



Utrecht University

Centre for Academic
Teaching and Learning

Manual for the Learning Plaza

Minnaert building, room 1.25, capacity 150.



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WIP Manual Learning Plaza in ENG

Table of Contents

<i>Introduction of the LP.....</i>	2
<i>Evaluation.....</i>	3
<i>Characteristics of the Learning Plaza</i>	4
<i>Learning activities in the Learning Plaza</i>	4
<i>Technical facilities in the Learning Plaza.....</i>	6
<i>Learning Tools</i>	7
<i>Shared Study Environment</i>	9
<i>Support</i>	10
<i>Leaving the room.....</i>	11

Introduction of the LP

The Learning Plaza is one of the Future Learning Spaces developed at Utrecht University. This experimental innovative space 'under construction' aims to offer a mix of functions for students and staff and to combine formal and informal learning. Examples of (learning) activities in the Learning Plaza: group work, project work, discussions, meetings, pitches, game based learning, self-study, flexible work, lunch and relaxation. The Learning Plaza is set up to facilitate student-centred, collaborative, and active learning. In this large learning space students can sit at group tables of diverse sizes and more or less flexible set ups. The teacher doesn't have a specified place or desk, can choose where to stand/sit and easily move around. In this way all students can be easily reached. This set up facilitates interaction between students and between students and teacher(s).

In this manual you find out more about the characteristics of the Learning Plaza and how to use the facilities. If you haven't yet experienced the Learning Plaza yourself, or it has been a while, we suggest you get a tour in the learning space to see and try out the facilities in advance of your scheduled education. For an appointment contact fls@uu.nl.

The Learning Plaza is suitable for different learning activities. The set up facilitates and stimulates activities for e.g. project, challenge and game-based learning. To get the best out of this learning spaces we stimulate you to have another look at your educational design; what learning goals do you want your students to achieve and what learning activities you want to use for that? If you want any didactical support (re)designing your education, please reach out to fls@uu.nl and we're happy to help.

The Learning Plaza is an experimental room and continuously evaluated by its users. Therefore, we'll ask teachers and students regularly to contribute in evaluation, e.g. surveys or focus groups. If you have any comments about how you think this learning space can be improved, please feel free to proactively contact fls@uu.nl.

We've done our best to inform you in this manual with everything you need. Do you miss anything, is anything not clear or not accurate? Please let us know! You probably know how to reach us by now: fls@uu.nl

Evaluation

The Learning Plaza is an experimental Future Learning Space and we are very curious about user experiences and wishes. Part of the evaluation are digital surveys for teachers and students.

Please help us and fill out the survey after your learning activity:

[Teacher Survey FLS](#)

And can you please ask your students to fill out the survey as well:

[Student Survey FLS](#)

The student survey can also be accessed through this QR-code:

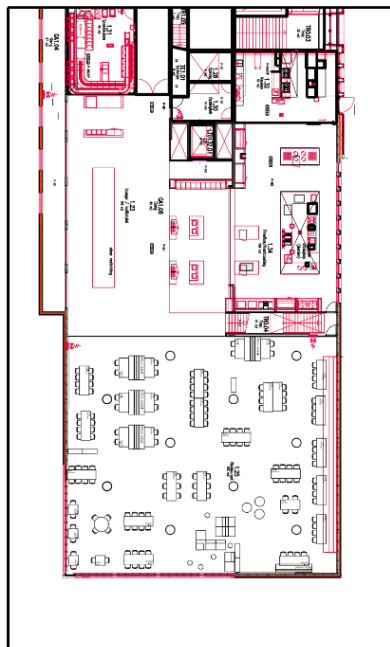


Would it be possible to share this link with your students (e.g. in BlackBoard) and reserve 10 minutes at the end of your lesson for your students to fill out the questionnaire? Then you can fill it out yourself at the same time. Experience shows that if it is not done at that time, the response rate is significantly lower.

Thanks in advance for your cooperation and don't hesitate to get in touch if there are any questions.

Characteristics of the Learning Plaza

- Large open space for both formal and informal learning
- Space without a front or attention wall
- Group tables in diverse sizes and set-ups
- Mobile furniture for multiple room setups
- Multiple whiteboards (15) for visualization and brainstorming
- Two cabinets with learning tools



Informatie ruimte 1.25
Room information

Figure 1: Floorplan (this setup is an example only)

Learning activities in the Learning Plaza

A meeting in the Learning Plaza requires a different approach than in a regular lecture hall or seminar room. The space is set up for collaborative and active

learning. With a balanced educational design, lesson plan and learning activities, synergy can arise.

