Flexible Course Delivery Technology Orientation Package – Mac Users

The Centre for Teaching and Learning

Document Topics
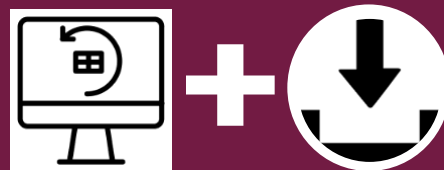
Flex Tech Usage

STEP 1

Before Class

1. Identify your Operating System.
2. Verify your connection port.
3. Install the Display Driver.

SEE PAGES 3 – 5 FOR FURTHER INFORMATON

STEP 2

In the Classroom

1. Turn on the Logitech Rally monitor with the remote.
2. Turn on the screen/monitor at the front of the room with the keypad or touch pad. Choose HDMI on the touchpad.
3. Log onto your laptop.
4. Plug in the USB or USB – C Connector to your laptop.

SEE PAGE 6 FOR FURTHER INFORMATION

STEP 3

In the Classroom - Configure your Settings

1. Configure your display settings – Your laptop should be mirrored with the monitor at the back of the room to show your online students. Your desktop/podium monitor should be mirrored/displayed on the projector/flat panels at the at the front of the room.
2. Run the DisplayLink Manager Application to enable the Display Driver.
3. Choose a synchronous platform: MS Teams or Zoom and Select Correct Audio and Video

   Zoom →
   - Start your meeting & select the audio and video icons to change source.
   - Select "Logi Rally Audio" speaker and microphone and "Logi Rally Camera".

   Teams→
   - Select the more options (3 dots) located at the top right-hand corner of your Teams window (beside Durham College).
   - Select settings > Devices.
   - Choose "Logi Rally Audio" for audio devices, speaker, and microphone, and "Logi Rally Camera" for camera setting.

SEE PAGES 7 – 15 FOR FURTHER INFORMATION

STEP 4

During the Class
1. Start your meeting.
2. Drag your Zoom or Teams application to your desired screen (Logitech Rally Screen is recommended).
3. Use the audio and video remote to move your camera, zoom in or out, and increase or decrease your volume.

SEE PAGE 16 - 17 FOR FURTHER DEATILS
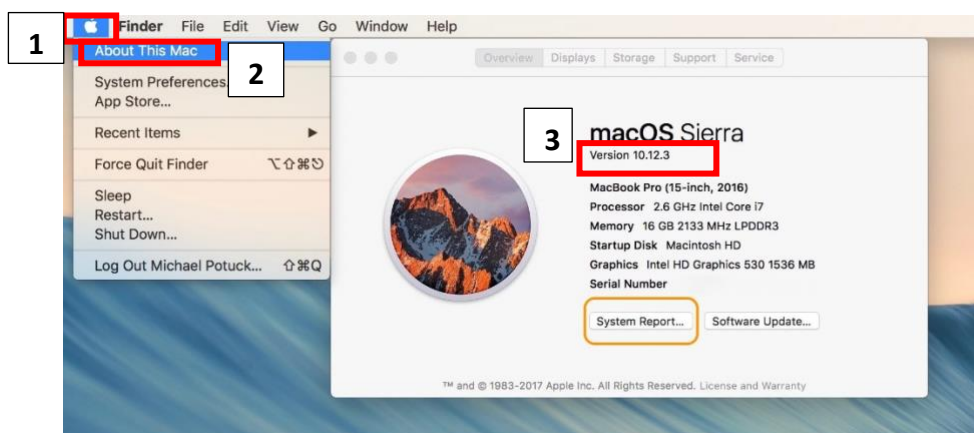
STEP 5

After the Class

1. After your lesson, unplug the USB or USB-C cable.
2. Turn off the Logitech monitor with the remote.
3. Turn off the presentation screen/monitor with the keypad or touchpad. Note, the monitor goes into standby mode if not powered off which is OK.
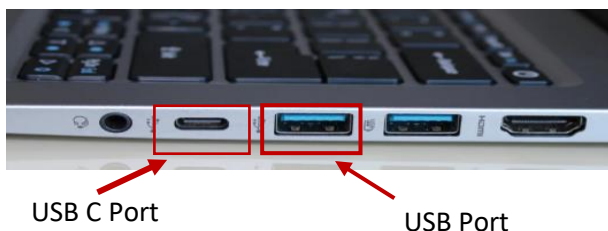
SEE PAGE 17 FOR FURTHER DETAILS

Before Class

1. Identify your operating system.
   a) (1) Click on the Apple in the top right of the desktop (2) select "About this Mac" and (3) note the Operating System version (you will need this later on).
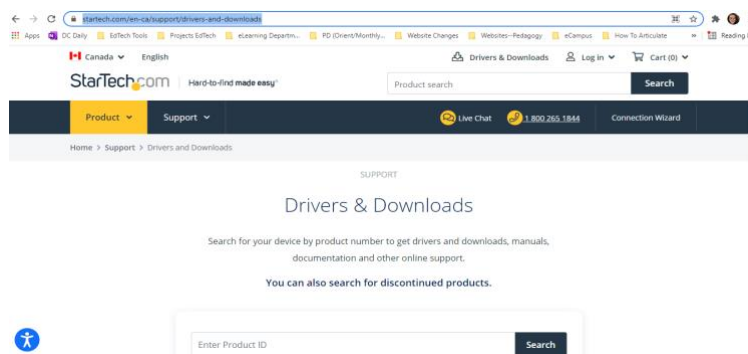

2. Ensure that you have either a USB port or USB C port on your laptop.

USB C Port   USB Port

3. Download the Display drive for the flex delivery equipment.

   a) Navigate to the following website: https://www.startech.com/en-ca/support/drivers-and-downloads

b) Enter the following product ID and click search afterwards: DK30A2DH

Drivers & Downloads

Search for your device by product number to get drivers and downloads, manuals, documentation and other online support.

