

Technology-Enhanced Classroom Instruction

Symposium Classrooms



Indiana State University has 17 new Symposium classrooms across campus. These classrooms are equipped with a teaching station on wheels. One half of the teaching station is a podium area for lecturing, while the other half provides space for the computer equipment and Smart Symposium. The Smart Symposium is a computer monitor that operates identically to a Smart Board. The PC and VCR/DVD are stored in the keyed cabinet space below the podium.

With this teaching station, the control panel on the top of the podium controls the output of the projectors. It is a group of buttons which allow the instructor to select the input for the projector provided in the classroom.

For technical assistance with classroom equipment pick up the telephone on the podium for a direct line to the OIT Help Desk (x2910).

If you would like to schedule training on how to use technology-enhanced classroom equipment contact IRTS (Instructional and Research Technology Services) at ext. 2676 or a customized private training session at <http://www.indstate.edu/oit/irts/ittrain/index.htm#1on1>.

Projector:

Each Symposium classroom is equipped with one projector. The projector is controlled by the System Control Panel found on the teaching station.

- To power on the control panel, press the “ON” button on the left side of the panel.
- To control the projector, simply select the input you would like to be displayed.
- Along the right column of the panel are buttons for *inputs*: “PC”, “DVD”, “VCR”, and “LAPTOP”.
- *Volume* controls are found along the left of the panel.
- To *shutdown* the system, simply press the “OFF” button on the control panel.



Using the computer:

- Turn on the power for the computer, which is located in the bottom right cabinet of the teaching station.
- To get the computer image on screen, simply press the “PC” button on the control panel.

Computer with Audio:

- To adjust the volume, use the knob on the control panel.

Using the VCR/DVD player:

- The teaching station has a VCR/DVD combination system found in the top left equipment cabinet under the teaching station.
- A remote to operate the VCR/DVD player will be found in the cabinet with the VCR/DVD system.
- To get the VCR/DVD image on the screen simply press the “VCR” or “DVD” button on the control panel.



Using both computer and video:

- To switch between the PC, VCR, and DVD, simply press the corresponding button on the control panel.

USB Device:

- All Sympodium classroom teaching stations now have a USB connector located on the top of the teaching station. This allows for easier access for using a USB device.

Login Instructions for Windows XP

If you want to use software that resides on the PC (for example, Microsoft Excel, Word or PowerPoint) or want Internet access, but do **not** need to access an ISU Novell network account, you may use the following:

Steps for Logging in to the Workstation Only

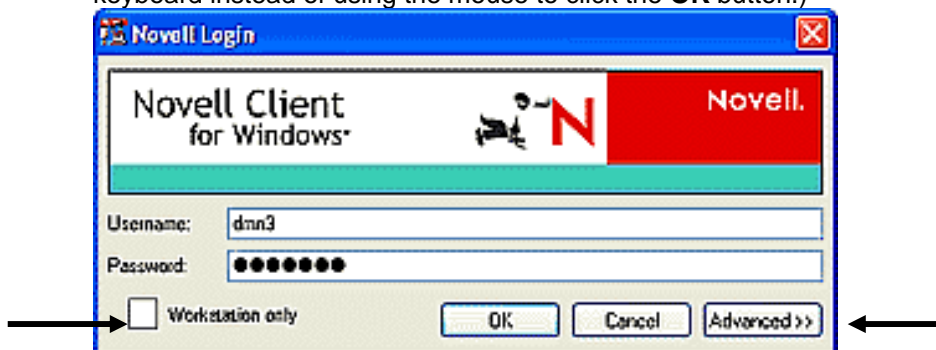
1. Turn on the computer.
2. You will be prompted by a Novell Login window.
3. The name "User" will automatically appear in the **Username** space.
4. (You will not need a password, so you can ignore the **Password** space.)
5. The **Workstation only** box will automatically be checked for you.
6. Click the **OK** button to login. (If the **OK** button is highlighted, you may press the **Enter** key on the keyboard instead of using the mouse to click the **OK** button.)



