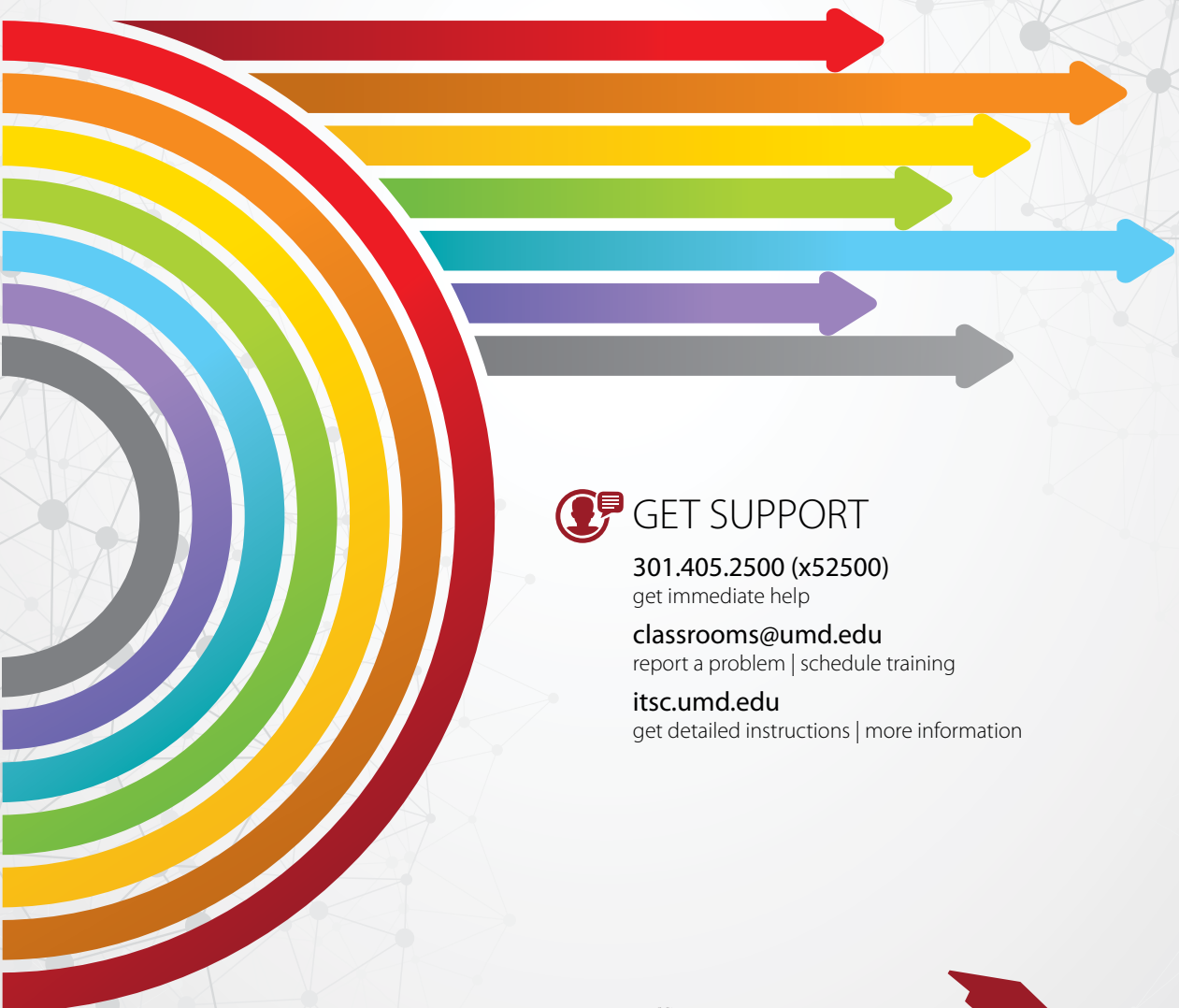


Classroom Technology Quick Guides



GET SUPPORT

301.405.2500 (x52500)

