mediaXploration
at Stanford University

USER GUIDE

WELCOME

Welcome to our mediaX Virtual World, "mediaXploration". We have already used this space to deliver "in-world" experiences to leverage insights from the mediaX membership community of scholars, researchers, instructors and learners. With thinking tools, demonstrations and working sessions, we continue to reflect on what we know and what we'd like to know about using immersive technologies to collaborate, discover and learn.

To ensure you have a terrific "in-world" experience, we've put together these simple but important steps. Although we can't cover everything that you might encounter in the space this user guide should be helpful for you. Thank you for experimenting with us.

We look forward to seeing you soon.

Step 1 - url

It is highly recommended that you use a Chrome browser

CLICK THE URL:

https://mediax.stanford.edu/featured-events/mediaxploration/

Once you land on the page (see top image), click either the main image, or the green link "PLEASE CLICK HERE."

On the next page (see bottom image):

CLICK THE PLAY BUTTON

Allow the page to load

Welcome to mediaXploration, an experimental virtual and immersive environment. As mediaX explores the possibilities of virtual worlds as a means to connect and work together, the ability to create feelings of presence and of shared experiences are just a couple of the elements that are important to explore.

If you have a user name and password for the space, **PLEASE CLICK HERE.**
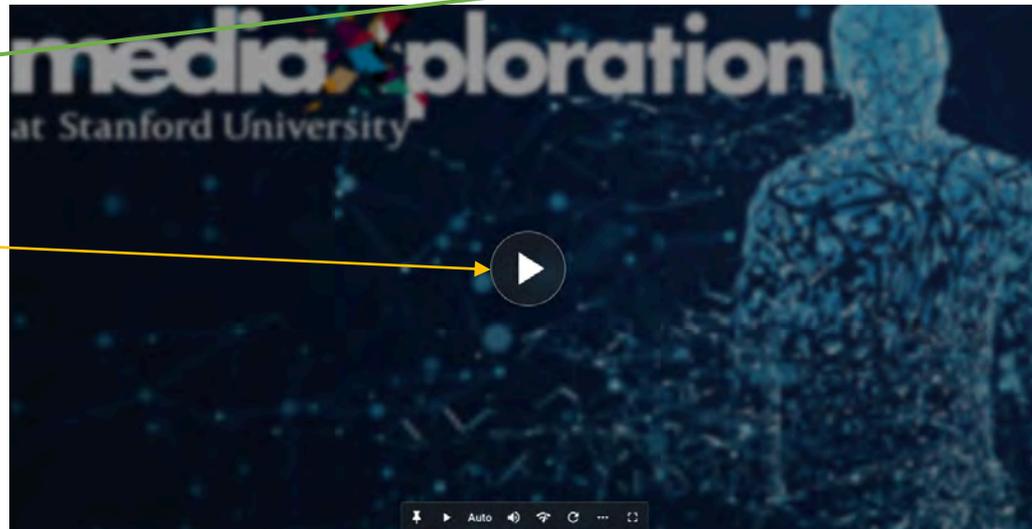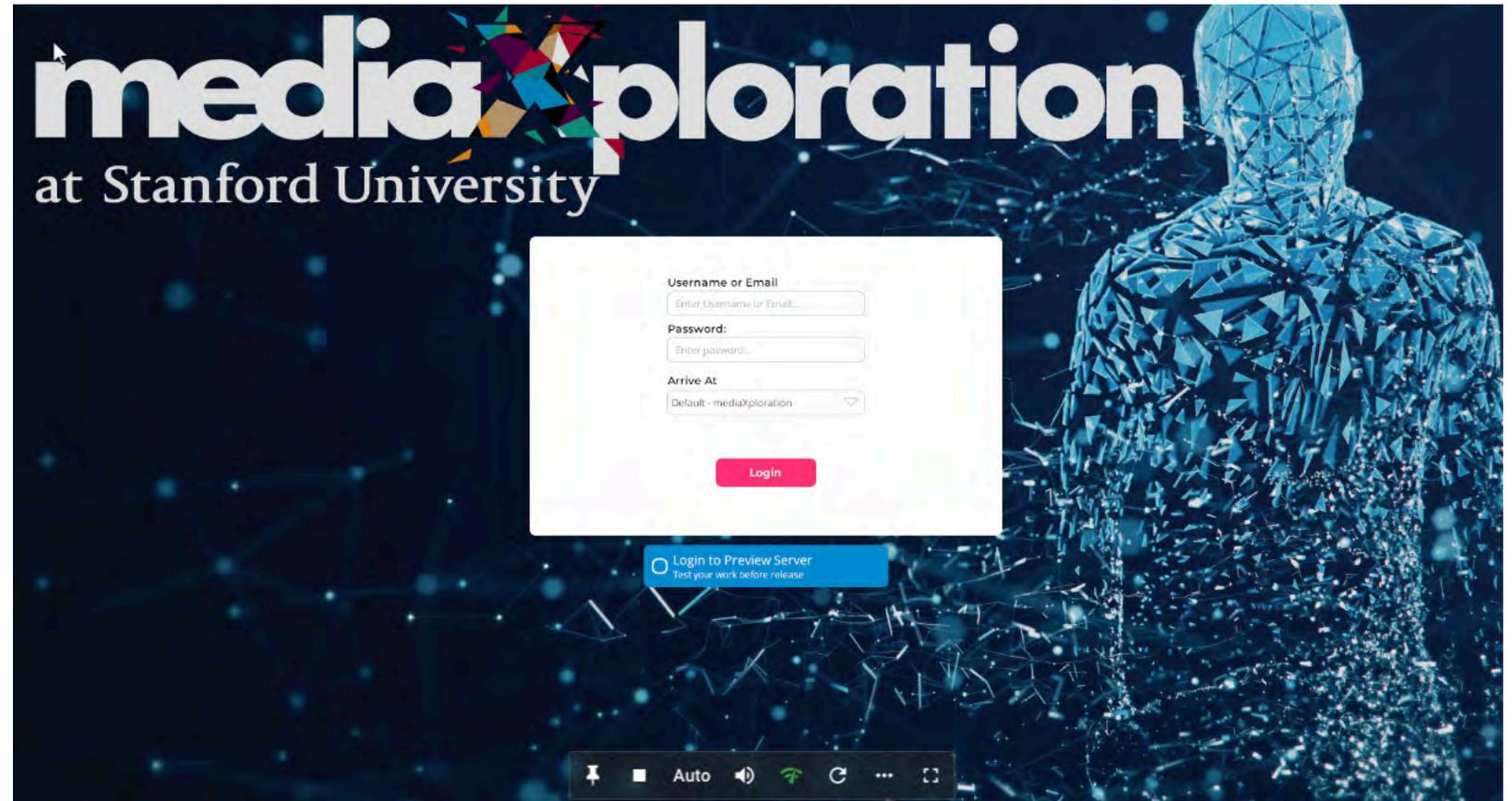
Step 2 - login

