Are you looking for ways to deliver lectures online? Are you considering recording a knowledge clip for your lecture? Or would you like to record your online lecture?

There are several ways you can do this. In this document, we explain the various ways you can create a video to use in your teaching, what software and facilities you can use, and who you can contact if you need advice or support.

Do you have any questions related to teaching? Teaching Support is a help desk that all UU lecturers can turn to for help with their teaching-related questions. It draws together the knowledge of all partners in the Centre for Academic Teaching.

If you require technical support, please visit the intranet.
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Conference cameras and speakerphones connected to public lecturer PCs have been installed in all seminar rooms. (PD)

UU has decided to use **Microsoft Teams** in the first instance. Teams is secure and has sufficient capacity for us to use it. We also want to avoid students having to work with too many different applications. Microsoft Teams is pre-installed on all classroom computers by default.

If you have any questions about the use of Teams, please email servicedesk@uu.nl or teachingsupport@uu.nl.
All lecture halls are equipped with a video conferencing system. The cameras in this room are connected to this system. At this moment we cannot link lecture halls with Microsoft Teams. In the lecture halls, however, you can share the image of your own laptop with the video conferencing system.

**Using your own laptop?**
With your own laptop you can only present in the workgroup room. The cameras and speakerphones can only be used in combination with the public teachers’ PCs.

For support, please contact the AV team of FSC: fsc.av@uu.nl.
When saving and sharing teaching materials, including videos, please remember to protect your personal data. This means not publishing any images or materials in which personal data are visible in the form of text or images. Please bear in mind that users who have logged in on a public PC have to log out of MS Teams manually. This is because MS Teams opens with the last logged-in user when the PC reboots.

If you do not explicitly log out of web applications and cloud storage for which a login is required (such as Teams, Gmail and OneDrive), your login details will be retained and you may automatically be logged in again when a public lecturer PC reboots.

This means users are at risk for the rest of the day. Every night, a script runs on the public lecturer PCs to scrub passwords, temporary Internet data, cache data etc.

**Please make sure you always log out after using an app!**

**At the top right of the window you can click on your image. Then click on unsubscribe.**
You can use Teams to:
• easily hold meetings and deliver lectures online;
• easily communicate with your students.
• Students can easily share documents and work on them simultaneously.
• During a meeting, you can display up to 49 participants at once (in Large Gallery mode).
• The maximum number of participants per meeting is 300.
• You can organise a live stream for up to 20,000 viewers.
This platform offers a multitude of possibilities. The following are the most relevant:

- Engaging in chats during and outside of meetings.
- Video conferencing.
- Saving and sharing files.
- Integrating applications (mainly Microsoft applications, but other services can also be added).

Teams Live Events is an extension of Teams that enables users to broadcast video and meeting content to a large audience. It includes a Q&A function. Up to 20,000 people can participate in a Teams Live Event, which can last for up to 16 hours.

- Teams can support up to 10,000 event participants and 100 event owners.
- A maximum of 300 participants can be added to a meeting, although this will be expanded in the near future.
- There is an option to add break-out rooms by creating ‘channels’ and manually adding people to them. Each channel can have up to 250 participants. Subgroups can make video calls within the channels. This is not unlike Zoom, but it works differently. In the near future, break-out room functionality similar to that on Zoom will become available.

- Assuming the lecturer works at UU and is in the UU environment, he or she must add any guest lecturer from outside UU to the UU environment as a guest by inviting him or her to join a team. If this person has already been added to a different organisation, he or she must select UU as the organisation at the top right of the screen in Teams.
MICROSOFT TEAMS

Teams works well as a video conferencing tool, normal meetings can handle up to 300 participants. It is important that when you are in a meeting with a lot of people, everyone is well instructed in when they should have their camera and microphone on or off. It is possible to upload and prepare files (if necessary in advance). Within Teams it is also possible to create collaborative groups and schedule meetings. Furthermore, the ‘Live events’ of Teams can be used for very large congresses (up to 20,000), where not too much interaction takes place. Within each faculty there are student supporters available for Teams.
MICROSOFT TEAMS

Any questions?
For questions or support regarding Microsoft Teams, please email servicedesk@uu.nl, teachingsupport@uu.nl or call 030 - 253 2197.

Teaching Support is available from Monday to Friday, from 9 a.m. to 5 p.m.
You will be helped by a teacher support person who can help you directly or who knows exactly who can help you with your question.

