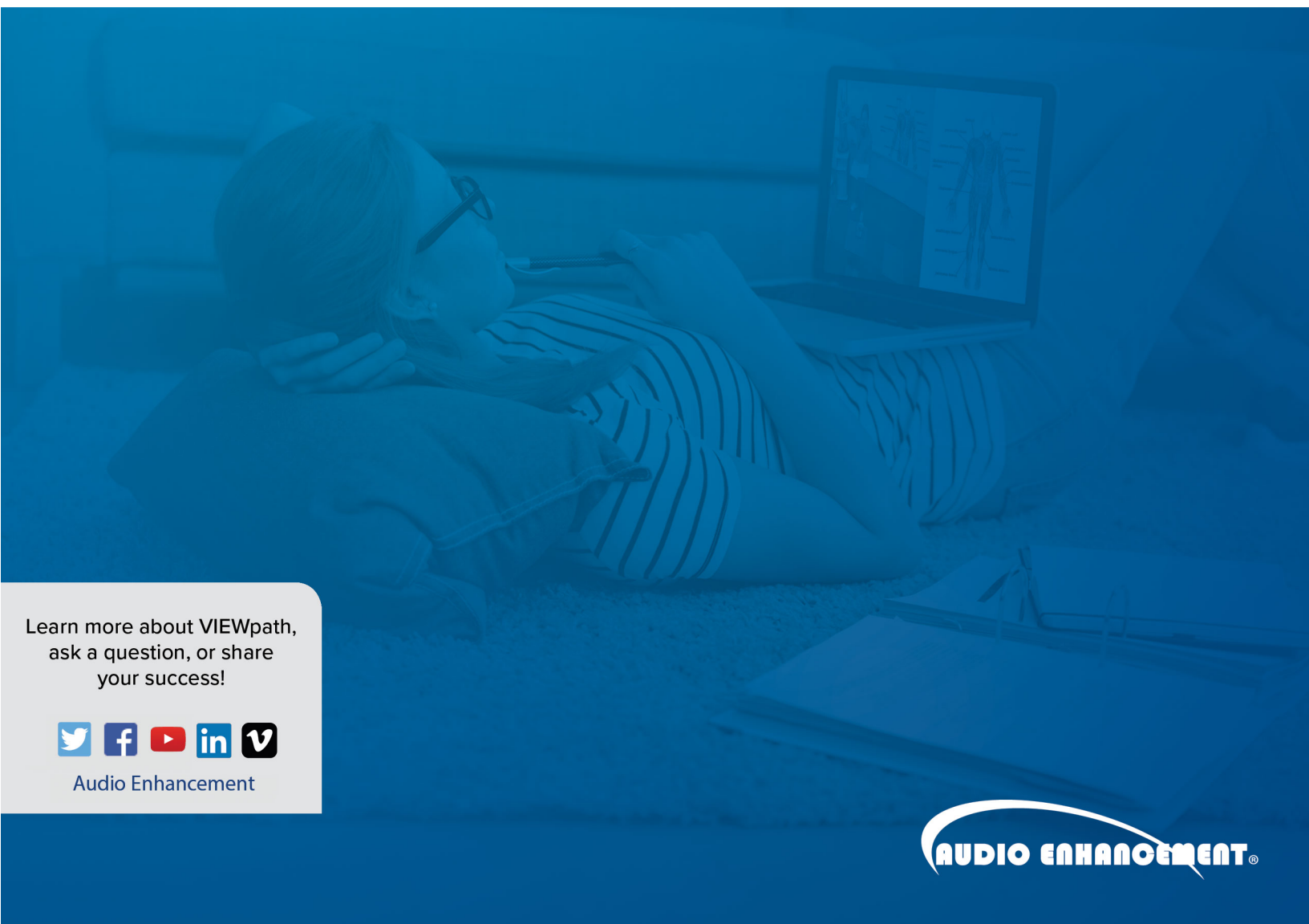




# VIEWpath Live Teachers Guide



Learn more about VIEWpath,  
ask a question, or share  
your success!



