Western Continuing Studies

Classroom Technology Guide

Preparing to teach a HyFlex Class

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Meet your teaching assistant - Owl

Not all owls are created equally...

Do not confuse OWL and Owl camera. They are used in slightly different ways when it comes to course content delivery.

OWL (Online Western Learning) is Western's Learning Management System and is used to deliver the online asynchronous components such as providing course material, assignment submissions, and quiz completions.

Owl Camera is used to provide synchronous content delivery and facilitate synchronous discussions and activities to those in the physical classroom as well as those joining through Zoom.

What is the Owl Camera?

- Created to integrate online with in-person meetings
- Company founded by 2 engineers from iRobot (maker of the Roomba)
- Western has two different versions available (3 in total) – Hedwig, Errol and OWL3 – they work the same just use a different connector
- Hedwig and Errol use a MicroUSB to USB camera to computer connector
- OWL3 use a USB-C to USB-C camera to computer connector
- Works with most operating systems (Windows 7 or higher, OSX 10.8 or higher, Chrome OS)

Hedwig

Errol

OWL3

Technical Specifications

360⁰ panoramic fisheye camera, with auto focus on whoever is speaking, video pickup radius of 10 feet (3 meters)

8 omni-directional microphones, audio pickup radius 18 feet (5.5 meters)

Built-in speakers for a 360⁰ coverage and clear in-room sound

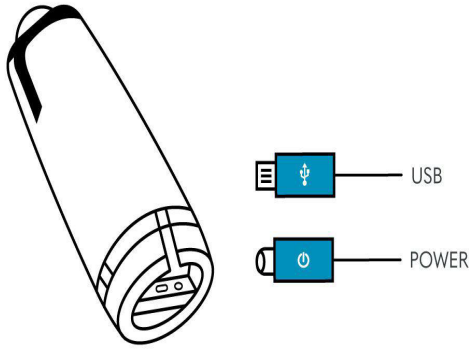
Integrates to whatever conferencing app you use (Zoom, Skype, Teams etc. – but all our instructors will be using Zoom)

Plug and play connection to either in-class computer or laptop via USB/USB-C

Connecting the Owl Camera

Owl Camera Connections

When you arrive in your classroom locate the Owl Camera. It will either be found on the desk or in the lectern podium. If you don't find it in the classroom, inquire at the front desk. All the cables you will need should already be attached to the Owl cable, but if they have been disconnected you will need to plug in the power supply and USB to the bottom of the camera. After a few seconds you should hear a 'HOOT HOOT' sound that indicates the camera has power.



1 Plug the Owl camera power cable and the USB cable into the bottom of the camera.

2 There is a notch in the back of the camera for the cables to come through.

3 Place camera on the table

Connecting to the in-room PC

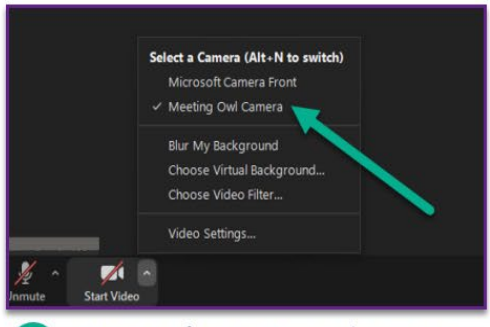
1. Power on the computer inside the lectern cupboard.
2. Switch the display button to ‘ON’ (found on the lectern desk).
3. Connect the Owl camera USB/USBc to the computer inside the cupboard (if it is not already plugged in)
4. Open Zoom link, login using SSO and your Western identity and start the Zoom session
5. Enable the Zoom video, it should automatically load to the OWL Camera (a blue screen appears first), if it does not automatically connect to the OWL camera, adjust the camera in Zoom under ‘camera’ to ‘OWL camera’ and not your personal laptop webcam

1 Turn computer on

2 Switch the display to 'ON'

3 Connect Owl camera cable to port found in the computer

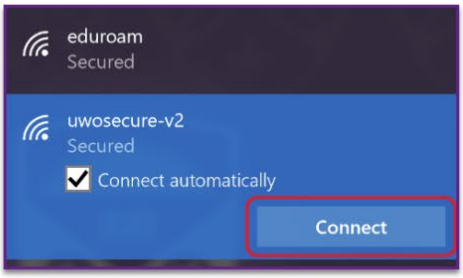
4 Open Zoom link (login using SSO and Western Identity)



5 Start video in Zoom (camera should be set to 'Meeting Owl Camera'

Connecting to a Laptop Connection

1. Connect to the Wi-Fi with your Western Identity
2. Use the cables found in the classroom to connect laptop to the projector
3. Turn the display button found on the lectern desk to ‘ON’
4. Connect the OWL camera to your laptop using cord or adapter
5. Open Zoom and login using SSO and your Western identity
6. Enable Camera in Zoom, it should automatically load to the OWL Camera (a blue screen appears first). If it does not automatically connect to the OWL camera, check the ‘camera’ settings, and make sure it displays ‘OWL camera’ and not your personal laptop webcam.



