

University of Glasgow

## Deployment of EVS Equipment

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### Introduction

Following a recommendation from the Learning and Teaching committee, the University has invested in approximately 2000 radio frequency (RF) Electronic Voting System (EVS) handsets and supporting receivers and software. This document describes how these systems are made available for learning and teaching in the University and where information can be obtained on how to use them and their integration into teaching practice.

### Training

The Learning and Teaching Centre has developed a workshop covering basic technical use of these systems and some ideas on how to enhance learning through use of EVS to support staff who are thinking of using them in their teaching (details can be found at:-

<http://www.gla.ac.uk/services/it/forstaff/training/coursesandonlinebooking/> under the 'Specialist Skills' category).

Wider discussion on the use of a range of approaches to teaching and learning takes place through a number of activities hosted by the Learning and Teaching Centre, including:

- The New Lecturer and Teacher Programme
- Regular seminars
- The Annual University of Glasgow Learning and Teaching Conference
- Scholarship of Teaching and Learning Symposia

More details of these activities may be found via the Learning and Teaching Centre web site at:-

<http://www.gla.ac.uk/learn/>.

### Further Information

The Learning and Teaching Centre maintain a web site that contains specific instructions about how the use the EVS equipment, how to set up questions to integrate with PowerPoint and also information about how to integrate the use of EVS into learning and teaching. This may be found at:-

<http://www.gla.ac.uk/services/learningteaching/learningtools/classroomvotingsystem/>.

## Deployment

The number of handsets available is not enough to equip more than a small proportion of the teaching spaces in the University and so to provide the maximum flexibility, the equipment has been deployed to a range of buildings geographically distributed across the campus. The RF handsets are of two types:

**simple** dealing with questions producing integer answers 1-6, choices A-E or True/False answers; (e.g. rating scales, multiple choice or yes/no)

**complex** dealing with the same type of questions as the simple handsets, but also being able to handle non-integer numeric responses. (as above but also the results of calculation, etc.)

The software that allows the receivers to be plugged into USB slots in computers and that integrates questioning within PowerPoint presentations has been installed on the computers that are now part of the infrastructure in the teaching rooms in most buildings. This software may also be downloaded from the Learning and Teaching Centre Web Site (see URL under 'Further Information' above)

The RF handsets and receivers are contained in carry bags at the janitors' desks in each of the following buildings:-

<b>Building</b>	<b>Number of Handsets</b>
	<i>Simple</i>
Boyd Orr	300
Adam Smith	150
Western Infirmary LT	200
Charles Wilson	250
St Andrews	150
Kelvin	250
Dental School	100
	<i>Complex</i>
James Watt South	180
Maths	120

## Booking

The RF EVS equipment is booked by reserving sets of handsets through Central Room Bookings (CRB) via the booking form link on the Learning and Teaching Centre 'Classroom Voting' web page:

<http://www.gla.ac.uk/services/learningteaching/learningtools/classroomvotingsystem/>.

The handsets are generally in bags of 50 (for simple ones) and 30 (for complex ones) and so you will need to indicate how many are required when making a booking. This will of course be subject to availability. Each bag also contains a USB receiver. The janitors in the appropriate location will be informed of your booking by CRB and will issue the equipment to you at the appropriate time.

The booking system will allow one hour between the nominal end of booking for one teaching period using a particular set of handsets and the start of the next one, so that handsets may be returned to the

appropriate janitors' desk. For the sake of other users, everyone using this equipment must make sure that if they are in a room where they are responsible for handset return that they do that immediately after their teaching session.

Your booking will be made for handsets in a location as close as possible to where you are teaching. This will depend on where you are teaching and also other bookings already made. You will then need to collect the appropriate bags of handsets and a receiver from the janitors in the building concerned prior to your session (they may not be available more than 30 minutes beforehand) and return them within 30 minutes after your session.

The staff taking the class are responsible for getting the handsets issued to the students and for the students returning the handsets after use.