You can also search for discontinued products.

| Dk30A2DH | **Search** |

Where do I find the Product ID?

c)   Choose the correct driver for your system.

| Overview | Technical Specifications | Accessories | Drivers/Downloads | Product Support |

Drivers/Downloads

Driver(s):

[displaylink]_ubuntu_usb_display_adapter.zip
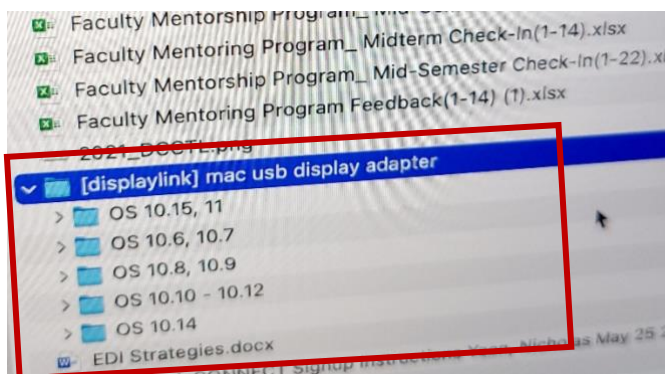
Ubuntu 18.04, 19.04 20.04: 5.4.0
Language: EN

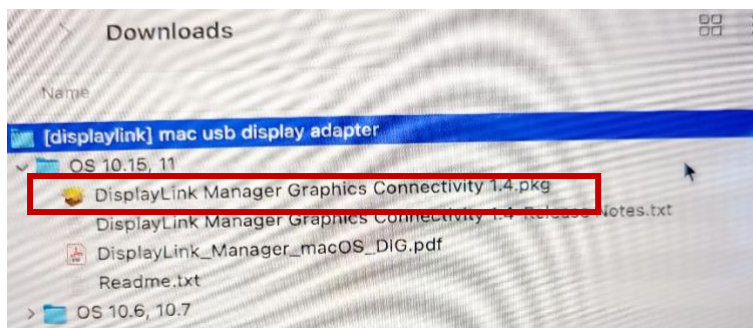[displaylink] windows usb display adapter.zip

Version: 10.1 M1
Language: EN   **For MAC Users**

[displaylink] mac usb display adapter.zip ←

Version: 10.15, 11 App 1.4
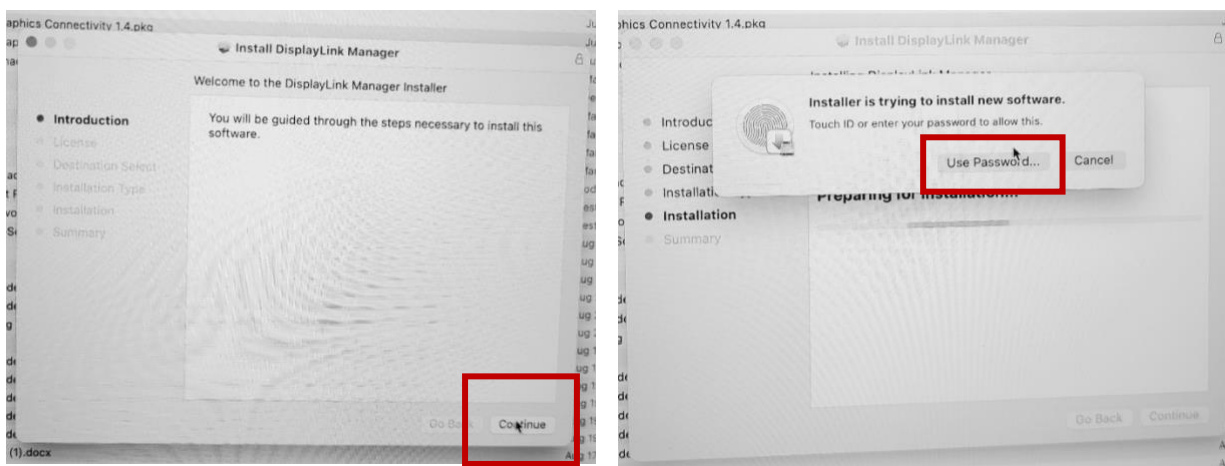**10.14** Software 5.2.5
10.11 to 10.12 Software 4.3.1

d)   The zipped folder will download. Go to your downloads folder and select the version of the Mac that matches your operating system.