get immediate help

classrooms@umd.edu

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itsc.umd.edu

get detailed instructions | more information



DIVISION OF
INFORMATION
TECHNOLOGY



Kaltura
Medial Management

Solstice
Wireless Display-
Sharing Collaboration

Panopto
Lecture Capture

Clickers/Classroom
Response System
PowerPoint Polling

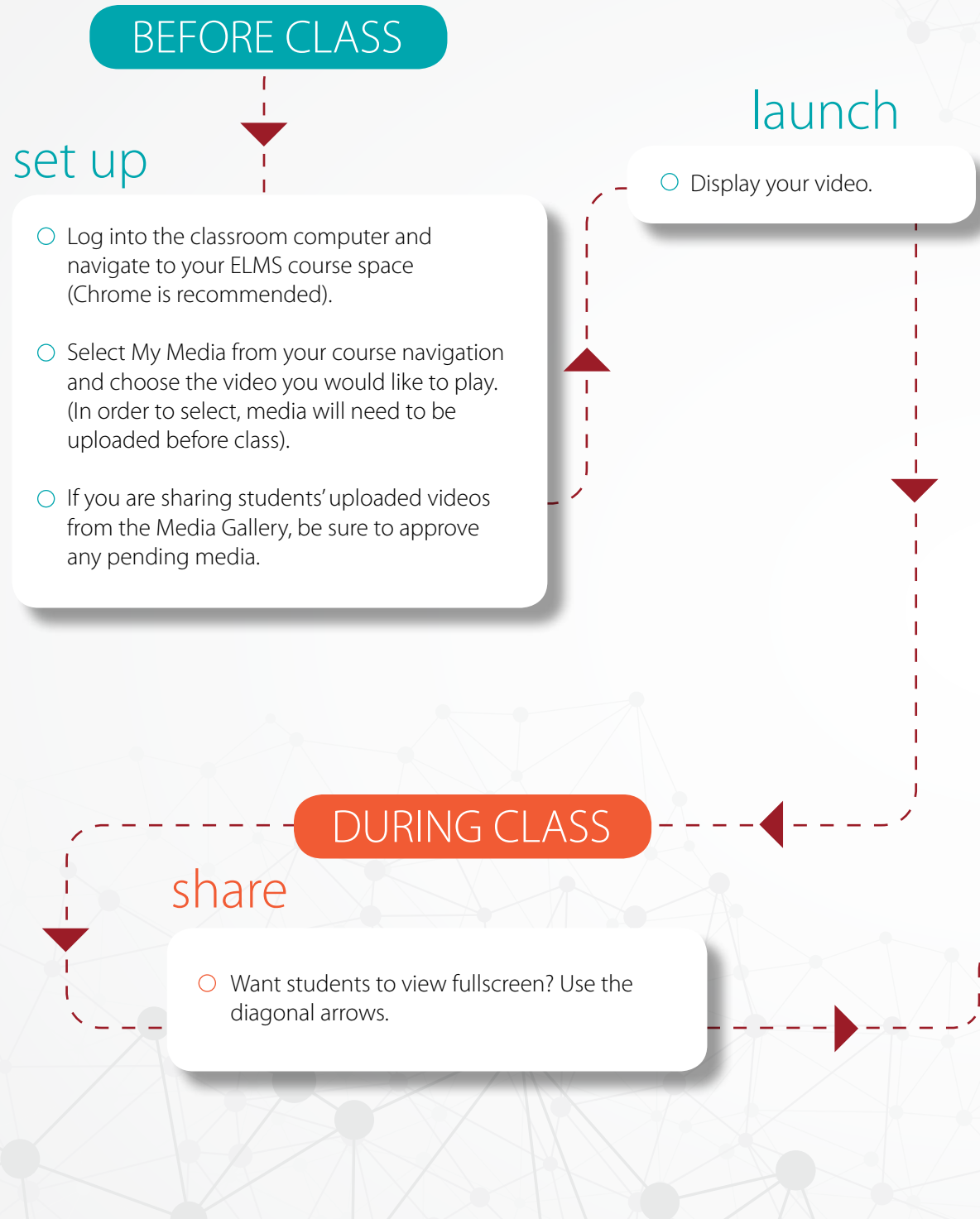
Clickers/Classroom
Response System
Anywhere Polling

