



# Very Virtual Retreat

July 2020

**media**  
at Stanford University

**USER GUIDE**



# WELCOME

Welcome to the first-of-its-kind, mediaX Very Virtual Retreat.

Over 3 sessions we will use an "in-world" experience to leverage insights from the mediaX membership community of scholars, researchers, instructors and learners. With thinking tools, demonstrations and working sessions, we'll 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. Unfortunately, we can't cover everything that you might encounter in the space.

That said, this user guide should be helpful for you. Thank you for experimenting with us.

We look forward to seeing you soon.



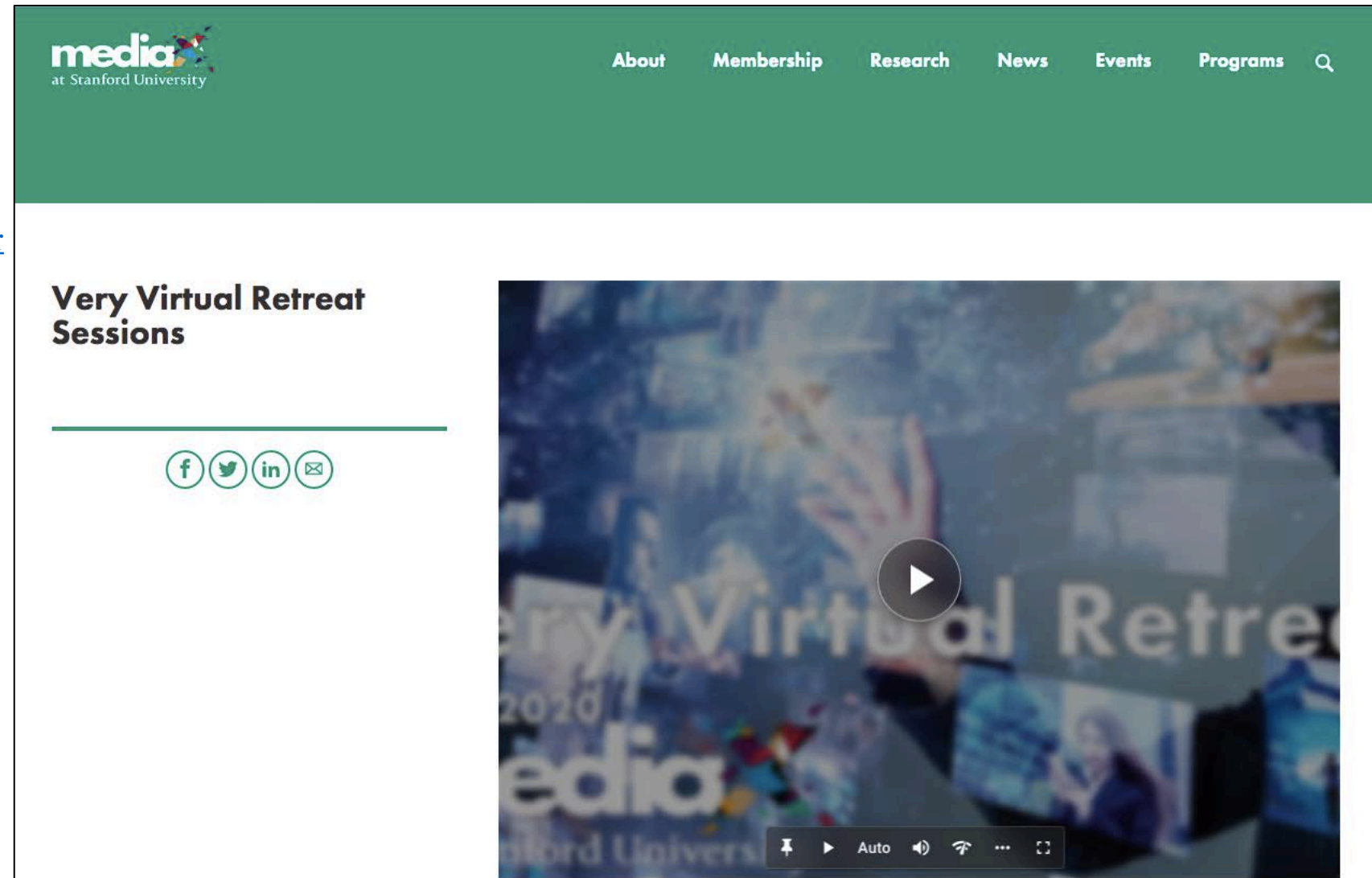
# Step 1

<https://mediax.stanford.edu/featured-events/vvr-sessions/>

**CLICK THE URL**

Once you land on the page

**CLICK THE PLAY BUTTON**



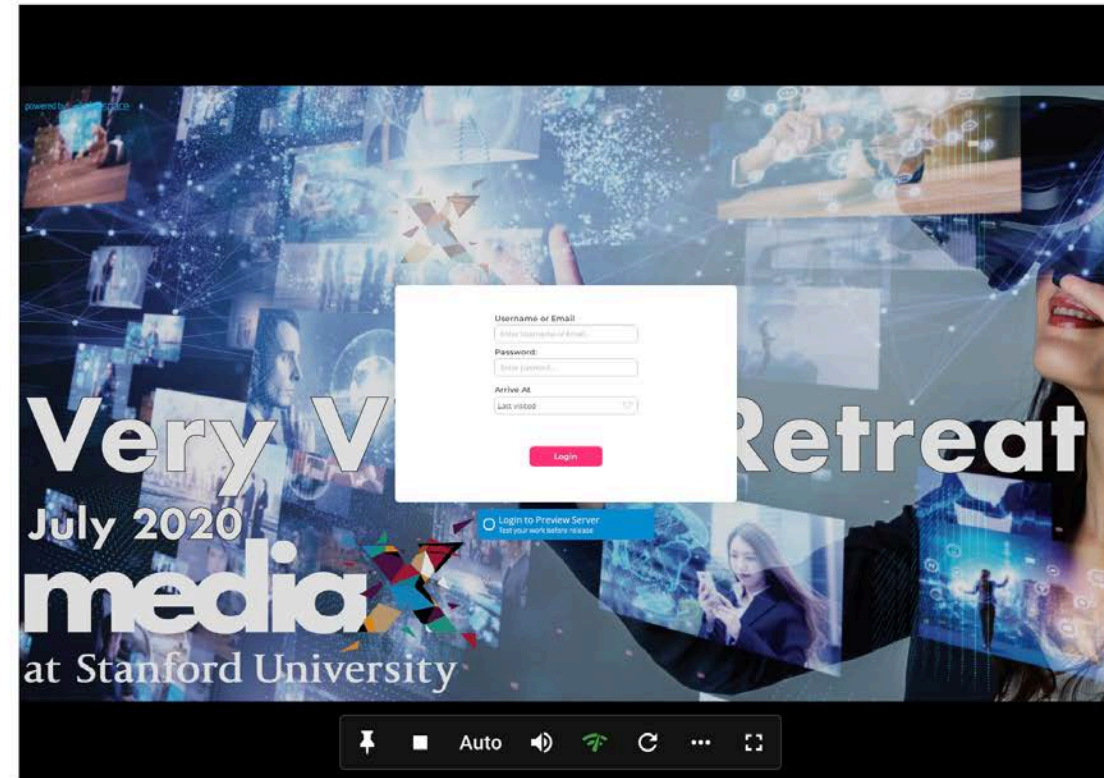
## Step 2

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

The “Arrive at” field should show either “Default-mediaXploration”(first visit) or “Last Visited-mediaXploration” (if you have previously logged in). No need to change it.

