

Blackboard Tips:

Host Synchronous

Meetings in the Lightboard Studio



A lightboard is a glass whiteboard illuminated with LEDs above and below to create a surface that allows you to face your students as you write. USC Upstate has a Lightboard Studio set up for recording or hosting video lectures in Room 233 of the George Dean Johnson, Jr. College of Business and Economics (JCBE or “the George”).

Purpose and Applications

- Face your students while writing on the lightboard to record a new type of video lesson.
- Enhance your synchronous meetings with diagrams, formulas, illustrations, and other reinforcement in writing as you lecture.

Reserve the Room

- The lightboard is available by reservation only to accommodate demand. Set up your appointment through the [CAIFS Calendar](#). You may also book an appointment with a CAIFS Team member at the same time to request a one-on-one introduction to using the studio.

Accessing Room 233 of the George

- There is a keypad used to access Room 233. CAIFS Staff will provide you with the keypad code the first time you book your appointment in the studio.

What is a Lightboard?

- The lightboard is also called Learning Glass. It is a 4'-0" x 8'-0" sheet of the highest-quality glass mounted in an aluminum frame. Upstate's lightboard was designed and built by Engineering Technology Management students.
- To write on the board, special fluorescent pens are used. While erasers are provided, it is found that the best method to clean the board is with the microfiber cloth that is on the frame. If cleaner is necessary, use only the cleaner that is on the floor next to the lightboard.

Room Layout

- Room 233 is a sound-proofed room that functions as both a recording area for the lightboard and for podcasts. The lightboard is featured in an area enclosed with black curtains to create a blackout area for recording.
- The previously mentioned markers and erasers are provided in two open bins on either end of the board. There is an additional board marker holder attached to one side.
- When entering the room, there are two light switches to the right of the doorway. While you will need the lights on for the initial set-up, you will want to make sure that they are turned off for the actual recording.
- A floor plan of the room is documented below in Figure 1 to help you become familiar with the layout before walking into the room.

For help with the lightboard studio or lecture recording/captioning, contact academicinnovation@uscupstate.edu.

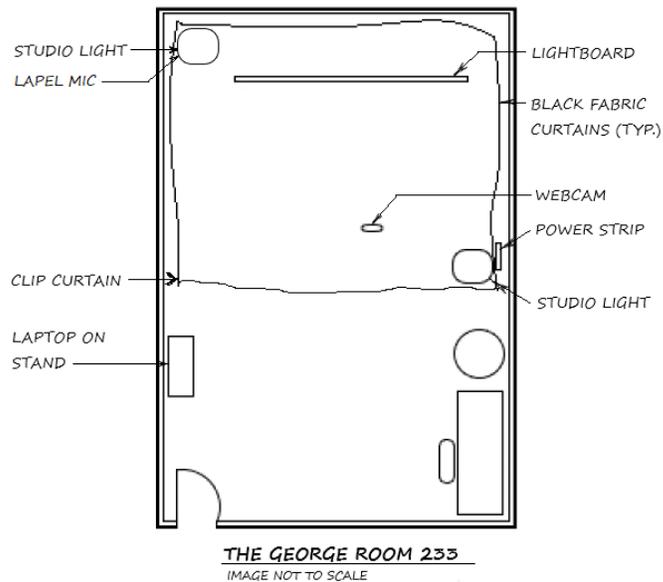


Figure 1 Floor Plan of Room 233 in the George

Turning on the Equipment

- There is a numbered sign on each piece of equipment to walk you through the initial setup. An image of the sign is located next to each step below.



Located under the black curtains on the floor, turn on the power strip. This will turn the Lightboard on. Figure 2 shows the power strip while Figure 3 shows the illuminated Lightboard.



