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ITS Smart Classroom Instruction Guide

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State Of The Art Smart Classrooms

Each room is equipped with an automated control system that will allow the instructor to teach using multiple devices to include a Podium PC that's connected to a Smart Technology Monitor, allowing them the ability to use smart board features right at the podium location. Each room also has a Document Camera, Blue Ray Player and a connection box that has a HDMI, VGA, and Composite connections for outside media sources to include laptops and older media forms. Each room is outfitted with a projector and 10' electric screen to display content as well as wireless microphones for presentations. The instructor should select POWER ON from the desktop program and the system turns on which powers up the projector and drops the electronic screen. The instructor then selects which media type he/she would like to use.

Classrooms with Video Teleconferencing (VTC)

Classrooms with a Cisco Videoconference system will have the additional ability to connect with other classrooms within FAMU or any University for that matter as either a teaching or receiving site. Each classroom is equipped with 2 cameras so the far site can either see the students (receiving site) or the teacher (teaching site) allowing the room to be multipurpose. With the combination of normal classroom technology equipment and the Cisco VTC equipment,

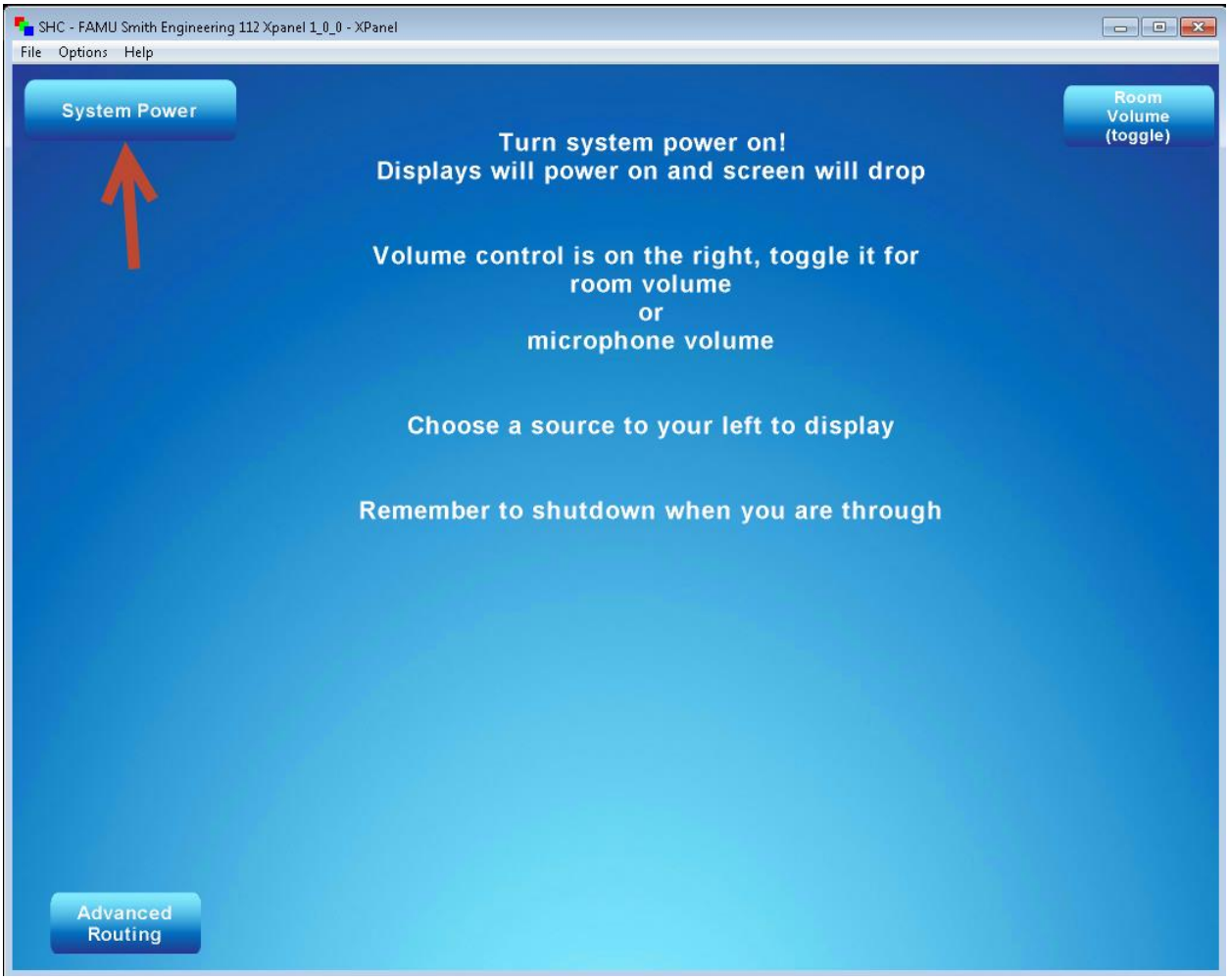
these rooms are able to handle distance learning at the highest level.

