



Equip EQF level 5 trainings for managers in the transport sector with inclusive teaching methods, tools and training material to ensure online and distance teaching and learning, continuous learner monitoring and the evaluation of learning outcomes

TEACHER'S GUIDE (English)

3D virtual class, Mozilla Hubs

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Table of contents

1. Creating the room	3
2. Preparing the room and inviting students	4
3. How to share and present materials	5
4. During the lesson and activities	5
5. Common problems	6

Note! This guide is supposed to help teachers and trainers create and use their own virtual space on the e-ManTRA virtual platform. Additional general information about Mozilla Hubs, the solution hosting the e-ManTRA platform, and guides on how to use it can be found online at:

<https://hubs.mozilla.com/>

Introduction

<https://hubs.mozilla.com/docs/welcome.html>

Guides, how to use it etc.

Area map of the platform. Contents are described in the Teacher's Training Material document.



1. CREATING THE ROOM

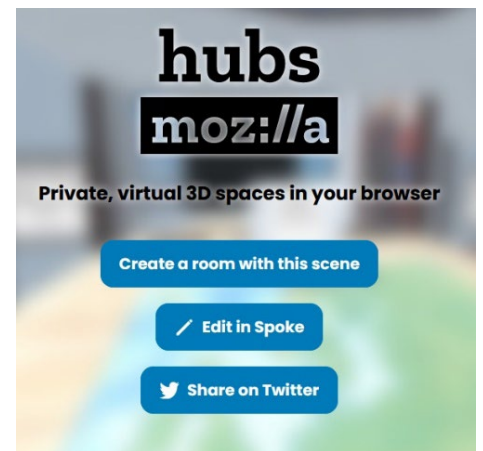
1. Go to Mozilla Hubs using this link:

ENGLISH VERSION	https://hubs.mozilla.com/scenes/WSQmRdd
FRENCH VERSION	https://hubs.mozilla.com/scenes/HHaHgaj
GERMAN VERSION	https://hubs.mozilla.com/scenes/B2sSdPA
FINNISH VERSION	https://hubs.mozilla.com/scenes/tZgfrTT
SWEDISH VERSION	https://hubs.mozilla.com/scenes/wzLGXma
ROMANIAN VERSION	https://hubs.mozilla.com/scenes/NQHghz5
SPANISH VERSION	https://hubs.mozilla.com/scenes/wHCm6vH
CATALAN VERSION	https://hubs.mozilla.com/scenes/FscAm3s

2. Click “Create a room with this scene”

- *Alternatively, you have an option to modify the provided 3D template by choosing “Edit in Spoke”. This will open an online editing tool where you can modify completely the provided 3D scene template to suite your needs. More information on this can be found on Mozilla Hubs / Mozilla Spoke website.*

You now have your own private 3D room for your students!



3. Room name and room settings

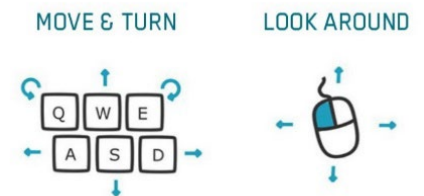
Note! In order to change room settings, you must log in by using an email address. (Students don't need to log in, you will provide them with the link)

- **Click “Options”**
 - Choose a name for the room.
 - “Room member permissions”
 - Disable “Allow flying”
 - Recommended: disable “Create and move objects” & “Create drawings”
 - ➔ If you don't want students to manipulate or add objects (e.g. photos and drawings), you can disable these functions here. This is recommended, especially if your students are not very mature, as it can quickly become confusing and reduce concentration if too many objects are added.
 - You can change these settings also anytime during the session (click on “More” in the bottom right corner, “Room Info and Settings”, “Edit”)!
 - Click “Apply”



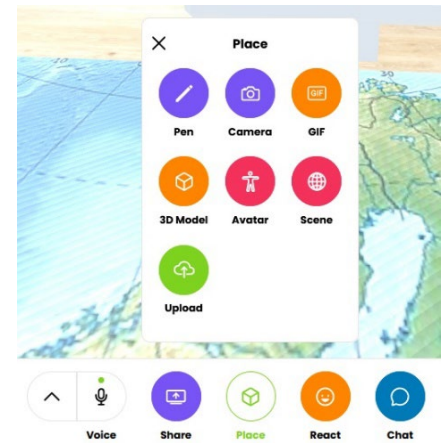
4. Room is ready now. “Jo in room” to see it yourself.

- This is also the view what the students will see when they follow the invitation link.
- Use the Q, W, E, A, S and D keys or the arrow keys to move.



