

LIVE STREAM – MASTER CLASS SESSIONS

1. SYSTEM SETUP:

- (a) Because this is a **Live Stream Broadcast** the setup will be slightly different to how we usually present and record classes at EBS.
- (b) A support staff member will be allocated for your **entire class** and will manage any issues you may have during your live stream broadcast.

NOTE: If you wish to test/try the system before your lecture please contact Andrew.

- (c) A support staff member will have screen and audio access (as an attendee) so we can see if camera/audio drop out or you have issues with sharing documents – this minimizes interruptions.
- (c) You will use two Screens using **Zoho Showtime** – this is the live broadcast software. (TSFX staff will setup and start all programs for you)

WACOM INTERACTIVE screen – this is what we use to record whatever you do “on-screen”.

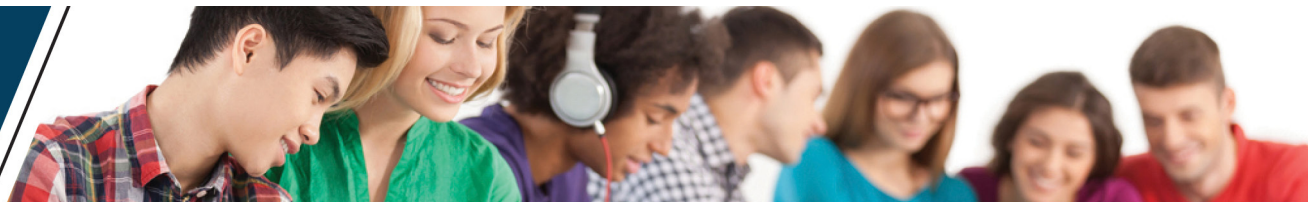
(This is the system you would use when we are at EBS/University of Melbourne)

- This will be the primary “**shared**” and recorded screen.
- A small “thumbnail webcam image (bottom right corner of the screen) will project to assist students to identify you are streaming (it’s a part of the live broadcast).
- You will open the TSFX PDF documents and do all screen workings on the WACOM Screen (normal TSFX process- i.e. you will write into or highlight the TSFX onscreen documents).
- We will also load blank page(s) and a Q & A template into the Bluebeam PDF application that allows writing and highlighting. This will ensure all onscreen workings can be captured.
- If you have videos to play – these **must be** pre-uploaded into your broadcast session and played from the broadcast platform **directly** and not from You Tube (excessive audio and video lag).

NOTE: if you have a video like Phys Ed where you usually would show trajectories for example you will need to either use a visual mouse cursor which we can turn on.

- If you have PowerPoint files – these **must be** loaded onto the PC before your lecture.
- If you use a Kahoot – you use the main screen (WACOM Screen) to open a Browser and ask students to join and play on their mobile devices (like a Face-to-Face class).
- If you wish to run an on-screen quiz:
 - a browser for Kahoot or Quizlet is OK or;
 - you can submit the quiz in advance, and we can set this up in your “Showtime” so you just “push” the question to all attendees when you wish to.

NOTE: any files you wish to access (video, PowerPoint, PDF’s) **cannot be** loaded on the day. You must provide these at least **3-days** before your class.



NON-INTERACTIVE Second Screen – this is the “**Live Broadcast**” control screen.

(d) Your main working screen will be the same as all our lectures – **BIG WACOM screen**.

- You project the main **WACOM** screen to students from the second screen and;
- The second screen allows the lecturer the ability to “push” polls, quizzes or post shared documents (i.e. Accounting use a PowerPoint Bingo document that students need to download for the start of the lecture).

NOTE: we cannot project to an external screen and video capture teachers working from a board or screen – the cameras struggle for focus. **All work** is executed from a seated position in front of the main **WACOM** screen.