Faculty Mentorship Program_ Mid...
Faculty Mentoring Program_ Midterm Check-In(1-14).xlsx
Faculty Mentorship Program_ Mid-Semester Check-In(1-22).xl
Faculty Mentoring Program Feedback(1-14) (1).xlsx

˅ [displaylink] mac usb display adapter
  > OS 10.15, 11
  > OS 10.6, 10.7
  > OS 10.8, 10.9
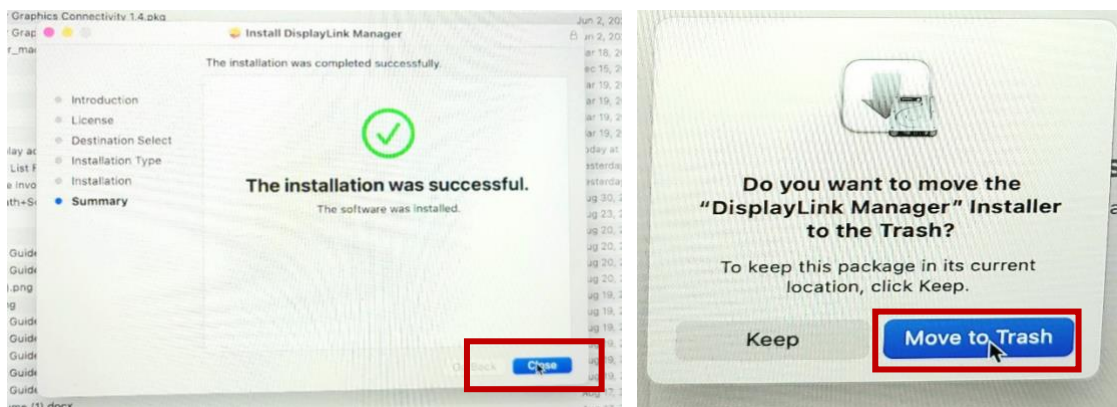 > OS 10.10 - 10.12
  > OS 10.14
  EDI Strategies.docx

e) Once you have selected the correct Operating System and opened the folder, select the DisplayLink Manager Graphics Connectivity 1.4.pkg to install the driver.

f) As the driver is installing click continue. As the installation ends, you will be prompted to put in your password to complete the installation

g) Once the installation is successful, you will be asked if you would like the installation files to be moved to the trash. Select move to trash.
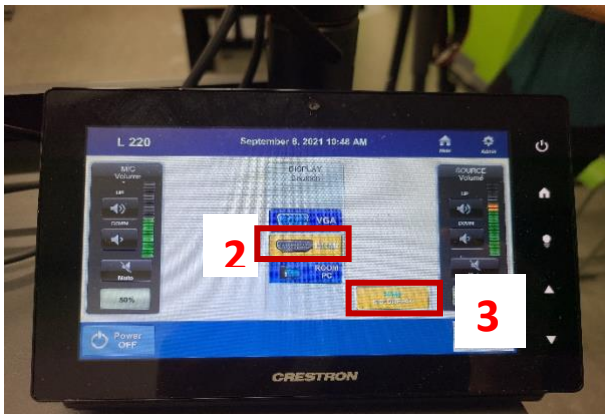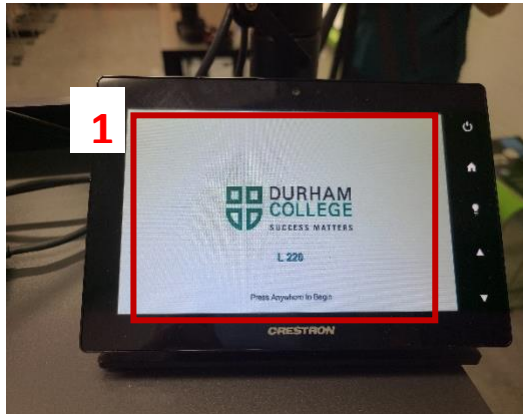

h) Reboot/Restart your computer.

In the Classroom

1. Arrive to class with time to set up your system (and seek assistance if it is needed)
2. Turn on the Logitech Rally Monitor (which will be located at the back of the room) with the remote which should be at the podium, if it is not powered on already. If you cannot find a remote, don't worry - the flex equipment will activate once you turn on the system.

3. Turn on the Projector Screen or flat panel at the front of the class with the keypad or touchpad. For the touchpad (1) simply press anywhere on the screen. (2) Select HDMI, and for some rooms (3) select send to display.