Distance learning provided to students here at Florida A & M University.

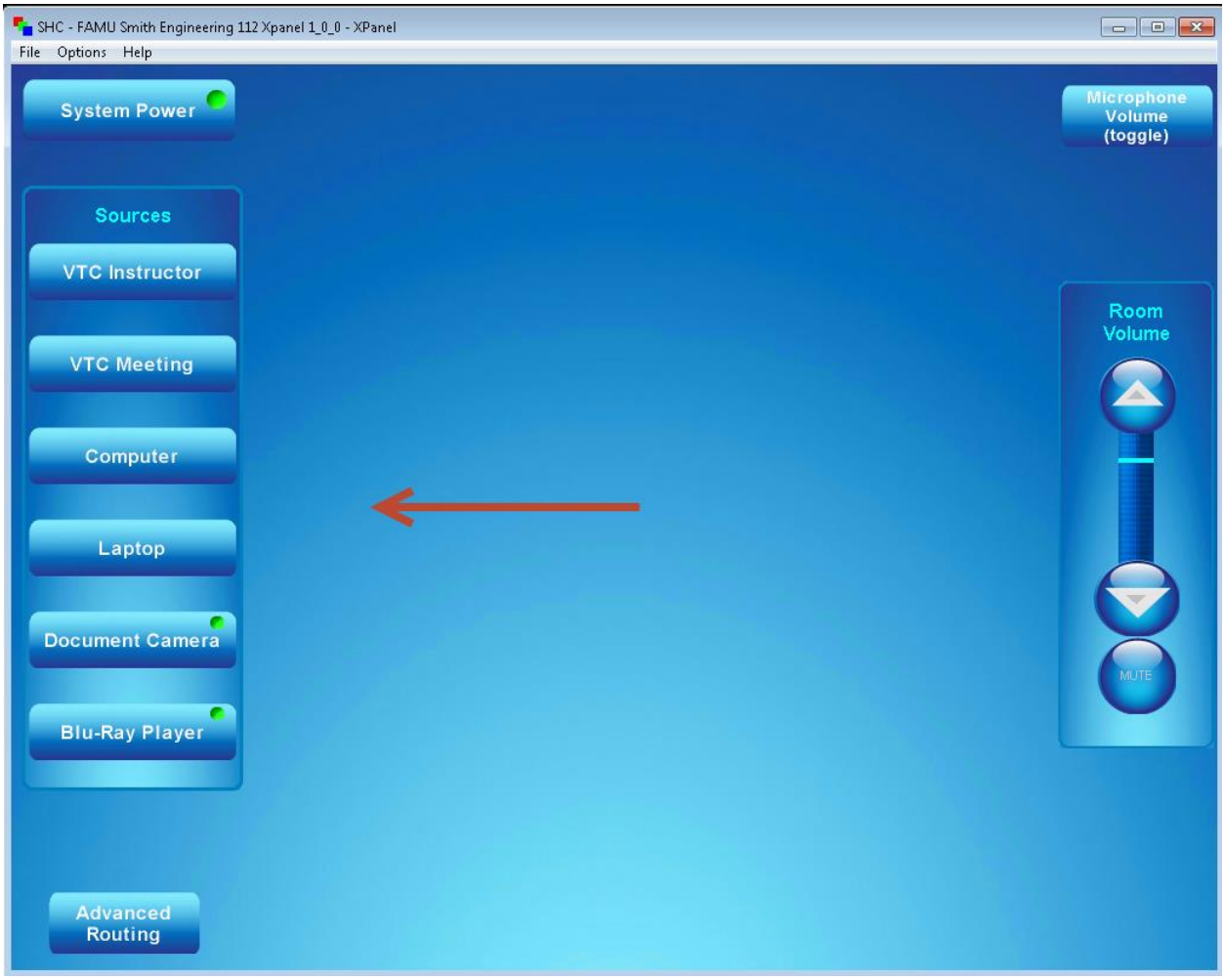
Getting Started

1. Click on the Xpanel Icon, and the below screen is displayed.