Audio Enhancement



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## Best Practices for Virtual Classroom Management

Welcome to VIEWpath, Audio Enhancement's blended learning solution for schools. As you work with our system, or any other system that is using virtual video conferencing technology, we wanted to provide you with some ways that you can maximize efficiency and create the best possible experience for all participants.

Just like your physical classroom, your virtual or blended classroom will require a set of classroom management tools. You have been taught and have been effectively using classroom management tools since your first days in the classroom; however, with the addition of virtual or blended environments, those same tools need to be adjusted to fit this new paradigm.

### Who is supposed to be talking?

In the physical classroom, it is easy to manage who is talking. Teachers have used raising of hands, talking sticks, talking feathers, student microphones, and other techniques over the years to manage who is talking. Students are taught and expected to be quiet until they are called on or provided with the token giving them permission to speak. In the virtual classroom, it is even more important to manage who is talking, except you as the teacher now have a mute button for every student. Additionally, when you add the virtual classroom into the mix, it is not enough for the student to just sit there quietly. The technology itself cannot differentiate between when the student is speaking, their sibling across the table is talking, the truck outside their window is driving by loudly, or the dog is barking. To the technology, all those events are the same. If that microphone is un-muted, it will be accepted into the system and processed just the same as when the teacher is talking.

#### *A Bit of Geek Speak*

*Each of the video conference services (Zoom®, Microsoft Teams®, Google Meets®, etc.) uses an algorithm to perform two basic functions. First, the algorithm is constantly trying to determine who is speaking and bring that person to the forefront. Second, the algorithm is taking the audio coming from participants and performing echo cancellation on each computer participating in the conference. The video conference service cuts out the audio that it thinks is coming back through your local computer to prevent a feedback loop.*

*When you combine these processes and there is only one microphone active during a conference call, everything works great. As soon as there is more than one microphone un-muted, however, these processes start to compete with each other and cause problems with the conference call. Additionally, the entire system is vulnerable to excessive noise at any point where there is an un-muted microphone. All that excess sound must be processed by the echo cancellation algorithm and is always considered of the same priority as any other sound when trying to determine who is the speaker.*

*The consequence of this is that when multiple microphones are un-muted during a video conference call, the students can experience excessive drop out and an inconsistent audio experience from the teacher in the classroom.*

How do you as a teacher take charge and implement classroom management techniques in a virtual or blended environment? The following are some suggestions based on different scenarios a teacher may face. There is one key principal to remember: in a virtual or blended learning environment, the optimal situation will always be that only one microphone is active at any given time.

### Direct Instruction

During a period of direct instruction, the teacher is the primary source of audio. All of the students should be muted. The teacher should use the tools contained within their video conferencing platform to perform these types of functions. Actively managing your classroom now includes these tools.

### Student Questions

Encourage your students to use the Chat feature in your video conferencing application. If a question is asked in the Chat window, classroom management techniques can again be employed. It has long been taught that the teacher should make sure to repeat the question whenever a student asks a question, ensuring the rest of the students hear the question and the answer. This is fundamental to the learning and questioning process. In this blended learning environment, it also ensures that your students stay muted and do not end up inadvertently disrupting the class for the other students.

### In-Class Students in a Blended Learning Environment

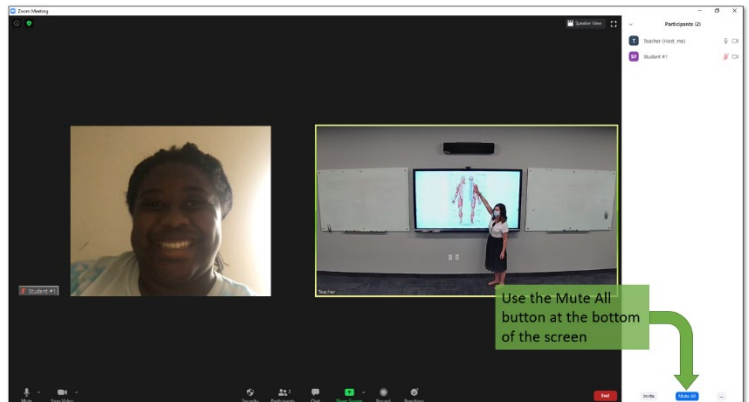
Students that can attend in person should not be logged into the virtual learning environment during the direct instruction portion of the class. Their computers, if logged in virtually, present a potential problem for both the microphone audio bleeding into the virtual environment, and their speaker or headphone audio getting into the teacher's microphone and, therefore into the virtual environment. It is optimal to keep those students logged out of the virtual classroom until they move into a small group environment and can use their own headphones to participate in a small group.