WebEX
Web Conferencing

Classroom
Equipment
AV Touch Panel
and Doc Cameras

Media Management

Media hosting platform that allows students, faculty, and staff to share multimedia



In a Nutshell



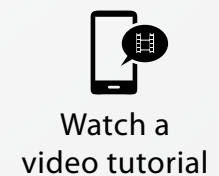
- Use the classroom computer. You need the room's audio and projector systems.
- Share previously uploaded videos in class or showcase students' uploaded videos.
- Move My Media and Media Gallery to the left-hand navigation in your ELMS course.



- Upload videos you wish to view to the My Media area before class.
- If you are sharing videos students uploaded, approve the content before class so it will appear in the course's Media Gallery.
- Review video and edit machine captions.



- Uncaptioned videos should not be shown in class.
- Share from your My Media area and not the embedded video in your ELMS course.
- Practice to familiarize yourself with Kaltura before you use it in class.



Wireless Display-Sharing Digital Collaboration

Share media from students' devices in real-time

BEFORE CLASS

set up

- Log into the classroom computer.
- Select the Solstice Display desktop icon or launch it from the start menu or AV touch panel.
- Students will download the Solstice mobile application and join using the IP address and screen key.

launch

- Verify that students are connected to the room IP address.

DURING CLASS

manage

- Lock the application (if desired) using the lock button after all students have joined.
- Individual posts will display to the On-Screen area.
- Move individual posts to the Off-Screen area to hide on the display.
- Select the Meeple icon to disconnect a student from a session or show, hide, or delete posts.

share

- Share your desktop to allow students to view posts from the classroom computer on their displays.

AFTER CLASS

- Close Solstice and log out of the classroom computer.



Watch a video tutorial

In a Nutshell



- Use only the classroom computer to manage student posts.
- Students must be connected to a UMD wireless network.
- Manage students' posts via the classroom computer; students' posts will automatically appear on the screen once shared.



- Students should download the Solstice client to work with Android, iOS, and Windows operating systems.
- Room information is stored for students on their Solstice client; students need to connect to a room only once with IP addresses.
- Screen keys needed by students to join regenerate for each new session.



- You cannot use the Android and iOS mirroring feature; it is disabled.
- No session data (images and videos) are saved.
- Do not forget to practice to familiarize yourself with Solstice.

Lecture Capture

Record your course for later viewing or webcast it for access at-a-distance

BEFORE CLASS

set up

- Log into the classroom computer then to your ELMS course space.
- Select Panopto Recordings from the course menu – it takes a moment for Panopto to load.
- Select Create at the top of the page.
- Select Record a new session from the dropdown menu (the course folder is the default – if you want to organize recordings within a course, you can create additional folders here).
- Select Launch Panopto then select Open on the following Panopto prompt.
- Under the box entitled Primary Sources, select a video and audio source for the recording.
- Under the box entitled Secondary Sources, select Capture PowerPoint to capture your PowerPoint slides.

launch

- Select Record on the Panopto interface.
- Select webcast if you want to make a live feed available – a link is available when you begin the recording.


DURING CLASS

manage

- Share your media with the classroom and record the media and lecture at the same time.

AFTER CLASS

- Select Stop on the Panopto interface and select the Upload button.
- Your recording will appear in your ELMS course after it is compiled and uploaded to the cloud.
- Log out but do not turn off the computer if the upload is not complete.


