

Laundry 216

Classroom Technology Manual



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Introduction

The Classroom

This multimedia classroom incorporates a variety of resources to empower you to deliver engaging classroom activities. This packet guides you through the operation of all features and functions of the equipment as well as ways to request assistance when necessary.

The following equipment is installed in this classroom:

- Ceiling-mounted data/video projector
- Laptop input capability
- Computer with DVD/CD-RW drive, LCD monitor
- Visual Presenter/Document Camera
- DVD Player
- VCR
- Sound system for program playback.
- Touch Panel Control System
- Classnet/Sanako Language Teaching System

It is our goal to provide you with quick and effective support anytime you encounter a problem or difficulty of any kind with the room. Please talk to the lab manager or the TA's on duty and we will address any problems as soon as possible.

Touch Screen Control Panel

To begin using the system, go first to the Touch Panel seen in the image below. To start the system, you must first tap the screen to wake up the touch screen. Once the screen has refreshed, tap it again to turn on the system. This will turn on the projector. The system will need approximately 30 seconds to warm up.



Touch Screen Control Panel

Once you have turned the system on, select the input you would like to use by pressing the appropriate box on the touch screen. The Touch Panel will allow you to choose the following equipment options:

- PC
- Laptop
- Doc Cam
- VCR
- DVD

Only one piece of equipment can be utilized at a time. In other words, if you wish to switch from showing a Power Point presentation from the laptop to a video on the DVD player you must select DVD which in turn will prevent the Power Point from being visible. To return to the Power Point you must go back and select laptop again on the touch screen.

The volume controls are located on the right side of the touch panel screen.



Touch Screen Control Panel

Using the System

Desktop Computer

1. Tap the touch panel to turn on the system and the projector.
2. Press **PC** on the touch screen panel. It is the top button on the Left.
3. If the computer is turned off, make sure to turn on the classnet/Sanako system using the switch on left side of the lectern, then turn on the computer.
4. Login to the computer using your Social ID or Unity ID and password.
Please have patience as the machine logs you in. It may take several minutes for this process to complete.
5. Remember to logoff when you are done.

You may bring in CD's, DVD's or 3.5" floppy diskettes to be played on the PC. In addition, this computer has one USB port on the front and one located in the cable cubby for other multimedia devices such as a USB portable drive, USB card reader or USB zip drive.



PC Mode

Document Camera

1. Tap the Touch Panel to turn on the system and the projector.
2. Press **Doc Cam** on the touch screen (4th button down on Left side).



Document Camera Mode

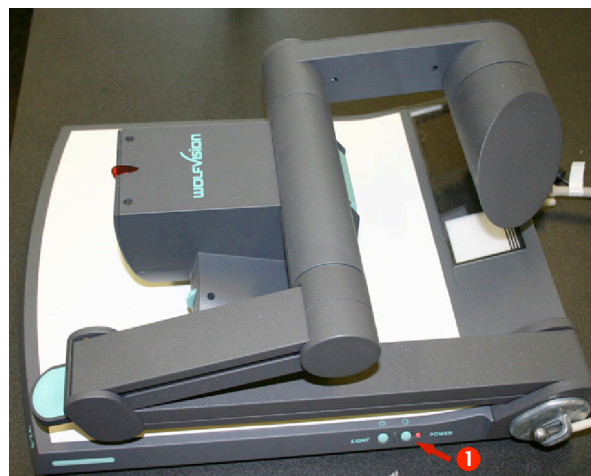
3. ***Gently*** lift the green handle located on the arm of the document camera. Extending the arm fully will turn the Document Camera on automatically.
4. Place your document or object on the surface of the presenter face up.
5. Use the controls on the front of the camera to adjust the projected image.
6. When you are finished using the Document Camera remember to lower the arm to turn off the unit.

Please see the following page for instructions on using the Document Camera Controls.

Document Camera Controls



Button	Function
(1) Power	Turns the camera on and off
(2) Freeze	Takes a still image of what the camera is displaying. Any changes made to the object will not be seen until the picture is “unfrozen”.
(3) MAN	Manually focus the projector for fine focusing.
(4) Zoom In	Simulates movement closer to the object being displayed.
(5) Zoom Out	Simulates movement away from the object being displayed.
(6) Auto	Auto Focus adjusts the focus of the image automatically.
(7) INT/EXT	Toggles the video being sent to the projector



DVD/VCR Playback

1. Tap the Touch Panel to turn on the system and the projector
2. Press **DVD/VCR** (3rd button on the left).
3. Select either DVD or VCR depending on your type of media.



