficult for the web students to hear.</p>	<p>Even if you check the "Share sound" box, the system will not automatically stop picking up sound in the classroom. Please mute the Zoom microphone to prevent the sound in the classroom from reaching the web students when playing DVDs or CDs.</p>



Beyond Borders



Preliminary Questions	Answer
<p>I would appreciate it if you could tell me how to prevent audio feedback when using a connected PC and a student's own PC at the same time (for language conversation practice, etc.).</p>	<p>Audio feedback is more likely to occur if the distance between the computers using Zoom is close. Please try to keep as much distance between students as possible. If the distance between the students is not enough and feedback occurs, please follow the steps below to investigate.</p> <ol style="list-style-type: none"> 1.Mute all Zoom microphones except the speaker's (only the speaker's Zoom microphone unmuted). 2.Mute the volume on all computers except the speaker's (turn up the volume on the speaker's computer so that other students can hear), or have everyone wear earphones.



Preliminary Questions	Answer
Is it possible to test in the actual classroom?	Please check with your faculty office or MANABI station to see if you can reserve a classroom for the test.
I would like to know how to do a live class.	Please refer to the support for web-based classes for each manual. https://secure.ritsumei.ac.jp/staff-all/academic-affairs/eng/webzyugyo/manual.html/
I want to know how to do on-demand classes.	

Conducting classes on manaba+R

- For first-time users
 - Video
- Send out announcements (Course News)
 - Video ● PDF
- Post resources and materials (Resources)
 - Video ● PDF
- Add a test (Tests)
 - Video ● PDF ● Tests detail manual
- Set surveys (Surveys)
 - Video ● PDF
- Set assignments (Assignments)
 - Video ● PDF
- Take attendances (Attendance Card)
 - Video ● PDF

Conducting classes on Zoom

- For first-time users (Sign-in, Download App)
- Basic: Holding live-streaming classes (Schedule)
- Basic: Record and share class video (Recording)
- Basic: On-screen operations (Meeting)
- Do group work (Breakout Rooms)
- Check reactions (Chat, Reactions, Polling)
- Hold a combination of face-to-face and web-based classes (Zoom)

Conducting classes on Skype for Business *The service will end in July 2021.

Conducting classes on Panopto

- Record, edit and share classes video (Panopto)
- Application for Panopto

Classroom Equipments

- How to operate classroom equipments
- Trouble-shooting of classroom equipments
- [Video of Operation Briefing Session of Classroom Equipment \(conducted on September 14, 2020, in Japanese\)](#)

Other manuals

- Convert from PowerPoint to video (PowerPoint)