

Reference Guide
3-55
Technology Enhanced Classroom

Center for Innovation in Teaching and Learning

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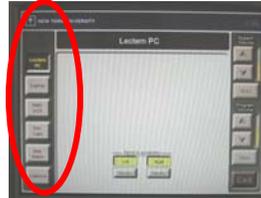
212-998-0919

Using the Projectors

Projectors in this room are controlled by a touch-screen control panel



0. If this screen appears off, press it firmly with one finger anywhere on the screen.
1. When the screen is lit, select, from the buttons on the left the *type* of device you wish to project.

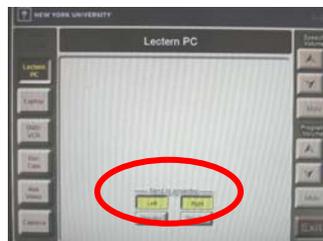


If you are selecting projector for the first time (projector is off) it will take approximately 30 seconds for the projector to warm up and show an image on the screen. You will see an "Initializing Projection" screen appear to notify you of same.

2. If you want to display the Podium PC/ Lectern Laptop or the Document Camera, continue to step 3. If you want to display the DVD/VCR, choose the correct option from the top toolbar as shown:



3. Once you've selected a device, press the **Left** or **Right** projector button at the bottom of the screen

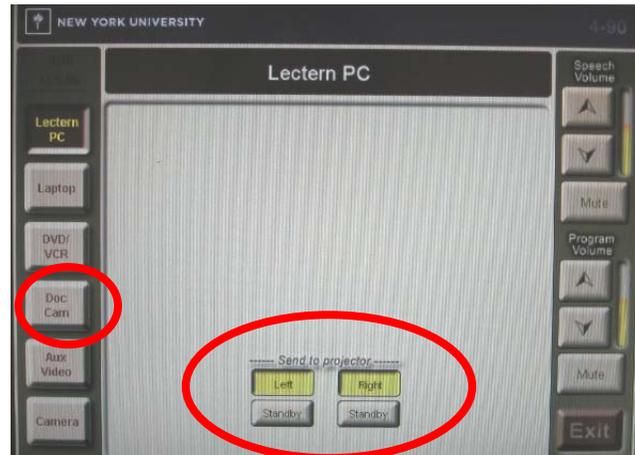


4. To put the projector in standby, press the standby button.

Note: When switching between projecting one device to another, the projector may flash before displaying the correct source. You will also see an "Updating Projection" screen to notify you that your changes are about to take effect.

Projecting the Document Camera

- 0 Use the steps in the first section, "Using the projectors", to select the document camera and projectors

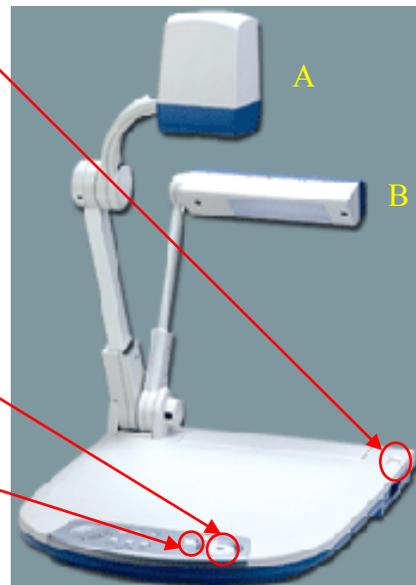


Position the moveable parts of the document camera (A and B below) as show in the picture below to start projecting the image.

- 1 Turn ON the document camera

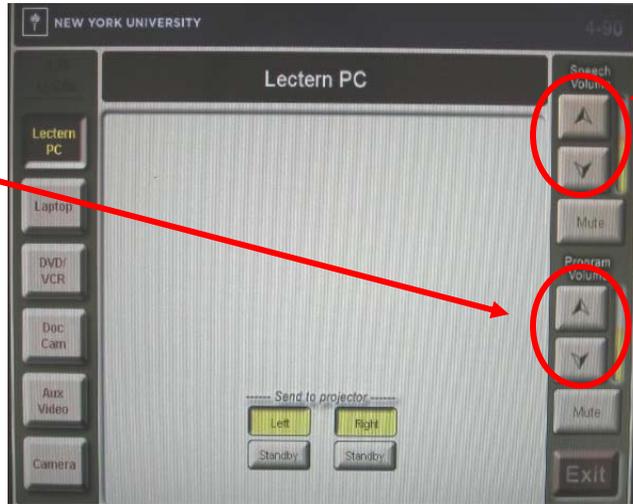
- 2 Turn the **Zoom** wheel to get a closer view

- 3 Closing the **Iris** helps clarify small text on very light backgrounds



Sound

Program Volume controls the level of any audio that is being projected (PC, DVD, VHS).



Speech Volume controls the level of the lapel microphone worn by the instructor.