4. **Log onto your laptop and connect your laptop to the USB or USB-C – wait 2 minutes for the system to recognize your computer**
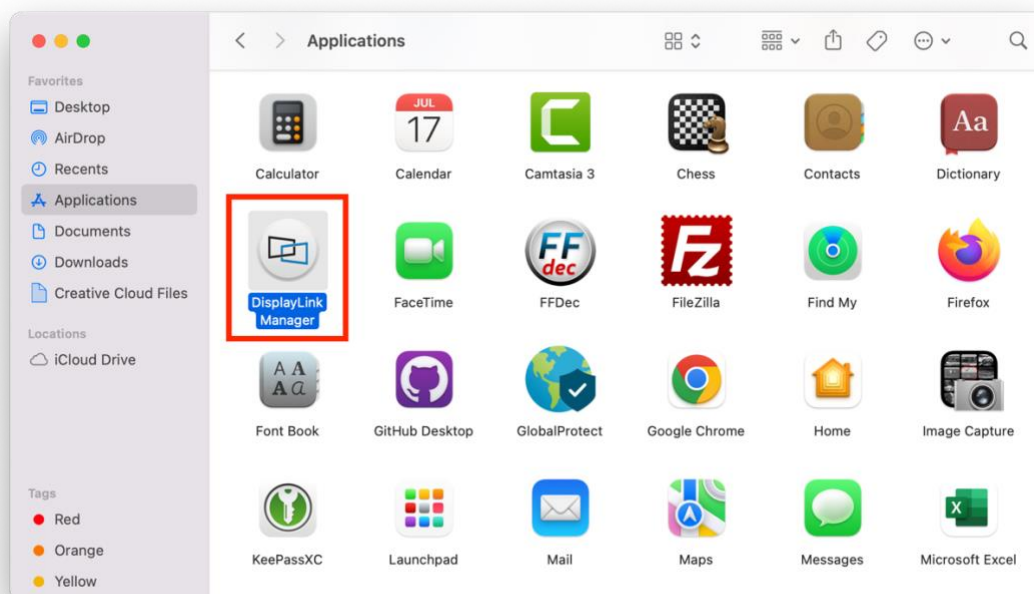
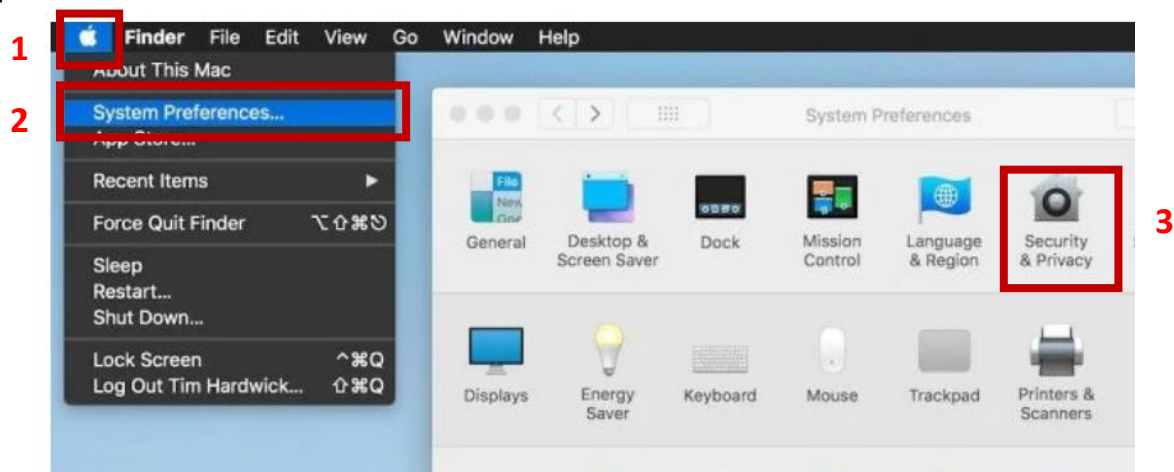

USB C Connector available at the podium
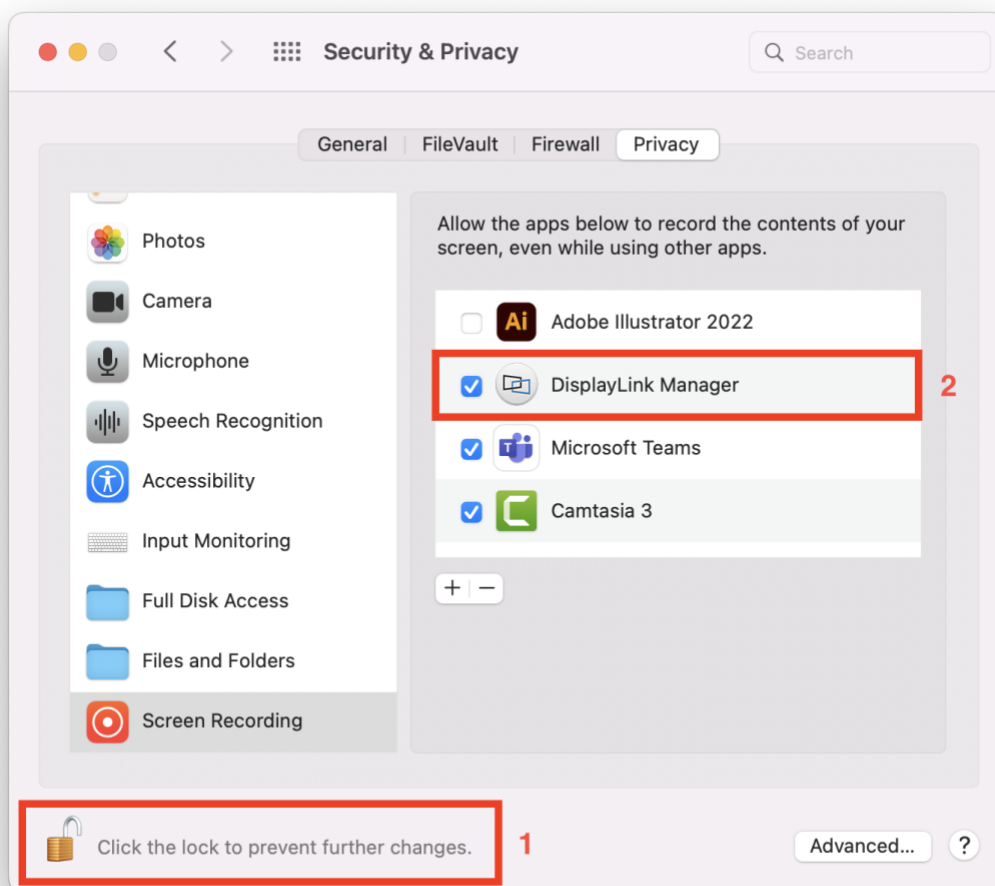
USB-C to USB Connector available at the podium