 Watch a
 video tutorial

In a Nutshell



- Use only the classroom computer to access the room audio and camera systems
- Choose a session folder to store the recordings.
- Use the Panopto menu in ELMS to create recordings – recordings will automatically be placed in a folder associated with that course.



- Select a video and audio source for your session.
- Select the Upload button when finished to ensure session videos are NOT erased.
- Remember that session lengths are unlimited for recording.



- Do not use laptops, tablets, or phones if you need room cameras and mics.
- You cannot annotate or poll during recording; use the doc camera to write or use clickers for polling.
- Launch and end each session manually; recordings will not automatically start and stop.

PowerPoint Polling

Instructional and assessment delivery for engagement and student feedback

BEFORE CLASS

set up

- Log into the classroom computer and select the TurningPoint App icon or launch it from the start menu – if prompted, select your region and connect.
- Log in with your Turning Account and select sign-in.
- Set an Offline Password (optional) or close the window.
- Close the Remember My Login Credentials dialog box.
- Verify that the TurningPoint receiver displays the correct classroom channel.
- Enable mobile responses to use mobile polling.
- Using clickers with ELMS? Select your ELMS course (individual courses need to be imported before using this feature).

launch

- Open PowerPoint Polling software and your PowerPoint presentation.
- Reset your session data and charts by selecting the Reset button on the TurningPoint tab.
- Launch your PowerPoint presentation.

DURING CLASS

engage

- Ask students questions about material with multiple choice and true/false questions.
- Award points based on correct/incorrect answer submissions.
- Group students into teams for competitions.
- Have students rank responses answers based on specific preferences.
- Message students individually or use Open Chat with mobile polling for collaboration.
- Convert answer choices to pictures for answer representations.

measure

- Group students into demographic groups for answer comparisons.
- Track student responses and statistics for each question.
- Compare answer choices and history for specific slides.
- Use a word cloud to identify the most popular answer choices for a question.

AFTER CLASS

- End presentation and save your session/clicker data by selecting the Save button on the TurningPoint tab.
- Save your PowerPoint presentation (optional) and close PowerPoint.
- Close TurningPoint and log out of computer.



Watch a video tutorial

In a Nutshell



- Submit student scores to ELMS (enabled when students register their Turning account with ELMS).
- Provide students with options; use both clickers and mobile polling.
- Prompt students to respond synchronously to questions in real-time.



- Connect to mobile polling to enable students to use their smart devices to respond.
- Save your session data to have access to it at a later time.
- Make student answers anonymous rather than revealing during or after polling.



- Do not change the classroom receiver channel.
- Do not forget to reset your PowerPoint charts; if you don't, students will not be able to respond.
- Practice before you use Turning PowerPoint polling in class.

Anywhere Polling

Instructional and assessment delivery for engagement and student feedback



In a Nutshell



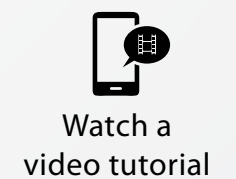
- Submit student scores to ELMS (enabled when students register their Turning account with ELMS).
- Prompt students to respond synchronously to questions in real-time.
- Pre-load questions into Anywhere Polling software by importing questions from Microsoft Word.



- Open and close polling manually.
- Provide students with options; use both clickers and mobile polling.
- Connect to mobile polling to enable students to use their smart devices to respond.



- Do not change the classroom receiver channel.
- Save your session data to have access to it at a later time.
- Practice to familiarize yourself with Anywhere Polling.



Web Conferencing

Easily deliver highly effective, live instruction to anyone, anywhere

BEFORE CLASS

set up

- Log into the classroom computer and to your ELMS course space (Chrome is recommended).
- Select the WebEx link located in the left-hand navigation menu within your course.
- Select the Quick launch new event button.
- Create your session by typing the "name" of your session.
- In the Account field, select the drop-down arrow and select WebEx Training Center.
- Indicate the duration of the session.

launch

- Use the AV touch panel to power up the AV system.
- Confirm that room microphones and room cameras are powered on and working.
- Launch WebEx. Accept browser plug-in installation, if prompted.
- Select the Call Using Computer button to initiate audio (control volume through the AV touch panel).
- Close the audio connection box.
- Select the start my video button to initiate video. You will control video through the AV touch panel.
- Recording? If yes, remember to select the record button.

