

Teaching and Learning Services



CU Administrator's Conference Learning Spaces

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Introduction

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Learning Spaces

- Instructional Media Services is now **Learning Spaces**, a portfolio within Teaching and Learning Services
 - **Key services:** Learning space design, classroom technology support and maintenance, classroom orientations, A/V equipment reservations for instructional and research purposes, Discovery Centre, Active Learning Classrooms, KM Theatre.
 - For more information and to check out the other portfolios (Digital Learning and Teaching Excellence and Innovation) please check out our new website:
 - [Key Services - Teaching and Learning Services \(carleton.ca\)](https://www.carleton.ca/learning-spaces/)
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Overview

For this afternoon's session I will touch upon:

- Equipment Loans
- Hyflex

Equipment Loans

- Learning Spaces is equipped to provide audio visual resources for use on campus and for remote teaching
- Priority is given to instructors and TA's
- To request an Equipment Loan: [Equipment Loans - Teaching and Learning Services \(carleton.ca\)](#)
- Note: equipment requests for TA's need to be requested by the instructor

Types of Equipment

- Microsoft Surface Pro Tablet computers with keyboard and stylus
- Ipads with Apple Pencils
- Document Cameras
- Web Cameras
- Lapel Microphones (**these are required for all in-class instructors wanting audio amplification**)
- WiFi hotspots
- Headset microphones
- And more! If you have any questions or are unsure of what equipment you may need, do not hesitate to reach out!
 - ❖ tls@cunet.Carleton.ca
 - ❖ cts@cunet.Carleton.ca
 - ❖ x3815

Consultations and Orientations

- We highly recommend instructors reach out to us for a room orientation prior to the start of term
 - [Classroom Orientations - Teaching and Learning Services \(carleton.ca\)](#)
- We also have online resources to assist instructors in getting started:
 - [Getting Started in Your Classroom - Teaching and Learning Services \(carleton.ca\)](#)



Hyflex

- Over the summer, we upgraded 45 learning spaces to allow for simultaneous in person and remote student participation
 - The Hybrid-flexible (HyFlex) teaching model provides an option for instruction in small to medium class enrollments (60 student max) whereby students choose day to day how they will attend each class (either in person or online)
 - The technology in the room also allows for courses to be recorded for accessibility and guest speakers to attend remotely
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What is in a Hyflex room?

- Instructor facing camera
- Confidence Monitor
- In room microphone to pick up in class discussions
- 2nd desk top monitor
- Technical support is available. Call x 3815 for immediate assistance or make arrangements for someone to meet in the room at a specific date/time via cts@carleton.ca

Hyflex Plus

A booth technician will be onsite to operate cameras to provide a live feed for online participants. They will also switch pp slides, ensure quality audio, and, if requested, will record and upload to instructors' media space. There are five classroom studios enabled for Hyflex Plus and are available upon request.

Additional Equipment

- We have a number of mobile “hyflex” carts that can be used in rooms without camera/mic set ups
- For larger rooms where hearing voices from the back of the room is difficult, we have some ‘catch boxes’ – tossable microphones in foam cubes that can be passed from student to student



Hyflex vs Video Capture Enabled

- As we move beyond COVID restrictions, we will be making a distinction between rooms that work well for hyflex (ie rooms with flexible furniture and in room capacities 60 or under) and larger lecture halls equipped with cameras (video capture enabled)
 - Larger rooms with cameras are best utilized as video capture enabled (similar to Kaltura lecture capture but with cameras).
 - Examples of larger rooms: Azreili Theatres, RB2200, MC2000, KM Theatre, HS1301, NI4010
 - Ensure instructors know how they want to use the spaces. Example, if an instructor wants to show computer content as well as a zoom grid of online participants, they will need to be in a hyflex two projector room. If an instructor will not be teaching hyflex but has a number of remote guest speakers, either a hyflex or video capture enabled room will work.
 - If instructors are unsure which room will work best for their class structure reach out!
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Teaching Resources for Hyflex

- As mentioned previously, we highly recommend getting a room orientation! Nothing replaces hands on experience 😊
 - Keep an eye on the events page of TLS for workshops, cafes etc relating to Hyflex
 - For help in building a hyflex course, and/or are unsure which room will be best for their class structure, encourage instructors to book a course consultation: <https://carleton.ca/tls/course-consultation/>
 - For more information and hyflex tips:
 - [HyFlex Learning Spaces - Teaching and Learning Services \(carleton.ca\)](https://carleton.ca/tls/wp-content/uploads/Student-Guide-to-HyFlex_FINAL.pdf)
 - For student tips (this can be added to an instructor's syllabus): https://carleton.ca/tls/wp-content/uploads/Student-Guide-to-HyFlex_FINAL.pdf
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Questions?