### Student Presentations – Virtual Students

During a time when students are presenting to the entire classroom, they should be the only participant un-muted. During this time, it is optimal to have the classroom/teacher microphone muted as well. This needs to be muted at the interface, because that is where the video conferencing application will be able to recognize the state of the teacher interface and give priority to the student that is presenting.

### Student Presentations—In-Person Students

If you have students that can attend in person, they should use the classroom microphone for their presentations. By having them use the classroom student microphone, both the virtual and in-person students will be able to clearly hear

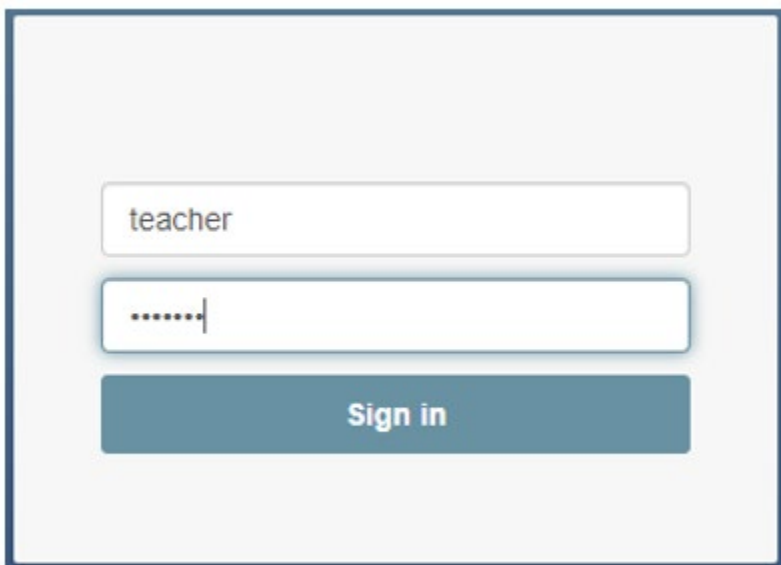


everything the student presenter is saying. Sanitize the microphone before handing it to the student that will be presenting. Keep in mind that to the video conferencing system, the student pass-around microphone and the teacher microphone are only one microphone, because they are combined at the local classroom amplification system and presented as a single source of sound to the teacher computer running the video conference call.

Remember—if you take nothing else from this document, please take this one guiding principal: your best results will come from having only one microphone active at any given time.

### Logging into your VIEWpath System

- Open the Chrome browser on your PC or Mac Computer
- Enter the address provided for your VIEWpath System by your administration (i.e. Viewpath.AwesomeSchool.K12.UT.US)
- You will be presented with a Login Screen

