Next Generation Classrooms Quick Guide for Instructors

This document provides step-by-step instructions on how to use the technology available in the Next Generation Classrooms.

Classroom Equipment

Next Generation Classrooms include multiple pieces of equipment that offer a variety of options for instruction. Each room includes the following technologies:

- iPad
- Computer
- Smartboard
- Smart Podium
- Crestron

Step 1: Selecting a Computer

There are three options in the classroom to connect: built in computer (default computer), lectern laptop (laptop connected at the lectern), and wallplate laptop (laptop connected at the wallplate). Determine which computer will be used and make sure to connect the following cables:

- HDMI cable
- Smartboard (USB cable)

Using the small Crestron touchpad located on the podium, indicate which computer you will use by selecting that computer on the screen. (Note: If the screen appears dark/blank, touch it once.)
Step 2: Turning on the Classroom

The controls for the room are located on an iPad at the front of the classroom. To turn on all the devices in the classroom locate and click on the “vControl Touch” App. Please note the following two scenarios that you may encounter in the classroom when turning on the App.

**Scenario 1:** The “vControl Touch” App may be on, but is asleep (Note: This can be determined if the app displays a Zzzz icon.). If it is asleep, wake it by touching the screen once.

![Image of vControl Touch app asleep]

**Scenario 2:** The “vControl Touch” App is locked. To unlock it, slide your finger on the screen and follow the prompt “slide to unlock”. Once unlocked, select “vControl Touch” App. Then, touch to select the room you are located in, for example, “Clark Hall 118”. Then, touch to “Start”.

![Image of vControl Touch app unlocked]

In either scenario, the devices in the room will now power up and the screens would display the SJSU “Spartan” icon on the front screen. Please note it may take 3-5 minutes.
Step 3: Selecting Classroom Features

The classroom offers different ways to display information. Using the controller (iPad), the information that is presented to the class can be selected. The iPad App can be scrolled by sliding your fingers across the screen. The source modes available are: Computer, Document Viewer, Student Camera, and Instructor Camera. The desired choice can be touched for selection. There are four common user options applicable for any selected choice:

I. Presentation II. Call III. Meeting IV. Record

I. Presentation

Using the iPad App, select the Presentation option. Now touch the “Present” button to start presenting. To end the presentation, touch the “Stop Presenting” button at any time. The different source options for the presentation mode are:

- **Computer**: This source can either be your own laptop or a classroom device. This mode can be used when documents and/or presentations in the computer are to be presented. Touch the computer icon once the device to be used is connected.
• **Document Viewer:** Place the documents to be presented under the Document Viewer. Using the iPad controller App, touch on the “Document Cam icon”. The contents can now be presented on the main screen.

• **Camera:** The instructor camera focus or the student camera focus can be projected on the main screen by touching the “Instructor Cam” or “Student Cam”.

**II. Call**

Touch the call button, to make calls. The phone number can be dialed, searched from the directory or history and can be saved under favorites.
III. Meeting

The Meeting view keeps track of the meetings scheduled. This feature functions in the same way as the calendar Application.

WebEx: Remote audiences can view the main screen and content from remote audiences can also be viewed on the main screen using the “standard” WebEx session process.
  ● Make sure your desktop is selected as the main screen source and start or join a WebEx-session.
  ● If you are “sharing content” take control of the “WebEx-session” and “WebEx-share” your desktop.
  ● If you are “viewing content” via “WebEx-window” on your “desktop” this should be displayed on the main screen from your PC Device.

IV. Record

A session can be recorded anytime irrespective of the source modes. This feature allows you to capture your class session that can later be accessed by your students.
  ● Click on “REC” button once to start recording .
Click on “End” button to stop recording.

**Volume Control:** The volume level can be controlled using the volume slider on the right side of the iPad App. Touching the microphone icon will mute/unmute accordingly.

**Step 4: Turning off the Classroom**

To turn off all the devices in the classroom, please make sure to follow the checklist below:

- Turn off the Desk Tablet Device and Smartboard Device if it has been used.

- Turn off the Document Viewer, collapse it and close the drawer if it has been used.
• If you have used your laptop, make sure to disconnect it.
• The turned off screens will eventually display the “SJSU Spartan Icon”.
• Power down the controller (iPad), which automatically shuts down the Next Generation Classroom. The camera and the main screen will return to the “powered off” positions.

• Turn off the room lights and lock the door.