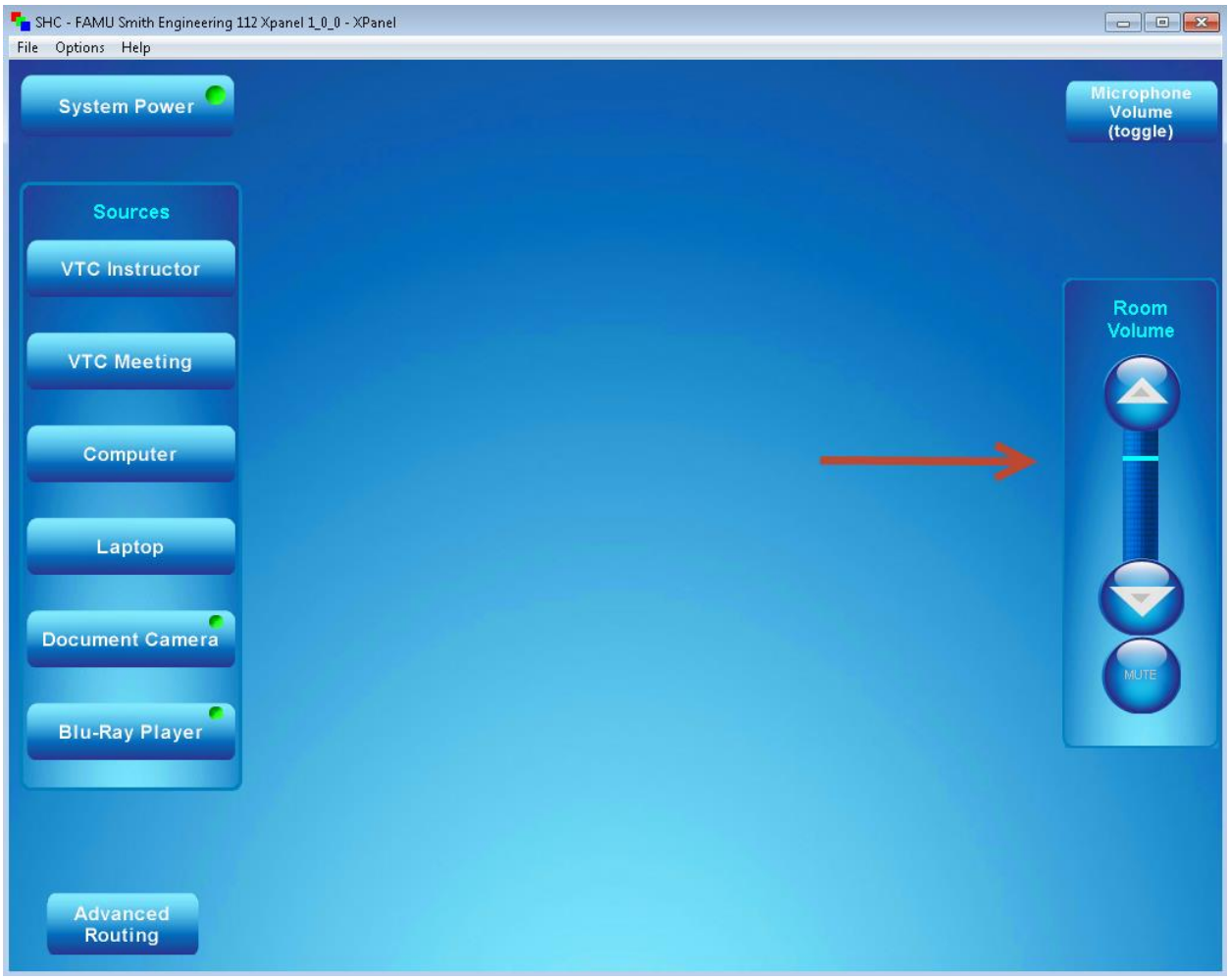
2. Select the System Power Button to perform the following:
    - Power on System
    - Power on Projector
    - The control panel display will power on
    - The screen will drop down



