



Utrecht University

Centre for Academic
Teaching and Learning

Manual for the Teaching and Learning Lab (TLL)

Buys Ballot Gebouw 3.22 & 3.19



General Information	3
Availability of the Teaching & Learning Lab Spaces	3
Access	3
Closing the Doors	3
Flexible Rooms	3
How to Leave the Learning Space	3
Teacher-PC	4
Eating and Drinking.....	4
Support for using the equipment prior to class	4
Support during class.....	4
Inventory of Available Equipment.....	5
Support	6
RICOH Interactive Whiteboard	7
1: Starting up the interactive whiteboard	7
Problem solving.....	7
2: Connecting a laptop	8
Problem Solving	8
3: Drawing in the whiteboard program.....	9
Problem Solving:	10
4. Using the webcam	11
SMART Board	12
1: Starting up the board.....	12
Problem Solving:	12
2: Connecting a laptop	13
Problem Solving:	13
3: Drawing in the whiteboard program.....	14
4: Using the browser.....	15
5: Installing applications.....	15
Problem Solving:	15
6: Using sessions	16
I3-Touch Bord	17
1: Starting the whiteboard	17
2: Connecting a laptop	17
3: Using the browser.....	17
4: Drawing in the whiteboard program.....	18

General Information

Availability of the Teaching & Learning Lab Spaces

From September 2021, a new reservation system for Future Learning Spaces including TLL spaces will apply. Scheduling takes place via the faculty schedulers. Reservation requests can also be made via this route. The reservation is final only after an orientation meeting has taken place.

Access

You can pick up the access pass at reception of the Koningsberger building. This pass will only be given to teachers reported in the reservation. To gain access, you still need to activate the pass. This can be done using the locker next to the reception (reception can give instructions). After activation, the pass can be used all day.

Closing the Doors

The doors of the Teaching & Learning Lab lock automatically. Please note that when the door is closed, students cannot enter it independently. From the rooms themselves, the door can always be opened. When leaving the room, please check that the door is locked properly.

Flexible Rooms

A diverse pallet of furniture and equipment is available in the Teaching & Learning Lab. Use the form on the next page to define which furniture and equipment you want to use. These are present in the right location before the lesson starts, but are not yet set up properly. Furniture and equipment may also still be present that you do not want to use. Users are responsible for setting up the room themselves. Please reserve sufficient time for this before the start of the class.

How to Leave the Learning Space

Of course, the request to leave the halls tidy. However, there is no need to return the halls to their original state. You may leave furniture and equipment as you have used it

Teacher-PC

The Teaching & Learning Lab rooms do not have a fixed teacher PC. Preferably bring your own laptop. The Interactive Whiteboards are equipped with an HDMI-input. Please make sure to bring your own laptop connector if necessary.

Eating and Drinking

Eating and drinking is allowed in the small room (3.19). In the large room (3.22), only coffee, tea and water may be drunk. No food is allowed here.

Support for using the equipment prior to class

We organise regular walk-in sessions on how to use the available equipment. It is also possible to receive personal instruction. If you feel the need for this: contact us at fls@uu.nl.

Support during class

If anything does not function as desired during the lesson, please contact FSC-AV at **030-253 95 95**.

Inventory of Available Equipment

Inventaris	Beschikbaar
3.19	
Ricoh-Board - (Digital Whiteboard)	2
Speakers	1
Chairs	24
Height-Adjustable Tables without power-outlets	4
Lamps	3
Carpets	3
Small Table	2
3.22	
Ricoh - Board (Digital Whiteboard)	2
SMART-Board (Digital Whiteboard)	1
I3-Board (Digital Whiteboard)	1
Ricoh Learning tables	2
Beamers (shortthrow, for projecting at the wall or the floor)	3
Beamers (shortthrow, for projecting on the wall)	2
Regular beamer	1
Touch-screen laptops	20
Nureva Beamer	2
Camera- observationsystem (Noldus)	1
360° Camera (Ricoh Theta)	1
Conference Call Camera	1
3D printer (Ultimaker)	1
AR Sandbox	1
Speakers	1
Casala tafels - lightweight	18
Charis	36
Height-adjustable tables with power-outlets	4
Height-adjustable tables without power-outlets	2

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 TLL? Make an appointment at fls@uu.nl.

At the start of the class

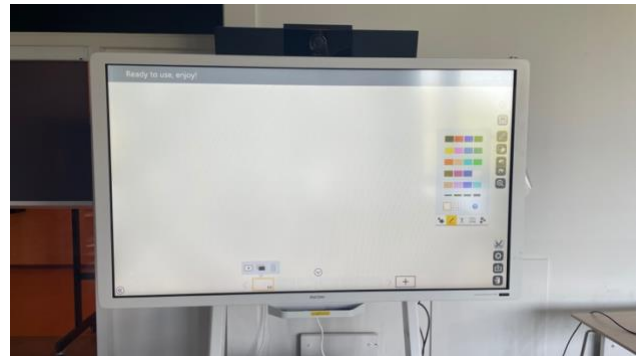
Do you want somebody to help you with technical support prior to/at the start of your education? Please reach out in advance to the FSC department via the SelfServicePortal at Intranet. Choose AudioVisual Support to make an appointment prior to/at the start of your scheduled education.

