

SUA 102 Classrooms

Illustrations

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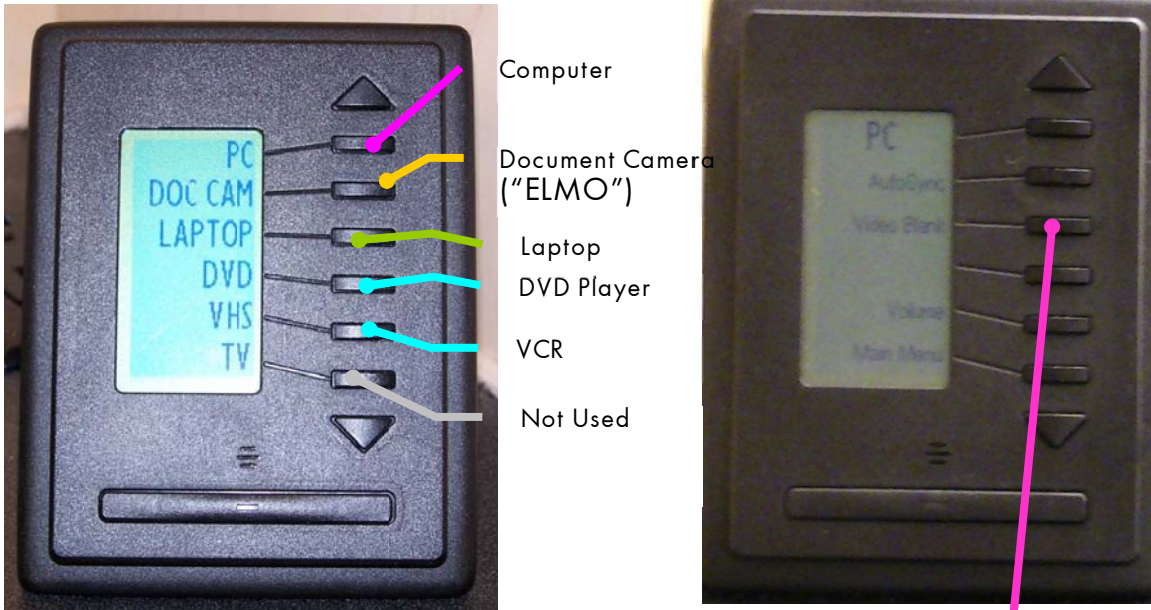
Getting Started

1. Press "Audio Visual Power" button on multimedia workstation.
2. Press button next to one of five media options on the multimedia console. The projector will begin to warm up.

Multimedia Workstation



Multimedia Console

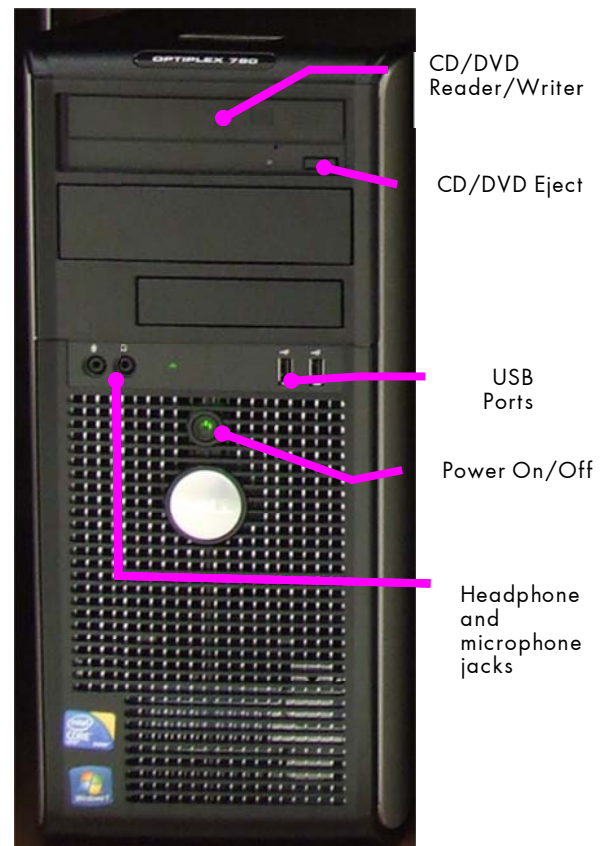
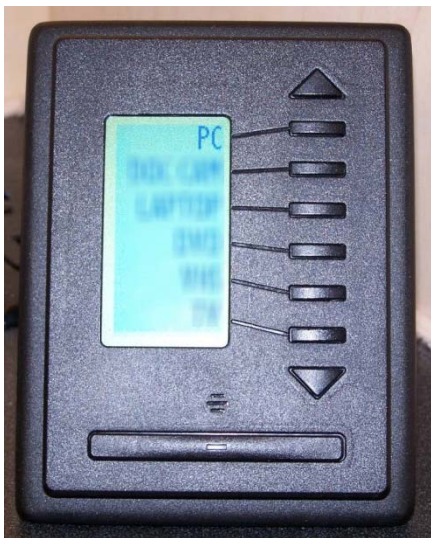