IMPORTANT

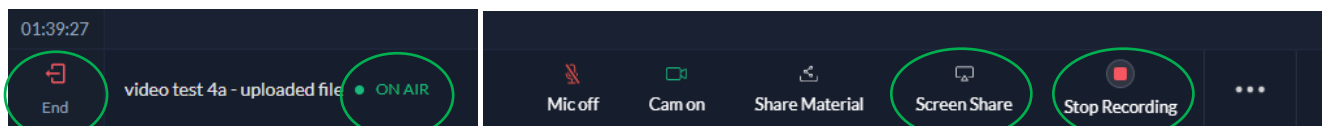
- The second screen is how you “**switch**” between which document or screen share you are broadcasting.
- If you are using **TSFX notes and annotating** (i.e. like at EBS), you share that screen/document. (this will be the WACOM screen – **we can set this for you**)
- If you access a web page (i.e. Kahoot) you stay on the same WACOM screen and **do not need to change** the “shared” resource as the activities all occur on this screen.
- If you wish to show a PowerPoint, this can be done on the same screen without changing any settings – this would be like EBS where your applications are at the bottom of the WACOM screen.

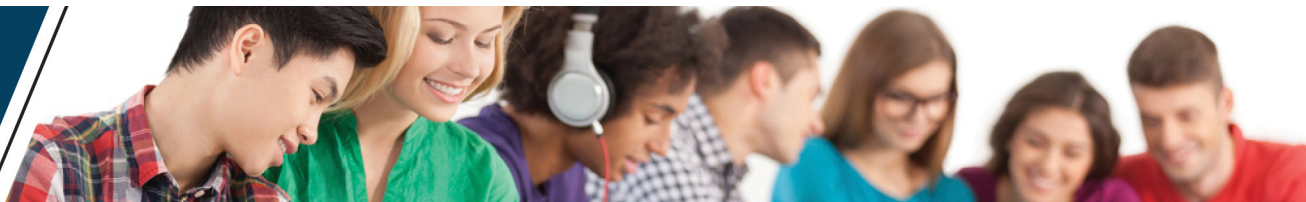
[If you just use TSFX notes, Kahoot, Internet then you will stay on one screen]

- If you wish to show an uploaded MP4 video, you **must change** the shared resource. (changing what you share ensures we capture the video or activity in the recording).
- To watch a YouTube file, once you provide the link, we download the file as an MP4 file and upload the MP4 file to the Broadcast platform. You then stream directly from the cloud on everyone’s devices to avoid lag and synch issues.
- If you come back to the TSFX notes after a video, **you must change** the shared resource back to the WACOM Screen.
- The Second screen active window **must never** be closed – that ends the session.

NOTE: if you close the “Live” session, we will come in and reactivate the session.

- **On-Air** means you are broadcasting.
- Recording – TSFX will manage this. Please **DO NOT** touch the record icon.
- END – Please **DO NOT** End the broadcast – TSFX will manage this.





The page below shows how we will load Session materials, Polls/Quizzes and Handouts (if any).
(Note: TSFX notes you usually use at EBS/University of Melbourne will be on the WACOM screen)

Session Materials

If you will access cloud stored resources like MP4 videos you will access them from Session Materials and “share” that resource before coming back to “share” the TSFX notes or main PowerPoint resource, you will use in your lecture.

Polls

Polls are used to assess whether students are finding the pace too fast or too slow.

Polls can also be used to ask questions and create interaction.

You select “Publish” and students see the Poll on their screen and answer in real time.

Handouts

If you want resources shared with students, we upload them, and students can download/access during your lecture.

Note – we will also upload resources for students in the Moodle platform after the lecture. Only share what is required for the lecture.

video test 4a - uploaded file

Copy URL

Duplicate

Session Details

Registration

Certification

New Pricing

Promote

People

Settings

Add co-trainer

Add guest trainer

You

andrew@tsfx.edu.au

Role

Trainer

Change trainer

Edit profile

Recording

You have consumed 486.66 MB out of the available 50 GB.

Session Material

PDF, PPT, PPTX and all video formats are supported.

Upload from computer

Pick material from library

Pick from Zoho Docs

Pick from WorkDrive

File name	Date	Action
Brian Cox visits the world's biggest vacuum...	June 22, 2020	
Chemistry-2019-Carbohydrates-TEST-1-M...	June 22, 2020	
Jeopardy Exam Unit 2	June 22, 2020	

Polls

You can create or import polls from library and use it during the session.