5. Open your applications folder and run the DisplayLink Manager Application

6. Select the (1) Apple menu and choose (2) system preferences. Navigate to (3) Security and Privacy option
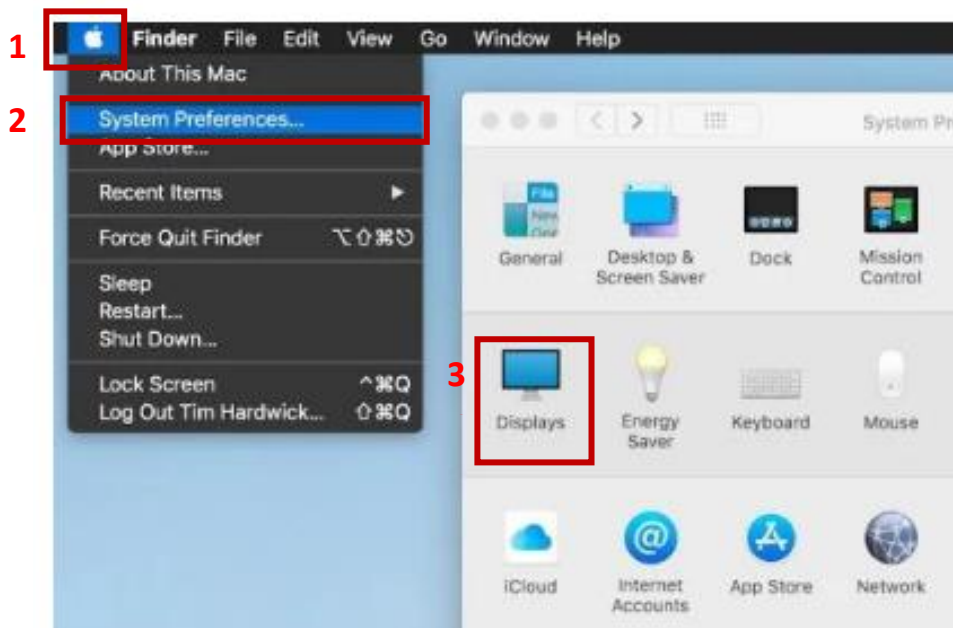
7. Select the "Privacy" tab then select the "Screen Recording" option in the left pane. (1) Unlock the security & privacy settings – you will need to input your password once again to enable this unlock. Click on the checkbox option beside the (2) DisplayLink Manager app to enable it.
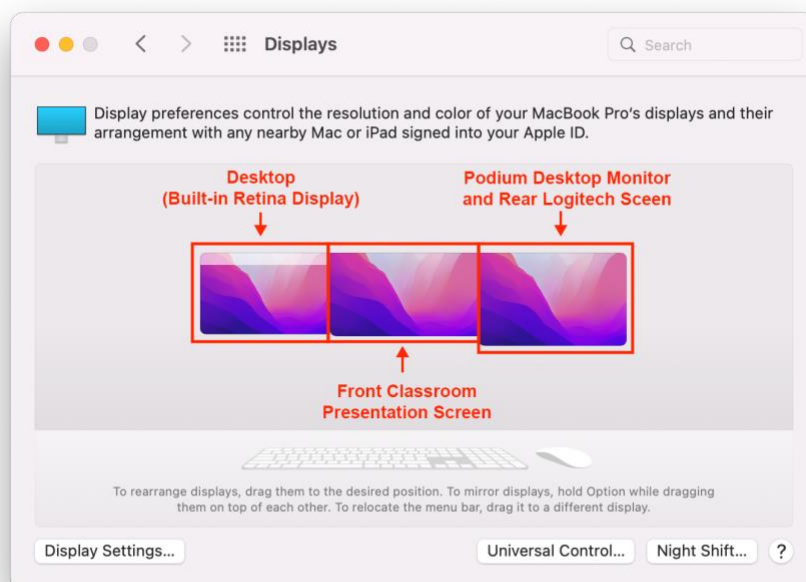
8. You may need to configure your laptop and desktop displays so that your laptop mirrors the Logitech flat panel at the back of the room, and the desktop mirrors the screen/flat panel at the front of the room.

   a) Click on the (1) Apple Menu and select (2) system preferences. Navigate to (3) Displays.
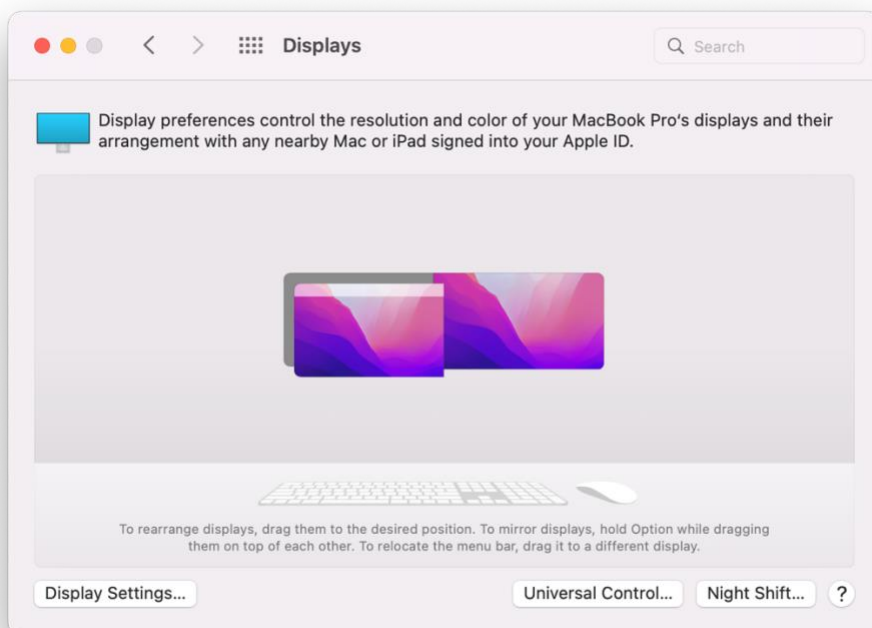

   b) Identify which screen each rectangle represents by clicking and dragging each rectangle – a red square will appear on the corresponding screen. Note which rectangles represent the laptop (Built-in display) and which represents the Logitech screen (and Desktop Monitor Display).

c) Right click on the Desktop monitor / Logitech screen display and select "Mirror for Built-in Retina Display". This will mirror your MacBook screen with the Logitech screen at the rear of the room.