If there are any issues with the equipment of the TLL; contact the number displayed on the teacher desk (the AV console): **(030 253) 9595** (Number of the Facilities Service Centre).

RICOH Interactive Whiteboard

1: Starting up the interactive whiteboard

1. Make sure the whiteboard has power by plugging the cable into an outlet.
2. On the right side of the screen (see adjacent picture) is the on / off button. Press this.
3. It takes some time for the screen to turn on. When you see the desktop, you should wait for a few moments for the whiteboard to appear (see pictures below).



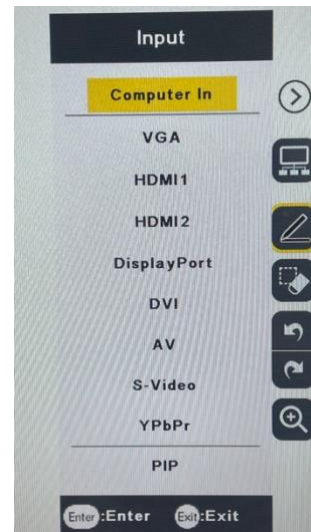
Problem solving

The screen won't turn on.

- It could be that the previous user removed the plug from the outlet. Check if the plug is actually plugged into an outlet.
- In some cases, the screen has two plugs that require plugging in due to the fact that some screens are height-adjustable.

2: Connecting a laptop

1. Connected to the screen is both a HDMI- and VGA-cable. If your laptop has either of these connections you can connect these to your laptop directly
 - If your laptop doesn't have either of these connections, you will need to use an adapter.
2. In the same place as the on-/off-button is a button labelled "Enter - input". With this button you can switch between HDMI- and VGA-connections.



Problem Solving

No Video:

- It is possible that you have to change your display mode to "Duplicate".
- To achieve this on windows, you should press $\text{Win} + P$, and then press "Duplicate"

No Sound:

- If you want to play sound through the whiteboard, you should use the HDMI-cable as VGA does not carry audio.
- If you have connected with HDMI and the sound still doesn't work, press the sound-icon in the taskbar and make sure that the RICOH board is the main sound-device.

3: Drawing in the whiteboard program

When the whiteboard program is started up, you can observe a couple of icons on the right side of the screen. (See figure on the right)

1. This function sadly does not work anymore.
2. Here you can change the colour, size, transparency of the pen and more.
3. In this category you can change the parameters of the eraser.
 - a. "Delete": If you touch a shape with the eraser, the whole shape will be removed.
 - b. "Partial Delete": with this setting the eraser will only erase the part of the shape that the eraser actually touches.
 - i. The size of the eraser is linked to the size of the pen, change this within icon 2.
4. Button for undoing your last action
5. Button for redoing your last undo action.
6. With this button you can zoom into our out of our canvas, this goes with increments of 100%.



At the bottom of the screen you can have multiple canvasses open. Press the plus-icon to add a new canvas. You can also switch between the multiple canvasses here.

Problem Solving:

I can only erase a very small surface.

- You need to change the size of your eraser
 - You can do this by pressing the icon with the pen (icon 2) and selecting a larger size.
 - Press the eraser icon again and your eraser is now larger.

I did something that I want to undo

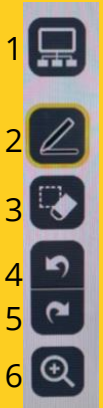
- Press the icon with the arrow pointing to the left (icon 4)

I accidentally undid something while I didn't want to do that.

- Press the icon with the arrow pointing to the right (icon 5).

I can't see the icons that you're talking about.

- In the whiteboard programme there is a left-pointing arrow in the top right corner of the screen. Press this and the icons will appear.

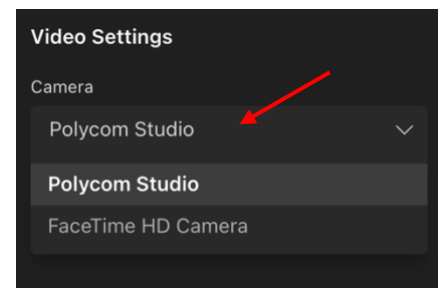
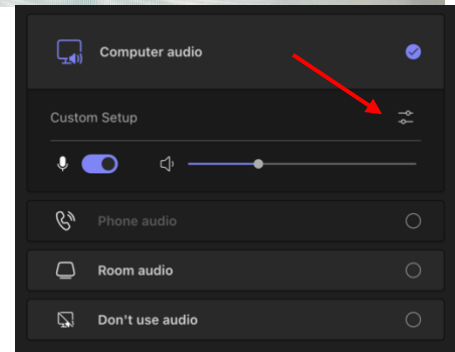


4. Using the webcam

On one of the RICOH screens, we mounted a **webcam** (See figure on the right). This webcam is meant to enable hybrid teaching.