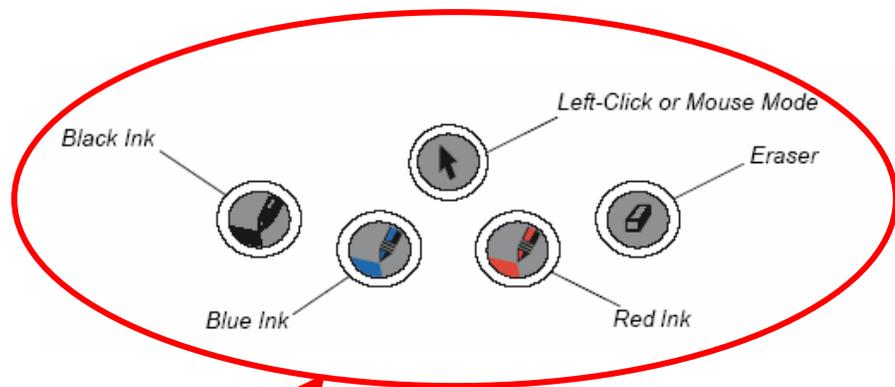
Tablet Functionality at the Podium (Symposium)

The tablet allows you to annotate (or ink) over any PC applications. In the following pages you can find information on:

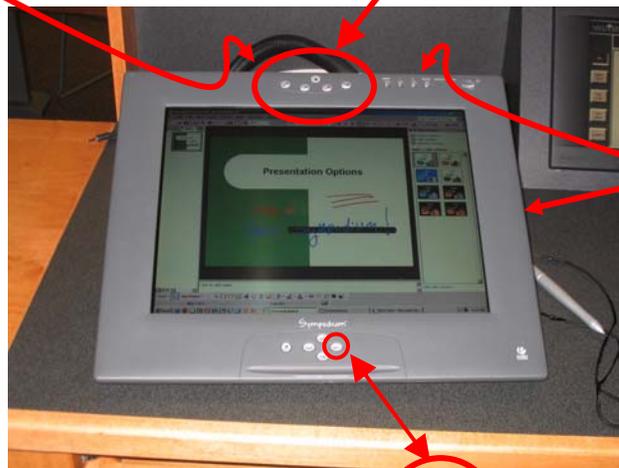
1. Basic tablet functionality
2. How to write or draw over PowerPoint Slides and save the annotations
3. How to write or draw over MS Word or MS Excel and save the annotation

1. Basic tablet Functionality

The pen or stylus of this tablet functions as a **mouse and as an inking tool**. Use the buttons along the upper frame of the monitor to switch between inking and mouse modes. These colored buttons are referred to as **inking buttons**.



Adjust monitor angle using lever in back of the screen.



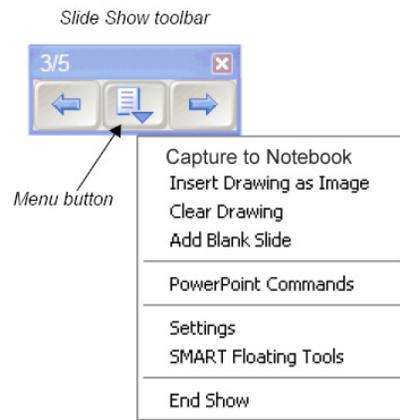
Pen is connected to either the right side of the screen, or on the top right corner behind the screen.



2. How to write or draw over PowerPoint Slides and save the annotation:

When you launch your PowerPoint slides in "Slide Show" view (the full screen view used during presentations) on the Sympodium, you can use the ink buttons to select a color of a pen, and simply draw over your PowerPoint presentation. For more colors of ink you can press the  button located at the bottom of the monitor as shown above. Drawings you add to the slides will remain on the slides as you move forward and back through your slideshow.

In the PowerPoint slideshow you will notice a new semi-transparent **Slide Show toolbar** at the bottom left hand corner of the screen:



You can use this tool bar to move forward and backward through the presentation, as well as insert a blank slide to your presentation on the fly (by selecting **Add Blank Slide** from the middle Menu button).

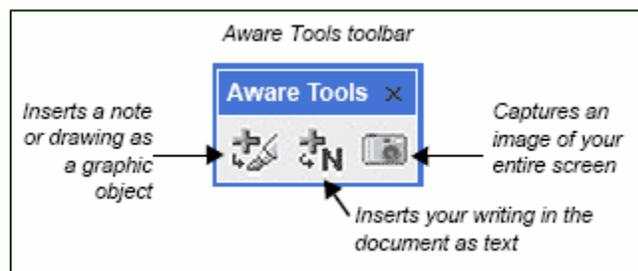
At the end of the presentation (when exiting "slide show" view) the Sympodium will display a message asking "Would you like to add your drawing to the PowerPoint presentation?". Selecting yes, will insert all of your annotations as drawings in your presentation. This operation, however, **does not** save the file. In order to save the file, you still need to select **Save** or **Save As...** from the **File** menu in PowerPoint.

3. How to write or draw over MS Word or MS Excel and save the annotation.

You can also annotate over MS Word documents, or MS Excel spreadsheets and insert and save those annotations as part of the document.

To do so, while the document that you want to annotate is open, select one of the **inking buttons**. At this point the **Aware Tools** toolbar should pop up on the screen as shown below.

Next, draw over your document as you wish, but do not scroll up and down in the document. When finished, press the left-most button on the **Aware Tools** toolbar. At this point you should be able to scroll the document, and the drawing will remain.



Note: If you close the **Aware Tools** toolbar after it appears, you must do the following in order to view it again:

1. Press the **Mouse mode** button at the top of the monitor
2. Use the pen to click anywhere on the screen
3. Press one of the **inking buttons** again

The CITL strongly recommends that you take time to visit this classroom *before* your first day of class to familiarize yourself with the technology.

If you experience any problems with any of the technology in this room please contact the Stern IT Helpdesk at 80180 or helpdesk@stern.nyu.edu.

If you would like pedagogical support on the most effective ways integrating these technology enhancements into your class activities please contact the CITL at 80919 or citl@stern.nyu.edu.