DURING CLASS

manage


- Assign privileges and set roles and permissions – make someone a presenter or host.
- Unmute some or all online participants.
- Create and assign students to break-out rooms.

engage

- Share your screen, media, and files with others.
- Participate in public or private chats with participants.
- Annotate via the whiteboard.
- Threaded Q&A: Track questions and document responses.
- Quick response tools: Receive instant feedback and guidance from your audience.
- Tests and polls: Measure understanding with tests and poll student opinions instantly.

AFTER CLASS

- Select the End Training Session button and confirm End Session (pop-up window).
- If you have recorded, the meeting will appear in your ELMS course space automatically.
- Log out of ELMS, close your browser, and log out of the classroom computer.

 Watch a video tutorial

In a Nutshell



- Use the classroom computer to run the room's audio and camera systems.
- Install plug-in for each browser used.
- Download the WebEx App to join sessions using mobile devices.



- Select Call Using Computer to hear others and be heard.
- Select Share Screen to share your documents, desktop, and files.
- Expand the "walls" of your classroom and host up to 1,000 participants and multiple panelists.



- Do not use laptops, tablets, or phones if you need room cameras and mics.
- Do not view recordings on a phone; a laptop or desktop is required.
- Familiarize yourself with WebEx before you use it in class.

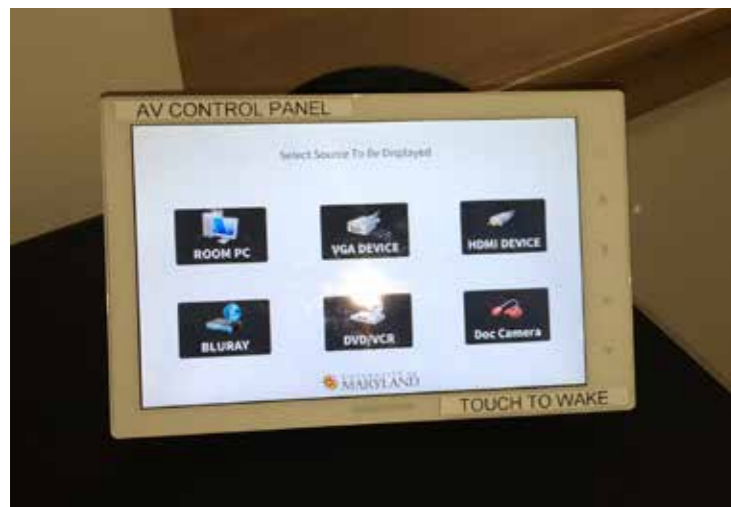
AV Touch Panel

Use the classroom's audiovisual features to provide a multimedia experience

1. Touch the screen on the AV touch panel to start the system.
2. Select a source to display on the AV touch panel. Source options include: Room PC, VGA Device, HDMI Device, Blu-ray, DVD/VCR, and Doc Camera. The available sources will vary in each building and room.
3. Select the projector button on the AV touch panel to power on a projector.
4. The number of projectors will vary in each building and room. Rooms will include either one, two, three, or four projectors.

NOTE: If you wish to stop displaying the video source (optional), select Blank Projector. Select Unblank Projector to resume showing the video source.

5. Select the Camera button on the AV touch panel to control the camera in the classroom. The number of cameras will vary in each building and room.
6. Select Vol Up, Vol Down, or Mute on the AV touch panel to control the volume of the source selected.
7. Select Screen then Screen Up or Screen Down on the AV touch panel to control the projection screen in the classroom.
8. Select Change Video Source on the AV touch panel to switch to another source at any time.
9. Select Shutdown A/V System on the AV touch panel to power off the system.
10. Select Yes, shutdown A/V system on the AV touch panel to power off the system.



