

# Hybrid Teaching – Best Practice



## INTRODUCTION

This user guide aims to provide information and advice on how to make best use of audio-visual equipment in Seminar Rooms and Lecture Theatres for Hybrid Teaching.

Once you have logged on to a teaching PC and opened your chosen web conferencing software (e.g. *Zoom* or *Panopto*), a selection of cameras and microphones will be available within the **Video** and **Audio** sections of the **Settings** menu - different options may be available depending on the space:

## Lecture Theatre



### VIDEO

#### CAMERA

Input Name	Description
<i>USB Video Device</i>	Front-facing PC webcam
<i>USB Capture HDMI+</i>	Mirrors content shown onscreen
<i>ELMO UVC Camera</i>	Document camera
<i>HP 2.0MP High Definition Webcam</i>	Rear-facing PC webcam
<i>USB Capture SDI+</i>	Telescopic camera at rear of space (if installed)



### AUDIO (1)

#### SPEAKER

Output Name	Description
<i>Same as System</i>	Same as the system audio output
<i>Speakers (Conexant HD Audio)</i>	PC inbuilt speakers
<i>2 – CRESTRON (AMD High Definition Audio Device)</i>	Main in-room speakers
<i>Headphones (USB Capture HDMI+)</i>	No active audio output



## AUDIO (2)

### MICROPHONE

Input Name	Description
<i>Same as System</i>	Same as the system audio input
<i>Computer (USB Capture HDMI+ Computer)</i>	No active audio input
<i>Line In (USB Capture SDI+ Line In)</i>	Wireless microphones & Lectern microphone
<i>Internal Microphone (Conexant HD Audio)</i>	PC microphone (located in webcam)
<i>SDI (USB Capture SDI+)</i>	No active audio input
<i>Mic (USB Capture HDMI+ Mic)</i>	No active audio input
<i>HDMI (USB Capture HDMI+)</i>	Any audio emitted by the PC (e.g. a YouTube video)

## Seminar Room



## VIDEO

### CAMERA

Input Name	Description
<i>Logitech HD Webcam C270</i>	Ceiling-mounted Logitech webcam
<i>USB Video Device</i>	Front-facing PC webcam
<i>HP 2.0MP High Definition Webcam</i>	Rear-facing PC webcam
<i>ELMO UVC Camera</i>	Document camera



## AUDIO (1)

### SPEAKER

Output Name	Description
<i>Same as System</i>	Same as the system audio output
<i>Speakers (Conexant HD Audio)</i>	PC inbuilt speakers
<i>2 - CRESTRON (AMD High Definition Audio Device)</i>	Main in-room speakers



## AUDIO (2)

### MICROPHONE

Input Name	Description
<i>Same as System</i>	Same as the system audio input
<i>Microphone (ELMO UVC Camera)</i>	Document camera
<i>Microphone (2- HD Webcam C270)</i>	Ceiling-mounted Logitech webcam
<i>Internal Microphone (Conexant HD Audio)</i>	PC microphone (located in webcam)

## Further Information



### GENERAL ADVICE

**Choose the camera and microphone which are best for you** – if you are sitting or standing behind the lectern whilst delivering your session, the camera/microphone inbuilt in the teaching PC will deliver the best results. However, if you are moving around, you may find the ceiling-mounted webcam more suitable.

**The inbuilt webcam in the teaching PC is located in the top of the monitor** – if you cannot see it, press down in the centre-top and it will pop up.

**Do not move too far away from the microphone** – the clearest audio is captured when you stay close to the microphone. Wireless microphones deliver the best results, though these are usually only installed in Lecture Theatres.

**If you have any issues using the equipment, please get in touch with the IT Service Desk** – (01202 9) 65515 (option 1) or <https://bournemouth.service-now.com>