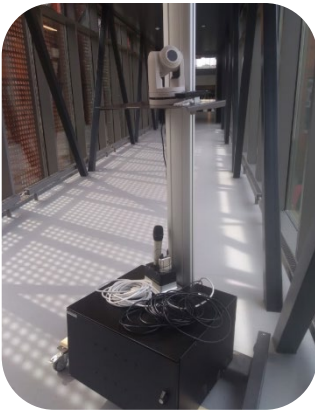




Teknisk vejledning til stander til hybrid undervisning (Wall-E)

Guide in English on p. 3



Wall-E er en stander på hjul, som er påmonteret et kamera samt en klips-mikrofon med tilhørende lydudstyr.

Udstyret tilsluttes undervisers computer ved hjælp af et usb-kabel.

Der skal ikke installeres nogen ekstra software. Udstyret fungerer ved at kunne transmittere lyd og billede via fx Zoom eller Microsoft Teams.

TEKs Wall-Es hentes i og returneres til opbevaringsrummene i Studiezone 1 (Ø20-508a-0) og 5 (Ø22-604-1) i bygning 44.

Booking foregår via <https://wall-e.booking.sdu.dk/>

Ved tekniske problemer kontaktes IT Service på tlf. 6550 2990.

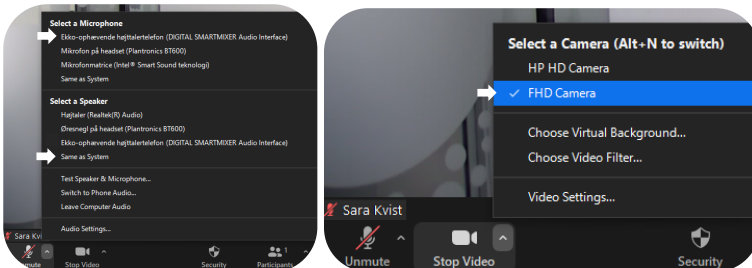
1. Tilslut Wall-E til strøm. Hvis kameraet ikke starter af sig selv, kan det tændes på fjernbetjeningen. Tilslut derefter din computer til lokalets projektor samt Wall-Es usb.



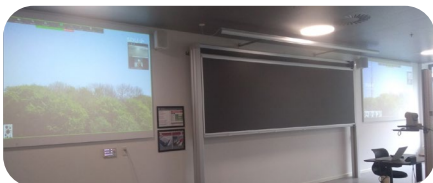
2. Tag mikrofonen på. Husk at un-mute på knappen på toppen, hvis mikrofonen er mutet.
NB. Mikrofonen skal ikke slukkes ved undervisningens afslutning, men blot sættes i holderen til opladning.
Det er vigtigt for mikrofonens funktionalitet, at Wall-e bliver tilsluttet strøm ved returnering til opbevaringslokalet.



3. Åbn Zoom- eller Teams-mødet. Sørg for, at den korrekte billed- og lydkilde er valgt.



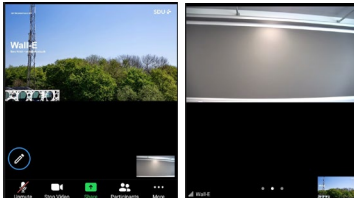
4. Nu vises Zoom-mødet i lokalet.



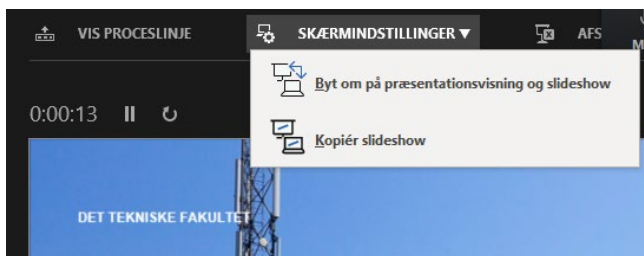


Tips og tricks:

- Hvis du deler din skærm, vil de studerende, som deltager via Zoom, selv være i stand til at skifte mellem at få vist din skærmdeling og det, Wall-E filmer (fx tavlen).



- Hvis du deler en powerpointpræsentation, kan det være nødvendigt at gå ind i Skærmindstillinger og vælge "Kopier slideshow" for at få den rigtige visning.