If you need to **access an ISU Novell network account**, you may use the following:

Steps for Logging in to the ISU Novell Network

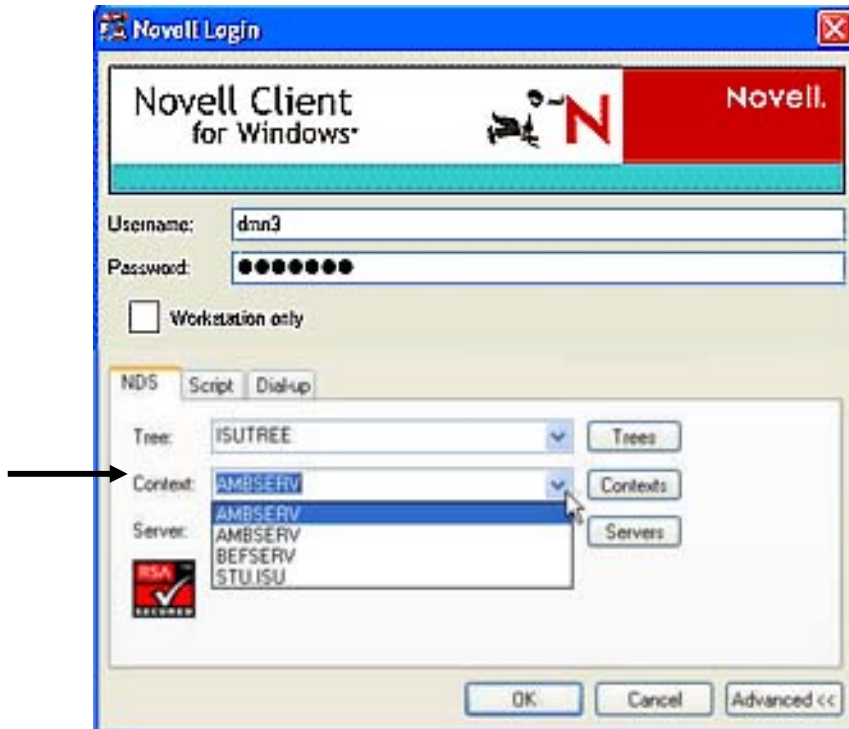
1. Turn on the computer.
2. You will be prompted by a Novell login window.
3. Click the **Workstation only** box (located in the lower left corner of the Novell window) to remove the check mark.
4. Type **your Novell username** in the **Username** space.
5. Type in **your Novell password** in the **Password** space. (As a security feature, your password will not appear in readable form on the screen.) Remember that to the system, there is a difference between **UPPERCASE** and **lowercase** characters.
6. Click the **OK** button to login. (If the **OK** button is highlighted, you may press the **Enter** key on the keyboard instead of using the mouse to click the **OK** button.)



If the steps above do not log you in to the network, you may need to **change the context** for the machine which you are currently using:

Steps for Changing the Network Context for a PC

1. Click the **Advanced >>** button.
2. Click the **Context** button so a drop-down list appears.
3. Click the context item that applies to your Novell network account from the drop-down list.
4. Click the **OK** button.



Using Notebook Computers:

- A notebook computer, PC, or other source can be connected via an HD-15 male to male cable, plugged into the top of the teaching station.
- There is also an Ethernet cable for notebook computers without wireless capabilities.
- To project the Notebook image on the projector, touch the “LAPTOP” button on the System Control Panel.



Using the Remote Keyboard & Mouse:

- All technology-enhanced classrooms have a Remote Keyboard and Mouse combination, which allows the instructor to move about the classroom with the keyboard.
- The keyboard/mouse sends an infrared signal to the receiver found on the teaching station.
- If you find that the keyboard is not working, there may be a disruption of the infrared signal. If a person is standing or sitting in front of the device, it may hinder reception of the keyboard and mouse.



Shutdown:

- Remember to eject CD's, disks, and/or videotape before powering down. *Always shutdown the computer using the Windows Shutdown mode.* The computer will automatically power off when the shutdown mode is finished.
- Power down the control panel by pressing the "OFF" button.

Trouble Shooting:**Telephones for Technical Assistance:**

All technology-enhanced classrooms are equipped with telephones. These phones are set to automatically dial the OIT Help Desk (ext. 2910).