## **Modern Languages Building**

The Modern Languages Building has a supply of an older style of infrared (IR) handset and receiver already installed in the following rooms:-

- Lecture Theatre (208)
- Room 5 (204)

Historical deficiencies in the receiver cabling, numbers of handsets, etc. have been rectified making this equipment suitable for use without booking – *with the following proviso*:

- In order to use this equipment you need to have the software installed on a laptop that you take with you to the room.

Those who have already taught using this system will already be suitably prepared (but you are advised to carry out a dry-run beforehand to ensure that everything is in order) can use this equipment as an alternative to booking RF systems. For everyone else (unless you wish to install the appropriate software on your laptop), you should go through CRB and book RF handsets from the Boyd Orr or Maths buildings which you will need to collect

## **Setting up**

In most locations, as part of the upgrading of facilities, the teaching room computers are set up to work with the RF EVS equipment, without the need for significant activity on the part of the member of staff using it. (This does not apply to the IR EVS equipment in Modern Languages, the use of which requires use of a suitably configured laptop – see above.)

The following tasks will however need to be completed before you can use the equipment:

- obtain the handsets and receiver from the appropriate janitors' desk;
- ensure that the teaching room computer is switched on (it usually will be);
- plug the USB receiver into the appropriate USB port (instructions will be provided);
- distribute the handsets to you students (probably by putting the bags on a bench and ask the students to help themselves).

The following tasks will need to be completed after you have used the equipment:

- collect in the handsets (probably by asking the students to replace them in the appropriate bag before leaving);
- unplug the USB receiver from the USB port;
- return the handsets and receiver to the appropriate janitors' desk.

In any location, a member of staff can use their own laptop with the EVS equipment (IR or RF) so long as they have installed the appropriate software and drivers in advance. Instructions on how to do this and the software that must be installed is available from the Learning and Teaching Centre web pages at:- <http://www.gla.ac.uk/services/learningteaching/learningtools/classroomvotingsystem/>.

## Reporting Failures

In each bag there are brown addressed envelopes into which non-functioning handsets should be placed by staff or students and the envelopes sealed and put in the internal mail. They will be dealt with by IT Services staff and put back into circulation as soon as possible, but there are neither staff nor resources to provide immediate replacements. It is anticipated that failures will be rare except for battery failure and these will be replaced at regular intervals to minimise the risk of this.

## Reporting Shortages

The Janitors will count the handsets (and receiver) before issue and on return. They will record this on a log sheet and report any shortages, EITHER by emailing the HelpDesk at [helpdesk@it.gla.ac.uk](mailto:helpdesk@it.gla.ac.uk) OR phoning the Help Desk on extension 4800 (who will update the online system). This system will keep track of the number of handsets in each bag and allow Central Room Bookings to see changes from the original numbers, so that those booking this equipment can book bags with appropriate numbers of handsets in them. Failed handsets that have been mailed back to IT Services will be listed as missing and therefore unavailable. The purpose of this system is NOT to attribute blame, but to allow everyone to be aware of how many handsets are actually available for use.

## Responsibilities

The responsibility of academic staff is:

- to book handsets through Central Room Bookings use the web booking form via the link on the Learning and Teaching Centre 'Classroom Voting' web page:  
<http://www.gla.ac.uk/services/learningteaching/learningtools/classroomvotingsystem/>;
- collect the appropriate number of handsets from the agreed location;
- return the handsets and receivers after use.

The responsibility of Central Room Bookings is to indicate to those making bookings how many handsets and receivers are available at particular locations to enable an appropriate number to be booked at a convenient location for a particular session. CRB will then notify the appropriate Janitors of the booking, so that they know that a particular set of equipment will be collected.

The responsibility of the Help Desk is to keep track on numbers in each bags and communicate this to both Central Room Bookings and IT Services staff responsible for returning handsets to appropriate locations after rectifying problems.

The duties of the Janitorial staff extend **ONLY** to issuing the bags to staff who have booked them through Central Room Bookings, receiving the bags on return, recording logs of numbers and reporting shortages. There is nothing that they can be expected to do in respect of fixing handsets that don't work or dealing with other difficulties in using the EVS equipment

Issues to do with how to use the equipment are the responsibility of the Learning and Teaching Centre and they have a comprehensive set of web pages and a programme of workshops to support EVS use.