Create a new poll

Import from poll library

Polls	Action
<div>How is the pace of the session? ⓘ</div> <div>Multiple choice 1 min ago</div>	
<div>How is the Pace (Mid-point) ⓘ</div> <div>Multiple choice 1 min ago</div>	
<div>U3 Chemistry-AOS1-Galvanic Cells How confident are you in writing Redox Equations ⓘ</div> <div>Multiple choice 37 secs ago</div>	
<div>U3 - Legal - Which court would you go to for an appeal on a question of law from the Magistrate's Court and from VCAT? ⓘ</div> <div>Multiple choice 27 secs ago</div>	
<div>How helpful was this session? ⓘ</div> <div>Star Rating Just now</div>	

Handouts

Increase your learner's content retention by sharing handouts for your training.

All Video formats and PDF supported

Upload from computer

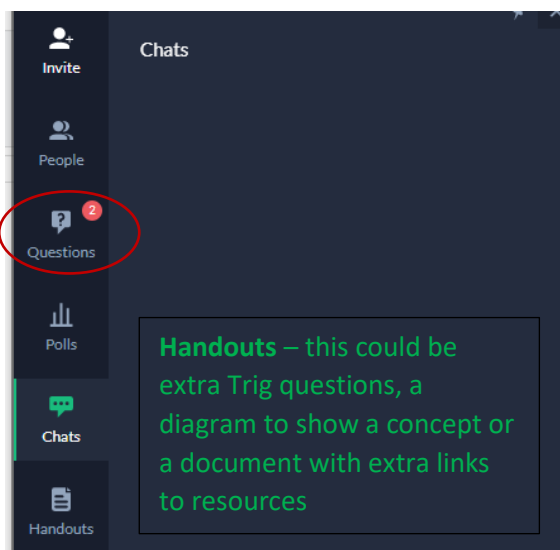
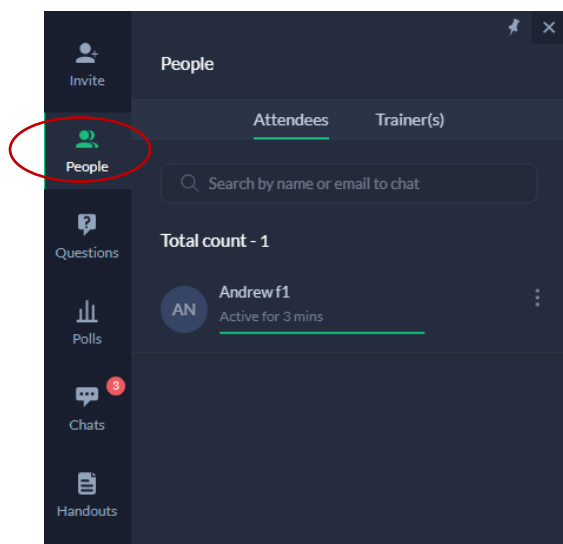
Add Link

Pick from library

File name	Date	Availability	Action
05 Trig Functions SUMM...	June 22, 2020	Once trainee registers ⓘ	
Week 5 (Trig) Supplemen...	June 22, 2020	Once trainee registers ⓘ	