Please enter your username (your first and last name) and unique registration code provided.

The "Arrive at" field should show "Default-mediaXploration" or(if you've logged in before) "Last Visited-mediaXploration"
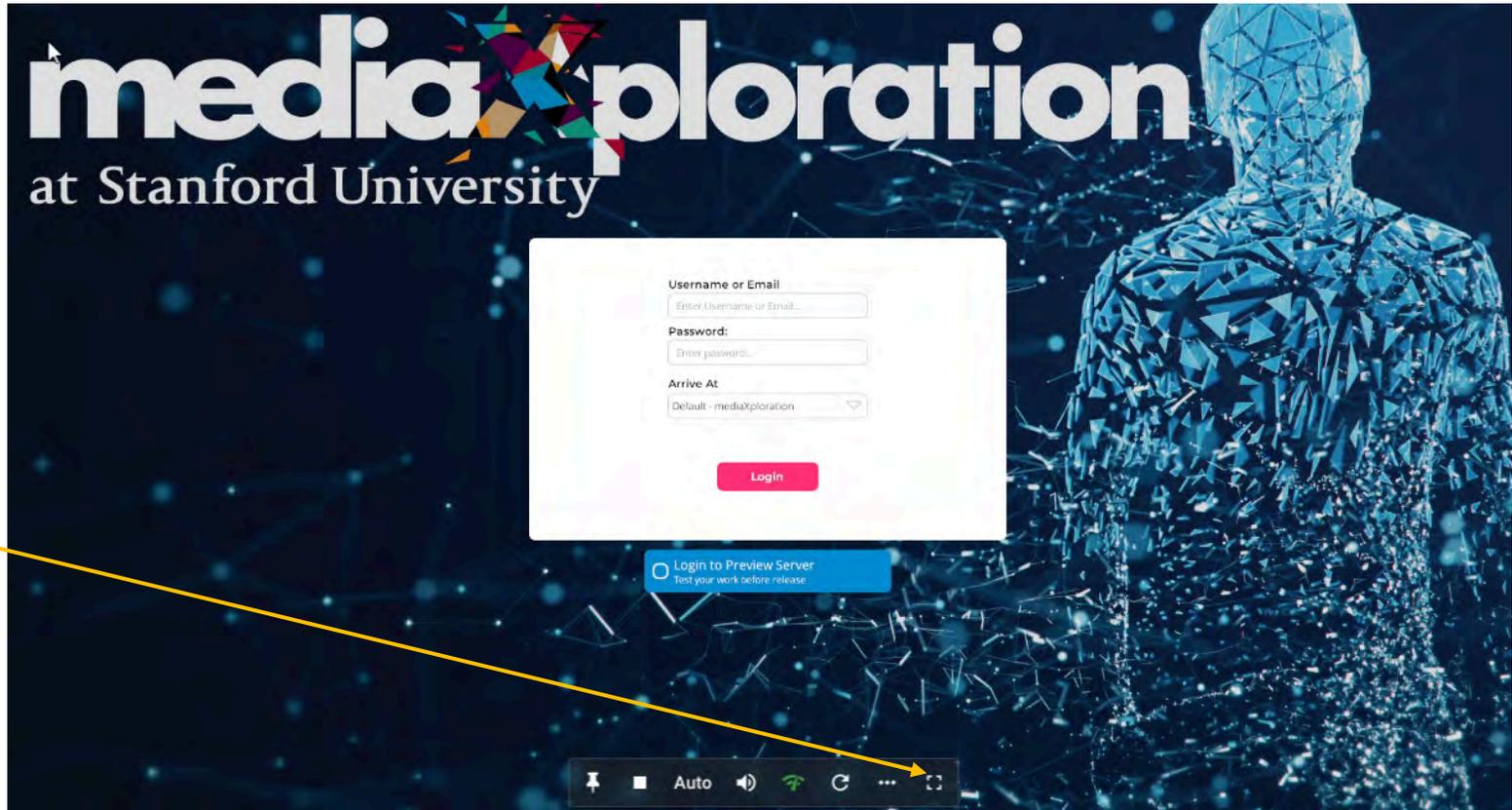
No need to change it.

CLICK LOGIN

Step 2 - Optional

To make the login fields larger, and get a better view of the region when you enter, you can make it full screen by clicking this sign, and exit full screen by using the **ESC** key:

Step 3 – Palm Circle

You will arrive in this area. In front of you is the 'registration' desk. mediaX staff will be in this area to greet you.

Here is a quick guide to the controls you will find on your screen:

A - AVATAR – select your avatar

B - Microphone. Click once to turn on (You may get an alert from your computer asking you to 'allow' use of your microphone)

C - Teleport to be seated in auditorium (we will place everyone in the auditorium when the program is due to start)

D – Teleport to be seated in workshop (we will do this automatically at the start of any breakout sessions, but you can use these to change breakout spaces)

E – Teleport back to Palm Circle at the end of the event

F – Show text chat – use mediaXploration tab to send to everyone

G – Friends – Click to show delegate list

Step 4 - Avatar

Select your avatar:

- **Top left corner** of the screen, click **'AVATAR'**

- This window opens up. You have a choice of six avatars in business casual clothing

- Click your chosen Avatar to Select, then click **'CLOSE AVATAR'**

Step 5 - Auditorium

Arriving at the auditorium you are automatically seated. We ask you to stay seated during this portion of any program.

While seated, you have a variety of buttons on the left-hand side of your screen, such as clap, cheer, raise hand. No sound, but these are important audience reactions that the speakers will enjoy!

You will be automatically muted in this zone when the program begins. If questions are invited, you will be able to turn your microphone on again.

The 'Stand Up' button at the bottom of the screen enables you to stand up – we ask you to stay seated during the auditorium presentations.

Step 5 – Auditorium… cont.