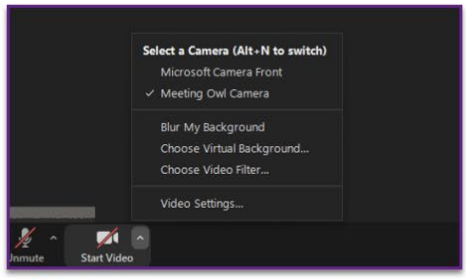
1 Connect to Wi-Fi with Western identity

2 Connect laptop to projector

3 Turn display to 'ON'

4 Connect Owl camera cable to laptop

5 Start Zoom



6 Ensure Zoom camera is set to 'Meeting Owl Camera'

Sharing Slides and Wireless Remote Presenter

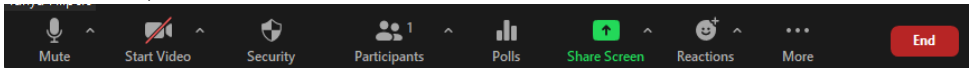
If you would like to use the wireless remote presenter (clicker), remove the dongle font in the presenter. Inset the dongle to a USB port found at the front of the computer in the cupboard (or to a USB port on your laptop). Turn the switch to 'on' and you should be ready to start using it to advance slides.

If you are planning to use a presentation from a USB flash drive, simply plug the flash drive into the USB port found at the front of the computer in the cupboard.

Since the Owl camera is connected to the computer system (or laptop) and the classroom projector, you would need to share the slides in the Zoom meeting for the students to see (online students would see your slides displayed on their screens and the classroom students would see the slides displayed on the whiteboard.

To share slides in Zoom:

1. Open the slides you want to present
2. In Zoom, click share screen



3. Select the slides
4. Click Share

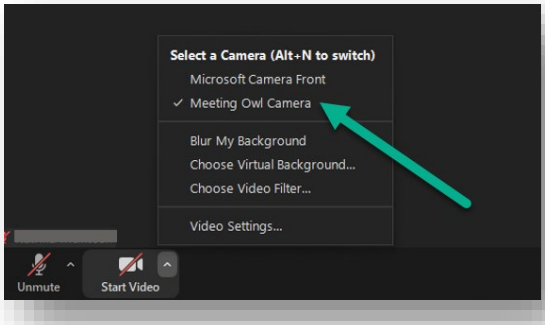
   Reminder: if you have any sound in the slides make sure to click 'share sound' option before hitting share)

Troubleshooting

Although we have tested the Owl camera and had great results, we know that sometimes something can go wrong. Below are a few common issues and resolutions.

1. Don't have the right ports on your laptop?
    - We have a fleet of adapters. Look in the lectern and if still not able to find something that will work, check with the front desk.

    - Consider using the in-classroom computer system for the class. A USB can be used to transfer your slide deck and can be obtained from the front desk. Ensure that you let Katrina know that you were not able to find an adapter so we can order one for you.
2. Zoom doesn't seem to be using the Owl camera (or you receive an error)
    - From within the Zoom meeting, select the 'start video' menu (up arrow) and ensure that 'Meeting Owl Camera' is selected



3. Still not able to connect.
    - Turn the Owl Camera off and then on again, listen for the hoots to know it's back on and re-open Zoom meeting link
    - Double check all the connections to make sure nothing is loose
    - Ensure the camera is on and plugged in (the Owl camera should have two cables plugged into it -one to the computer and another to an electrical outlet)

4. Notice a delay before the camera focuses on a new speaker?

- The camera isn't strictly a motion tracking camera – it relies on both sound and movement to intelligently decide where to autofocus. To help the camera, try staying in the same general area or if you move around when teaching, make sure to speak consistently and not taking too long of pauses so that the camera can 'see and hear' you.

5. Online students unable to hear you?

- Check to make sure the Owl camera is not muted. There is a mute button located near the base of the camera. If it is red, it means it is muted.

- Try turning up the volume on the base of the camera. There are controls located near the base of the camera.

6. Other issues?

- Visit the front desk to ask for assistance