User guide Active Learning Classrooms (for teachers)

Version: August 2022

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=== This guide is in active development; if you have any feedback or suggestions, ===
=== please let us know (see contact information in this document) ===

Please find more information on Active Learning Classrooms at our website
https://www.rug.nl/alc
Introduction

Our university has several so-called Active Learning Classrooms (in short: ALC) available. These rooms are intended to be used for active learning and group work. The classrooms have been designed so that you can easily switch between different teaching modes. In all ALC’s flexible and movable furniture and multiple movable whiteboards are present.

You will also find some technical features that are not available in most of the other lecture rooms at the University of Groningen. These facilities are

1. Touch-enabled LCD screens, with a fixed PC attached to the back of the LCD screens,
2. Airtame hardware and software,
3. Poly Studio Video bar,
4. Ample power outlets for your students (available in the larger rooms).

With the Airtame software you can present to one or more screens in the same classroom simultaneously. This is called streaming. This guide provides practical information on how to set up and use the LCD screens and Airtame for your teaching practices.

The picture on the right displays a typical setup in our ALCs. It is a movable LCD screen including the Poly Studio Video bar. The Poly Studio Video bar is actually a big webcam with excellent audio features.
Before your class starts

You are kindly asked to take into account a few things before teaching in an Active Learning Classroom (ALC). You are highly encouraged to use the technical facilities that are available in the ALC. Using your own device (laptop) is possible, but will require some extra steps.

Preferred setup with LCD screen and attached PC

The LCD screens are configured just like any other presentation screen in the lecture rooms at our university. You can take full advantage of all extra possibilities by using the PC's that are already attached to the LCD screens. In short:

- All LCD screens are equipped with an internet-connected PC with all the regular software, and access to your UG file storage etc. Use this PC as you normally would do in any other classroom at the UG. The PC is located behind the LCD screen.
- Most of the LCD screens are touch enabled. Touch will only function though when using the attached computer. You can use the (wireless) keyboard and mouse too.
- Airtame software is pre-installed on the PC's that are attached to every LCD screen. The Airtame hardware is connected to this PC via a cable.
- The LCD screens in a classroom are already connected to each other via Airtame.
- The Poly Video Studio bar does not need any special setup. It is configured as a webcam on the PC attached to the screen.

So, in summary, you don’t necessarily need your own (wireless) device to use the capabilities of the Airtame solution for wireless presentations and streaming. You can attach your own device to any LCD screen, via a HDMI cable, or via Airtame.

Install Airtame app on own device (optional)

There are situations where you would want to present wirelessly from your own device. For example when you have some special software installed there. In that case install the Airtame app on your own device.

The Airtame app is available for Windows, MacOS, Chromebook and Linux. Go to https://airtame.com/download/ for the downloads. Due to security reasons the UG wireless network does not support the use of Airplay, Google Cast or Miracast protocols. So you cannot use an Android or IpadOS device with Airtame.

Inform students about Airtame

You could also instruct your students to install the Airtame app on their own devices, so that they are able to present wirelessly from their own devices. Inform your students for example by an Announcement in Brightspace.
During your class

Streaming and presenting with Airtame

The screens in the ALC’s have a physical control panel that should look familiar to you. It enables you to switch between different connections, and adjust the sound volume. In the ALC’s there are some extra options on this panel: “Wireless” and also possibly there is “Link to A” (see picture).

- Use “PC” when you want to use Airtame from the connected PC. **This is the preferred option.**
- Use “HDMI” if you want to use your own device that is connected via the HDMI cable.
- Switch to “Wireless” for using Airtame from your own wireless device. Your own device must be connected to the Eduroam network, otherwise it will not work.
- Also switch to “Wireless” if you want to set this particular screen as a receiver from another screen that is streaming via Airtame.
- For a description of “Link to A”, see the section “Simultaneous display on both screens”.

Using Airtame from the attached PC

Airtame is already installed as an application on the attached PC. You should see the Airtame icon in the taskbar of the attached PC, to indicate that the application is already running. This icon may be hidden. If you cannot find it, you can also start Airtame via the Start menu on the attached PC. This are the steps to take from there:

1. At first startup the Airtame app scans for nearby Airtame devices / screens.
2. When using the PC’s attached to a screen, the other Airtame devices in the same room are readily available as favorites (starred) in the Airtame application. See picture:
3. Select the screen you want to connect to. This is also called streaming, since you will be streaming your content to this other screen. Add more screens by using the button (Add screen).
4. On the receiving screens please switch to “Wireless” on the physical control panel.

