Instructions for using the Teaching Spaces at Casuarina Campus – General

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Teaching Spaces Support

Teaching Space Equipment Instructions
The Teaching Spaces information covered by this document provides general information on equipment in teaching spaces at CDU.

These instructions and 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 – ACIKE Blue 2A.1.01

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

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.
Staff Training
Training sessions are run prior to the start of semester by the Office of Learning and Teaching (OLT) on how to use the equipment in Teaching Spaces. See the OLT PD Calendar for details of training: [http://www.cdu.edu.au/olt/pd/pdcalendar.html](http://www.cdu.edu.au/olt/pd/pdcalendar.html)

Contact the Education and Training Developer allocated to your school if you require 1:1 training on using equipment in the Teaching Spaces: [http://www.cdu.edu.au/olt/about/schoolcontacts.html](http://www.cdu.edu.au/olt/about/schoolcontacts.html)

Staff should familiarise themselves with the teaching spaces and equipment and practice using relevant equipment prior to commencing teaching.

Resources you may need
Lecturers are advised to carry:
- 2 X AAA batteries for keyboard
- 1 X AA batteries for Epson pen
- Whiteboard markers
- Adaptors specific for your Mobile Device e.g. iPad HDMI adaptor to plug into HDMI cable to be able to display movie files.

*Note:* HDMI cable and Adaptor for laptop should be provided in the room

Teaching Spaces Equipment
The Teaching Spaces equipment can vary from room to room. The equipment will either be in a cabinet drawer in the room or in an equipment room adjacent to the teaching space.

*Note:* The room computer is in the cabinet or equipment room and does not need to be touched excepted to insert USB if no USB rack provided, or CD/DVD if needed. It is never ‘Shut Down’ and users ‘Log Out’ of the system when finished.
Equipment
The equipment stored or on charge to use includes:

- **Keyboard** - Turn on at back, there is no light to indicate the keyboard is turned on. If when ‘On’ it doesn’t work then the batteries will need to be replaced before use.
- **Mouse** - Take off charger, check to see if need to turn on.
- **Epson pen / Interactive pen** - Turn on at the back, a green light will appear briefly. If there is no light the battery will need replacing before using:
  - O position – the pen is Off
  - I position – the pen is On
- **Neck microphone** – Take off charger, turn on at front:
  - Red light flashes to indicate microphone is charged and can be used
  - Green light flashes when turned on
- **Hand held microphone** - This is stored in two parts in the drawer, remove base from charger and attached to microphone. Turn on at the base:
  - Red light flashes to indicate microphone is charged and can be used
  - Green light flashes when on

*Note:* There are Hearing Augmentation devices – assistive technology earphones for the hard of hearing, in the ACIKE Blue 2 teaching spaces.

Boards, screens and monitors
There are different types of boards and screens found in the teaching spaces; options allow the same or different displays on the different boards or screens around a room.

Select the board or screen to use by selecting the Tab on the control console:

- **Smartboard** - usually the board at the front of the room.
- **LCD screens** – at the back or side of the room or more than one around the room
- **TV monitors on stands**

*Note:* There are glass boards around the rooms or there may be movable whiteboards provided to use with whiteboard markers.

Devices
There are different devices found in the Teaching Spaces to select from the control console and to use with the selected board or screen. The default of Smartboard > PC means that the Smartboard is the primary display and is used with the room PC. Select the device to use:

- **None** – display is blank
- **PC** – use the room computer
- **Laptop / Doc Cam** – use CDU or personal laptop or mobile device plugged into HDMI input on the Doc Cam with HDMI cable (and adaptor - device dependent) eg. mobile device can be plugged in via adaptor to play iMovies. Use the Document Camera.
- **Laptop** – use CDU or personal laptop plugged into local HDMI input/wall plate (LCD screens only).
- **Doc Cam** – use Elmo Visual Presenter
• Wireless – use Laptop wirelessly. Instructions display to setup ‘Wireless Presenter’ software
  (Refer to doc: Instructions for using the Teaching Spaces – Setting up Devices to use)
• iPad – use Smart phone or other mobile device eg. iPad wirelessly. Login details display to
  setup for use with the ‘Epson iProjection’ (Smartboard only).
  (Refer to doc: Instructions for using the Teaching Spaces – Setting up Devices to use)
• Follow Smartboard – allows the LCD monitor to follow the Smartboard.
• TV – displays digital TV programs

*Note:* iPad/ iPhone or mobile device do not display on the LCD monitor.