While seated, you also have access to different camera views. You arrive in 'Audience Camera View' (previous page image) with an aerial shot of the auditorium beneath you. 'Behind' is the default camera view and shows your avatar head/body in front of you. 'Forward' means the camera is on the front of your head (as your eyes are usually!). 'Speaker' puts your camera in front of the speaker's avatar as if you were sitting right at the front. 'Screen' puts the presentation screen in front of your camera. Your avatar remains seated throughout, so you retain access to the gesture and camera controls on the left of your screen.

Behind Camera View

Forward Camera View

Speaker Camera View

Screen Camera View

Step 5 – Auditorium… cont.

On the bar at the top of the screen you can click 'World' to bring the presenters screen in front of you. The button now reads 'Screen'. Click it. The presentation appears as a thumbnail, and you can then click the expanding arrows on it to expand that view to fill your screen, to get a very clear view of the slides. Click your esc key to minimize and the 'Screen' button to return to normal camera views.

Your 'view' need never be blocked by anyone else!

The 'Stand Up' button at the bottom of the screen enables you to stand up – we ask you to stay seated during the auditorium presentations.
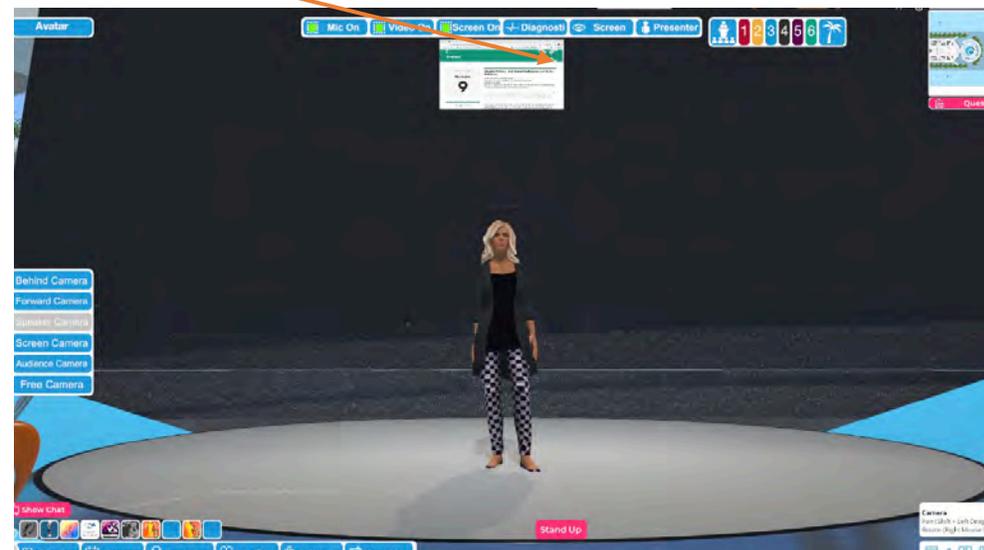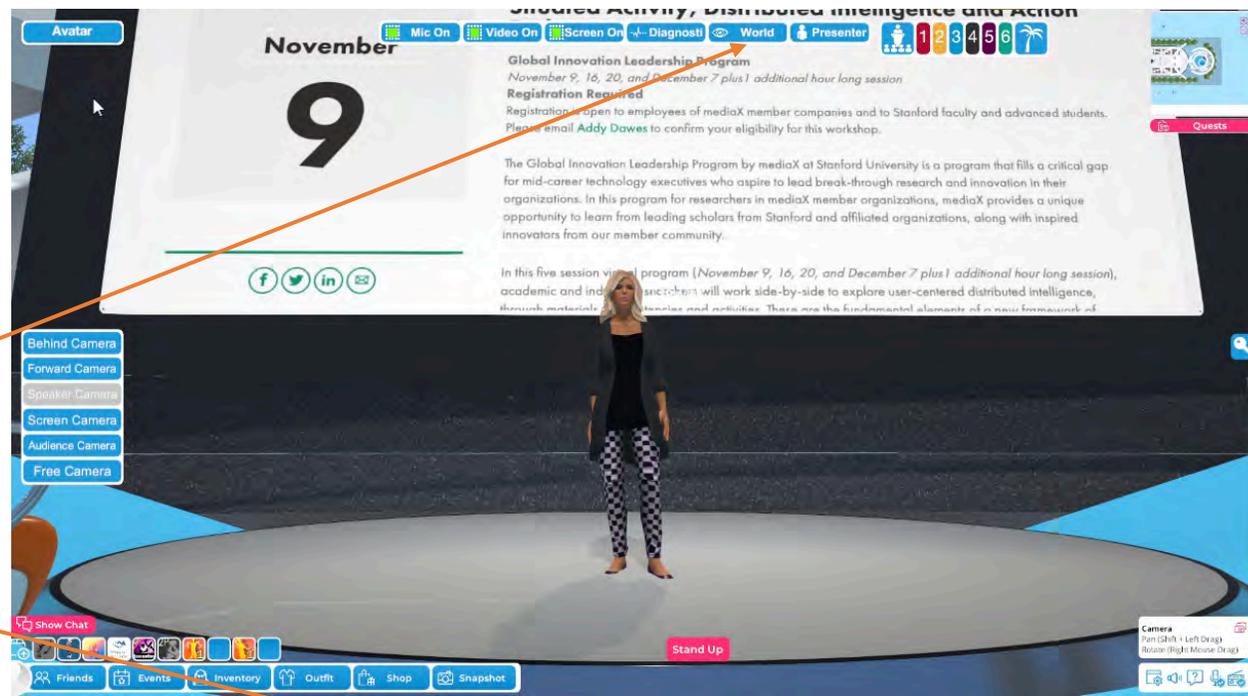
Step 6 – Breakout Rooms