AV touch panel displays may vary, but all functionality is the same.

Doc Cameras

Share hardcopy documents in the classroom

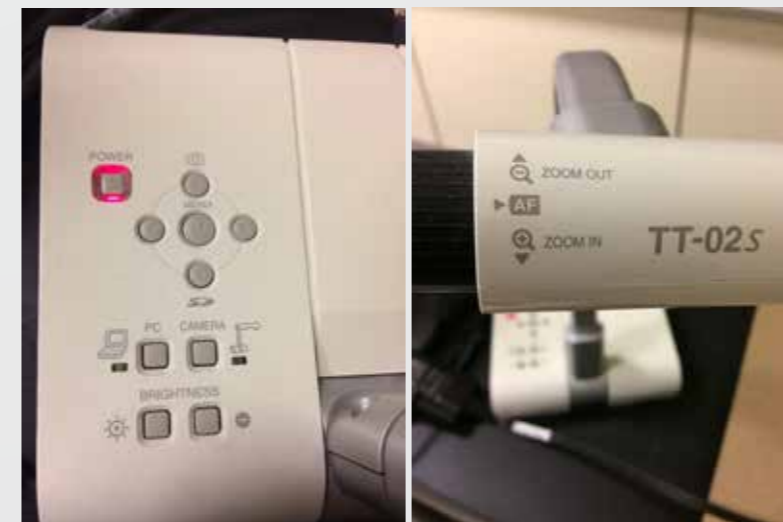
Lumens DC192 Document Camera

1. Power on the AV touch panel and select Doc Camera from the source list.
2. Press the power (red) button at the base of the document camera to power on the document camera (the light near the power button will turn blue).
3. Place the object/image to be displayed under the camera head.
4. Use the light bulb button to power on the lamp at the base of the camera (pressing the light bulb button once will turn on lamp and pressing the light bulb button twice will turn on the small lamp and lamp on the camera head).
5. Use the focus buttons on each side of the camera head to focus the object/image (use the focus buttons each time the camera head is moved).
6. Use the Zoom + and Zoom – buttons at the base of the camera to zoom in/out.
7. Use the auto tune button at the base of the camera to optimize the image.
8. Press and hold the power button at the base of the camera to power off the document camera (the light will turn red).



ELMO Document Camera

1. Power on the AV touch panel and select Doc Camera from the source list.
 2. Press the power button at the base of the document camera to power on the document camera (the light around the power button and camera button will turn green).
- NOTE: If the light around the power button does not turn green, press the camera button to make the power button turn green.**
3. Place the object/image to be displayed under the camera head.
 4. Use the light switch on the top of the document camera to power on the lamp (slide the button left to power on).
 5. Use the auto focus button on the black zoom dial at the top of the document camera to focus the image.
 6. Use the dials on each side of the black dial at the top of the document camera to zoom in/out (turn the dial down to zoom in and turn the dial up to zoom out).
 7. Use the power button at the base of the document camera to power off the document camera (the light will turn red).



Wolfvision Document Camera

1. Power on the AV touch panel and select Doc Camera from the source list.
2. At the base of the document camera, press the power button to power on the document camera (the light to the left of the power button will turn green). The light on the camera head will also turn on.
3. Place the object/image to be displayed under the camera head.
4. Use the light bulb (white) button at the base of the document camera to power off the lamp (optional).
5. Use the FOCUS – and FOCUS + buttons on the top of the camera head to adjust the focus of the image.
6. Use the AF button to autofocus the object/image.
7. Use the zoom dial at the top of the document camera to zoom in/out of an image (turn the dial down to zoom in and turn the dial up to zoom out).
8. Press the power button at the base of the document camera to power off the document camera (the light will turn clear). The camera light will also turn off.



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