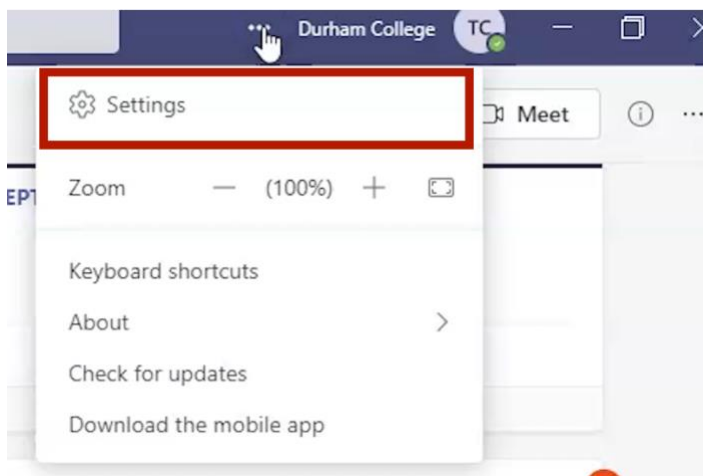d) Your Displays arrangement should now look like this:

Troubleshooting

- When you are in the classroom and have turned everything on, plugged in your laptop, and waited 90 seconds for the flexible system to register - and don't see anything happening:
    1. Try to unplug the USB/USB-C and plug it into a different port - and wait ~90 seconds.
    2. Try to unplug the USB/USB-C and plug it back in - and wait ~90 seconds.
    3. Use the Finder tool on your Mac and search for DisplayLink Manager.app and manually select it.
    4. Call Media Services.
- If the screens appear but you are struggling with identifying the correct display settings:
    1. Make sure you have unselected "mirror screens".
    2. Re-identify your screens and attempt the right-click mirroring again.
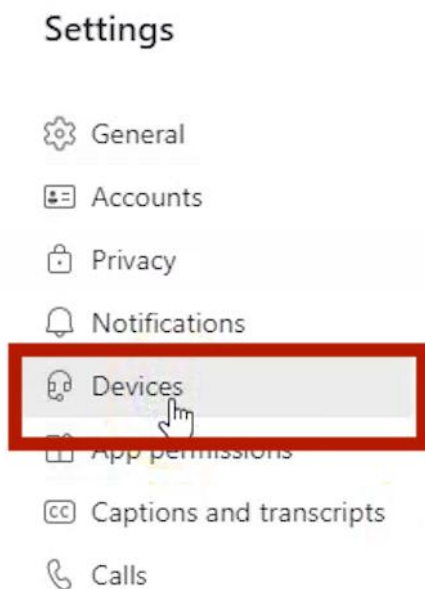   3. Call Media Services.

9. Open your synchronous platform.

<u>FOR THOSE CHOOSING MS TEAMS AS THE SYNCHRONOUS PLATFORM</u>

a) Select the settings by navigating to the more options at the top right-hand corner of your Teams application. Select the Settings option.