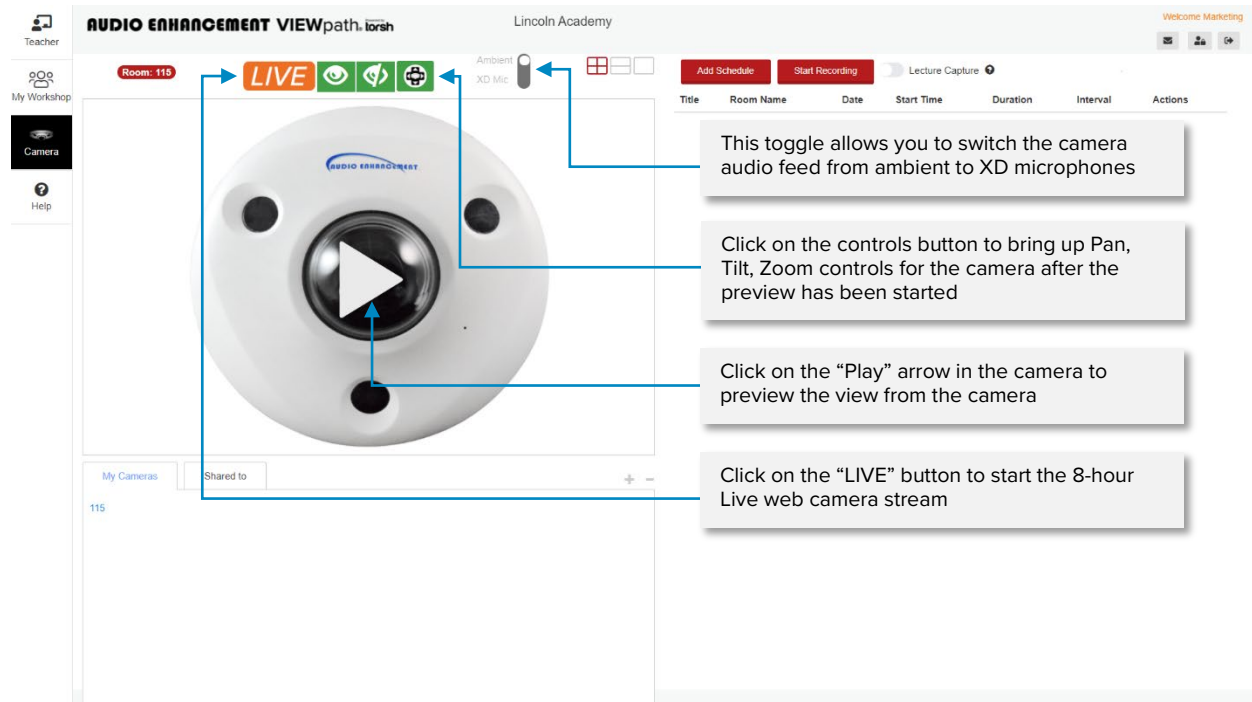
A screenshot of a login screen for the VIEWpath System. It features a light gray background with a dark blue border. There are two input fields: the top one contains the text "teacher" and the bottom one contains seven dots, indicating a password field. Below the input fields is a dark blue button with the text "Sign in" in white.

- Use your normal login credentials (the same credentials that you use to log into your district or school provided computer)

## VIEWpath Landing Page

You will now be presented with the VIEWpath teacher landing page.

### Camera Controls for EDUCAM-PTZ Camera



The screenshot shows the AUDIO ENHANCEMENT VIEWpath interface for Lincoln Academy. The interface includes a sidebar with navigation options (Teacher, My Workshop, Camera, Help), a main camera preview area, and a top control bar. The control bar features a 'LIVE' button, a refresh icon, a flip icon, a zoom icon, and an 'Ambient XD Mic' toggle. A table on the right lists recording sessions with columns for Title, Room Name, Date, Start Time, Duration, Interval, and Actions.


Callouts provide the following instructions:

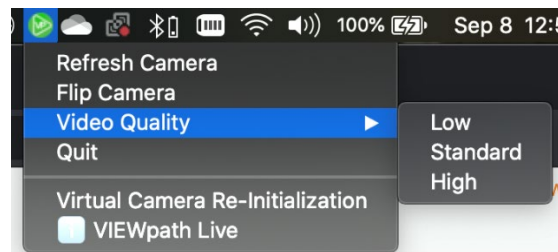
- This toggle allows you to switch the camera audio feed from ambient to XD microphones
- Click on the controls button to bring up Pan, Tilt, Zoom controls for the camera after the preview has been started
- Click on the "Play" arrow in the camera to preview the view from the camera
- Click on the "LIVE" button to start the 8-hour Live web camera stream

