



Introduction to the Learning Studio

Run sheet for facilitating student orientation

This resource is to assist staff when there is a need to conduct a student orientation session for first time users of the learning studio. Listed focus areas are optional, depending on what features students are required to use for their learning activities.

No	Focus	Instructions	Tips and Considerations
1	Setup and preparation	<ul style="list-style-type: none"> a) Pre-install the Solstice and Zoom applications on your own mobile devices b) Activate the system from the central control deck c) Prepare your content for sharing onto the primary screens from the following sources: your own mobile devices via Solstice, lectern PC, document camera, whiteboard camera, and/or wired inputs (USB/HDMI) 	<p>Introduction to the Learning Studios (student orientation) video</p> <p>Introduction to the Learning Studios (staff orientation) video</p>
2	Welcome	<ul style="list-style-type: none"> a) Welcome students to the room b) Set the theme – student centred learning, active learning, collaborative learning, project based and group based activities, problem solving skills, case studies 	Ask probing questions, such as: what do you notice about this learning studio? What interests you so far?
3	COW (computer on wheels)	<ul style="list-style-type: none"> a) Ask one student from each group to login to the COW (computer on wheels) at their learning pod using the wireless keypad. b) The COW works like a normal PC such as those in a computer lab and it enables all students sitting at the same learning pod to work together on various learning activities. c) Students can also choose to use a third party solution, e.g. vUWS wiki page or Google Doc, so that all students in the group can contribute simultaneously from their own devices, while the big screen can be used to display the outcomes. 	Make sure students are aware of the risk that after logging in, their desktop is shared with the group and potentially shared with the rest of the class later on.
4	Audio system in the room	<ul style="list-style-type: none"> a) Discrete microphones are located around the room to pick up audio across the learning studio. b) A lapel microphone is available to help maximise volume and especially useful for Zoom sessions c) Headsets are also available for hearing impaired students if needed 	Remind students that the audio system is very sensitive so any small noises can be heard clearly by everyone in the room. Therefore students need to be mindful of others (language, behaviour, noise level, etc.).



<p>5</p> <p>Whiteboard and whiteboard camera</p>	<p>a) There are magnetic whiteboards located around the walls in the studio. Students can use them to share and discuss ideas.</p> <p>b) The whiteboard camera installed on the ceiling in the middle of the room can be used to capture the content on the whiteboards and shared with the rest of the class. There are buttons on the walls to switch whiteboard camera views. (“Focus Whiteboard Cam Here” buttons.)</p> <p>c) Students sitting at the learning pods can view the content by clicking the ‘View Whiteboard Cam’ button from their desktop.</p>	<p>The whiteboard camera can be also controlled from the touch screen on the central control deck to tilt and zoom in and out. Be mindful of those students who don’t want to be seen in the camera view.</p>
<p>6</p> <p>Document camera</p>	<p>a) There is a document camera available from the central control deck for sharing hardcopy content.</p> <p>b) Students sitting at the learning pods can view the content by clicking the ‘View Document Cam’ button from their desktop.</p>	<p>The document camera can record videos, capture pictures, zoom in/out and rotate. A MicroSD memory card is needed for some features.</p>
<p>7</p> <p>Solstice</p>	<p>a) Students can use Solstice to share any content from the desktop at their learning pods to the rest of the class.</p> <p>b) Detailed instructions on how to use the Solstice from the COW are available at each learning pod. You can download a copy below: Student guide for the Learning Studio (KWD) Student guide for the Learning Studio (PTA)</p> <p>c) Students sitting at the different learning pods can view the shared content by clicking the ‘View shared content’ button from their desktop.</p> <p>d) All members joined the Solstice sharing session can manipulate the session. It could be a good practice to ask students only to share the content, and then once done, the instructor should ask all students to keep their hands away from the wireless keypad so that the instructor can control the sharing process from their own device.</p>	<p>Solstice is available on many platforms/devices, including Android, iOS, Mac, and Windows. Students can use their own devices to share content in the room if they have the Solstice application installed. This will mean that more users could join the sharing session and therefore it requires a higher level of classroom management skills.</p>
<p>8</p> <p>Zoom</p>	<p>a) A Zoom session can be set up from the lectern PC to bring external expertise and/or connect the room with remote learners.</p> <p>b) The lectern PC is connected to the audio system in the room so using the lapel microphone will optimise the audio input. Students speaking from their learning pods can also be captured by the discrete microphones installed on the ceiling.</p>	<p>COWs can be used to join the same Zoom meeting and share content with remote users by the Zoom ‘Share’ feature. However, COWs don’t have microphones or cameras installed to capture voice or video. All voice and</p>



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| c) The lectern PC is connected to the camera installed at the other end of the room, which can be used to capture the room view and share with remote users. | video from the learning pods come through the ceiling microphones and the rear mounted camera (the same sources as the lectern PC). |
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*Note: Staff and students are encouraged to provide feedback about their experiences in the learning studios via:

- Staff Survey: <https://www.surveymonkey.com/r/RYDF3WD>
- Student Survey: <https://www.surveymonkey.com/r/B966P56>
- Email: z64feedback@lists.uws.edu.au