More detailed information for streaming via Airtame is available via the Airtame website:
Streaming from your own device to screens

Airtame devices have their own unique name (based on the room number) and IP address. If you want to stream content from your own device, you must be connected to the Eduroam network, otherwise it will not work.*

1. Remember to set the input to “Wireless” on the control panel below the screen to make use of Airtame from your own device.
2. When you open up the Airtame app for the first time on your device you should add the screens by IP address. These are displayed on the LCD screens in the room.

*) Grant internet access for your guests (speakers) fast and easy with the 'eduroam Visitor Access' service (eVA). Scan the QR code on page 9 for easy access to eVA.

Create favorites in Airtame

For extended use over time you might find it convenient to store favorites within the Airtame application on your own device. To do so, click the “star” next to the screen that you would want to reuse next time around. If you then later come back to a certain room, the favorites are available to you in the Airtame app with one click. See picture on the right, where two screens in 1217.0050 have been starred.

Playing video via Airtame

When you or a student wants to play a video, it is recommended to do this via a cabled connection. That can be via a PC attached to one of the screens, or you could use your HDMI-connected device for this. It is possible to use Airtame to wirelessly play videos, but hiccups may occur more easily. When you start a stream with Airtame, audio is disabled by default. For smooth and synchronized audio and video, you must enable audio by clicking on the Audio icon (which appears after you start streaming). More details on possible settings can be found via https://help.airtame.com/hc/en-us/articles/5309355846301-How-streaming-works-Audio-Vide o-using-Airtame-2

Using the sound system

In the larger Active Learning Classrooms you can use a sound system. This is easy to operate. It is very similar to other systems in use at the UG. When you have a small group, using the sound system is probably not necessary. The sound system has a wireless microphone for the main speaker and a throw microphone.
Please check carefully that you put back the microphone correctly after finishing your class. The light on the docking station should be on, and you should hear it click when putting it back! See the instructions below.

1. Press both buttons to open the shutter
2. Hold button pressed shortly to turn it on. The display will light up.
3. Make sure that switch is flipped away from “MUTE”

During the break the recording will keep running. It is advised to switch the microphone to MUTE. The display will then show MUTE as well.

Do not forget to take the microphone off MUTE-mode after the break!
There is a so-called throw microphone available for the sound system. With this you can provide a participant in your class with a microphone. When you pick it up, it automatically is switched on. When you put it back on the plate it turns itself off and is charging.

**Throwable Audience Microphone**

![Off and charging](image)

**On in 10 seconds**

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Hybrid teaching with Poly Studio Video Bar

In all ALC’s the “main” screen is equipped with a Poly Studio Video Bar. This device can be used in a hybrid teaching scenario. This is when you would have some students in the physical classroom, and some of them would be joining online from elsewhere. You would be using Blackboard Collaborate or Google Meet to connect to the online students.

The Poly Studio Video Bar is connected to the PC attached to the screen. The Poly Studio Video is actually a very advanced webcam. It combines multiple microphones, speakers and an advanced camera that can zoom in and out. All information on teaching with the Poly Studio Video Bar can be found via [https://edusupport.rug.nl/1921318921/](https://edusupport.rug.nl/1921318921/), or simply scan the QR code on page 9.
Support and contact

If you have questions, please do not hesitate to contact us.

Technical support City Center:
AV-services Harmonie building 050-3635916, bgg 050-3636001

Technical support Zernike:
Please consult reception desks at Duisenberg or Bernoulliborg. They will contact the technical experts if needed.

More information on technical support via
https://www.rug.nl/about-ug/organization/quality-assurance/in-practice/active-learning-classrooms/ondersteuning/technische-ondersteuning (or scan the QR code for quick access)

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Educational support
Wytze Koopal, w.y.koopal@rug.nl
(contact him also if you have improvement suggestions for this guide)

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For scheduling enquiries please contact your faculty scheduler.
### QR codes for quick access

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="QR code" /></td>
<td>Download Airtame app for Windows, MacOS, Chromebook or Linux. Airtame app allows you to play your content wirelessly on the screens in the Active Learning Classrooms.</td>
</tr>
<tr>
<td><img src="image2.png" alt="QR code" /></td>
<td>Detailed information for streaming via Airtame (goes directly to the website of supplier) <strong>Please take note:</strong> Google Cast, Airplay and Miracast are not available on the wireless UG network. Wireless streaming only works if your own device is connected to Eduroam.</td>
</tr>
<tr>
<td><img src="image3.png" alt="QR code" /></td>
<td>Edusupport information from Educational Support and Innovation (ESI) on hybrid teaching with Poly Studio</td>
</tr>
<tr>
<td><img src="image4.png" alt="QR code" /></td>
<td>Grant internet access for your visitors fast and easy with the 'eduroam Visitor Access' service (eVA). Log on with your P-number to the eVA website to activate access for your visitors. When a visitor account is activated, the visitor receives an email or SMS with further instructions.</td>
</tr>
<tr>
<td><img src="image5.png" alt="QR code" /></td>
<td>Direct link to the webpage on our website with support information. On this webpage you will always find the latest version of this user guide. <a href="https://www.rug.nl/about-ug/organization/quality-assurance/in-practice/active-learning-classrooms/ondersteuning/technische-ondersteuning">(https://www.rug.nl/about-ug/organization/quality-assurance/in-practice/active-learning-classrooms/ondersteuning/technische-ondersteuning)</a></td>
</tr>
</tbody>
</table>
Locations and descriptions of Active Learning Classrooms.