### Starting a VIEWpath Live Session

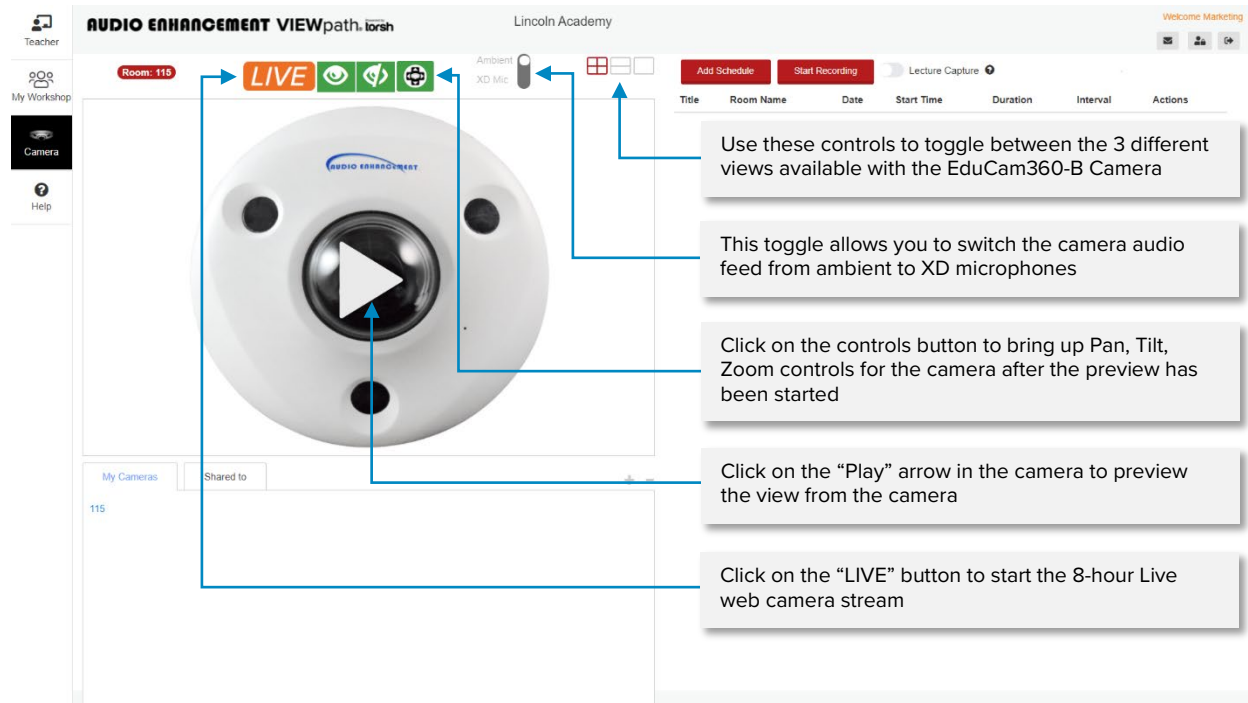
To use your AE-EDUCAM as a virtual camera for video conferencing, click the **LIVE** button.

The AE virtual camera software will launch and automatically configure with the camera for your current room. **Room: Room12**

Clicking the tray icon  will refresh the camera stream, flip the camera image, quit the virtual camera software, or select video quality. After starting VIEWpath LIVE, you will need to select VB-Audio as your microphone and AE-EDUCAM as your camera in your video conferencing software.



## Camera Controls for EDUCAM360-B Camera



Use these controls to toggle between the 3 different views available with the EduCam360-B Camera

This toggle allows you to switch the camera audio feed from ambient to XD microphones

Click on the controls button to bring up Pan, Tilt, Zoom controls for the camera after the preview has been started

Click on the "Play" arrow in the camera to preview the view from the camera

Click on the "LIVE" button to start the 8-hour Live web camera stream

Title	Room Name	Date	Start Time	Duration	Interval	Actions
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## Recording Controls

**Recording Controls**

**Camera Controls**

Note: Recording & Live functions are separate functions, independent of each other

Clicking anywhere in the image will stop the live preview

Note: It is recommended to stop the live preview of the camera once you are happy with the view