**Wireless Mouse**

The mouse can be used either on a flat service or can be hand held.

1. On a flat surface - the mouse has the same functionality like any mouse, the black buttons at
   the top left is used to ‘Enter ‘and the right for ‘Right click functions’.
2. Hand held - hold the mouse while pressing the shiny black button at the back in the middle or
   the central silver button on the front to move the cursor, use the left and right buttons and
   scroll using the central wheel.

*Note:* The range of the mouse is the full classroom in most rooms.

**Start the Computer system in the Teaching Space**

First get out the equipment that you will need, you may like to set this equipment up on the movable
lectern in the room.

• Press firmly on the screen of the Control Console to turn it on
• Select the screen Tab you wish to use (at the top of the screen), in most cases either Smart
  Board or LCD, it may take a few minutes for the system to power up
• A CD/DVD can be inserted into the room computer for use
• Log on to the computer using the mouse and keyboard as usual.
Login with User name and Password

- This can take up to 10 minutes the first time while your profile is being setup
- Allows access to your staff drive ie. (\staff\cas\users\$) (H:), to open and save files

Room Login

- There is a login for each room, this can be found on the keyboard
- Files can be accessed from a USB drive inserted into the ‘Rack PC USB’ in the draw of the cabinet or directly into the room PC

Note: If the computer is idle for a short time the board will go into ‘power saver mode’, tap the ‘Enter’ button on the keyboard or move the mouse to display the login screen and log back in.

Use the Devices and Equipment in the Teaching Spaces

There are many ways to use the equipment to engage students; it is recommended to keep it simple until confident.

Use Laptop or Mobile Device plugged in with cable

CDU or personal laptop and mobile device eg. iPad can be used with HDMI cable (non wirelessly) to display on Smartboard.

- Select board/screen to use eg. Smartboard
- Select Laptop/Doc Cam from the Control Console.
- Remove HDMI cable from the back of the Doc Cam and insert into the laptop or mobile device.
  Computer may need an adaptor, this should be supplied in the room. Mobile device will need an adaptor, specific to device and supplied by you; this allows showing of movie files from mobile device.
Use Laptop plugged into the local HDMI input / wall plate
CDU or personal laptop can be used with cable (non wirelessly) to display on LCD monitor.

- Select LCD from the Control Console
- Select Local HDMI Input or Wall Plate from the Control Console
- Plug in CDU or personal laptop to HDMI input on wall plate with HDMI cable and adaptor supplied in the room.

Note: In rooms with multiple HDMI input wall plates, only 1 device can be displayed at 1 time.

Use the Smartboard with Interactive pen
The Epson pen / Interactive pen works with the Smartboard.

- Select the Smartboard option on the control console
- The Smartboard screen at the front of the room and the LCD monitor elsewhere in the room should both become live. This may take a few minutes. You may need to reduce the lighting in the room to make the screen more visible.
- Turn on the Epson pen
- Tap the pen on the Smartboard. An arrow will appear on the left and right side of the screen. Tap on the arrow to view the Tool Palette.
- There are 2 modes to select from the Tool palette:
  - Annotation mode allows writings over files open on the board (top left icon)
  - Whiteboard mode displays a clean white board to write over (top right icon)
- From the Tool Palette select your tools for writing, highlighting, magnification and erasing.
- When you have finished using the Smartboard tool, delete all markings on the screen with the erase button.
- Turn off the Tools Palette by clicking the Epson pen in the bottom right icon on the Tool Palette to ‘Close’ or ‘Exit’

Note: Writings made on the Smartboard with Interactive pen are unable to be saved.

Use the Epson Interactive Tools with Wireless mouse
The Epson Interactive Tools works with both the Smartboard and LCD monitor.