What follows are the locations of the ALC’s as of August 2022. More detailed and up-to-date information can always be found on our website via [http://www.rug.nl/alc](http://www.rug.nl/alc) (go to the menu Classrooms)

<table>
<thead>
<tr>
<th>City Center</th>
<th>Zernike</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 1313 (Harmonie)</td>
<td>Building 5161 (Bernoulliborg)</td>
</tr>
<tr>
<td>● 1313.0034 (Marie Loke Zaal; max capacity 64)</td>
<td>● 5161.0134 (former copy office; max capacity 24)</td>
</tr>
<tr>
<td>● 1314.0142 (former Juridische Bibliotheek; max capacity 32)</td>
<td>● 5161.0165 (Max Gruber Zaal, max capacity 64)</td>
</tr>
<tr>
<td>More rooms forthcoming</td>
<td>Building 5433 (Duisenberg Paviljoen)</td>
</tr>
<tr>
<td></td>
<td>● 5433.0209B (max capacity of 64 - 112)</td>
</tr>
<tr>
<td></td>
<td>● 5433.0209A (max 32 students)</td>
</tr>
<tr>
<td>Building 5415 (Mercator)</td>
<td>Building 5415 (Mercator)</td>
</tr>
<tr>
<td>● 5415.0013 (max 36 students)</td>
<td>● 5415.0013 (max 36 students)</td>
</tr>
<tr>
<td>Building 5436 (Equator): forthcoming (see website for current info)</td>
<td>Building 5436 (Equator): forthcoming (see website for current info)</td>
</tr>
</tbody>
</table>

Duisenberg Paviljoen 5433.0209B

This room is equipped with 9 mobile LCD screens and Airtame. Ample mobile whiteboards are available. The furniture is flexible. Tables have wheels, and have a rounded shape. They fit 8 persons (without Covid restrictions). The tables can be split in half, for use with smaller groups. Tables can be folded and can be set aside. The chairs are movable and also stackable. The “main” screen is mobile, and is equipped with a Poly Studio Video Bar. This room also has a wireless sound system.
<table>
<thead>
<tr>
<th>Room Name</th>
<th>Room Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duisenberg Paviljoen 5433.0209A</td>
<td>This room is equipped with 1 fixed large LCD screen (fixed to the wall; see picture). In this room also a few mobile whiteboards are available. The &quot;main&quot; screen is equipped with a Poly Studio Video Bar and Airtame. The furniture is flexible, so that different setups are easy to create, depending on your teaching needs.</td>
</tr>
<tr>
<td>Mercator 5415.0013</td>
<td>This room has two big LCD screens with Airtame. The Poly Studio Video bar is available at one of the screens. There are high tables, and chairs. The furniture can be moved if needed. There are fixed whiteboards on the walls for every group.</td>
</tr>
<tr>
<td>Bernoulliborg 5161.0134</td>
<td>This room has two big LCD screens with Airtame. The Poly Studio Video bar is available. It is positioned above one of the screens to have the best view. There are high tables, and chairs. The furniture can be moved if needed. There are 2 movable whiteboards available.</td>
</tr>
</tbody>
</table>
### Bernoulliborg 5161.0165

This room is equipped with 4 movable LCD screens and 1 larger LCD screen. Attached to the movable screens are vertical whiteboards. There are 5 movable whiteboards. One of the movable LCD screens is equipped with the Poly Studio Video bar. The chairs and tables are movable. The chairs can also be stacked if less capacity is needed.

#### Harmonie 1313.0034 (Marie Loke Zaal)

7 mobile LCD screens and Airtame devices. Whiteboards are attached to the back of the LCD screens. There are also several movable whiteboards available. The furniture is flexible. The half-round tables have wheels. They fit 8 persons (without Covid restrictions). The tables can be split in half, for use with smaller groups. Tables can also be folded. The chairs are movable and also stackable. The “main” screen is mobile and equipped with a Poly Studio Video Bar.

#### Harmonie 1314.0142

This classroom is equipped with 6 mobile LCD screens, and two larger LCD screens. All screens have Airtame devices. There are also 8 movable whiteboards available. The furniture is flexible. The “main” screen is equipped with a Poly Studio Video Bar.