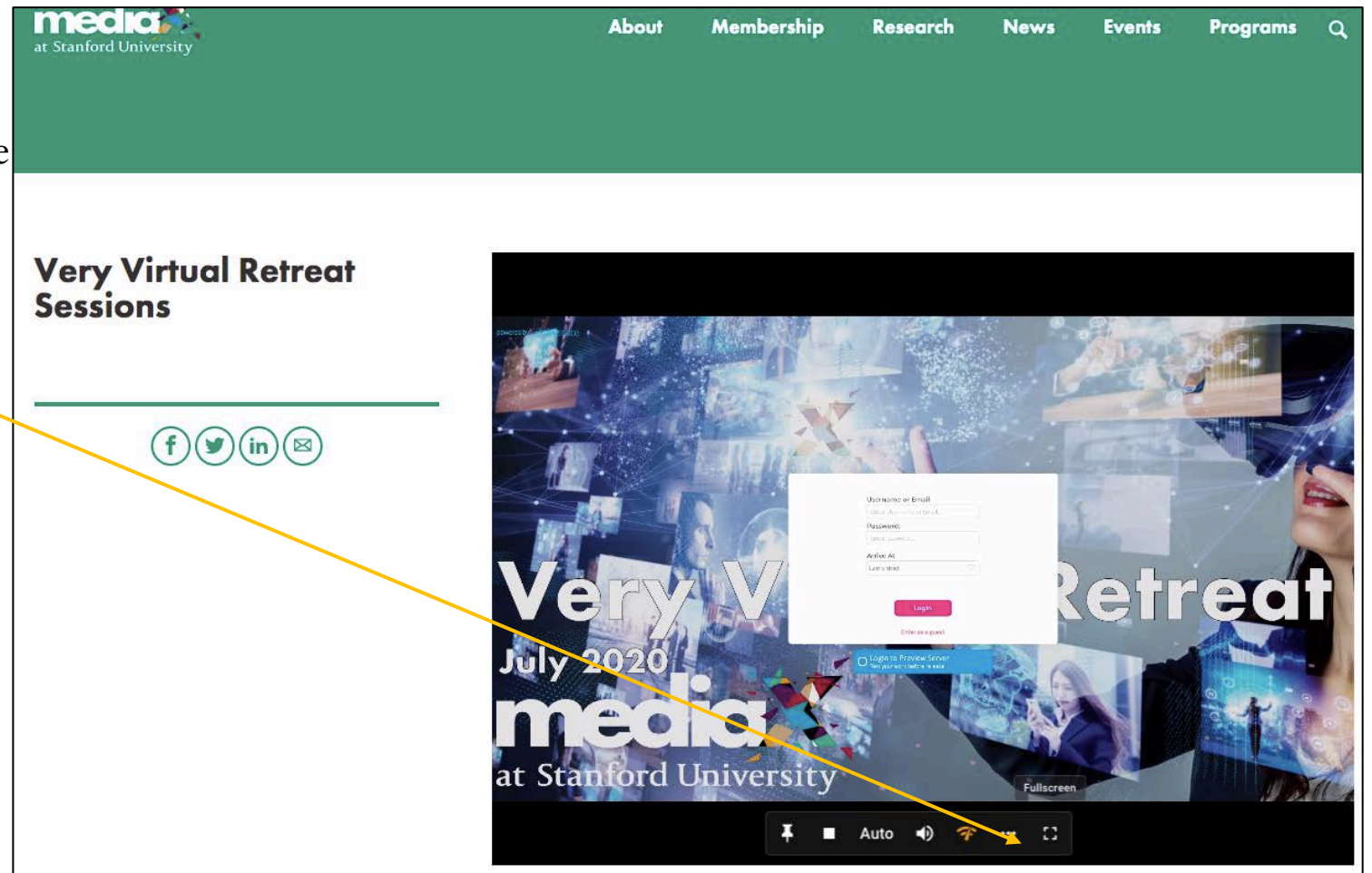
**CLICK LOGIN**

### Very Virtual Retreat Sessions



## Step 2 - Optional

You can make it full screen by clicking this sign, and exit full screen by using the **ESC** key:





# Step 3

You will arrive in this area. In front of you is the 'registration' desk. mediaX staff will be in this area to greet you 15 minutes before the program start time.

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

**A** - Outfit – 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 the breakout sessions, but you can use these to change breakout spaces)

**E** – Show text chat – use mediaXploration tab

**F** – Friends – Click to show delegate list



## Step 4

Select your avatar:

- Top left corner of the screen, click **‘OUTFIT’**
- This window opens up. You have a choice of six avatars in business casual clothing
- Click to Select, then click **‘CLOSE OUTFIT’**





# Step 5

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

You are automatically muted in this zone. Please stay muted during this session.

If you are seated, you have a variety of buttons on the left-hand side of your screen, such as clap, cheers, raise hand (useful in the breakouts)etc.

You can change your camera view while seated. 'Behind' is the default and shows your avatar head in front of you. 'Forward' means you do not see yourself and this can be disorienting. 'Speaker' puts your camera in front of the speaker's avatar. 'Screen' puts the presentation in front of your camera. 'Audience' puts you high above the auditorium looking down on the audience.

On the bar at the top of the screen you can click 'In World' to bring the presenters screen in front of you. It appears as a thumbnail, and you can then expand that view to fill your screen, to get a clearer view.

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.