b) Select Devices

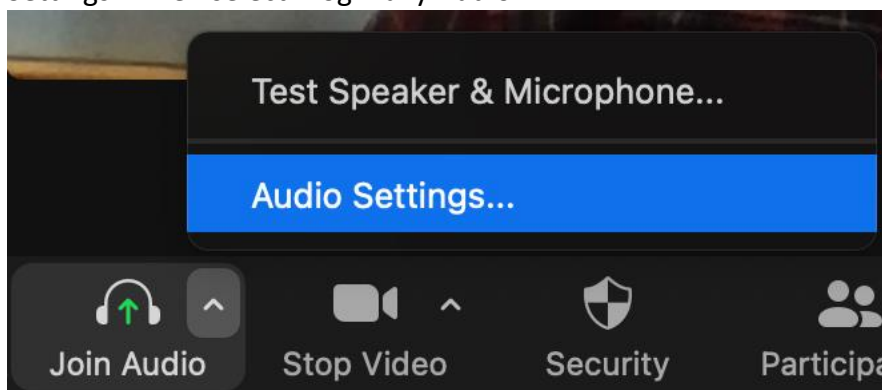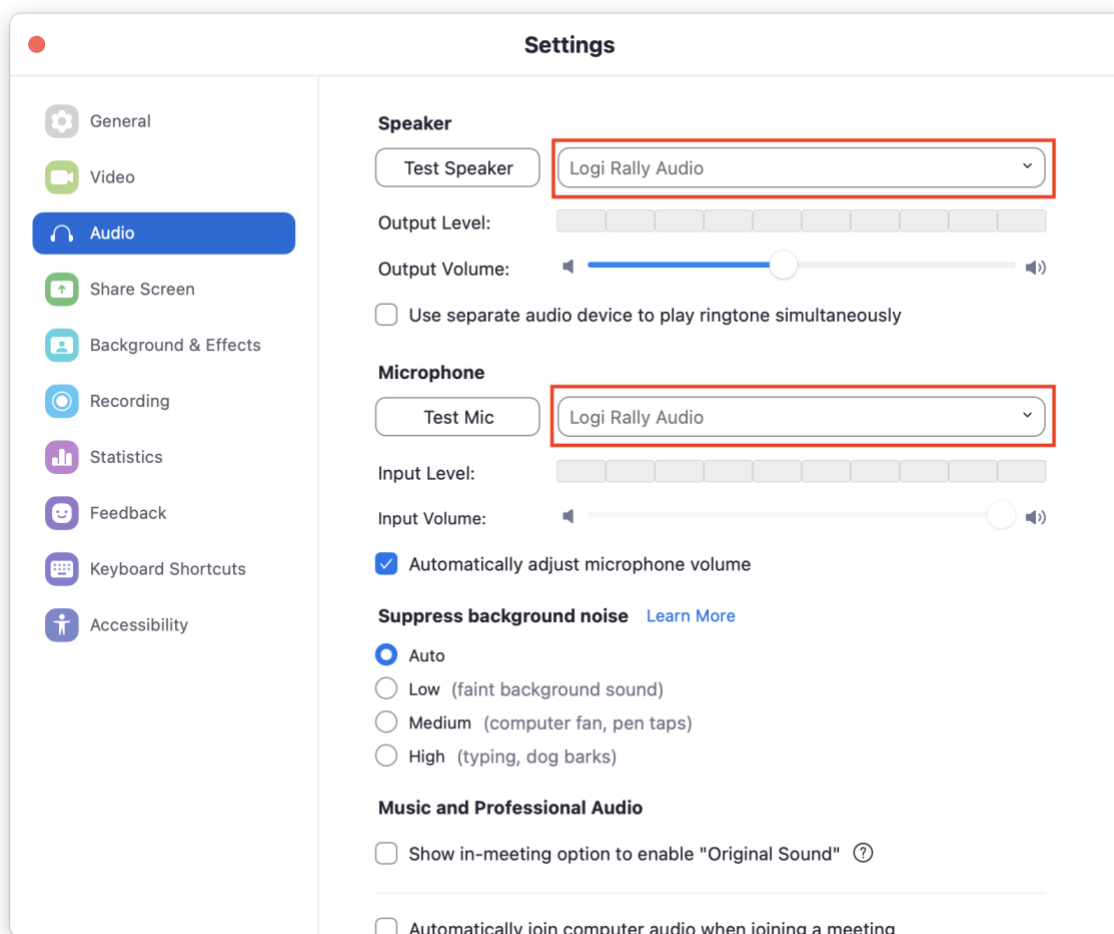c) Choose the "Logi Rally Audio" for the Audio, Speaker, and Microphone Settings and "Logi Rally Camera" for Camera setting.
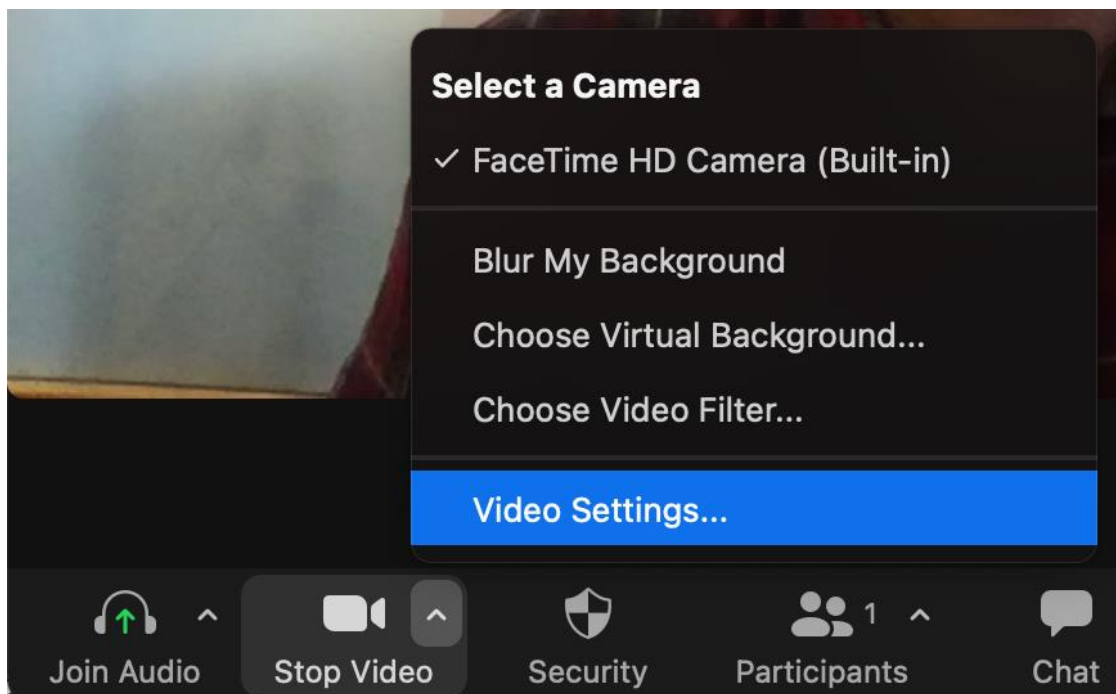
FOR THOSE CHOOSING ZOOM AS THE SYNCHRONOUS PLATFORM