1. The webcam is connected through a USB cable which comes out of the back of the webcam.
 - a. If your laptop only has the newer USB-C connection, you will need to use an adapter.
2. Teams should recognize the webcam automatically, but just in case if it doesn't:
 - a. Before starting a call, you can select which webcam you would like to use.
 - b. Select the settings as shown with the red arrows
 - c. Within video settings, select **"Polycom Studio"** as your preferred webcam.



SMART Board

1: Starting up the board

1. When the power cord is plugged into an outlet the screen should turn on automatically.
 - a. If that isn't the case, there is a on-/off-button on the left side of the display (see adjacent figure)
2. When the board is started up you will be greeted with the home screen.



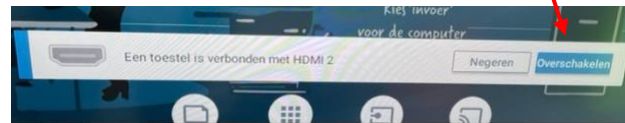
Problem Solving:

The screen doesn't turn

- It could be that the screen doesn't turn on automatically after plugging in the power cord.
 - Press the on-/off-button on the left side of the screen.

2: Connecting a laptop

1. Connected to the screen is a USB-C adapter, which you can connect if your laptop has a USB-C connection.
 - a. If your laptop doesn't have this (or is defective) you can remove the HDMI- and USB-cable and plug these into your laptop directly.
2. If you have connected your laptop to the screen, a notification will pop up on the bottom of the screen telling you that a device has been connected.
3. Press "Overschakelen" to switch the display to the connected laptop.



Problem Solving:

I was too late with clicking on "overschakelen" and now the notification is gone.

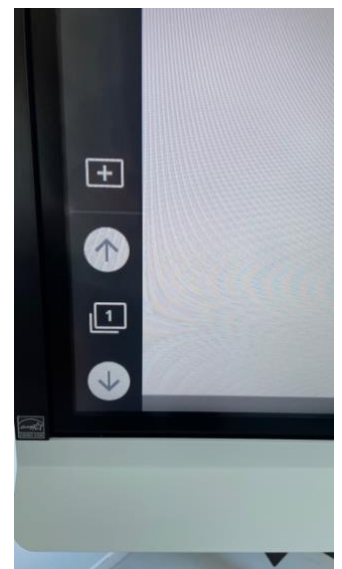
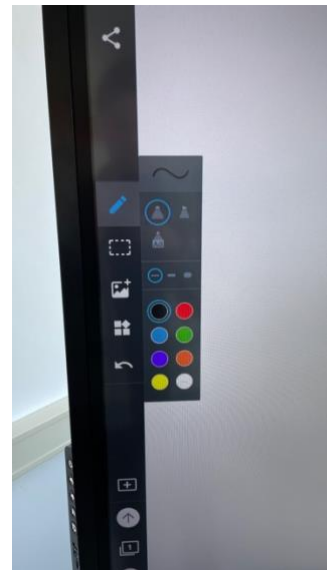
- On the homescreen you can press "Laptop/Kabel (HDMI 2)" to switch to your laptop.

The screen remains black after I have pressed "overschakelen".

- In case of a windows laptop, check if the display-mode is on "Duplicate" by pressing $\text{⌘} + P$.

3: Drawing in the whiteboard program.

1. On the home screen, under "Favorieten", press "Whiteboard".
2. Using the whiteboard program.
 - a. Selecting the colour is done by grabbing one of the many colour-coded pens.
 - b. Erasing is done using the physical eraser, the rear-side of the pens or by wiping the screen with the palm of your hand whilst making a fist.
 - c. If you would like to change the size of the pen, that can be done by selecting the pen in the right-side menu and selecting a different size (see figure on the right)
 - d. Below the pen in the menu on the left is the selection tool. This tool can be used to select drawn objects and move them.
 - e. Below the selection tool is the function to add media to your canvas. You can download media through the built-in browser or find media using the menu.
 - f. Below the media icon is the undo button to undo your last action. By pressing it you can turn it into a redo button, thus allowing you to redo the action you have just undone.
3. In the bottom-left of the screen you will find the possibility to use multiple whiteboards.
 - a. By pressing the plus-icon you will add a new blank whiteboard (Zie figuur hiernaast).
 - i. A plethora of templates are also available to use.
 - b. You can switch between the different whiteboards by using the up and down arrows.