You are automatically seated in the breakout space at the beginning of a breakout session. Some rooms have tables and chairs, some have stools.

Here, you can talk to the presenter and ask questions, or watch a more in-depth presentation or demonstration. You can also talk to and collaborate with other participants.

You are not restricted to sitting in a breakout space. However, remember that when not seated the gesture and camera view options are not available.

When ready to explore, click 'Stand Up' and walk out via the sides of the breakout space, or use the numbered buttons at the top of your screen to teleport yourself instantly into a different breakout space , the auditorium, or Palm Circle (entrance zone).

NOTE: Each breakout space is its own sound zone. Once you have left you can no longer hear what is going on there.

Step 6 continued

The presenters may share screens, videos, or their camera, etc., and those screens create in front of you, in the 'window' wall. Multiple people can share at the same time, sharing the real estate of that front wall.

You are not restricted to sitting in a breakout space. However, remember that when not seated the gesture and camera view options are not available.

If working in a collaborative group, please be respectful of your colleagues, just as you would in the 'real' world.

NOTE: Remember that each breakout space is its own sound zone. Once you have left you can no longer hear what is going on there.
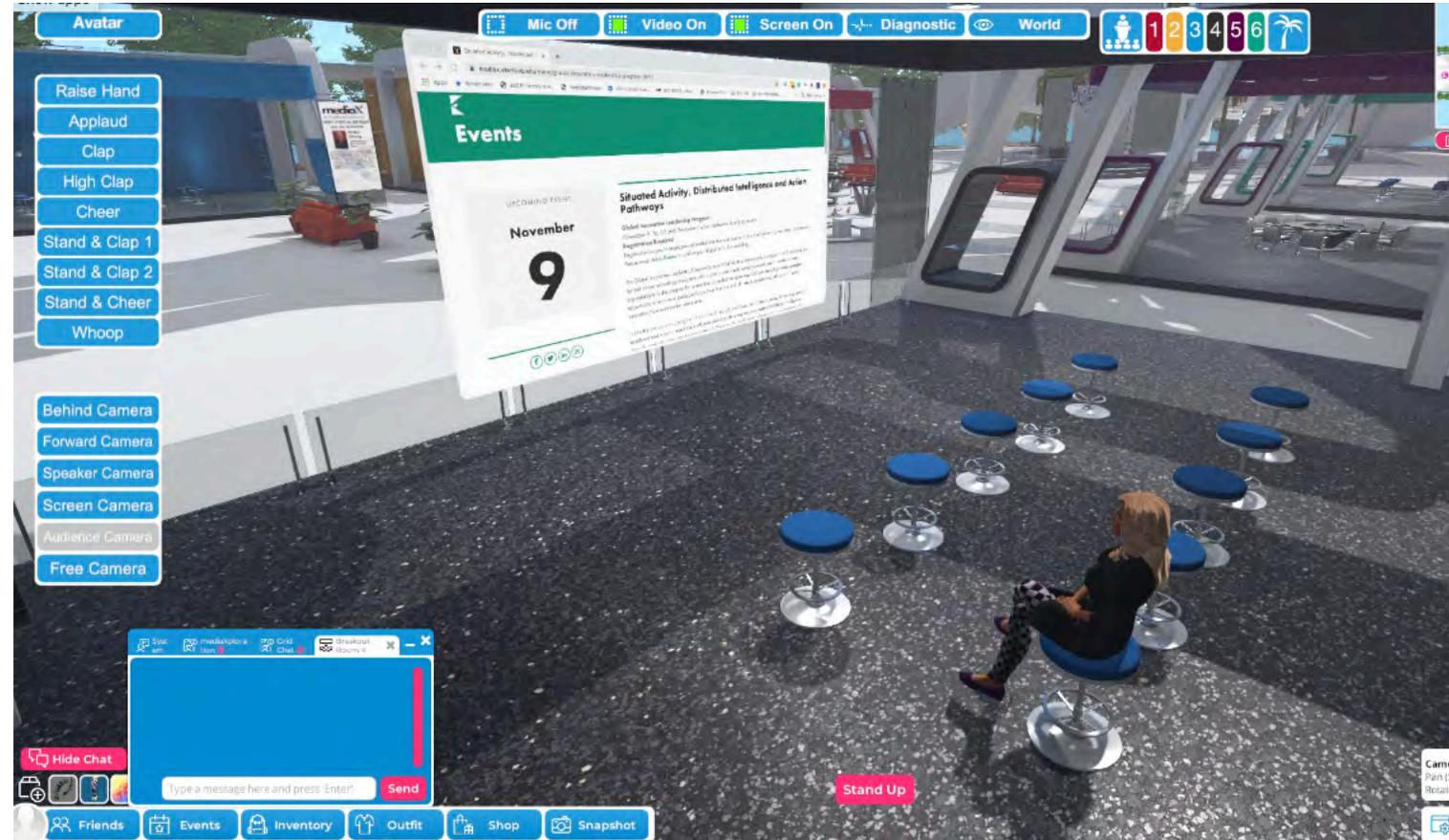
Step 7 – Networking

Explore the region.

Use your cursor, arrow, or WASD keys to move around. Up arrow (W) for forward, down arrow (S) for backward and the side arrows (A for left, D for right) for changing direction, left and right.