a) Once you begin your meeting, click on the Audio icon on the tool bar and select "Audio Settings". Then select "Logi Rally Audio".
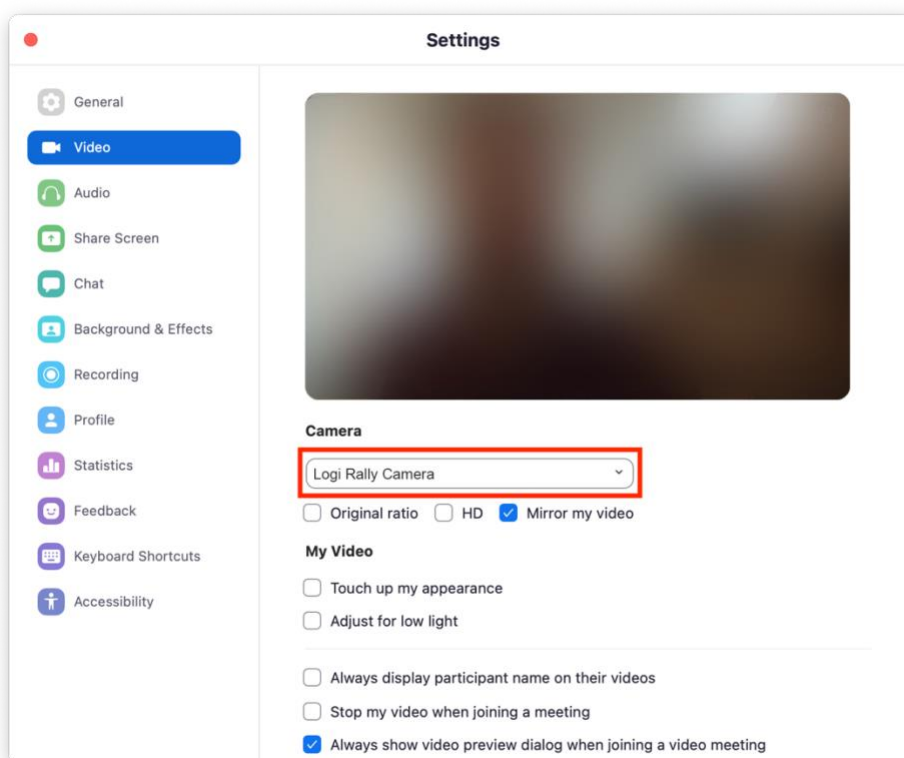

b) Choose the "Logi Rally Audio" for the Speaker and Microphone settings.

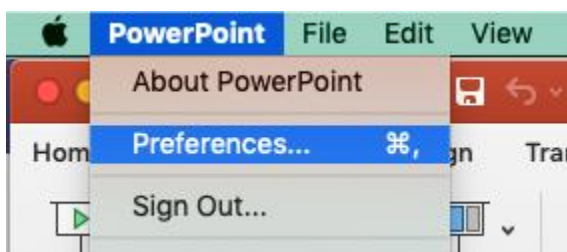c) In the Video icon on the tool bar locate and select "Video Settings" and select "Logi Rally Camera".

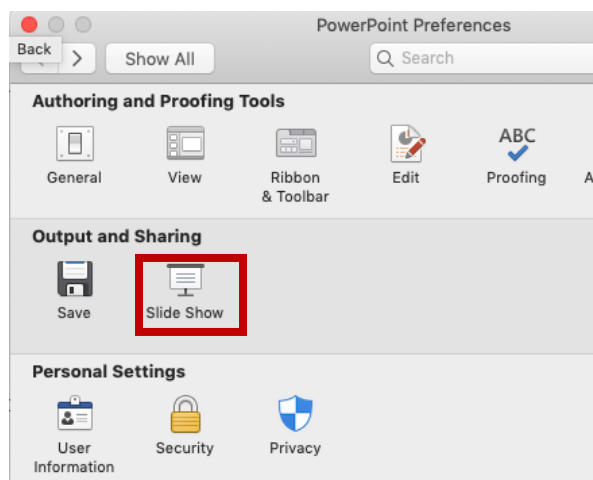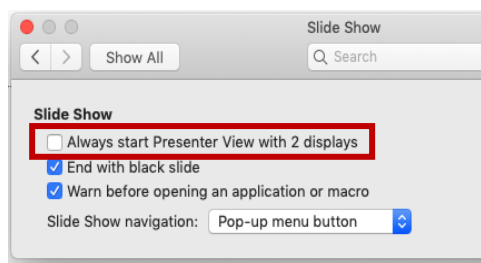d) Choose the "Logi Rally Camera" for the Camera setting.

During Class

1. Start your meeting on your chosen synchronous platform.

2. Drag your Teams or Zoom application to the desired screen. We recommend dragging it onto the desktop which will place it on the Logitech Rally screen at the back of the room. This will allow you to see your remote students as you teach. We recommend you shut off notifications for email and other applications so that private messages are not displayed as you teach.

3. Do not use PowerPoint presenter view as this will be problematic for the display settings. Once PowerPoint is open, select (1) PowerPoint at the top of the screen and choose preferences. (2) In the Output and Sharing pane, click Slide Show. (3) Uncheck Always Start Presenter View with 2 Displays.

4. Use the Logitech Remote to zoom in, move the camera, etc.

Zoom in and out with the camera

Control the volume of the audio

Move the camera manually to focus on different areas of the room

Prior to Leaving the Classroom

1. Leave the synchronous meeting.

2. Unplug the USB or USB – C cable from your laptop.

3. Turn off the Logitech Rally TV Screen with the remote. If there is no remote, don't worry the flex equipment will go to 'sleep' when the entire system shuts down.

4. Turn off the projector screen or TV screen at the front of the room with the keypad or touch pad. Note, the monitor goes into standby mode if not powered off, and that's OK.