

Reference Guide
3-120
Technology Enhanced Classroom

Center for Innovation in Teaching and Learning

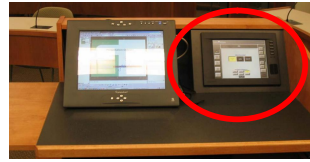
<http://www.stern.nyu.edu/citl>

citl@stern.nyu.edu

212-998-0919

Using the Projectors

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

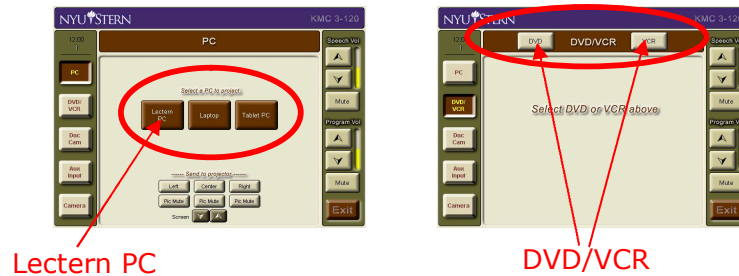


0 If this screen appears off, press it firmly with one finger anywhere on the screen.

1 When the screen is lit, select from the buttons on the left the *type* of device you wish to project.



2 From the center of the screen select the specific device if needed, e.g.:



3 Once you've selected a device, select the projector to which you want to project



If you are selecting projectors for the first time (projectors are off) it will take approximately 30 seconds for the projectors to warm up and show an image on the screen.

If you select the center projector, a center screen will automatically come down from the ceiling.

Projecting the Document Camera

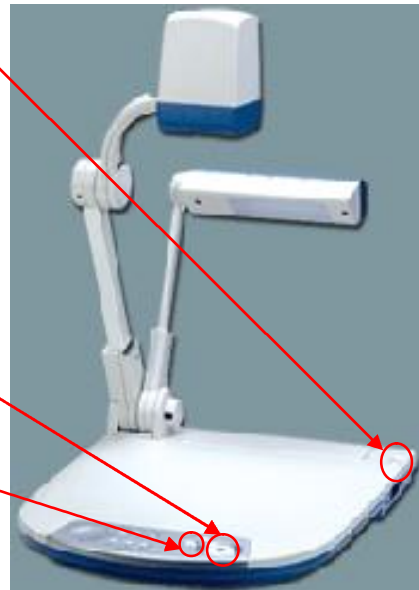
- 0 Use the steps in the first section, "Using the projectors", to select the document camera and projectors



- 1 Turn ON the document camera

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

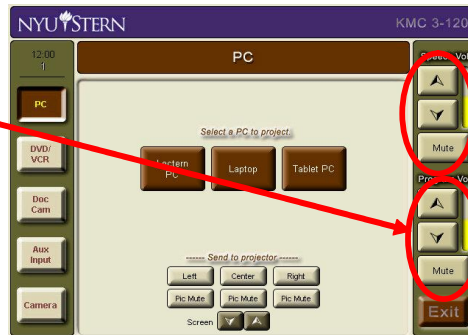
- 3 Closing the **Iris** helps clarify small text on very light backgrounds



Sound

Program Volume

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



Speech Volume

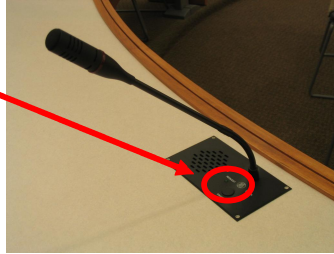
controls the level of the lapel microphone worn by the instructor.

A device **MUST BE** projected in order to hear the audio that is associated with it. If you find that you are not getting audio, try selecting the device and projector (again) on the control panel.

Student Microphones

To operate the student microphones:

- 1 Students press the button next to their microphone once (Microphone lights up in red).
- 2 Push a second time to turn off.



button next to talk (red).

turn off.