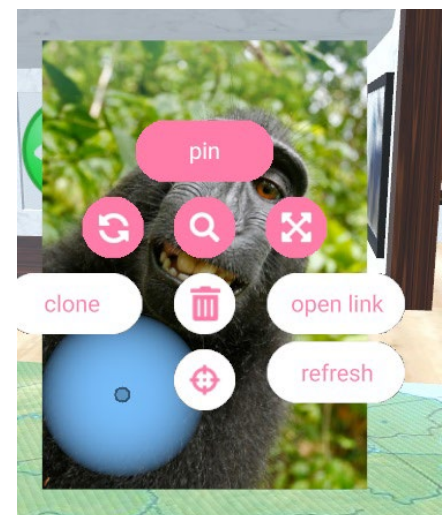
2. PREPARING THE ROOM AND INVITING STUDENTS

- “Invite” button gives a link to share with students.
- If you wish to add some materials of your own, click “Place”
 - o Upload images, PDF files, videos etc.
 - You can drag them on the media frames
 - o Draw on the walls or media frames
 - o Add 3D objects
- Drag the object with your mouse to move it around
- Move mouse over your added object and hit “space bar” on your keyboard.
 - o Rotate the object
 - o Scale the size
 - o Delete it
 - o **Pin it**
- **Note! By default, all added objects will disappear when you leave the room. You must “pin” it to keep it in the room.**



- **RECOMMENDATIONS!**

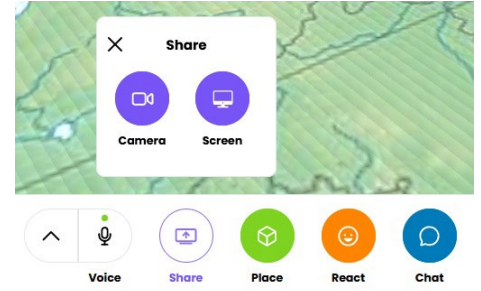
- o Test the tool first with your colleague(s) to see how it works
- o The sound works as in a real environment: the closer you are to another user, the better you will hear him/her. This is important to consider when you are, for example, giving a presentation or instructions to your students. Ask them to be in the same room than the speaker and not in the other parts of the environment.
- o Before starting the actual lesson or activities with students for the first time, make sure to give them some extra time (at least 10-20 minutes) to practice and get familiar with the platform.
- o Ask students to read the student’s guide in advance and to test that connection and audio works.
- o Ask your students to give their Avatar their real name to know who is who.
- o Ask your students to behave in the virtual space as respectful as in the normal classroom (also see the “Netiquette for the e-ManTRA virtual space” in the student’s guide).



3. PRESENTING AND SHARING MATERIAL

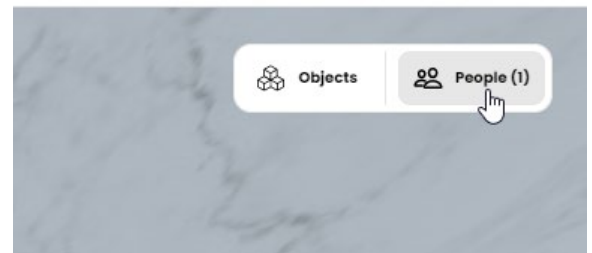
- “Share”

- **Camera:** Shares your webcam
- **Screen:** Shares your screen
 - You have an option to choose which window or full screen to share
 - Note! When sharing a presentation, it is recommended to have two separate windows open on your screen. This way you can present materials on the other, and still see your students on the other window. If you go to fullscreen, it might block your view on the virtual space.
- Shared webcam or screen will appear as a 3D object in the room. You can move / scale this same way as other objects.
- **To share it in one of the media frames in the room, drag it there with your mouse.**
- **Note!** If you want to share a PowerPoint presentation, save it first as a PDF file. Open the PDF file and then share that window. Otherwise there might be problems when entering full screen presentation in PowerPoint application while sharing the window.
- **Enlarge objects / presentations / documents**
 - All users can easily enlarge these elements by right-clicking on them.



4. DURING THE LESSON AND ACTIVITIES

- Open **PEOPLE** window (top right corner)
 - See the list of participants
 - See raised hands of participants
 - Mute / unmute students
 - Hide / unhide students
 - Kick off students



5. COMMON PROBLEMS

- **Log in / connection problems**
 - Try a different web browser
 - Try a different email address

- **Audio problems**
 - Make sure your microphone is on (mic icon)
 - Open audio settings (arrow next to mic icon)
 - Select microphone, test audio
 - Leave and come back to the room
 - When entering the room, make sure you have allowed your computer access to microphone.
 - Try removing all wireless microphones / headsets
 - Try different web browser

- **Sharing the presentation**
 - You have trouble sharing the PowerPoint or other presentation as a full screen
 - You are probably sharing just a specific window, and the application you are using tries to change to another window / full screen / presenter view or similar.
 - ➔ In Mozilla Hubs, when sharing, share the “full screen” instead of window.
 - Best practice is to save the PowerPoint presentation as a PDF file. Then open it and in Mozilla Hubs share that window where you have the PDF file opened.

- **People are flying**
 - It might be because in the room settings, “allow flying” is enabled.
 - As a teacher (room administrator) go to “More”➔ “Room info and settings” and disable it.
 - Alternatively, students can type “/fly” in the chat to disable that.

- **Objects disappeared**
 - If you add objects to the scene, you must “pin” it in order to save and keep it there for the next time. ➔ Move mouse cursor over the object, hit space bar on your keyboard and select “pin”.
 - Note: You must be logged in to “pin” objects