Video Blank lets you hide your desktop.

Computer

Directions

1. Press the AV Power button on multimedia workstation to power on the system.
2. Select "PC" on the multimedia console.
3. Allow up to 45 seconds for the projector to warm up.



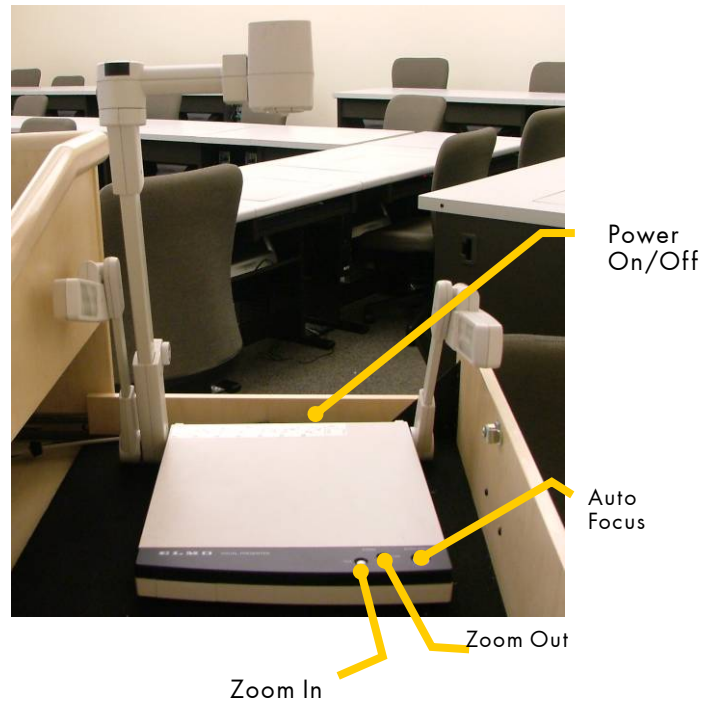
Tips

- If PC does not project after performing steps 1-3, check to make sure the computer is on.
- Connect your USB drive to the USB extender cable on top of the lectern.

Document Camera (a.k.a. Elmo)

Directions

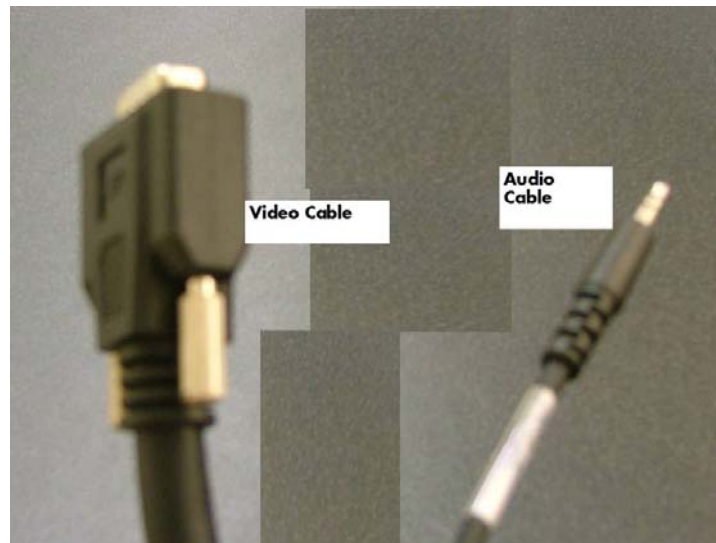
1. Press AV Power on multimedia workstation.
2. Select "Doc Cam" on the multimedia console.
3. Allow up to 45 seconds for projector to warm up.