Are you looking for examples of learning activities to apply in the Learning Plaza? Then go to <https://cat-database.sites.uu.nl/learning-activities/>, click 'advanced search' and select Learning Plaza under 'Learning Space'.

Do you want didactic advice and/or personal help with your educational design, don't hesitate to contact us at fls@uu.nl

Technical facilities in the Learning Plaza

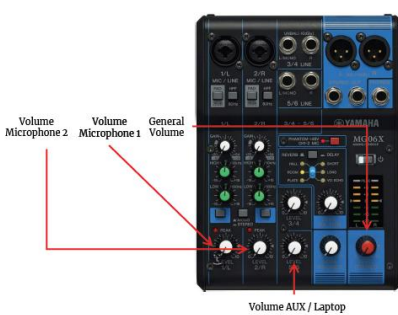
Audio System

Since the Learning Plaza is a large open space, the possibility of using one or two microphones is offered. You can pick one or two up at the reception desk of the Koningsberger building. Make sure you have the right one specifically for the Learning Plaza. These are labeled as shown below. Below you can also read the audio manual for the microphone setup.



Audio-Manual Learning Plaza

1. Retrieve the microphones from the reception desk in the Koningsberger building
2. Connect the plug coming from the audio box into an outlet
3. In the back of the audio box is a small mixer, here's how to adjust it:



Don't touch any of the other knobs and buttons!



Would you like to use a catchbox microphone to interact with students? You'll have to reserve it in advance cause it needs preparing bij the AudioVisual department. For reservations go to 'IT & Facility requests' at intranet, log in at the SelfServicePortal and click 'Events (online), meetings (hybrid), borrow, reserve'. Then go to 'Reserve AV resource'. In the list of available resources, you can filter the pitching microphone (Catchbox) and then indicate in the calendar when you want to use it.

Learning Tools

There are two locked cabinets with learning tools you can use.



Figure 3 & 4: Cabinets with learning tools

To open these cabinets you will need a key that can be retrieved from the lockbox at the entrance of the Learning Plaza.



Figure 5: The red circle shows the lockbox in the Learning Plaza

Do you want access to the cabinets to use learning tools? Let us know at FLS@uu.nl.

Would you like to see learning tools added to the cabinets? You can leave a request on the order forms within the cabinets.

Met opmerkingen [DH(1): Rode cirkel is weg

Table of contents Learning Tools

Item	Amounts
Learning Tools	
Packets of markers	7
Scissors	10
Pot thumbtacks	1
boxes post-its	2
Colour paper packet	1
Tape	Three different rolls
Flip-over rolls	24
Game Based Learning tools	
Lego building platforms.	35 greys
	25 greens
Boxes Lego	5 big
	5
Fake Money Packets	4
Bag of variable Dice	1
Hourglasses	18

Shared Study Environment

Because the Learning Plaza is an open and shared study environment students from outside of the class given can enter and make use of the Learning Plaza. To make sure all users can make use of the space optimally we have put guidelines in place. These posters have been put around the room and look like this. All users can refer to this poster when asking people to follow these guidelines.

Welcome to the Learning Plaza!

Brought to you by Future Learning Spaces

The Learning Plaza is a learning space where shared- and varied forms of learning are developed and evaluated.

To optimize each user's experience, please take the following into account when using this Future Learning Space:





When there is class:

Be mindful to not disturb class and be respectful.
But do feel free to grab an empty seat.

When collaborating:

Collaboration is encouraged! Do keep in mind that other users might want to collaborate as well though, so keep an eye on the noise level.





When studying/relaxing:

Feel at home! Use this space to relax, eat, read or study silently. However, do not expect a perfectly quiet learning space.



Sharing science,
shaping tomorrow

For more information about
Future Learning Spaces and the
Learning Plaza:



Support

In advance

Do you want support in advance? Do you want instruction on location and practice yourself to get well prepared? And/or do you want didactical support in (re)designing your education to get the best out of the LP? Make an appointment at fls@uu.nl.

At the start of the class

Do you want somebody to help you with technical support prior to/at the start of your education? Please reach out in advance to the FSC department via the SelfServicePortal at Intranet. Choose AudioVisual Support to make an appointment prior to/at the start of your scheduled education.

If there are any issues with the equipment of the Learning Plaza; contact this number: **(030 253) 9595** (Number of the Facilities Service Centre).

Leaving the room

Before leaving the room there are a few things to check:

- Make sure the audio setup is restored to its original setup.
- Make sure the key is back in the lockbox
- Make sure there is no trash left in the room.
- Make sure to return the microphone to the desk at the Koningsberger building