DVD/VCR media selection

4. Control playback using the control pad.(Below)



VCR control mode

Cable Cubby

The cable cubby is located on the surface of the lectern. It contains 2 electrical outlets, 1 audio cable, 1 VGA cable for connecting laptop display, and 1 USB cable connected to the PC. To access the internet from a laptop requires wireless access. The NCSU wireless network is accessible from the classroom.



Open Cable Cubby

Laptop

1. Tap the screen to turn on the system and the projector.
2. Plug your laptop in and turn it on.
3. Press **Laptop** on the Control Panel (2nd button on Left).



Control Panel in Laptop Mode

Laptop Connection and Display Settings

To set the laptop to display on the Projector:

Make sure the laptop is plugged in properly and the projector is on. To change the display you must press the Function (FN) key on your laptop, along with a second key as noted in the table below.

Make	Key
Compaq:	FN+F2
Dell:	FN+F8 <i>or</i> FN+F12
Gateway:	FN+F3
IBM:	FN+F7
Micron:	FN +F2 <i>or</i> FN+F12

If your laptop is not one of the brands listed above, or if you are having problems switching displays, please ask the lab manager or the TA on duty.

Program Audio

1. Tap the Touch Panel to turn on the system and the projector.
2. Connect the lectern's audio cable to the audio source. Examples of this are MP3 players, Audio tape players, Laptops.
3. Begin playback of the audio source.
4. Use the volume buttons to adjust the audio level.

Playing an Audio CD From the Computer

1. Tap the Touch Panel to turn on the system and the projector.
2. Press **PC** on the touch screen panel. It is the top button on the Left.
3. Login to the computer using your Social ID or Unity ID and password.
4. Open the CD tray on the computer by pressing the button located on the center of the CD tray.
5. Insert your CD and close the CD tray.
6. Open the My Computer icon on the Desktop and then open the icon for the CD drive.
7. An Application either Windows Media Player or Real Player will startup automatically.

Playing an Audio CD From the DVD player

1. Tap the Touch Panel to turn on the system and the projector.
2. Press **DVD/VCR** on the touch screen panel. 4th button on the left.
3. Press the DVD button on the upper right portion of the screen.
4. Open the DVD tray on the DVD player insert the Audio CD.
5. Using the touch screen controls press the play button to start the CD.

Presentation Remote

The classroom is equipped with a Presentation Remote (“clicker”). It is located in the drawer in the rack on the left of the lectern. The remote has two modes, presentation mode, and media mode. The mode is changed using the triangular button, it will light up green when media mode is selected.

	Presentation Mode	Media Mode
Mode Button (1)	Green light is OFF	Green light is ON or blinking
Mouse Pad (2)	Move mouse pointer	Up = previous track Down = next track
Left Mouse Button (3)	Left mouse click	Play/Pause
Right Mouse Button (4)	Right mouse click	Stop
Composite Switch (5)	Up/Down = next/previous PowerPoint slide	Up/Down = volume up/down
Laser Pointer (6)	Laser Pointer (see next section)	Laser Pointer (see next section)



