

## Using hybrid learning spaces for P+R teaching

The University of Malta has several learning spaces equipped with technology that integrates with Zoom and supports P+R teaching. These learning spaces have been converted into a video conferencing room with the ability to host and join Zoom meetings.

*Learning spaces that integrate with Zoom allow:*

- Students / academics / foreign presenter to join a lecture or meeting remotely
- Multiple rooms to connect to the same lecture or meeting, e.g. linking with Gozo Campus
- Wireless presentation from laptops, tablets and other devices.

*Benefits of using these learning spaces:*

- No need to use a laptop for meetings or lectures
- The room's audiovisual equipment (room microphone / camera / speakers etc.) is used
- One click to start a meeting or lecture (scheduled or ad hoc)
- Academics can assign VLE-created Zoom sessions to hybrid learning spaces
- No login necessary.

*Equipment used in hybrid learning spaces:*

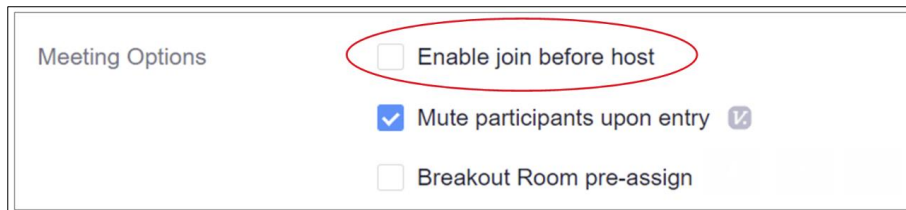
- Camera to capture lecturer
- Audio speakers to allow remote participants to be heard in the lecture room
- Display screen showing the remote participants
- Wireless lapel microphone or a boundary microphone for the tutor, to allow remote participants to hear clear and intelligible audio
- A handsfree beamforming 'class microphone' controlled by the lecturer for class interventions to be audible to the remote students (*only available in VC101 and VC102 - IT Services*)
- A specialised whiteboard camera which eliminates reflections and displays a crisp image for the remote students
- HDMI connection for lecturers who prefer to use their own devices to deliver the lecture. However, wireless presentation is available, in which case there would be no need to use the HDMI cable.

## A. Schedule a Zoom session from the VLE

Instructions are available in a separate user guide, [Scheduling remote lectures using the Zoom meetings manager in the VLE](#).

### Note:

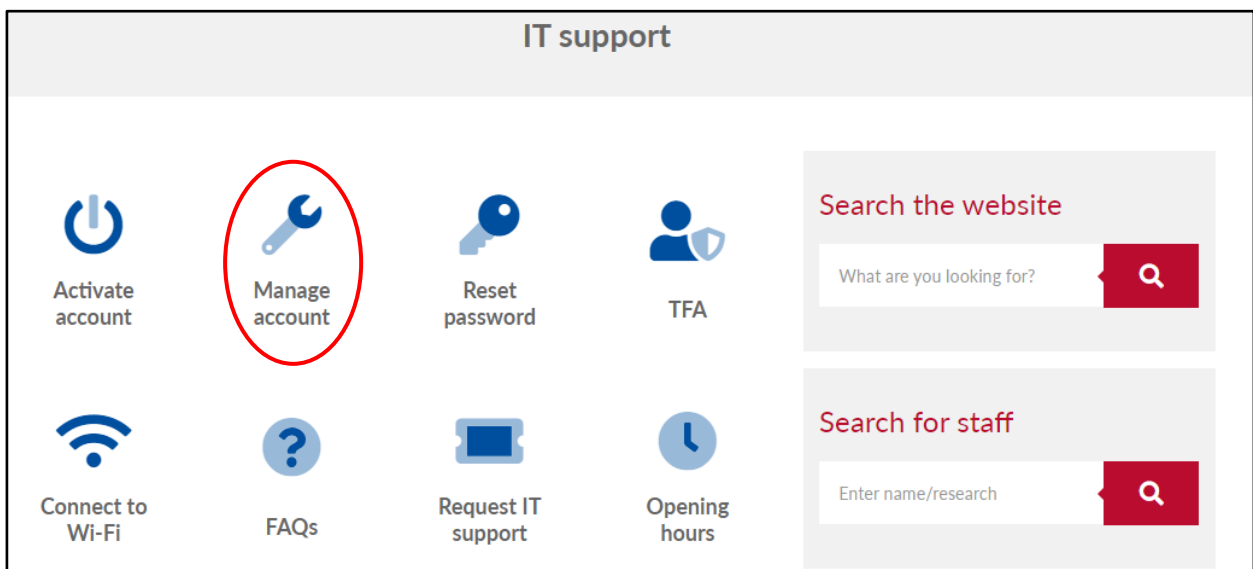
- When scheduling a Zoom session for hybrid teaching, it is very important that in step 14 of the guide linked above, the setting **Enable join before host** is **not** ticked. If you tick this option, no one will be assigned as *host* during the meeting, that is, you will not have full host controls via the control tablet.