**Add Schedule** **Start Recording**  Lecture Capture ?

Title	Room Name	Date	Start Time	Duration

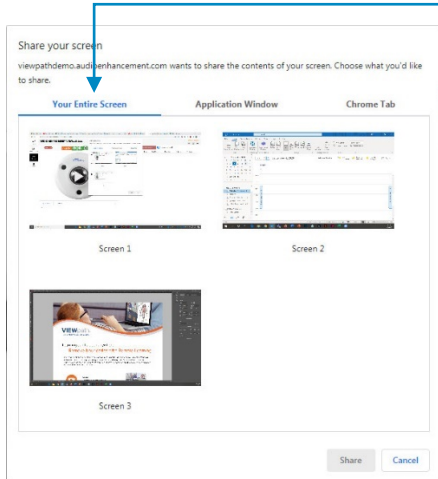
Allows user to schedule recordings for this specific camera (camera they are currently logged into)

Manually starts recording

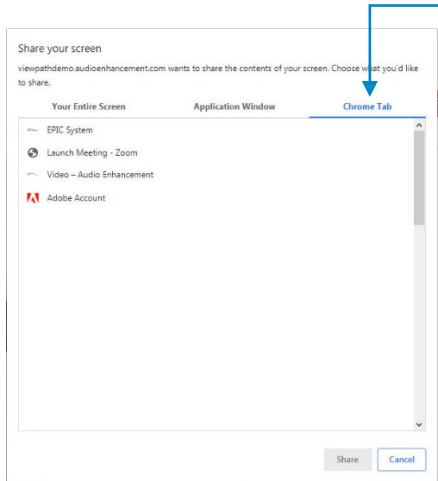
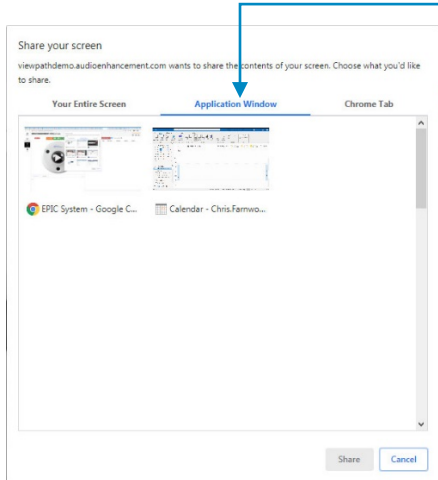
Turns lecture capture on/off. Lecture capture can ONLY be used when starting a recording manually from the web interface



## Lecture Capture

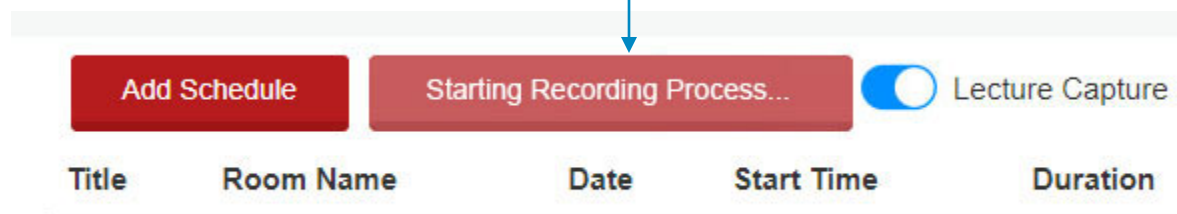


When Lecture Capture is being used—after pressing the “Start Recording” button, the user will be prompted to select which screen, application, or Chrome tab they would like to record



## Starting a VIEWpath Recording

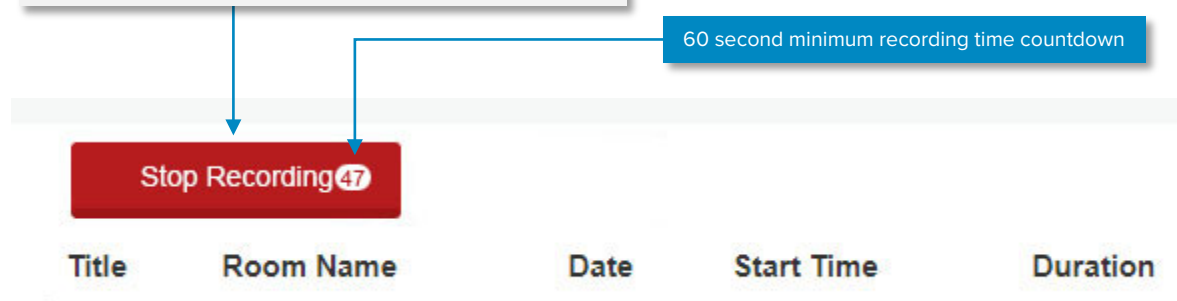
After pressing the "Start Recording" button, the system will go through the process of setting up and beginning the recording. This will take a few seconds after the button is pressed.