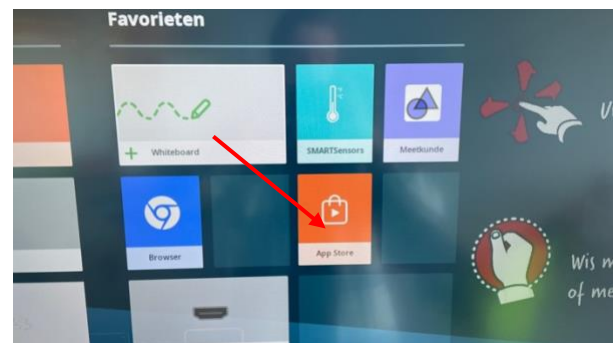


4: Using the browser

1. On the homescreen you can find the icon for Google Chrome. Click this icon and it will start up.
2. This browser works like any other browser.
 - a. In the top of the screen you can find the address-bar where you could put search queries as well as URL's.
 - b. You can use multiple tabs by pressing the + icon.

5: Installing applications

1. There is a limited possibility to install applications. You can do this by pressing "App Store" on the home screen.
2. You will see a list of all possible applications that can be installed on this whiteboard.



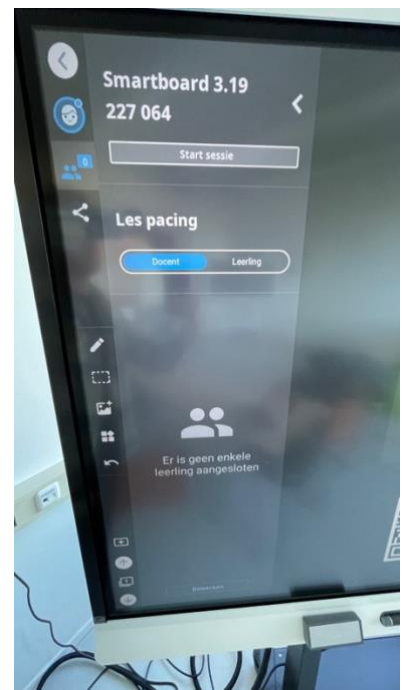
Problem Solving:

The app I want to use is not in the list

- Due to the proprietary software that is used in this whiteboard, only a small selection of applications will work. If your preferred application is not in the list, unfortunately that app cannot be used natively on this whiteboard.

6: Using sessions

1. Through the use of sessions, you can allow students to view the whiteboard from their laptop. This could prove useful in a online / hybrid setting.
2. While in the whiteboard program, press the icon with the two people (See figure on the right)
3. In this menu, a link is displayed where the students should go together with a code that they have to enter on that website.
4. When all your students are in the session, press "Start sessie"
5. At this moment all students will see your whiteboard on their laptop.
6. During the session, you can decide to change the pacing. In the mode of "Docent" the student will always see what the teacher sees. In the mode of "Leerling" the student can browse through all available whiteboards.



I3-Touch Bord

1: Starting the whiteboard

1. Plug the power cord into an outlet if that hasn't been done already.
2. Press the on- / off-button on the bottom-left of the screen.



2: Connecting a laptop

In the case that your laptop has a USB-C connection, you can directly connect the USB-C adapter to your laptop. If this isn't the case, you can remove the HDMI-cable from the adapter and plug it directly into your laptop.

3: Using the browser

Just like the SMART-board, the I3-Touch board also has a built-in browser.

To use it:

- Press the black protruding triangle on either the left- or right-side of the screen.
- Press "Browser" and the browser will open.
- The browser runs on Google Chrome and will function the same as any other browser.

4: Drawing in the whiteboard program.

When you're in the whiteboard program, on the left side of the screen you can see a taskbar where all necessary tools are located.

- The Cursor:
 - With the cursor you can select and move drawn shapes.
 - In the sub-menu you can choose to do this through manual selection (the dashed-lined square) or through automatic selection (the cursor)
- The Pencil (See adjacent figure):
 - If the pencil is marked orange, you can change the colour of the "rear" of the pen through the coloured circle.
 - If the highlighter is marked orange, you can also change the colour of the rear of the pencil, but it will act as a highlighter, thus drawing a translucent line.
 - In the far-right coloured circle you can change the colour of the front of the pencil.
- The Eraser
 - In this mode, the rear of the pen acts as an eraser. This menu also allows you to erase the entire canvas, and change the size of the eraser.
- Figures
 - This menu allows you to draw various shapes like squares, circles, arrows etc...
- Text
- Sticky-Notes
 - In this mode you can place sticky-notes on the canvas in 4 different colours.
- Measuring Instruments
 - A geotriangle
 - A ruler
 - Calipers
- Templates
 - The last menu allows you to add a template to your whiteboard.