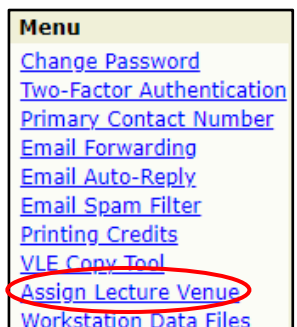
## B. Assign a venue to a Zoom session

After you have scheduled the Zoom session in your VLE area ([section A](#)), you need to assign a venue equipped for P+R lectures to your Zoom session.

- From any UM website, click the **Staff** drop-down menu (top left corner) and choose **IT support**.
- Click [Manage account](#).



- From the menu, click the [Assign Lecture Venue](#).



All upcoming Zoom sessions scheduled in any of your VLE areas will be listed on this page, to which you can assign a venue.

**Assign Lecture Venue**

The University of Malta is installing a Zoom Room add-on in selected learning spaces thus making them *Hybrid Learning Spaces*. This allows you to:

- Join your Zoom session directly from the [control tablet](#) available on the lectern. That is, your personal device (laptop) will not be necessary to start the Zoom session.
- Use the room audio and video equipment.
- Present wirelessly from your personal device.

If your lecture is scheduled in one of these Hybrid Learning Spaces you may use the Zoom Room add-on by selecting the Venue for your lecture from the last column of the table below.

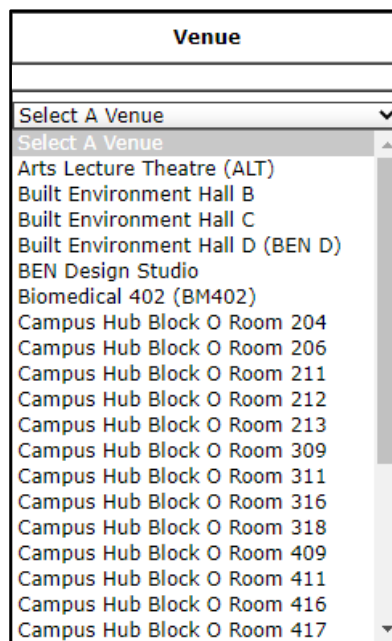
Kindly note that this is **NOT** a booking form.

Please make sure that you only select the venue as assigned to you by the Scheduling Office for the particular date and time of your lecture.

Assign Venues for Learning Spaces having Zoom Room Add-on							
Study Unit	Date	Start Time	End Time	Meeting Id	Join Url	Topic	Venue
ABC1234-YR-A-2223	Mon 24th Oct 2022	09:00	11:00	92765057234	<a href="https://universityofmalta.zoom.us/j/92765057234">https://universityofmalta.zoom.us/j/92765057234</a>	ABC1234-YR-A-2223: Introduction	Select A Venue ▼
ABC1234-YR-A-2223	Mon 31st Oct 2022	09:00	11:00	92765057234	<a href="https://universityofmalta.zoom.us/j/92765057234">https://universityofmalta.zoom.us/j/92765057234</a>	ABC1234-YR-A-2223: Introduction	Select A Venue ▼
ABC1234-YR-A-2223	Mon 7th Nov 2022	09:00	11:00	92765057234	<a href="https://universityofmalta.zoom.us/j/92765057234">https://universityofmalta.zoom.us/j/92765057234</a>	ABC1234-YR-A-2223: Introduction	Select A Venue ▼

Only upcoming Zoom sessions scheduled from the VLE will be listed on this page, to which you can assign a venue.  
If you have any problems with assigning Zoom sessions to a venue, please contact [IT Service Desk](#)

4. Click on the drop-down menu under the column **Venue** and select the venue that you were assigned by the Scheduling Office.



### C. Starting a scheduled Zoom session

**Note:**

- Scheduled Zoom sessions assigned to a venue **will start automatically at the scheduled time.**
- The **tutor's space**, the **tutor's PC / laptop** and **the whiteboard** will be streamed and shared automatically with the remote participants as soon as the session starts.
- It's important to wear the wireless lapel microphone available on the tutor's desk. This will allow remote participants to hear clear and intelligible audio.

### D. Controlling a Zoom session

The 'in-meeting' controls are available in a graphical user interface on a touch screen tablet. This control tablet is placed on the tutor's desk.



#### In-meeting controls

**Control Meeting**

Mute/unmute room microphone

Change video display layout  
**Speaker view:** displays active speaker  
**Gallery view:** shows all attendees in grid

View and manage meeting participants

Leave the meeting or end the meeting if host

Share content from your laptop or mobile device

View meeting chat messages. You can even enable chat messages for the room display.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

Invite others into the meeting