Up to **4** students can have their microphones on at one time. Students who attempt to turn on their mics while 4 are already in use, will be placed in a queue and turned on in turn.

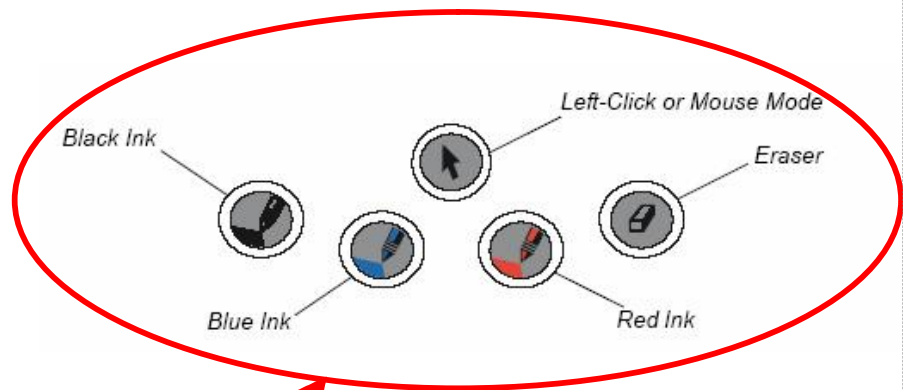
Tablet Functionality at the Podium (Symposium)

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

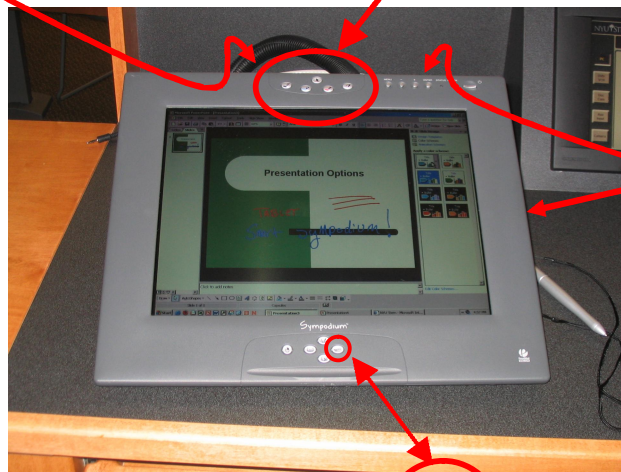
1. Basic tablet functionality
2. How to write or draw over PowerPoint Slides and save the annotations
3. How to write or draw over MS Word or MS Excel and save the annotation

1. Basic tablet Functionality

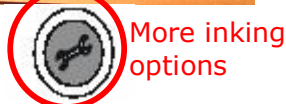
The pen or stylus of this tablet functions as a **mouse and as an inking tool**. Use the buttons along the upper frame of the monitor to switch between inking and mouse modes. These colored buttons are referred to as **inking buttons**.




Adjust monitor angle using lever in back of the screen.



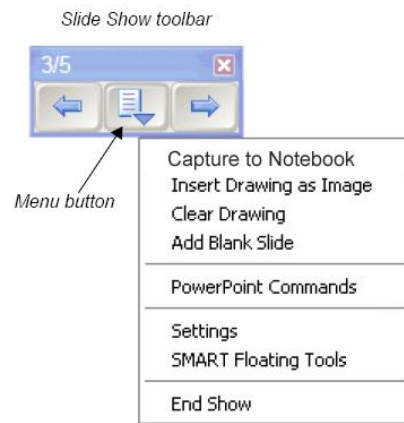
Pen is connected to either the right side of the screen, or on the top right corner behind the screen.



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).

