Overall, the experience of an Active Presence Class is the same as the standard 2 location TelePresence Class. Blackboard is still needed to share information. Arrangements still need to be made to communicate with students outside of class via phone, web conferencing or email. Use of the Document Camera and Computers remains the same.

This document serves as a guide to illustrate the major and subtle differences of the Active Presence Classroom.

**What Active Presence Looks Like**

Active Presence is a means of connecting multiple TelePresence connections in one call.

When two or more classes connect via TelePresence, small strips of video called the Film Strip appear in the lower portion of the Plasma Displays. These Film Strips show the entire classroom of the other connected locations.

The class that was currently talking or was last to make noise for more than 5 seconds will appear across the 3 Plasma Displays. The other classes will be minimized to the Film Strip.

**Active Presence from a 16 Seat Classroom**

![An Illustration the Film Strip in a 16 Seat Classroom](image)

**Active Presence from a 10 Seat Classroom (Portage Only, Rm 123)**

![An Illustration of the Film Strip in the Portage, Rm 123, 10 Seat Classroom](image)
How Active Presence Determines Which Location Is Shown

This is determined by sound. The room that has most recently made a sound will be shown. Active Presence will switch the location that is making the sound.

Active Presence will switch between locations depending on the volume and type of sound. If a student is speaking, the student will need to speak for 5 seconds before the system changes. Loud sounds (like a book being slammed to the floor) will cause Active Presence to switch quicker.

Automatically Switching Screens in a 16 Person Classroom

In this example, a Student at Fort Atkinson begins to talk. About 3 seconds later, the screen switches.

Now Fort Atkinson takes over the Plasma Displays while Watertown gets reduced to a Film Strip.

Automatically Switching Screens in a 10 Seat Classroom (Portage Only, Rm 123)

In this example, a Student at Fort Atkinson begins to talk. About 3 seconds later, the screen switches.

Now the Student from Fort Atkinson takes over the Plasma Display. The Fort Atkinson Filmstrip still remains in the lower center half of the Plasma Display.
Instructor Notes About Active Presence

- There is no need to Start or End a class. All TelePresence Classrooms now have a Touch Display. This Touch Display replaces the TelePresence Phone.

- Spend time on the 1st day talking about the TelePresence Setup and where the other Students are located.

- Ask the students to introduce themselves to demonstrate how Active Presence Switching works. Ask them to note how sensitive the system is.

- You can bring in guest speakers via a conference call. The Touch Display Phone Options work just like the regular Cisco Phones around campus.

- If your campus is under construction, close the TelePresence door to reduce construction sounds.

- The Mute Button on the Desks or on the Touch Display work as they normally would.

- Another location can join the TelePresence Connection if the TelePresence Connection is not working.
  1. On the Touch Display, tap **Call** then **Favorites**.
  2. Tap the **TelePresence Class** you want to connect to and then tap the green **Call Button**.
  3. Once the Class is connected, you’ll be asked to share your display. Tap **Everyone** or **No One**.
  4. To bring in the 3rd class, tap **Call** then **Favorites**.
  5. Tap the **TelePresence Class** you want to connect to and then tap the green **Add to Meeting Button**.
  6. A new button will appear. Tap the green **Merge Button**.
  7. Once the Class is connected, you’ll be asked to share your display. Tap **Everyone** or **No One**.
  8. Repeat Steps 4 through 7 to connect additional classes.

- If given the option to extend the meeting – DO NOT DO IT. This will interfere with the TelePresence Room Schedule.

- Because of the layout of Active Presence, you may find yourself looking down at the rectangles at the bottom of the Plasma Displays. Remember, in order to look like you’re making contact, you will need to look at the camera.
Instructor Notes About Active Presence & The 10 Seat Classroom (Portage, Rm 123)

- Have your Students and the Instructor sit toward the center of the room, preferably in the front row. This will also put your Students closer to the Touch Display to mute the room if you are not physically present in the room class.

- Show Students in Portage that the Mute and Volume Buttons are along the right side of the Touch Display.

- Explain to your Students in Rm 123 that they can only see only 1 section of a TelePresence Classroom at a time. This is because Rm 123 has 1 Plasma Display (see photo example below).

- Explain to your Students connecting to Rm 123 that they will appear in the center Plasma Display with the Left and Right Plasma Displays appearing black. This is because Rm 123 has only 1 TelePresence Camera. The illustration below shows how a 16 seat TelePresence Classroom would see Portage, Rm 123.