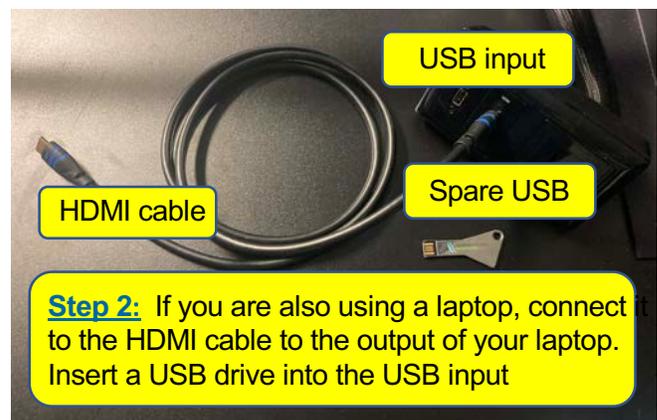
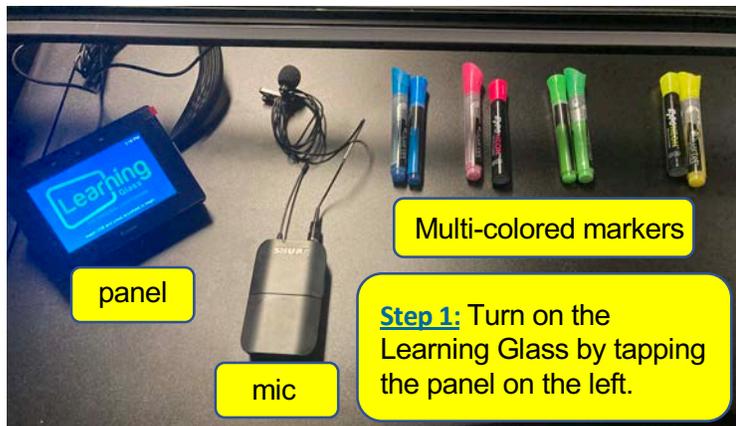


Station 2: Learning Glass



- When you enter Maher 188, close the door to Maher, pull the sound curtains past the door, and turn off the light switch at the door
- You will not need any extra lights. When you turn on the Learning Glass there are built-in LED lights around the perimeter of the glass.
- There will be hands-free mics installed by mid- August.
- You can take the USB your video was recorded on by transferring the video files to your laptop. If you don't have your laptop you can use the USB drive on another station to insert the USB drive and upload the files.



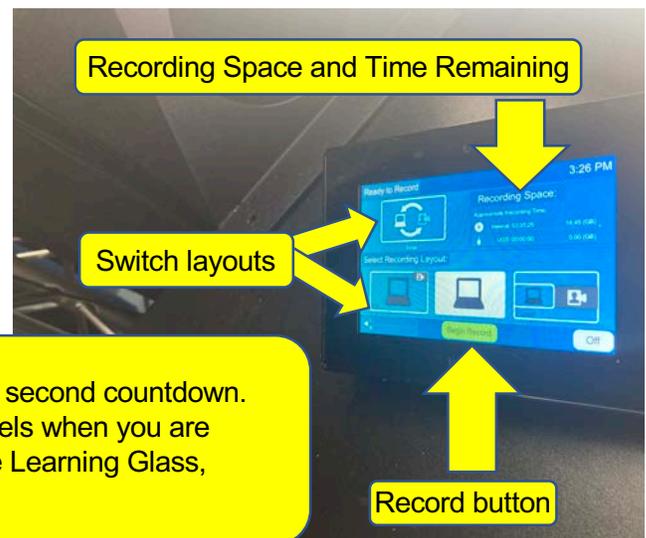
Step 3a: Turn the microphone to the "On" position.



Step 3b: Clip the microphone on to your shirt roughly 6 inches below your mouth.



Step 4: Select "Begin Record" on the panel. There will be a 5 second countdown. You should see the recording button activated and audio levels when you are speaking. You can flip between different views that show the Learning Glass, Powerpoint, or both (side-by-side or picture-in-picture).



TIPS: You can use the Preview Monitor just past the camera to see yourself and get a sense of how students will see the final recording. While recording, the panel may go black but will still be recording. Just tap the panel if you would like to see it.



Final Important Note: Remember to stop the recording, eject the USB after your recording finishes, and upload to Panopto, or Google Drive.