**Add Schedule** **Starting Recording Process...**  Lecture Capture

Title	Room Name	Date	Start Time	Duration
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Once started, a recording must run for a minimum of 60 seconds. During that time, the recording cannot be stopped.

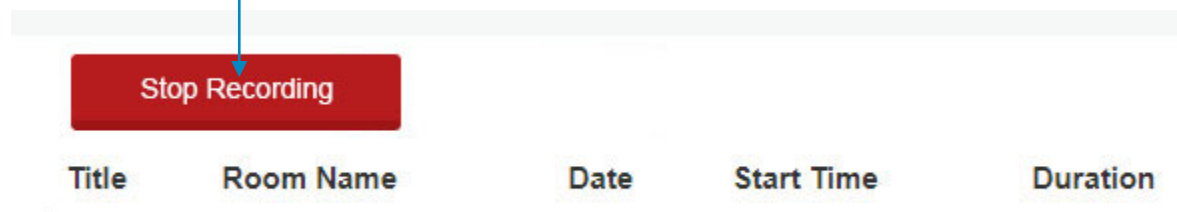


60 second minimum recording time countdown

**Stop Recording 47**

Title	Room Name	Date	Start Time	Duration
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After the 60 second minimum recording time, the user can stop the recording at any time.

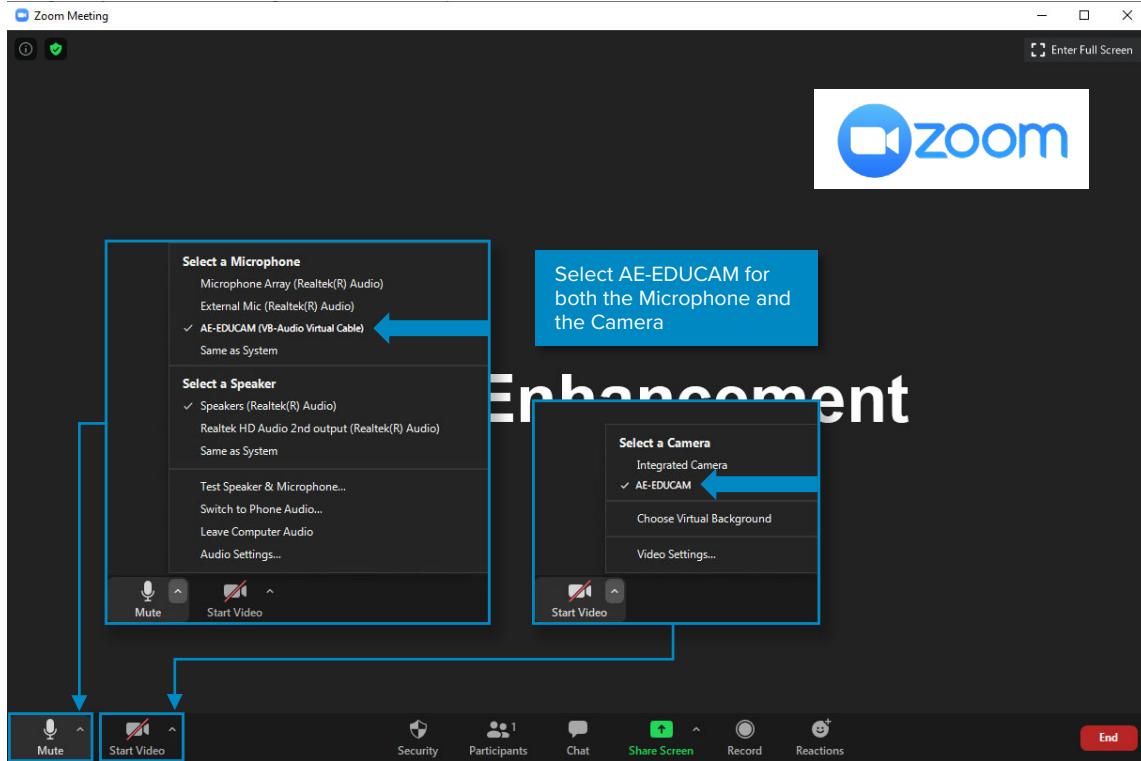