Presentation Mode



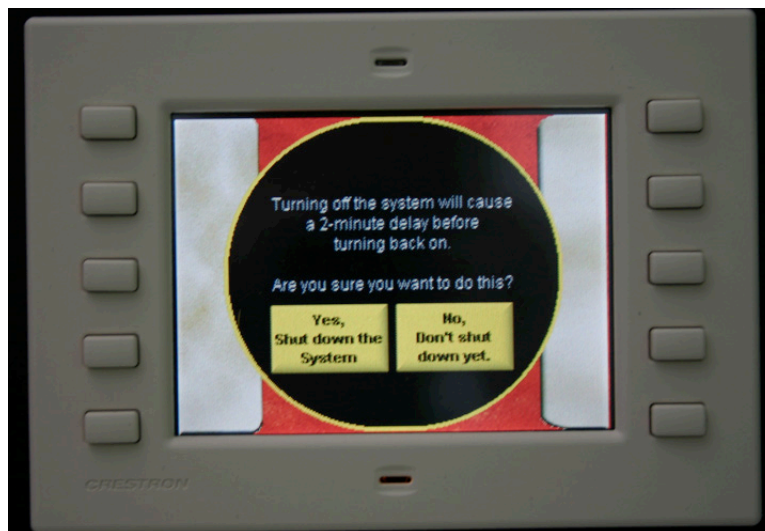
Media Mode

Laser Pointer

The presentation remote also has a laser pointer. To use it, first press and hold buttons 1 and 6 at the same time until button 1 starts blinking red, about 4 seconds. At this point you can let go, and only use button 6 to use the pointer.

Turning the system off

1. Press the **System Off** button located on the touch screen in the top right corner.
2. Press **Yes** on the “Are you sure you want to shut down and exit this system screen”. Note that you will not be able to turn on the system immediately afterwards, it will require a 2-minute cool down phase.
3. Don't forget to take your VCR tape, CD or DVD with you if you brought one.
4. If you logged onto the PC, don't forget to logoff. It is critical to log off the PC at the end of the session because anyone can access the files you have on your U drive for Social accounts or K drive for Unity accounts.



Turning off the system

Classnet/Sanako Language Teaching System

The computers in this classroom all have the Sanako Language Teaching system and the Classnet hardware installed. This system has several functions that may improve the learning experience, including

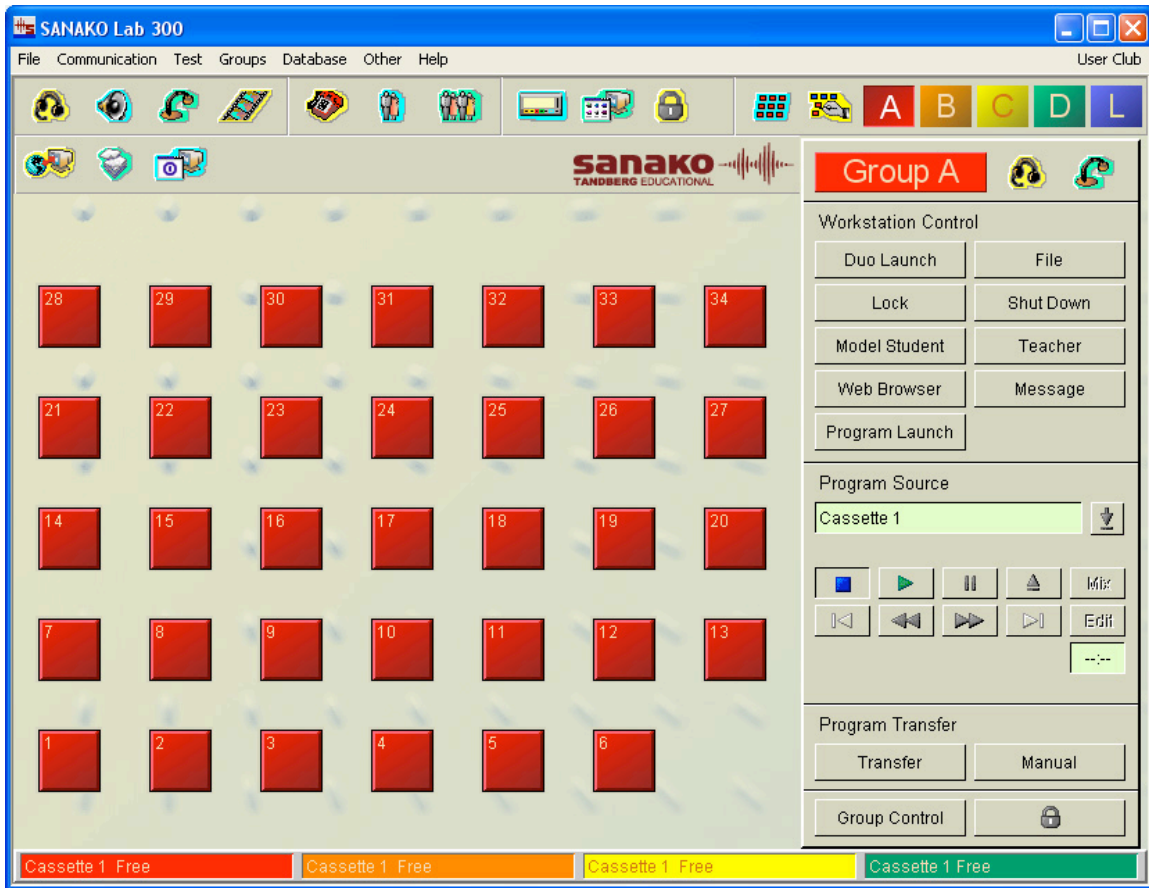
- The ability to record students' voices.
- Create groups of students, and let the students collaborate independent of other groups. The teacher can listen in on the discussion between the group members.
- The ability to lock the students' computers, as well as observe and control what they are doing.
- Transfer the teacher's screen, or a any student screen, to the projector, or to all student screens.