Laptop Connection

Directions

1. Press AV Power on the multimedia workstation.
2. Connect the video cable to your laptop's VGA outlet. Connect the audio cable if you want to run sound through your laptop.
3. Select "LAPTOP" on the multimedia console.
4. Allow 45 seconds for the projector to warm up.



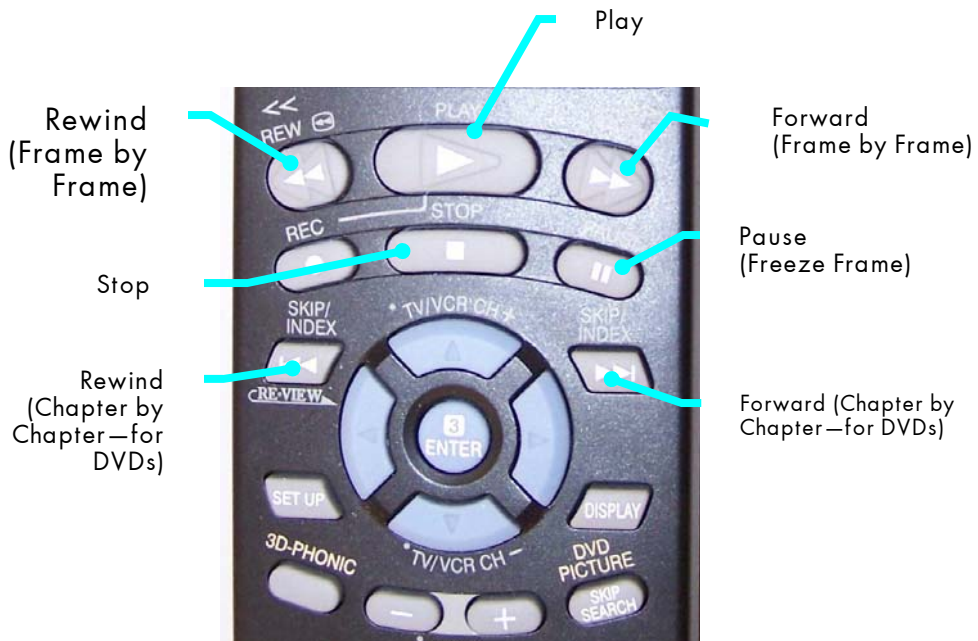
Tip

- If your laptop screen does not project after performing steps 1-2, toggle your display by pressing "FN" + an "F" key on your laptop keyboard. Consult your laptop manual to find out which "F" key you should press.
- Mac users will need a DVI-VGA adapter to connect to the AV system. Consult your laptop's manual to find out which type of adapter is needed.

