

Using Civil Engineering Studio:

Quick guide for lightboard livestream/recording

1. To book the studio(JHE332 or JHE329A) for livestream or recording please visit website <https://www.eng.mcmaster.ca/civil/resources#internal>, or contact the Civil Engineering office.
2. Make sure the power bar on the floor is on. Turn on the lightboard by the remote and adjust the brightness to 50% or 100%. Turn on the 2 LED presenter lights by the lightboard (dimkest light is recommended). During livestreaming/recording, the room ceiling lights should be turned off. The only light sources are the lightboard and 2 LED presenter lights.
3. Password for studio Lenovo laptop: 301
Laptop power button is on the right side by a UBS port
4. Make sure the webcam Logitech C920 and microphone Yeti Blackout are plugged in the USB ports of the studio laptop. If the mute button on Yeti is blinking in red, press the button to unmute it. The red light should stop blinking and stay on.
5. Launch OBS studio software on desktop. Check Yeti and C920 are showed under **Sources** in OBS. They are the audio input capture and video capture device that you will use.
6. Click **Studio Mode** on the right bottom under Controls. You will see 2 large black windows on the screen:
 - Preview mode is where you can see what scenes you are going to be presenting.
 - Program mode is what the audience sees when you live stream.

When you just want to simply stream lectures, one scene is enough. When one scene is used, Preview mode and Program mode stay the same. Scenes are like different slides in a PowerPoint presentation that you can show on screen during lecture. Scenes can be added as presenter's requirement in OBS prior to livestream. If you want to add scenes for advanced presentation and do not know how, please contact Monica (hanm7@mcmaster.ca).

For recording, you can start anytime by clicking **start recording** under **Controls** at the right side. You will find your video under C:\User\Civil Studio 1\Videos (For JHE332) or C:\User\Civil Studio 2\Videos (For JHE 329A) after recording.

For live streaming,

1. If you are using Zoom as live platform, sign in Zoom -< settings -< Video, select **OBS Camera**.
IMPORTANT NOTE: Keep *Mirror my video* **unchecked** here. This is already set up in OBS. To make sure your image looks natural to the audience, always test by writing some words on the lightboard and view it on computer as an audience. The words should be from left to right. Under settings -< Audio, make sure Yeti is picked as microphone. Then you can start your lecture in Zoom.
2. If you are using MS Teams as live platform, sign in MS Teams, click your profile picture at the top of Teams, then Settings -< Devices. Under Cameras, select **OBS Camera**. Under Audio devices, make sure Yeti is picked as microphone. Then you can start your lecture in MS Teams.

Please try NOT to move the physical setup of the lightboard and the camera as they are optimal setup now. If you need to adjust the height of the lightboard to fit your height or need any technical support please contact Monica (hanm7@mcmaster.ca).