Before doing anything else with the classnet system, make sure the power is on. The switch is located on the left side of the lectern.



Classnet control panel

To start Sanako, double click on **Sanako Lab 300** on the desktop. In the Sanako window you have an overview of all the computers in the classroom. In this overview you can see the status of each machine.

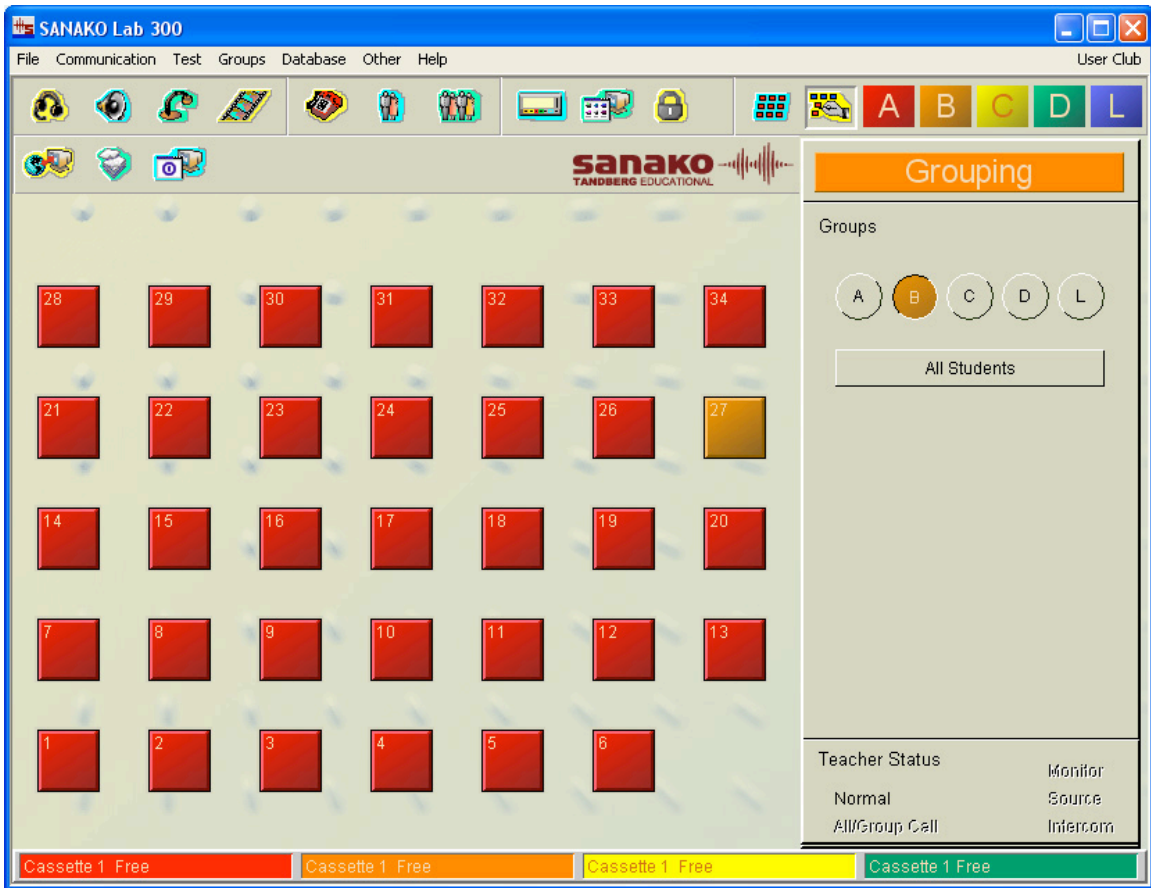


Sanako main window

Grouping
















Many of the features in Sanako operate on the concept of groups. By dividing the class into groups, it is possible to have one group do one exercise, and another group do something entirely different, without interfering with each other. For instance, if a few students need extra attention, they can be put into one group and get the help they need, while the rest of the students are doing some exercise.