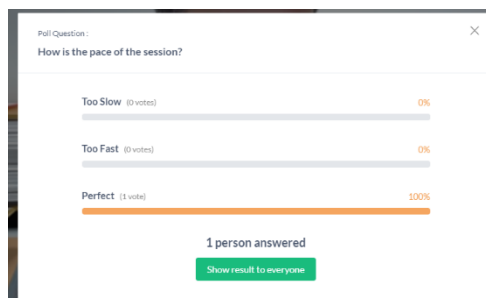
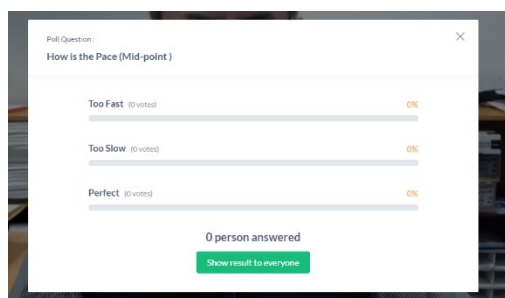
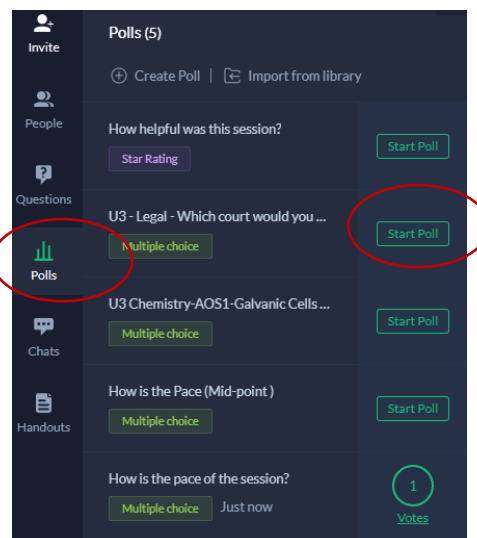
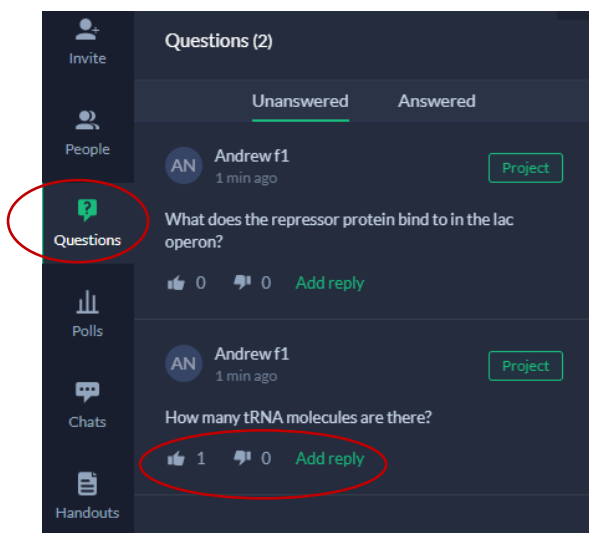
You can see the **attendees/students** under “**People**”, **Questions** asked to teachers under “questions”; **Chat** is direct to the teacher (you can ignore chat if you wish).

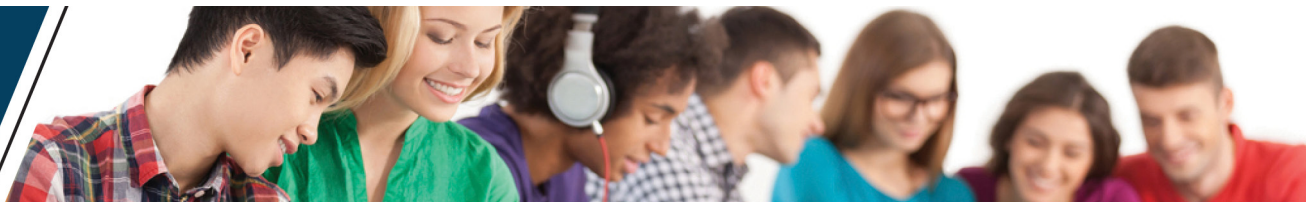


Questions you can “project” so everyone sees the question or just answer the question. (if workings are required you can copy the text to the main WACOM screen and do workings on a blank page in Bluebeam (our PDF writing software)).

Questions you can ask students to up vote/down vote to indicate the most important questions students would like answered. They can work through the whole list, so you get a clear position.

Polls – “Start Poll” projects the Poll to all students – they vote (thumb up) and give real time feedback.





(e) **The second screen** allows the lecturer to:

- Ask at regular intervals a Poll question (i.e. Am I going to fast/too slow). (Students see the Poll on their screen, but it **does not** display on the main screen).

NOTE: Poll questions are a max of 250, Poll answers are a max of 60 characters.

NOTE: see note below about “Q & A” session

POLL – How are you going (select one option)

How is the Pace of the Lecture?

- ☐ To Fast
- ☐ To Slow
- ☐ Perfect

- Ask questions as a Poll on an Area of Study – like below

POLL - U3 Chemistry - AOS 1- Galvanic Cells (select one option)

Review of Redox Chemistry – Writing redox Equations

- ☐ I am exam ready/confident.
- ☐ I am OK on theory but need more help with worked examples.

- Ask a quiz question at any time via your Second screen (“push” notification on student’s screen and they answer in real time). **Does not display on main screen.**

QUIZ - U3 Legal Studies Quiz (select one option)

To which court would you go for an appeal on a question of law from the Magistrates' Court and from VCAT

- ☐ Supreme Court Trial Division.
- ☐ The Court of Appeal
- ☐ High Court of Australia.