- Overvej at bede en eller to af de fysisk tilstedeværende studerende om at logge på zoom og holde øje med chatten, oprækning af hænder m.m. Disse studerende skal huske at slå lyden fra på deres computer for at undgå ekko.
- Ved spørgsmål fra fysisk tilstedeværende studerende kan det være nødvendigt enten at underviser går tilpas tæt på den studerende (ca. 2 meter) til at undvisers mikrofon fanger spørgsmålet eller at underviser selv gentager den studerendes spørgsmål, så de online-studerende kan høre det.
- Italesæt over for de studerende (både de fremmødte og dem, der er med online), at der er tale om hybrid undervisning, og hvordan de online-studerendes rolle er indtænkt.



Technical guide to equipment for hybrid teaching (Wall-E)



Wall-E is a webcam and a microphone (along with sound equipment) which is mounted on wheels.

The equipment is connected to the teacher's computer using a usb cable.

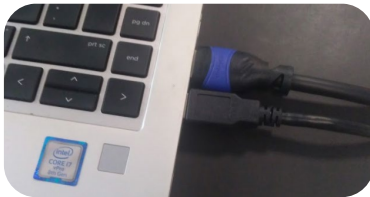
No extra software is needed. The equipment works by transmitting sound and picture through e.g. Zoom or Microsoft Teams.

TEKs Wall-Es retrieved from and returned to the storage rooms in Studiezone 1 (Ø20-508a-0) and 5 (Ø22-604-1) in building 44.

The Wall-Es can be booked at <https://wall-e.booking.sdu.dk/>

Technical issues? Call IT Service, tlf. 6550 2990.

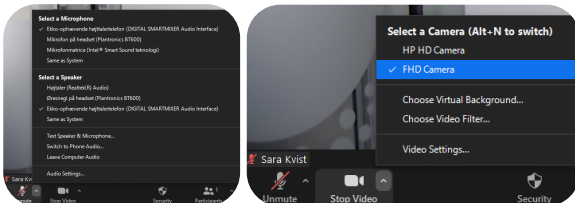
1. Connect Wall-E to electricity. If the camera does not automatically turn on, use the remote. Connect your computer to the room's projector as well as Wall-E's usb.



2. If the microphone is muted, un-mute it on the button at the top. Clip the microphone on.
NB. The microphone should not be turned off at the end of teaching, but simply placed in the holder to charge. It is important for the functionality of the microphone that Wall-e is connected to power upon return to the storage room.



3. Open the Zoom or Teams meeting. Make sure that the correct source for sound and picture is chosen.



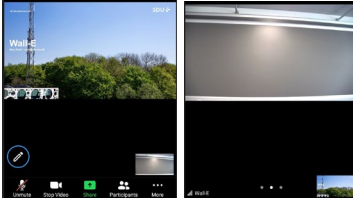
4. Now the Zoom meeting is transmitted in the room.



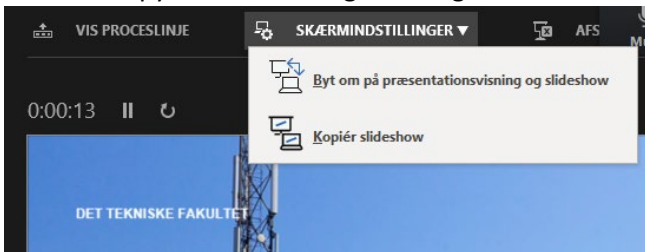


Tips and tricks:

- If you are sharing your screen, the students who are participating via Zoom will be able to switch between seeing your screenshare and what Wall-E is filming (e.g. the blackboard).



- If you are sharing a power point presentation, it may be necessary to enter Screen Settings and choose "Copy slideshow" to get the right view.



- Consider asking one or two of the on-campus students to log into zoom and keep an eye on the chat, raised hands etc. These students must mute their computer sound to avoid echo.
- Questions from on-campus students may require the teacher to move close enough (approx. 2 metres) for the clip-on microphone to pick up the sound. Alternatively, the teacher can repeat the question to ensure that the online students can hear it.
- Articulate to the students (both those on campus and those participating online) that this is a hybrid teaching setup, and how the role of the online students will be incorporated.