Click on the grouping button to setup the groups. This will change the window into grouping mode where the stations can be assigned to a group simply by clicking on the station icon. Once a station has been assigned to a group, the color of the station changes to that of the group. Note that when the program is launched, all stations are assigned to group A.



Grouping Mode

Toolbar Functions

Icon	Function
	Allows the teacher to speak into the microphone, and all students can hear it in their headphones.
	Turns on the classroom speakers, use the volume control on the Classnet rack, next to the power switch, on the lectern.
	Opens the video window with the current video source. The source (VCR or DVD) is controlled on the right of the Sanako window.
	Phone mode, allows the students in the current group to call each, just like if it was a phone.
	Pair students for pair exercises or conversations. The pairs can either be setup manually or randomly.
	Conference mode, all students in the current group can talk to each other.
	Launch the student program (“Duo”) on all the stations in the group. This is required for most features to work.
	Copy and/or open a file on the student’s computers.
	Lock the screen and/or keyboard and mouse on the student’s computers.
	Log out/turn off the stations in the current group.
	Remote PC, allows the teacher to view and optionally control a student’s computer.
	Share one student’s screen with all the students. This can also be controlled by the keypad on the lectern.
	Share the teacher’s screen with all the students. This can also be controlled by the keypad on the lectern.
	Launch a web browser with a specific webpage open on all the stations in the group.
	Send a message to all the stations in the group.



Launch a program on all the stations in the group.

Switch to grouping mode.

Temporarily select all stations, regardless of groupings.

Status of a station

The icon of each station shows the current status. For instance, here you will see if a station is recording during a test.



“Normal” state. This is the default state when the program is started.

The student program (“Duo”) is launched on the station, and is currently not playing anything in the headphones.

The station is recording what the student is saying. The student can also hear the current program source.

Oral Testing (Speak Test)

The following instructions will show how to perform oral testing using the Sanako System. The questions can be on a cassette tape, a CD, spoken by the teacher, in written format, in a DVD/VHS movie, or other formats.

- Make sure the classnet system is on. The tape deck is in the top left drawer. Use <stop> to open.
- Start Sanako, select the appropriate program source
- Make sure all students are logged in, and all headsets are plugged in (green light)
- If a student is unable to login, login as yourself or cape
- Group the computers
 - Click on 'Grouping' on the toolbar
 - Select group B
 - Click on the computers where the students are sitting
 - From this point on, make sure that Group B is selected
- Click <Duo Launch> while group B is selected to start Sanako on the student computers
- All the computer icons in the group should now show the stop symbol
- Make sure all microphones are properly positioned
- Select the media source on the right, if you want to ask the questions yourself (using the headset) toggle the teacher audio on the toolbar instead.
- Start the transfer by clicking on <Transfer>
- Click <Transfer> again once the test is completed to stop recording. The system will ask to save the source audio, this is not necessary.
- At end of test, select Response Recorder -> Save, hit <Start> on the right, enter a name, make sure to include today's date. This will save it to CHASS8/vol2/Classnet/Tests/ and the name you entered. Do not log out or turn off the computers until the response recorder has finished encoding.
- Make sure the computers are encoding properly.

Help and Feedback

We recommend that you practice with the equipment and media you wish to use ahead of a class presentation, this will allow you to work out any difficulties prior to your presentation. However, if you have difficulties during class, please talk to the lab manager or the TA on duty. You can also call CHASS Computing at 515-3512 .

CHASS Computing Services would like to hear from you anytime you discover an opportunity for improvement to this facility. Our staff would also like to hear from you about your classroom audio-visual needs, whether it be this room or another room on campus, as well as how improvements might better enable you to meet your teaching goals. If you have any suggestions, please e-mail us at chasscs@social.chass.ncsu.edu.