The Networking Floor is also for socializing – see the blue down arrows inviting you to sit down? Click one of these to be seated and take a virtual cocktail while chatting with a friend or colleague.

NOTE: If a breakout space is empty you may use that space for a private chat with someone you meet while networking. Conversations in the networking space can be heard by those immediately around you. If you move away (estimated 10 feet) you will not hear that conversation and be able to talk without that group hearing you. Use the colored and numbered buttons to visit the breakout spaces, auditorium or Palm Circle, if they are not already occupied.

Invite a colleague by either voice, or by chat – right or double click an avatar and chat or send mail to that person. Only they can see those messages.

Reminders

1 - by pressing this button 'Stand Up' you can stand up and are able to navigate the space. Remember to leave a breakout space via the sides, not the front.

2 - Open the text chat box, click on the mediaXploration tab, and send messages.

3 - Open settings to adjust in-world volume/microphone settings, etc., if necessary.

Note: To leave the platform – please close the browser. You will automatically be logged out

Reminders continued…

Remember that when you are moved to the auditorium or the breakout rooms, you will be automatically seated. Use 'Stand Up' to leave your seat.

When you want to sit down again click on one of the floating down arrows. You will then regain the gestures such as 'Raise Hand' or 'Stand and Clap'!

In the breakout spaces, you can use your microphone to ask questions or take part in a discussion. When seated you have a 'Raise Hand' button on the left.