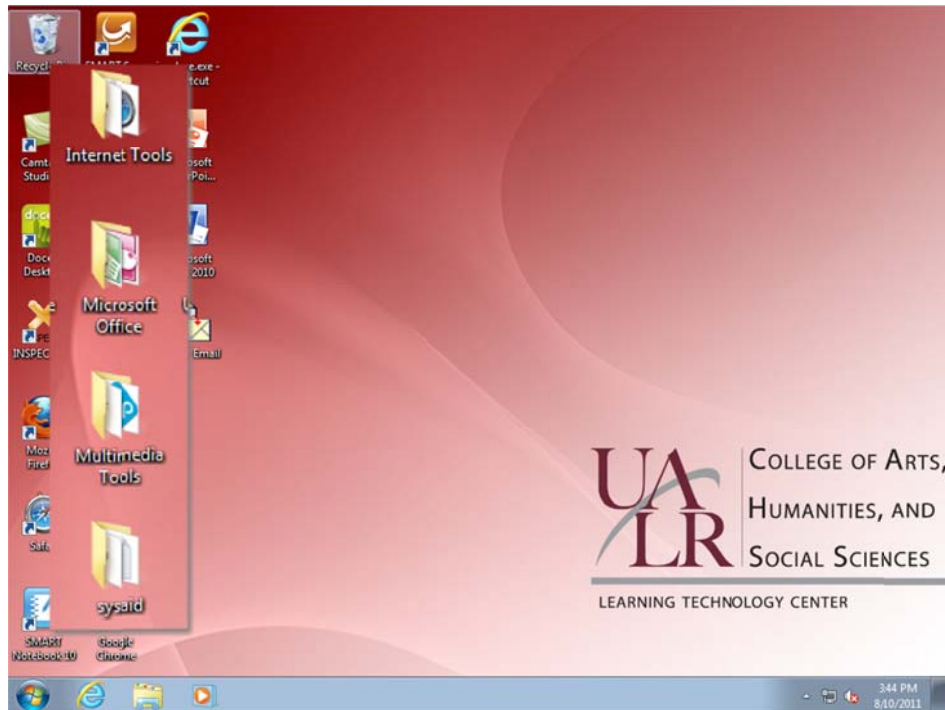
VCR/DVD Player



VCR/DVD Remote



Software/Configuration



Internet Tools & Sites

- Blackboard: is used to access online courses.
- BOSS: allows students to access their admission, registration, and academic records (transcripts) as well as manage UALR IT systems accounts.
- Filezilla: FTP client, allows you to transfer files between websites and PCs running Windows.
- Firefox: a web browser.
- Google Chrome: a web browser.
- Google Earth: offers maps and satellite images for complex or pinpointed regional searches.
- Internet Explorer: a web browser.
- Kompozer: a web authoring system.
- LockDown Browser: a browser that locks down the testing environment in Blackboard.
- Notepad++: a free source code editor.
- Safari: a web browser.
- Skype: make free calls over the internet.
- UALR Email: receive official university communication.
- UALR Library: search UALR library holdings.
- XPS Viewer: converts XPS to PDF.

Microsoft Office 2010

- Access lets you build, edit, and explore databases.
- Excel is a data manipulation (“spreadsheet”) program.
- InfoPath provides and creates forms that export data into XML.
- PowerPoint is a presentation program.
- Word is the ubiquitous word processor.

Multimedia Tools

- Adobe Acrobat Reader: view files in PDF format.
- Audacity: audio editor/recorder.
- Avidemux: video editor.
- Dia: a drawing program.
- FlipShare: Editing software for Flip Video files.
- Freemind: mind mapping software.
- Gimp: GNU image manipulation program.
- ImgBurn: free Blu-ray and HD/DVD burning application.
- iTunes: audio/video player.
- Mplayerc: audio/video player.
- Picasa3: photo organizing, editing, and sharing application.
- PowerDVD9: audio/video player.
- Quick Time: audio/video player.
- Roxio: audio/video player.
- VLC: audio/video player.
- Windows DVD Maker: DVD burning software.
- Windows Live Movie Maker: helps you create and edit Windows video files.
- Windows Media Player: audio/video player.
- WinFF: video converter.

Procedures

Tips

- Make sure students log in to the Students domain.
- Use BOSS to change forgotten or locked passwords.
- Print duplex to save paper.
- Press the "Black Screen" button on remote to hide the display.
- Mute/adjust sound.
- Press and hold power button to restart locked computers.
- Hold down Shift key when inserting CDs or flash drives.

Housekeeping

- Clean up after your class
- Conserve paper & toner
- Use recycling bins
- Submit Support Request Forms for
 - Paper & Toner
 - Supplies
 - Questions
 - Problems
 - Special Requests

Keeping things running

Student handout provides most rules.

- Leave food/drink outside.
- Put nothing on walls or doors.
- Make sure you and students log off.
- Keep me in the loop.
- Remember this isn't a lab.
- Take care of your data.

