What to do in an iLecture-Enabled Venue

This guide provides staff with instructions for making the most out of the iLecture recording capabilities in iLecture-enabled venues. The document is divided into the following sections:

- Using the iLecture panel on the touch-screen
- Using and choosing the microphones
- Using the Lectern Computer
- Using the Document Camera (aka Visualiser or Video-OHP)

Using the iLecture Panel on the Touch-screen

When you first walk into the theatre, press the touch-screen to continue. This will bring up the main screen allowing you to press any of the along the top and up either side to and control any of the settings.

All iLecture venues have an iLecture button on the lectern touch-screen that flashes red if a recording is taking place.

Press the iLecture button to display the iLecture panel. From this screen you can pause the current recording if you start later than the scheduled time or pause the recording during a break etc. Just make sure press Resume before starting! You can also extend the recording in 5 minute increments if you go overtime (up until the next scheduled iLecture recording).

Using and Choosing the Microphones

In automatic iLecture venues, the system knows when your lecture starts and it will begin recording automatically at that time. As soon as the system starts recording, you can press Pause on the iLecture panel of the touch-screen so as not to record background noise before you actually start talking. Press Resume before you begin your presentation!

You do not need to turn any microphones on to be recorded in the majority of iLecture venues. The venues have lectern-mounted boundary microphones that pick up audio several metres from the lectern. You can pause and resume recordings during your live lecture using the buttons on the iLecture panel.

The wireless lapel microphone will give you the highest quality audio. It is located in the metal security box bolted to the wall at the front of larger lecture venues. Ring CAVS on x9000 to find out the current pin code (changes each semester).
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Note that smaller classrooms only have the boundary mic on the lectern and do not amplify your voice through the speakers in the venue. To open the padlock, dial up the pin code and compress the padlock, then let go and it will pop open.

It is advised that you Pause the recording on the touch-screen when you have finished or when you are engaged in a private conversation with a student etc.

Microphone Tips

- Position the lapel mic on your collar just below the chin
- Adjust the levels on the touch-screen on the lectern till you can just hear your voice through the speakers.
- Make sure unused microphones are off - they can cause feedback
- Make sure the lapel mic belt unit is turned on (also make sure the MUTE button is off if the unit has one)
- The wireless lapel microphone is usually Lapel on the touch-screen
- If the wireless mic fails for some reason (eg. batteries, broken cable) use the lectern mic or you can rely on the boundary microphone lectern.
- It is a good idea to spare batteries for the wireless lapel mic in the previous user left it Most units use 3 x AA batteries though some venues use a single rectangular 9v battery. Check your venue to find out.

Using the Lectern Computer

- To wake up the computer, press any key. If it doesn’t start, hold down the power button on front of computer for 10-20 seconds or so.
- Staff Logon: You do not need to log in as the computer will auto-login itself.
- If you need to access the bioboxes up the back of the theatre, ring CAVS on 9000 for the current pin code for the Digital keypad on the door.
- To display the lectern computer on the big screen, press the Computer button on the touch-screen and then press Lectern PC as the Image Source.
- To Blank the Screen: if Powerpoint is running, press the B key and the screen will go black. Press B again to carry on.
- To go to a particular slide in Powerpoint: type the number of the slide and hit Enter.

External Laptop

To get a laptop computer to appear on the big screen, press the Computer button on the touch-screen and then press Laptop as the Image Source. To get the laptop to actually output an image to the big screen varies between computer operating systems:

- Windows PC Laptops – Generally press a function key (often with an icon of the computer screen) to cycle through display on laptop, display on projector or mirror on both and then back again. (eg. HP laptops press F4, IBM laptops F7, Acer laptops F5)
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- **Mac OS X Laptops** – Just make sure the Mac is asleep (or off) before you plug in the video cable. When you open the lid and the Mac wakes up, it will detect the external monitor automatically and display the image (or you can choose Detect Displays after the Mac is awake).

If you require Internet Connectivity, most lecture theatres have WiFi, but if your laptop is not equipped with a WiFi card, ensure you contact CAVS at least a day in advance in order to allocate an IP address for your computer’s Ethernet connection.

Using the Document Camera (aka Visualiser, Video-OHP)

The Document Camera is used as a replacement for the traditional OHP or whiteboard and allows a presenter to write on paper or transparency film and have it projected up on the big screen for the audience in the lecture theatre to view as well as having video of them writing captured into the iLecture system. Only a few venues are equipped with document cameras.

To switch to the Document Camera, press the Document Camera button on the touch-screen.
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Document Camera Tips

Following these simple guidelines when using the document camera will ensure your material is clearly legible to students viewing the iLecture.

- **Projected Area** - Keep an eye on the big screen to ensure you don’t write outside of the projected area. Illumination – Use fluorescent lights on arms to illuminate paper/books etc.
- **Landscape format** – the video aspect ratio is 4 units wide and 3 units high so remember to use this landscape format, particularly for any pre-prepared materials. Make all such materials the same size so they can be readily placed on the document camera without the need to adjust it.
- **Text size and font** – The general rule is 7 x 7, i.e. 7 words per line and 7 lines per page – certainly no more than 9. Text size should be 30pt or larger and sans serif such as Arial and Helvetica. Use upper and lower case rather than all caps. Avoid italics.
- **Coloured paper and pens** – Write on pastel paper such as light blue or off-white with a dark, medium-tip felt pen. Black on smooth white paper is too contrasting and causes glare. For different colours, choose pens with primary colours rather than pastels. (If you particularly want to use colour for emphasis, yellow or white on blue can be used. Avoid using saturated red as it tends to ‘bleed’)
- **Legibility** – Try to write as neatly as possible bearing in mind that, whilst the students in the lecture theatre are seeing the document camera in real time on a large screen, the iLectures students will be seeing the material at only n frames per second in a PC window, where the development of the text may appear jerky. The general rules above about text size and number of lines apply.
- **Graphics** – Keep graphics chunky and simple. Write on several pages rather than try to compress the material onto a single page.
- **OHP transparencies** – On the later model document cameras, you can use OHP transparencies by pressing the backlight button. On models without the backlight, photocopy your transparencies onto pastel paper as they are too reflective and will cause glare.
- **Zoom feature** – Zoom in on your page so your writing is large enough to be seen on the video projector from the back of the venue. This will then also be big enough to view in iLectures. You can zoom in on a small 3-D object to enlarge it for display or on part of a large document to make a section readable. However, avoid glossy textbooks or magazines. Generally it is preferable to photocopy and resize such required sections on pastel paper beforehand.

Troubleshooting

If the image doesn’t show up on the big screen:

- Make sure the power is plugged in and power switch is on
- Ensure the video cable is connected between Doc Camera and lectern
- Try switching from VOHP to Computer and back again
- Select Video Projector and press “Comp” button then “video” button

Portable Document Camera

Portable Document Cameras are available for loan from the CITS Service Desk (b.200b) for use in venues that do not have a built-in document camera. To book, phone x9000 or email cavs@curtin.edu.au.

- Just plug the VGA cable that is used for connecting laptops into the blue VGA Out port on the back of the document camera and the image will be projected on the big screen. (Choose Computer and Laptop on the touch-screen on the lectern).
- Use the 4 laser red dots projected on the desk to line up your documents.
- Make sure the Camera button is selected.
- To focus, adjust the dial on the head of the camera.