- You may use “Quiz” from a Kahoot or we can set them up in **Showtime** where you “push” questions as you get to that section. Example is U3 Legal Studies can be done either way.
 - For Kahoot questions** – Teachers should set this up on their school account or contact TSFX to use TSFX’s account. **Kahoot is from the Main screen (no switch required).**
 - For Showtime quiz** we would require the Question and multiple answers (correct one in red). We will prepare and load your Quiz so all you do is “push” the question(s) when you are ready by clicking a button on the second screen. Questions can be one at a time or multiple. **Showtime Quiz no change of screen – “push” notification action.**
 - For Showtime (like Kahoot)** the teacher can choose to “Display” the result to show how many students got the question right/wrong.

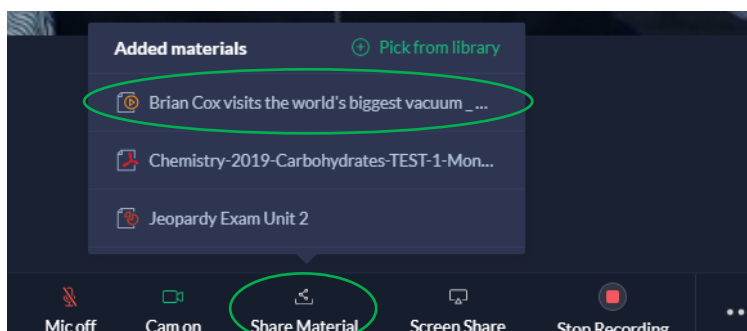


- (f) **Q & A session - The Second screen** for will display all questions asked by students throughout your session and all **Poll/Quiz** questions you wish to ask via the Showtime application.

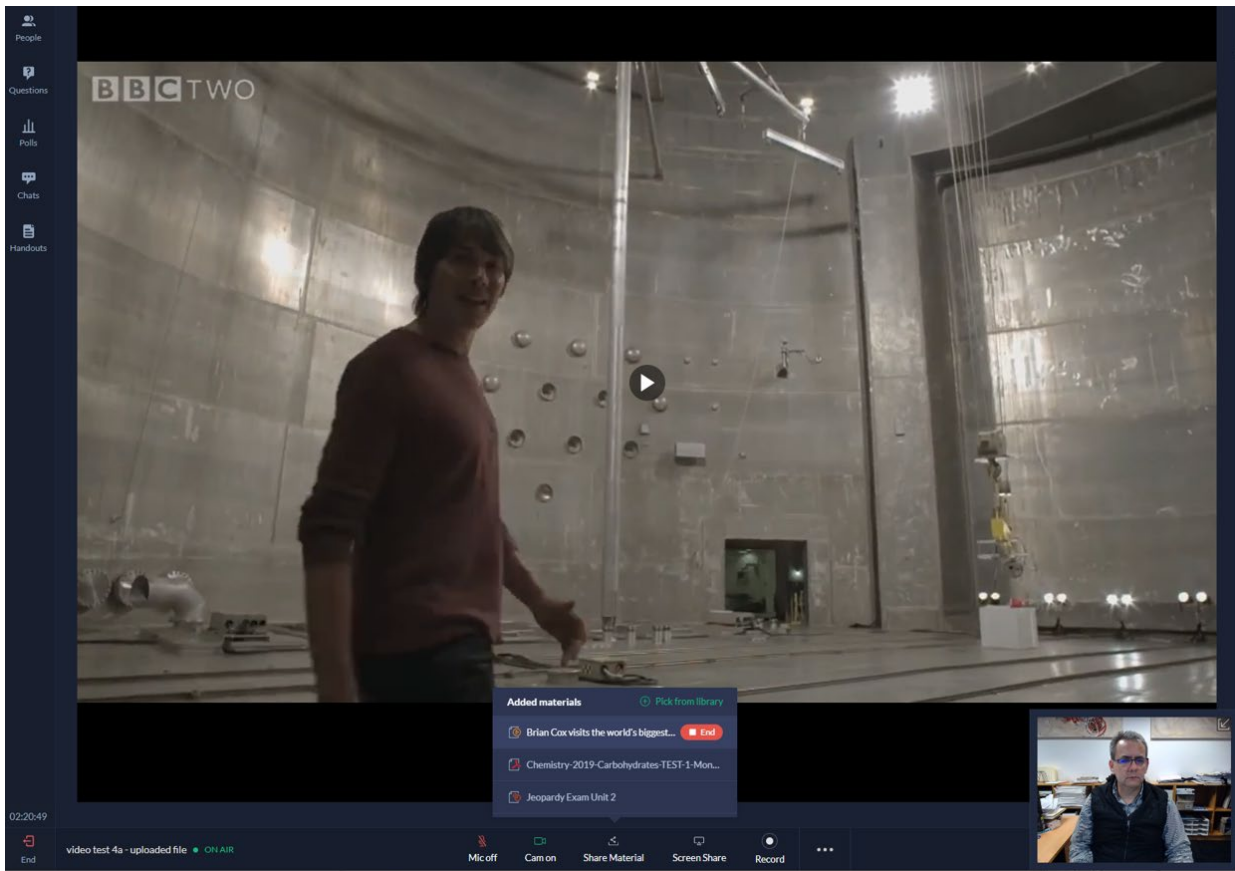
We keep this separate so as not to distract you. When you come to Live “Q & A” which you may choose to ask during the lecture or at the end of the lecture:

- During your lecture please ask students to post questions as they need to and advise when you will answer/take questions.
- Choose regular **“Q & A”** periods or address questions at the end of your lecture. You can sift through questions from the second screen or we can show you how to bring the screen into view so everyone can see them. For example:
 - Create a poll you click “Create Poll” – enter options (e.g. choose Multiple Choice).
 - Ask the question: e.g. “U3-AOS2-Physics- Generators”.
 - Enter options.
 - Select create.
 - Select “start Poll when it populates.
- If you have some specific questions you would like to “post” as a Poll throughout your lecture, please send them to Andrew and we will upload into your lecture session.

- (g) **Playing You Tube Videos** - your file will not display well if you try and You tube broadcast from our “On Site” Computer to students. **You must play** the video from MP4 files- i.e. the downloaded You Tube clip we store in the Showtime library, so you play it and broadcast direct from the cloud.

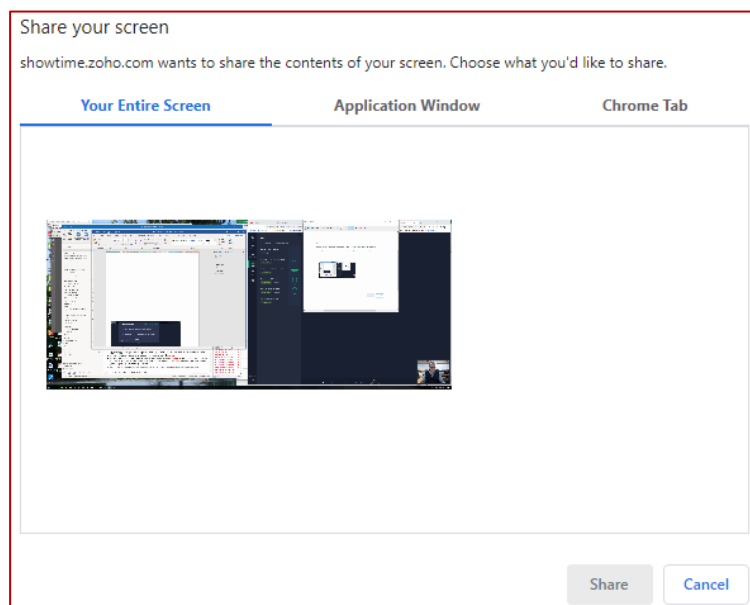


Select Material – Select Video – Select Broadcast (not shown) – MP4 plays.



Select **End** to return to Main Broadcast screen. You will have to select a **document** or **screen**.
Select **Share Screen** to Return to WACOM Screen (TSFX notes, Kahoot, PowerPoint).

