Instructions on Using Studio-Workshop Zones
A Guide to the Safe Use of Teaching Spaces in the College of Architecture + Planning
Spring 2021

The Studio/Workshop Zones and Meeting Pods from last fall will continue this spring, pretty much the same as before. One new feature, however, is the transition of the pods along the windows in 3rd Central and room 129 to Study Pods, featuring desks and chairs (spaced at least 6 feet apart, of course). As with last fall, the Studio/Workshop Zones and Meeting Pods can be signed out through the Google sheet linked to the CA+P Facilities page. The Study Pods, however, are open on a first-come, first-serve basis.

As with last fall, it is important that the furniture remain pretty much as it is. The arrangement is designed to meet CDC and university standards for reducing the potential of infection.

1. Sanitizing the Zone

Before the beginning of each class session, the instructor and students are required by university and college policy to use wipes to sanitize all surfaces with which the instructor and students will likely come into contact during the class. This includes chairs/stools, tables, handles, and buttons (e.g., on the video monitors). The instructor should take responsibility for the “blue zone” presenter area and the students for their sitting area. Please monitor the supply of wipes in the canister that you find in your Zone and obtain a new canister from the front office when you notice the supply running low.

2. Connecting to the video monitor

The video monitor in each of the Zones is a standard flat-screen TV, like you might have at home. The best/easiest way to connect a laptop to these monitors is via an HDMI cable. For Apple computers, a converter (aka, dongle) is likely to be required. It is the instructor’s responsibility for providing their own HDMI cables and converters (if needed). To plug into the monitor, look for the HDMI port on the side or back of the monitor. HDMI ports have that distinctive clipped-corneared rectangular shape and should be labeled as HDMI. In this example, there are two HDMI input ports; either will work.
Once the cable has been plugged in to both laptop and monitor, use the monitor’s remote control to select Source. From the Source menu, select “HDMI.” Sometimes, there is more than one HDMI option (the monitor pictured above probably has at least two HDMI options), so you might have to experiment. Remember to wipe down the remote every time you arrive in class.

To get the monitor to replicate what’s on your screen, you might need to tell your laptop to share the screen with the monitor. To do that on a PC, push the Windows button (the one with the Windows logo on it) and the letter “p” simultaneously. The dialog box that opens gives you several options for sharing your screen with the monitor. Both the Duplicate and Extend options will allow sharing between computer and monitor, but in slightly different ways. If you don’t already have a preferred option, test the two and find out which you prefer.

On an Apple:

1. Click the Apple icon in the top left of the screen.
2. Click System Preferences.
3. Click on **Displays**, on the second line.
4. Click the Arrangement tab.
5. Check the “Mirror Displays” checkbox in the bottom left of the window.

3. Audio

Because the Zones are quite large, instructors might need to use some method to amplify their voice so that students at the back of the Zone can hear adequately (and so the instructor doesn’t have to shout). We recommend that instructors use Zoom for this function.

a. Instructor Headset

For this to work, the instructor will need a headset (with a microphone). To increase user satisfaction, it is best for instructors to purchase a headset that they like (i.e., that fits their head and has the audio quality that they like). The college has purchased a limited number of headsets that instructors can use, if they don’t have one of their own. The instructor will need to plug their headset into whatever device they choose for running Zoom—either their laptop or smart phone.

b. Student Headphones/Ear Buds

Using Zoom also requires students to have headphones or ear buds, which they then plug into either their laptop or phone. [If students play the audio on their device’s speakers (i.e., without headphones/ear buds), feedback will likely result.] Instructors will need to notify their students of their need to bring a laptop or phone (with Zoom installed) and headphones or ear buds. Please remember the issue of audio feedback so if a class is doing this, equipment availability must be uniform.
c. Zoom Options

Instructors will need to schedule a Zoom meeting for the class session. This is best done through the course’s Canvas page (which automatically generates meeting invites for all the students in the class). Clicking on “Recurring meeting” allows instructors to set up Zoom meetings for the entire semester at one time. When setting up the meeting, instructors should select “Screen Share Only,” if possible, to save on WiFi bandwidth. Note that this will allow students who may be joining the meeting from home to see whatever is on the monitor as well as hear the instructor. Once the meeting has started, students in the room should click off the video option on their devices, also to save on bandwidth. Also note that Zoom should be the method the instructor uses to put images on the monitor (through Share Screen).

4. White Board

a. Analog

Each Studio-Workshop Zone and most Meeting Pods have a white board. They do not, however, have markers or erasers. This is intentional. To reduce possible coronavirus transmission through physical touching of objects (aka, fomite transmission), instructors need to bring their own markers and erasers.

b. Digital

The college is experimenting with Miro whiteboard software as a platform for facilitating digital white board functions (both for in-person and online applications). We are currently experiencing administrative hurdles in securing that platform. In the meantime, Zoom provides a whiteboard function that is already available to everyone. To find out how to use it, go to: https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard. If you’re using Kaltura to create online videos, it also has a whiteboard function: https://knowledge.kaltura.com/help/draw-on-your-kaltura-digital-whiteboard. These are the whiteboard functions recommended by TLT.

5. Pin-Up

Each Studio-Workshop Zone and Meeting Pod has a pin-up surface at the front of the room. Many also have pin-up surfaces at other locations around the perimeter of the Zone or Pod (e.g., in the back). Please use the pin-up area in the front of the Zone/Pod; it is already at a distance from the student sitting area that meets the recommended CDC standard. Most of the other pin-up areas do not meet this standard. If students are doing the pinning-up, please stage manage the process so that the physical distance standards are maintained—i.e., invite students to come up one at a time and give them room. Students and instructors need to bring their own supply of push-pins.

6. Sample Syllabus Language

We recommend that instructors include in their syllabi and on course Canvas pages language directing students on the key areas covered in these instructions. Here is some sample language to accomplish this:

This class will be meeting in Zone XX in the XXX of the XXX floor of the Architecture Building/BUC (see attached floor plan). This Zone has been set up to comply with university, local, state, and

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1 Information about Canvas and Zoom is scattered about various University webpages, but here’s a good place to start: https://utah.instructure.com/courses/608526.
federal standards to optimize for student and faculty health and safety. **It is extremely important that students not move the furniture in the Zone. Please leave all chairs, stools, and panels where you find them.** When you arrive in the Zone, please take a sanitizing wipe from the canister and wipe down the seat you plan to use.

So that everyone in the Zone can hear adequately, we will be using Zoom as a closed-loop audio system for all of our class sessions in the Zone. You will need to bring to each session either your laptop or smart phone with Zoom downloaded to that device, plus a set of headphones or ear buds. For days when you are pinning-up, you will also need to bring your own push pins, which you will need to take with you when your pin-up session is done.