It is good practice to stay muted unless you want to speak, to avoid background noise. Use of headphones is encouraged!
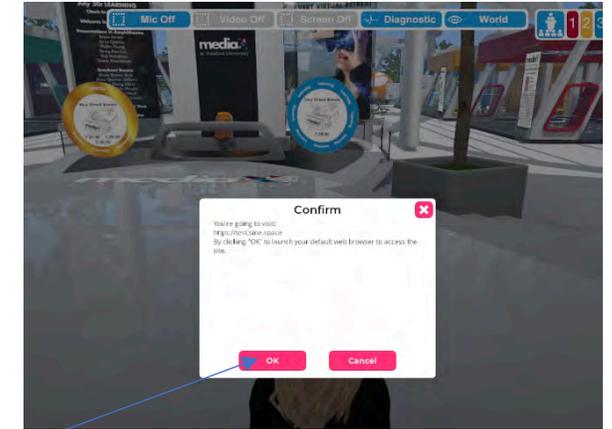
Trouble Shooting

- Black Screen or buttons stop working for you – refresh your browser (unfortunately you must log in again)

- Stuck behind an object/wall? Sometimes, it is just your camera that is behind the object – try walking forward (up arrow/W key). Or, you can press your down arrow/S (you will move backwards) and find a way around it. To run – press shift and up arrow/W

- To jump – press space bar

- To fly – press F and use your arrow keys as if you were walking. To go higher, press F and then R. To return to land, press F again
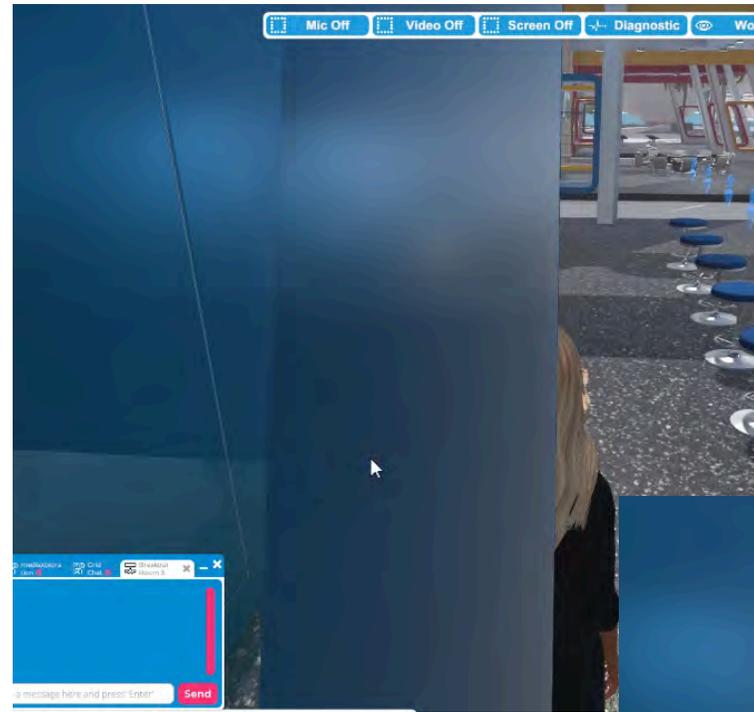
Trouble Shooting

- Can't use your microphone or share your screen or webcam?
  - Use Chrome as your browser. mediaXploration should automatically prompt your browser to ask for permission to use your microphone
  - It will prompt again to allow access to your camera when trying to screen share for the first time
  - If your microphone or camera are not working, click the Diagnostic button at the top of your page
  - Say OK when the warning box appears
  - A new tab will open with a testing page. It will look for your microphone and camera and give you links to help you activate these features

FOR PRESENTERS: Reminders and Trouble Shooting

- You are asked to arrive 30 minutes before the start time in order to double check your microphone and screen sharing

- You are free to network and explore and will be moved automatically to the auditorium and breakout rooms when needed

- You will be automatically put on the podium when it is your turn to speak. Don't worry about navigating your way to the front

- When you arrive in the breakout room, click 'stand up' so you can move to the front and face your audience.

- You can share your screen, or your computer camera, or play a video (only one screen share from each computer at a time though).

- Watch for your audience 'raising a hand' to ask a question in the breakout room.

- In the auditorium, only the presenter(s) can share a screen
- There are five down arrows on the podium to allow for a panel. We will place you there so the screen share functions are active.
- The audience will be muted in the auditorium during your presentation. You can ask an administrator to unmute microphones for questions during or after your presentation.

THANK YOU!

…for participating in this experiment in the use of virtual platforms. We look forward to hearing from you and 'seeing' you again soon.

We learn so much from your feedback and are always eager to know your thoughts and suggestions!

mediaX at Stanford University
Graduate School of Education
mediax.Stanford.edu