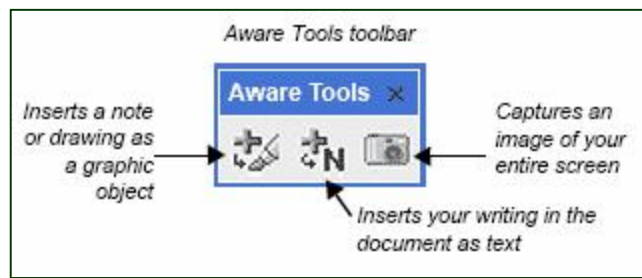
At the end of the presentation (when exiting "slide show" view) the Sympodium will display a message asking "Would you like to add your drawing to the PowerPoint presentation?". Selecting yes, will insert all of your annotations as drawings in your presentation. This operation, however, **does not** 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

Slate (Portable) Tablet PC

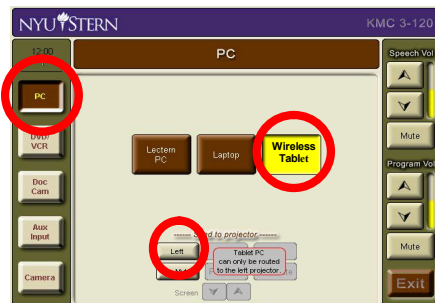
The slate tablet is a tablet PC that contains no keyboard. It is very light, and in room 3-120, it can be projected wirelessly to allow the instructor to annotate or ask students to annotate the projected presentation from anywhere in the room.

NOTE: Wireless projection only works with the left projector

In order to project the tablet:

1 On the touch-screen control panel...

- select **PC**,
- then **Wireless tablet**,
- then **left**.



This projects the blue OTC WiJet Screensaver.

- 2 On the tablet** - Turn the tablet PC on and log in to Windows, if needed, using username: "smartuser", and password: "citl"
- 3** Follow steps 1. and 2. in the screenshot below. (Use the "virtual keyboard" to enter your username and password when logging on to the wireless network)

To project wirelessly...

1. Start Internet Explorer and log into the wireless network. (If you are able to browse the internet you are already logged in go to Step 2.)
2. Double click on the wireless projection icon then click establish a session.

(Don't forget to set the podium to project the wireless tablet)

(Virtual Keyboard)

Wirelessly Projecting Student Laptops

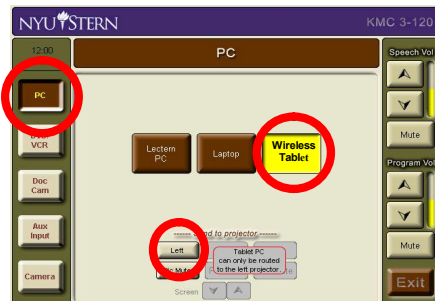
Students can project their own laptops without leaving their seats. In order to do so, they must **first install the OTC Wireless projection software** (contact CITL for this software). There are 35 "Smart Laptops" that are available (upon reservation) for classes in this room that have the wireless projection software already installed.

NOTE: *Wireless projection only works with the left projector*

In order to project the tablet:

1 On the touch-screen control panel...

- select **PC**,
- then **Wireless tablet**,
- then **left**.



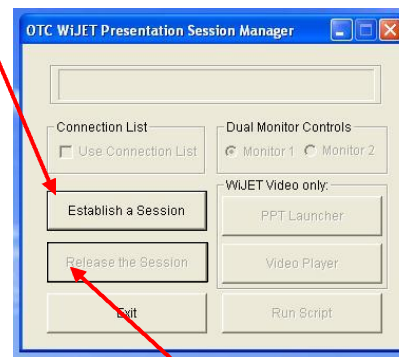
This projects the blue OTC WiJet Screensaver.

The instructor then calls on one student to project their laptop. (Only one student should "establish a session" at a time)

2. On the student laptop, the student...

- Starts Internet Explorer, logs into the Stern wireless network.
- Starts the OTC Wijet PSM application (At this point Windows may ask if to "Keep Blocking" the application Students should select to "UNBLOCK" this application)
- Clicks **"Establish a Session"**

The student can minimize but not close the application.



This projects the student laptop. When the student has completed their presentation, the instructor asks the student to **"Release the session"** to the projector.

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 8-0919 or citl@stern.nyu.edu.