Instructions for using the Teaching Spaces at Casuarina Campus – ACIKE Blue 2A.1.01

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Teaching Spaces Support

Teaching Space Equipment Instructions

Information in the document is on the use of the Teaching Spaces specific to ACIKE Blue 2A.1.01, this space is Video Conferring and Online Classroom (Powered by Collaborate) enabled.

These instructions are further companion instructions can be accessed from the OLT website at: http://learnline-dev.cdu.edu.au/olt/teaching/teachingspaces.html

- Instructions for using the Teaching Spaces – Setting up Devices to use
- Instructions for using the Teaching Spaces – General

Room specific ITMS Teaching Space Equipment Instructions can be accessed online at: http://www.cdu.edu.au/itms/equipment-instructions

Teaching Space Equipment Instructions

The following links will give you access to instructions for using the teaching space equipment available in the associated locations.

Please Note: More instructions are currently in development and will be added to this site as they are completed.

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Technology Support

A phone with essential support numbers is installed in most of the teaching spaces if you have issues with equipment not working.

ITMS Rapid Response Team: Ph. 8946 6291 or internal ext. 6291
IT Kiosk: Red 1.1.20 for mobile device & laptop Wi Fi setup assistance
Business Hours: Monday to Friday 8am to 4pm.

Information Technology Management and Support (ITMS) provide support in relation to teaching space equipment for Audio Visual, Data Projector, Whiteboards, Temporary Accounts for Internet connection, TV, Audio Speakers, and connection of CDU Laptops to Audio Visual/Video Conference equipment.

They also provide support for audio visual equipment located in Conference/Meeting rooms.
Teaching Spaces Equipment

The equipment for this teaching space is in the equipment room within the space.

Equipment

The Control console is mounted on the wall.

- 6 microphones – used to position around the room during Video or Audio conferencing – take off charger and turn on at front.
- Lapel microphones – stored in the equip room – take off charger and turn on.
- Sharp Tools to use with Sharp Interactive pen – recommended to use the pen and not a finger on the monitors.
- HDMI cables – stored in the equip room.
- Document camera - shared between ACIKE Blue 2A.1.01 & Blue 2.1.50 & Blue 2.1.50A (contact Jean Loke).
- No Epson Interactive tools to use with wireless mouse.
- Hearing Augmentation systems – assistive technology earphones for the hard of hearing.

Hearing Augmentation System

- The assistive technology earphones are on charge in the Equipment room.
- Remove from charge to use (no need to turn on).
- The presenter must use a microphone for the earphones to ‘pick up’
  - the audio (Infra red).
- The student places the ear pieces in the ears and the system sits on the chest with the volume control to the front.
- There is left and right balance control on the back.
- When finished replace on charge in the equipment room.

Left or Right main monitors can be selected. Select LCD and One-One to use smaller LCD monitors independently of each other for group work.

From the control console the speaker volume and lights can be managed.

Volume control is on the front. Left and right balance control is on the back.
Boards, screens and monitors

- 2 x 80” LCD monitors have been installed at the front of the space, the default is to display on both these monitors and they work as dual monitors. So, the windows can be dragged from one screen to the other using the header (except after annotating).

- Left tab – display on left screen.
- Right tab - display on right screen.
- LCD – display on all LCD screens in the room; 2 large front screens and 4 other smaller screens around the room.

- Video conference & Audio conference – contact ITMS for support.

Devices

- LCD > One-one – allows up to 4 groups to plug laptops into HDMI plates on the walls underneath the LCD monitors and use independently of each other (HDMI cable needed).

Cameras

Cameras have been installed to use the online classroom in the teaching space and for video conferencing. A remote controller is used to select the cameras to move and zoom, pre-sets are available:

- Front ceiling and back corner – use with online classroom, select Remote 1 or 2.
- Middle front and back – use with video conference.