Figure 2 Power Strip for Lightboard

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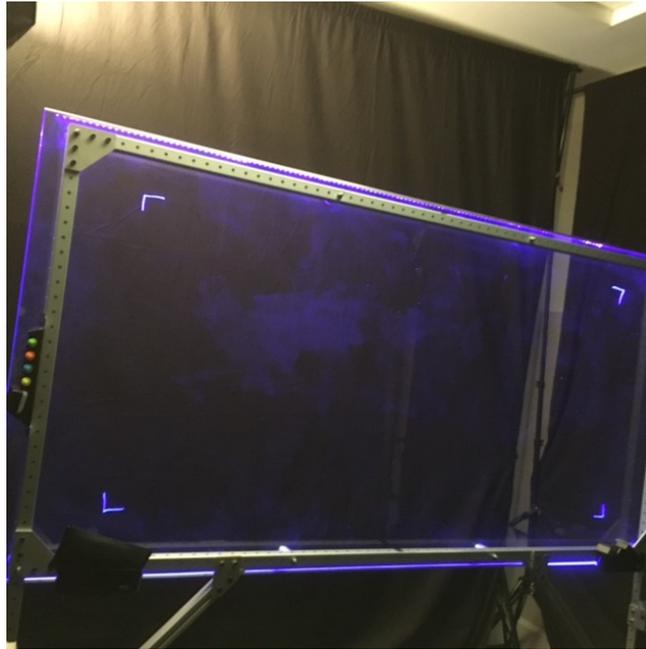


Figure 3 Lightboard Illuminated with Blue LEDs



Turn on the studio light located to the left of the Lightboard. There is a flip-switch located approximately two feet below the light on the cord. This sign is hanging below the switch to help you find it.



3a. A shared login has been created to ensure that the software is properly set up for each use. Your personal login will not have this software configured correctly.

Log in to the computer using the following credentials:

Username: **Record**

Password: **Upstate2021!**

3b. Open Logi by clicking on the pinned icon, in the Start button, or the shortcut on the Desktop. Logi is the recording software that has been installed with the camera. This software will ensure that anything that you write on the lightboard will be reversed so that you can read the images in the recording.



3c. Open Google Chrome and Open Microsoft Teams or Blackboard Collaborate Ultra to join your meeting session. When it asks what camera you would like to use, ensure that it has selected Logi Capture. This camera setting will send a mirror image of your camera feed, allowing the lightboard to work properly.

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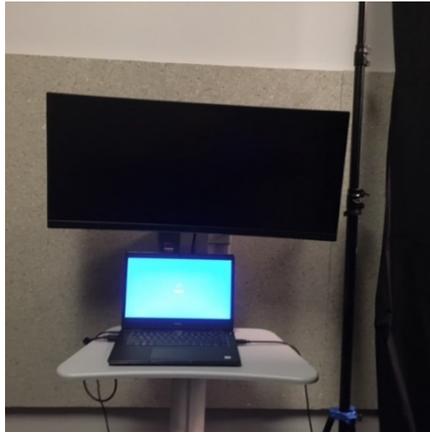


Figure 4 In-room Laptop Computer and Monitor



After joining your meeting and turning off the room lights, clip the curtains together in the recording area to block the light from the monitor.

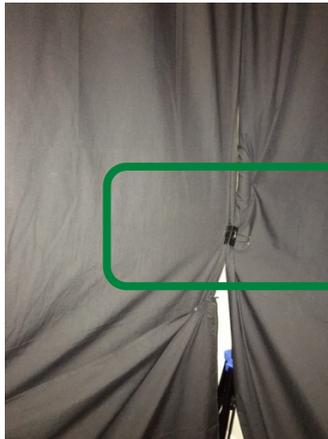


Figure 5 Close Curtains with Binder Clip Level With Monitor To Block Light



This sign is clipped to the lapel microphone, which is hung on the studio light. Clip the microphone to your shirt for the clearest sound quality.

Cleaning Up

- If you choose to make any adjustments to the room's setup, kindly return all equipment to the way that you found it for others to use.
- Erase the lightboard with the microfiber cloth found on the frame, rubbing off the image(s) with light to medium pressure. Paper towels may also be used. If cleaning solution is required, use *only* the solution found at the base of the lightboard.
- Use *only* the lightboard markers provided.

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