Working together

- Troubleshooting problems
 - Reboot
 - Move student
 - Submit Support Request
- Planning ahead
 - Discuss need with me well in advance (at least two weeks).
 - Try out ideas before class.

- Looking to the future
 - Have regular check-ups.
 - Use long-term and strategic planning.

Shut down procedures:

1. Log off of the computer.
2. Turn the document camera off.
3. Turn monitor off.
4. Turn A/V System off.

Technical support

- Complete Support Request form.
- Call the **AHSS Learning Technology Center Support Line: 569-3134**.
- Stop by our offices in SUA 102A.
- For questions or suggestions, contact Chad Garrett (ahsslrc@ualr.edu or 569-3134).

AHSS CLASSROOM TECHNOLOGY FREQUENTLY ASKED QUESTIONS

Keypad Codes

- Q. Which doors will my code open?
- A. If you are part of the faculty/staff of an AHSS academic department, your code will open all of the department's priority rooms in addition to any other rooms to which you are assigned. If you are an adjunct, your code will open only the rooms to which you are assigned.
- Q. I've been assigned to teach in a different room this semester. Will I be given a new code?
- A. No, your code does not change with a new room assignment (as long as it's an LTC room. Please see our portfolio: <http://ualr.edu/ltcinsider/index.html>).

Computer

- Q. I'm locked out of the computer because someone didn't log out.
- A. Press and hold the computer's start button for five seconds until the computer shuts down. Then restart.
- Q. I can't remember my FACSTAFF login?
- A. Have one of your students log in under his or her student account. Log into BOSS and change your FACSTAFF password in the Personal Information section.

Projector

- Q. The projector is on, but all I see is a blank screen.
- A. The person before you might have pressed (depending on which room you're in) the "Black Screen" or "AV Mute" button on the remote. To return to normal viewing mode, press the "Black Screen" or "AV Mute" button on the remote.
- Q. I've placed a DVD (or VHS tape) in the combo player, but all I see is a blue screen with the manufacturer's logo.
- A. Make sure you've selected the correct input on the remote. In this case it's input 3.

Laptop

- Q. I've connected the VGA cable, but the laptop image will not project.
- A. Try pressing the function key "FN" + an "F" key to toggle video output. (FN+F8 for Dells). Check your laptop's operation manual.
- Q. My laptop is connected to the projector, but the image shows up fuzzy and skewed.
- A. Try adjusting your laptop's resolution to 1024X768.
- Q. I can't access UALR's wireless network on my laptop, even though I've previously been able to do so.
- A. Pressing the function key "FN" + an "F" key toggles wireless on and off.

DELL: FN+F2

Gateway: FN+F2

MacOSX: FN+F7

Or, if you're sure your laptop's wireless is on, type <http://blue1.ualr.edu>.

Document Camera

- Q. The zoom function doesn't seem to be working.
- A. Try turning the Document camera on and off. If this doesn't work, contact the Learning Technology Center.
- Q. The document camera is not displaying on the projection screen.
- A. Make sure you've selected the correct input. In this case it's input 1. Also, make sure that "Doc Cam" is selected on the switcher.

Software

If you find that software will not load or is running sluggishly, try the following:

1. Close other software programs .
2. Restart the software.
3. Restart the computer.

Training

- Q. Is training available? If so, when?
- A. Training is offered at the beginning of the fall and spring semesters. Check with your department's chair for a schedule, or call the Learning Technology Center.

Getting Help

We understand that you're busy, but contacting us directly when you need help results in the quickest turnaround. 569-3134.

Tips and Best Practices

- Attend Learning Technology Center's pre-semester training session. Even if you've attended in the past, the training sessions are a great opportunity to ask questions and refresh your memory after being away for the summer.
- Plan ahead. Call us to arrange a time to test media before your class. For example, if you're showing a DVD, test it in the room's player before your class, especially if the DVD is a copy. If you plan to access a website, try it before class.
- Download illustrations: http://ualr.edu/ltcinsider/classroom_illustrations.asp



Phone: 569-3134 Email: ahsslte@ualr.edu

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