

Next Generation Classrooms Quick Guide for Instructors: Morris Dailey Auditorium

This document provides step-by-step instructions on how to use the technology available in the Next Generation Classroom location Morris Dailey Auditorium 101.

Classroom Equipment

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

- Connecting computer HDMI port
- Document camera
- Projector screen
- Crestron

Step 1: Setting up the Teaching Station

The auditorium has a cabinet below the stage, which slides out in order to access the smart equipment in the classroom.



After opening the cabinet, slide out the Teaching Station.



On the right hand side of the Teaching Station, there are push buttons which are used for hydraulic up-down movement in order to reveal the Crestron and other teaching equipment in it.



Push the up button and the podium will move up.



Determine which computer will be used and make sure to connect the following cables:

- HDMI cable
- USB cable



Step 2: Turning on the Classroom

The controls for the room are located on the Crestron within the Teaching Station. To turn on the classroom, touch the Crestron screen anywhere with your finger.



The room will now power up as indicated by deployment of cameras and projection screen rolling down, please allow 3-5 minutes for the system to fully turn on.



Step 3: Selecting Classroom Features

Using the controller (Crestron), the information that is presented to the class can be selected. Using your fingertips, you can select several options which are divided up into two sections (Sources & Activities).

I. Sources

Using the Crestron, touch any source option that you would like to have displayed on the projection screen. The Source options are:

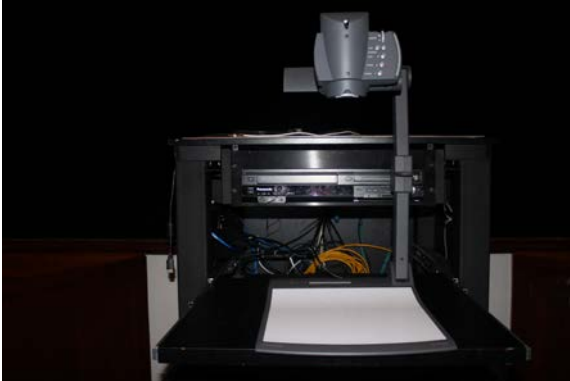
- **Lectern Laptop:** Selecting this option will allow you to connect your own laptop to the projection unit.



- **DVD/VCR Combo:** Selecting this option will allow you to play DVD/VHS tapes on the projection screen.



- **Document Camera:** The document recorder is located in the teaching cabinet.



- **Audience Camera:** Selecting this option will allow you to adjust the direction of the audience camera.

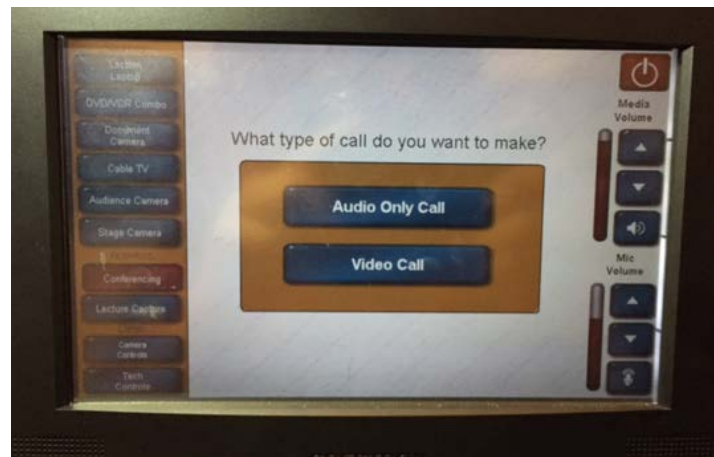


- **Stage Camera:** Selecting this option will allow you to adjust the direction of the stage camera.

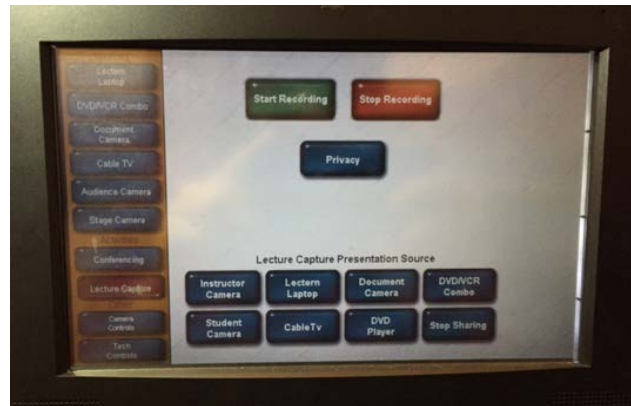


II. Activities

- **Conferencing:** Selecting this option will allow you to make audio and/or video calls out.



- **Lecture Capture:** Selecting this option will allow you to record your lectures.



Step 4: Turning off the Classroom

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

- 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.
- Power down the controller by touching the power button located in the upper right corner of the Crestron. This will automatically shut down the Next Generation Classroom. The camera and the main screen will return to the “powered off” positions.