**Stop Recording**

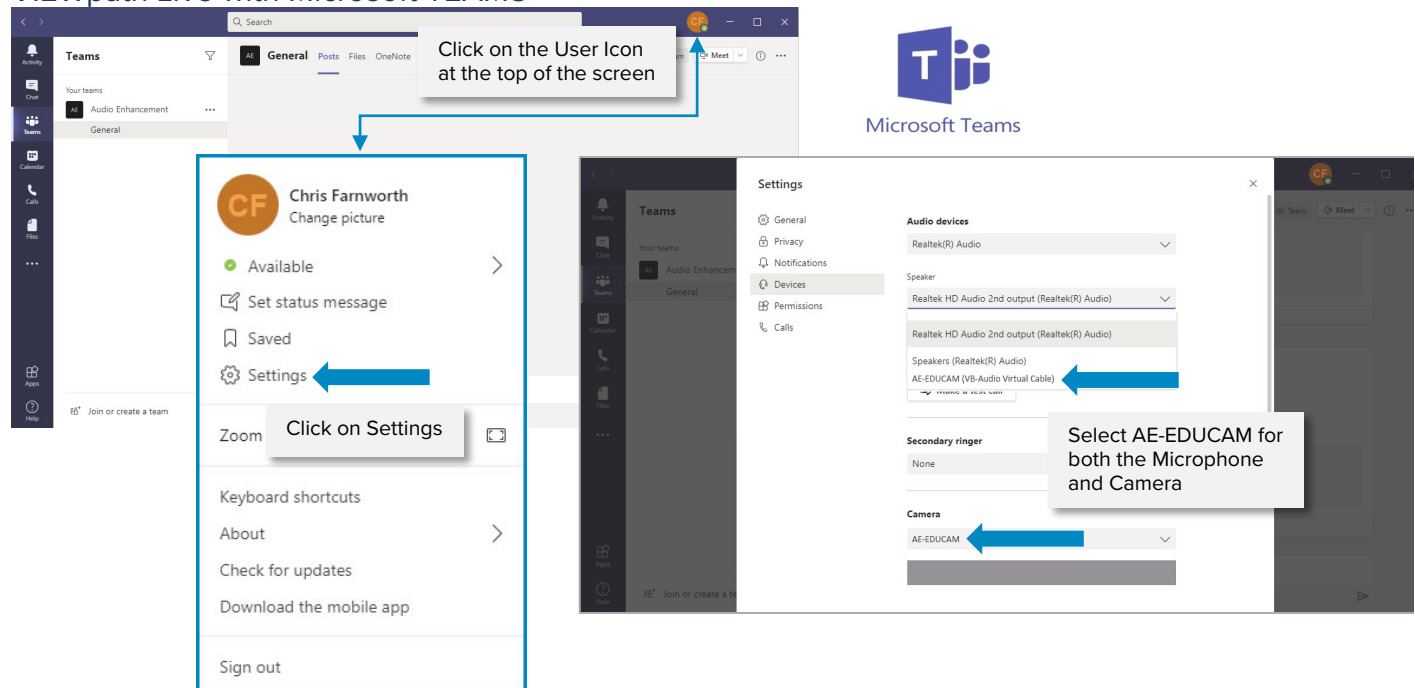
Title	Room Name	Date	Start Time	Duration
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## Configuring Conferencing Services

### VIEWpath Live with Zoom



### VIEWpath Live with Microsoft TEAMS



### VIEWpath Live with Google Meet

Google Meet is a browser-based application. After logging into VIEWpath and starting VIEWpath LIVE by clicking on the LIVE button, you will need to close your Google Chrome Browser and then re-open Chrome in order for the Chrome Browser to recognize the VIEWpath camera that is now available on your system.