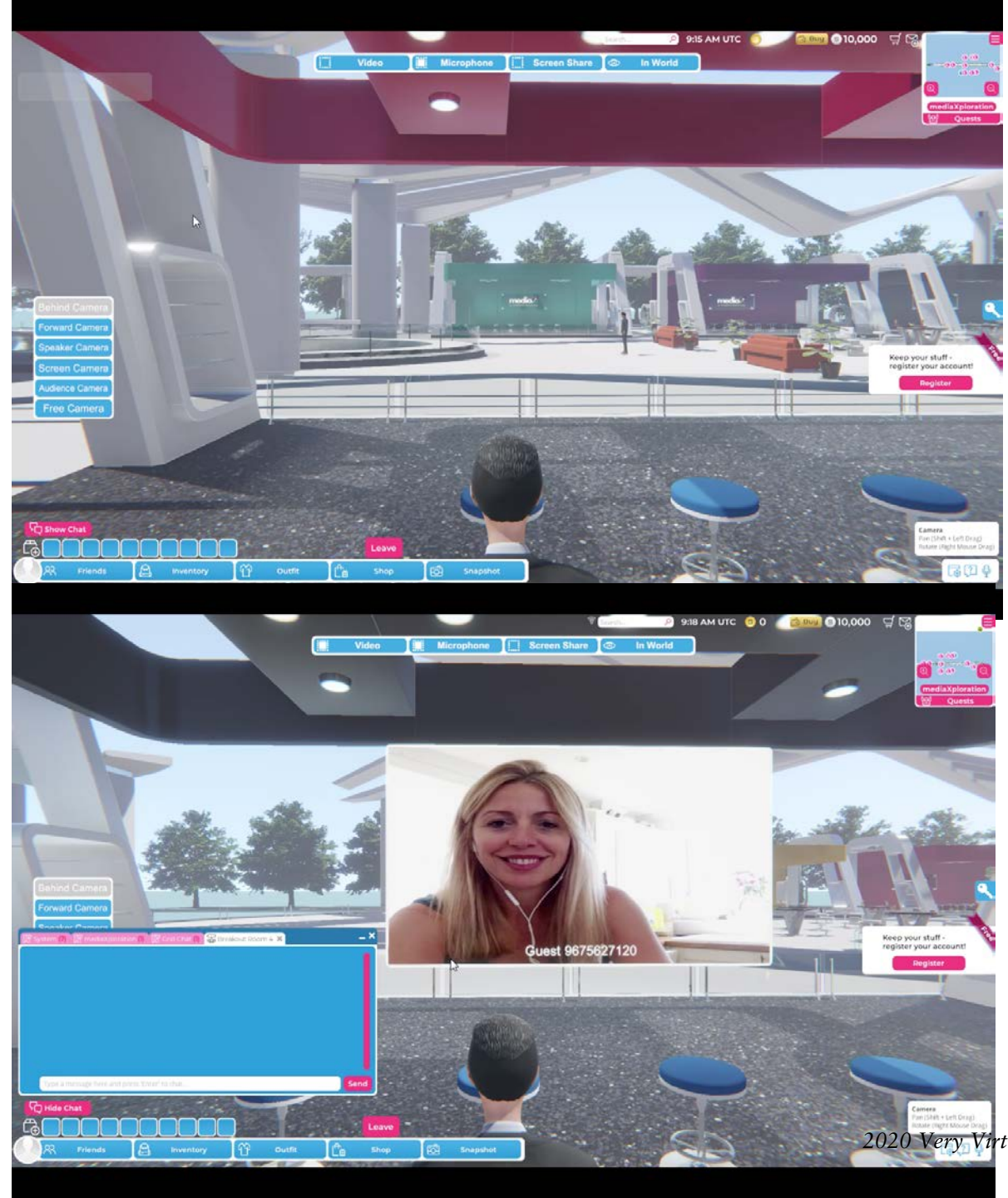
## Step 6

You are automatically seated in the breakout space at the beginning of the breakout sessions. Here, you can talk to the presenter and ask questions, watch a more in-depth presentation or demonstration. You can talk to other participants, chat via text.

The presenters may share screens, videos, or their camera, etc., and those screens create in front of you, as shown in the second image.

We ask you to give your attention to your presenter for at least a five or ten minutes, but you are not restricted here. 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.

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



## Step 7

Explore the region and view work shops.

Use your cursor keys to move around. Up arrow for forward, down arrow for backward and the side arrows for changing direction, left and right. You can also use the WASD keys in the same way.

NOTE: If a breakout space is empty you may use that space for a private chat with someone you meet while networking. The networking sessions are short, but conversations in the networking space can be heard by those around you. Use the colored and numbered buttons to visit them, as long as the breakout session is over.





# 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 and muted. 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 auditorium, stay muted.

In the breakout spaces, you can turn your microphone on to ask questions. 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 – refresh your browser (unfortunately you have to 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. You can press F on your keyboard to fly over it using your arrow keys (but be careful you don't go too fast!) and press F again to land
- To run – press shift and up arrow/W
- To jump – press space bar
- Can't use your microphone? Check your privacy & security settings to allow [mediax.stanford.edu](https://mediax.stanford.edu) to use your microphone. Log back in and 'allow' when prompted to allow the microphone. And use Chrome as your browser if possible.



# 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 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 can share a screen
- There is one down arrow on the podium. We will place you there so the screen share functions are active.





# THANK YOU!

...for participating in this first of its kind experiment. We look forward to hearing from you and ‘seeing’ you again soon.

Please remember to complete the short survey – 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](https://mediax.Stanford.edu)