Teams manual:
manuals.uu.nl/en/handleiding/teams-online-classes-teacher/
The Logitech BCC950 is a webcam, speaker phone and remote control all in one. The system makes it easy to quickly set up a video collaboration with a small group. No training is required. The Logitech BCC950 webcams are already connected to auto-log-on computers in workgroup rooms in different regions.

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<tr>
<th>City centre region</th>
<th>Central area region</th>
<th>Eastern region</th>
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<td>Janskerkhof 2-3a</td>
<td>Bolognalaan 101</td>
<td>Androclusgebouw</td>
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<td>Drift 23-25</td>
<td>Marinus Ruppertgebouw</td>
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<td>Locke Hall (C)</td>
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USING LOGITECH BCC950 ConferenceCam

1. Webcam
2. Autofocus lens
3. Eye-level stand
4. Speakerphone base
5. Speaker
6. Tilt
7. Activity light
8. Volume up
9. Volume down
10. Mute
11. Hang up
12. Answer
13. Zoom
14. Pan
15. Power port
16. 3.5mm earphone jack
Step 1 Speaker setup

Open the device settings menu by clicking on the three dots. Then you can set up the speaker. This must be set to Crestron Intel® Display Audio in a workgroup room.
Step 2 Microphone setup

Open the device settings menu by clicking on the three dots. Then you can set up the microphone. This must be done in a workgroup room on Echo Canceling Speakerphone (2- Jabra SPEAK 510 USB).
Step 3 camera setup
Open the device settings menu by clicking on the three dots. Then you can set up the camera. It must be in a workgroup room on BCC950 ConferenceCam.

Please note: It is possible that a different camera is used in a workgroup room. In that case, choose USB Video Device or HD Pro Webcam C920.
RECORDING KNOWLEDGE CLIPS (AT HOME)

You can use MyMediasite to record knowledge clips at home. Knowledge clips are short videos, around five minutes long, in which you explain difficult aspects of the subject matter.

MyMediasite is the same software as the one used in the DIY studios. On the next page, we explain how to use a DIY studio.
Another option is to record your knowledge clip in a studio. Utrecht University has a number of DIY studios you can use. These are set up to make it easy for you to record a knowledge clip independently.

There are four DIY studios:

1. DIY Kromme Nieuwegracht 80 Studio 1.03
2. DIY University Library Uithof Studio 2.48
3. DIY Bolognalaan 101 Studio 2.042
4. DIY Bolognalaan 101 Studio 2.038

You can book these studios at resourcebooker.uu.nl. Resourcebooker also contains information about who you can contact if you need practical support with the recording, as well as who to talk to for teaching advice regarding knowledge clips. For questions about Resourcebooker, please contact teachingsupport@uu.nl.
There is another studio you can book in the Teaching and Learning Lab at the Faculty of Science. This studio is designed for making professional recordings with the help of an operator. The operator will guide you through the recording process, make the recording using a professional camera and lighting, and assemble the video, either on the spot or later. In addition to a simple recording with a white or standard background, it is also possible to create recordings with a green screen or light board.

You can find more information about this studio, including how to book it, on the Teaching and Learning Lab website: teachinglearninglab.nl/en/studio/
Podcast studio Bolognalaan 2.046

A podcast is a great, low-threshold way to inform, interest, inspire and amuse people. The Audiovisual and Media Productions department of the Facilities Service Centre has professional equipment and a recording studio for making podcasts. All university staff can use it free of charge.

You can find more information at uu.nl/en/organisation/corporate-identity/recording-a-podcast

You can book the podcast studio at resourcebooker.uu.nl Resourcebooker also contains information about who you can contact if you need practical support with the recording, as well as who to talk to for teaching advice.

NB.

At present, you can only record podcasts using your own laptop. You use a USB cable to connect your laptop to the system.
The vast majority of teaching in the new academic year will take place online. For more information about the coronavirus, please visit uu.nl/en/information-coronavirus.

As a lecturer or coordinator, you decide what is necessary in order to teach your course as well as you can in the new circumstances. Creating a knowledge clip or other type of teaching video might help. There are also other tools available at UU that you can use to support your online teaching. You can find a summary of the options and tools below.

The Educate-it tool guide: educate-it.uu.nl/en/tool-guide
If you need support with using tools in your teaching, please contact Teaching Support at teachingsupport@uu.nl.
If you have any questions or comments, or if you think anything is missing from this guide, please email teachingsupport@uu.nl or call (030) 253 21 97.