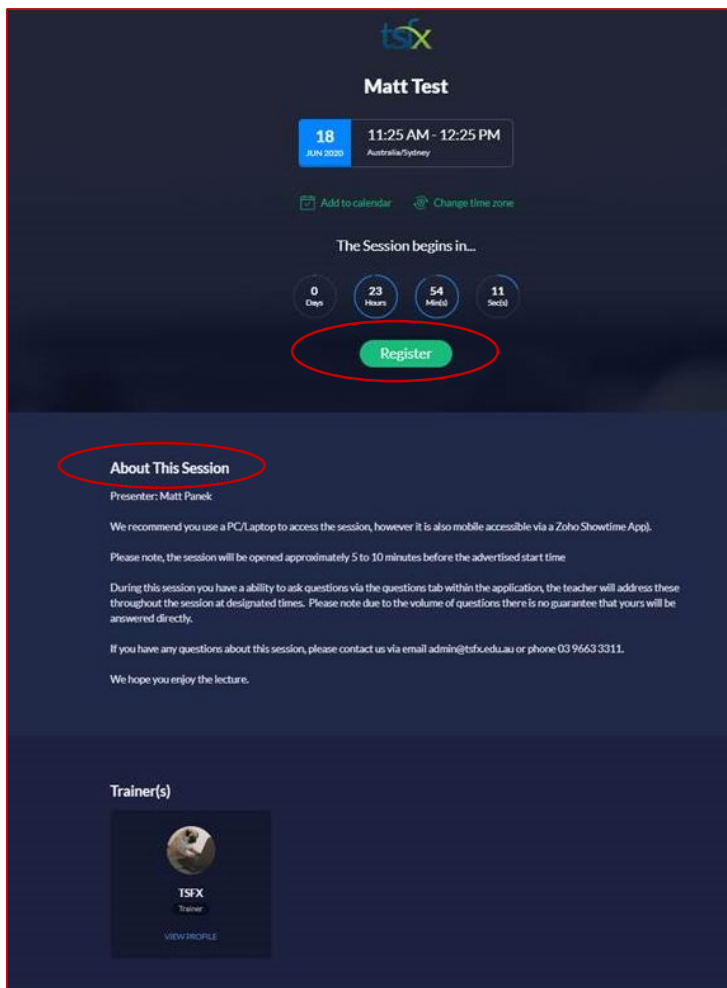
NOTE: Whilst sharing a screen or resource, your webcam image will be a thumbnail.





2. HOW DO STUDENTS ACCESS YOUR LIVE STREAM CLASS AND INTERACT:

- (a) Students receive an email with a registration link providing information about date, time and lecturer. Access is **“locked”** to their registered email address.
- (b) Once registered students receive a second email with a link for the lecture and they just login.



- (c) All cameras are set to “off” so the students will see you but you won’t see images of the students. We will keep the microphones open for the Master Classes so students can participate and ask questions throughout the classes.
- (d) Students can also type their questions, up vote/down vote questions, participate in Polls and Quizzes.
- (e) Videos played directly from the platform will stream best and help engagement.
- (f) Once the class finishes, TSFX will render the recording and publish to <https://elearning.tsfx.edu.au>
- (g) Student recording will only show what the lecturer executed on the main WACOM Screen.
- (h) All notes will be mailed to students in advance of classes.
- (i) If a student has not received their notes, a digital file for “view only” will be made available.



3. WHAT SHOULD TEACHERS PROVIDE TO TSFX

- (a) If you use MP4 videos – please provide these so we can load in advance **(not on the day)**.
- (b) If you use You Tube links – please provide these; we use software to download as an MP4.
(Note: you cannot go to You Tube videos in the live broadcast as the streaming is poor).
- (c) If you wish to use a Kahoot – try and break these into groups of 5 question sets. We do not need to see these. You need to be able to log into your account on our Screen system.
- (d) If you wish to ask Quiz questions via our second screen (in the **Showtime “Live Stream” broadcast** we require a list of your questions and multiple-choice answers at least **7-days prior** the lecture to prepare your file. Please note the correct answer (just lest us check a copy/paste error has not occurred).
- (e) If you have any documents, resources, handouts, PowerPoint files or images that you would like made available to the students we require these at least 7-days prior to load and test your files. Students can download this as soon as you start the session. These are also loaded into the course on our Moodle eLearning site.
- (f) If you are using a PowerPoint file during your lecture, that is not for student access, please advise and we will load this onto the WACOM for display during your lecture.

3. NEED TO TEST THE SYSTEM?

- (a) If you would like to pop in and have a test run and become familiar with the system you can.
- (b) We are in the office 9:00 am to 6:00 pm Monday to Friday.
- (c) Please arrange times with andrew@tsfx.edu.au or phone to discuss any queries reading files and content you may wish to use and provide 0439 036 561.