Using the mouse and from the Start menu on the computer select Programs > Epsom Projector > Easy Interactive Tools

- The Tool Palette can be displayed from the right or left side of the screen, click the arrow at the side of the screen; hover over the tools to display what they are
- There are 2 modes to select from the Tool palette (these are the top 2 icons):

Annotation mode
This allows ‘writings’ to be made over files open on the board eg. PowerPoint slides (PowerPoint slides must be in ‘edit’ mode and not ‘presentation’ mode to be able to save) Note: In Annotation mode you will need to select the Mouse icon from the Tool palette to be able to get into ‘Mouse mode’, to use the mouse after being in ‘Drawing mode’.
Whiteboard mode

This allows a background to be selected to make ‘writings’ over:

- Select a background from the options eg. white for no background or pattern eg. graph paper
  - Desktop – if a file is open this becomes the desktop for selection
  - From file – image files can be opened, options are: JPG, BMP or PNG only
  - From camera – image from the main camera in the room (not document camera)

- To save a file ‘browse’ to where to save the file; the ‘tools keyboard’ (tablet PC input panel) slides out from the Left side of the board and can be used or use the keyboard to enter file name, ‘Save as type’ options are: PNG, JPG, PDF or BMP

*Note:* The selected background or open file becomes the background of the saved image.

- When you have finished using the Epson Interactive Tools, delete all ‘writings’ on the screen with the erase button
- Turn off the Tools palette by clicking the Close or Exit at the bottom of the Tools palette.

Use the Online Classroom (Powered by Blackboard Collaborate)

*Note:* It is recommended to use the room PC for an Online Classroom session as this should have the correct system requirements and updated software installed.

The Online Classroom can be used to bring internal and external/off-site students together in one class, cameras allow those online to view the activity on the board and in the room. Camera control and speaker volume are controlled from the control console. The Audio & Video, Participants and Chat panels can be moved and resized for the task (drag the panel by the corners to resize and move the panels by the panel header)

- Enter a session of the Online Classroom on the computer
- Run Audio setup Wizard as usual
- Setup cameras (direction and zoom controlled from the control console)
- Turn on the ‘neck’ microphone
- Assemble the ‘hand held’ microphone, this is for student use and is passed around

*Note:* The microphones must be used so audio can be heard by students listening in to an online classroom session and for quality audio for recording purposes.
**Note:** The Epson pen can be used with Collaborate online classroom. *(Refer to: ITMS instructions found in the teaching space)*

**Use the Document Camera**

The Document camera has a camera mounted on an arm (with 2 lamps) allowing display of 2 or 3 dimensional objects, this replaces the overhead projector. It is possible to record video, audio and/or still images with the document camera, a **USB device must** be inserted into the USB rack to save to.

- Select ‘Doc Cam’ on the control console
- Turn on power to the document camera at the power outlet on the wall
- Make sure the black HDMI cable is plugged into the camera base or plug in if required
- Turn on ‘Power’ at base or side of document camera
- Turn on ‘Lamp’ at base of document camera (for brightness)
- If the image does not show straight away select ‘Source’ (at base of the document camera)

**Note:** You may need to select ‘Source’ again if you make changes to viewing screen (Smartboard or LCD) on the control console and the image under the document camera does not appear on the screen.

- Place item under the camera to view on screen, to change the orientation of the image select ‘Rotate’
- You can focus manually and zoom on object under the document camera by using the controls (base of the document camera)
- To turn ‘off, select ‘Power’ and turn off power at power outlet

**Finish with the Computer system in the Teaching Space**

- **Log off** the computer (do NOT ‘shut down’ computer)
- Press ‘Shut down’ on control console touch pad. Press on ‘Yes’ to the question “Do you really want to exit?”
- Turn off all equipment and replace in drawer or equipment room including keyboard and Epson pen / Interactive pen
- Turn off document camera
- Put mouse on charger
- Put neck microphone on charger in the drawer or equipment room
- Remove the top of the hand microphone from the base and put the base on charger. Hold down the silver clip on the base and hold the base securely to pull apart from the top. **Note:** Please remove carefully so not to pull the base section apart.
- Remove USB drive from the ‘Rack PC USB’ or room PC if used
- Remove CD/DVD from the room PC if used