3. Choose the ***source buttons*** on the left. The Computer, Laptop, Document Camera, Blu-Ray Player are all for local classroom use only.



4. Volume control is on the right, toggle it for ***room volume*** or ***microphone volume***.



5. ***VTC Instructor*** mode is selected when performing Live Video or Recording Sessions.

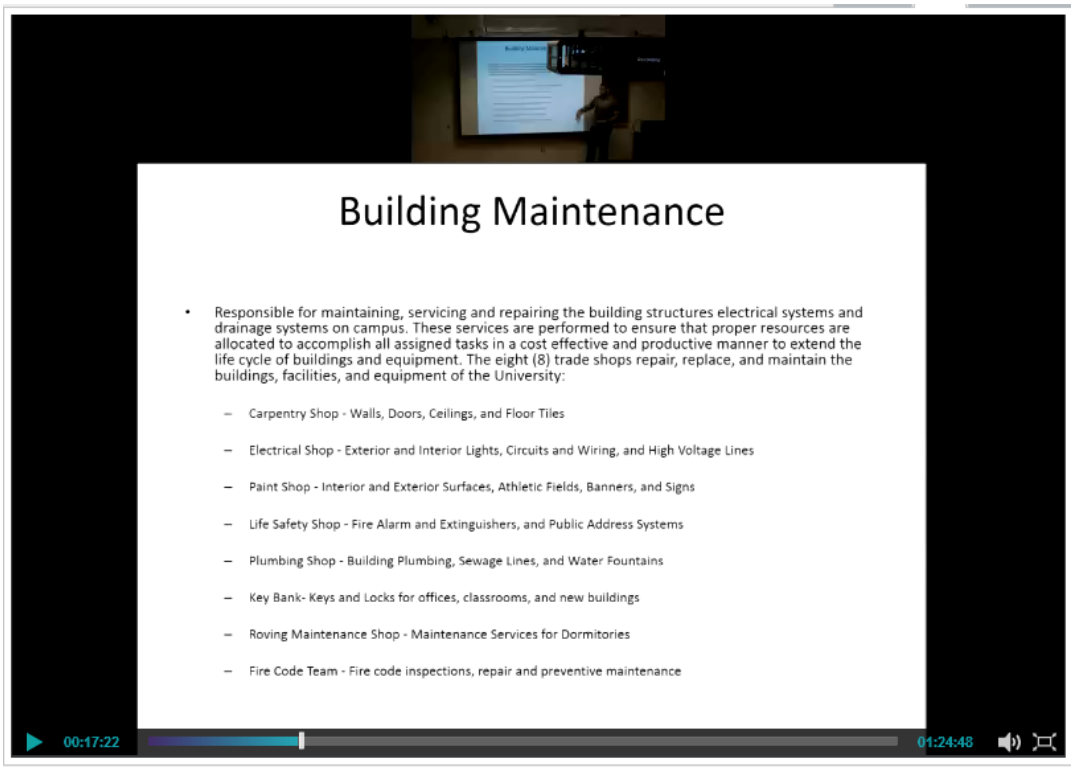
6. Instructors must use the device options on the right of the touch panel underneath the ‘Send **to Far End’ button, to share content with your remote students. Ex: Computer, Laptop, Document Camera, BluRay, Smartboard.**

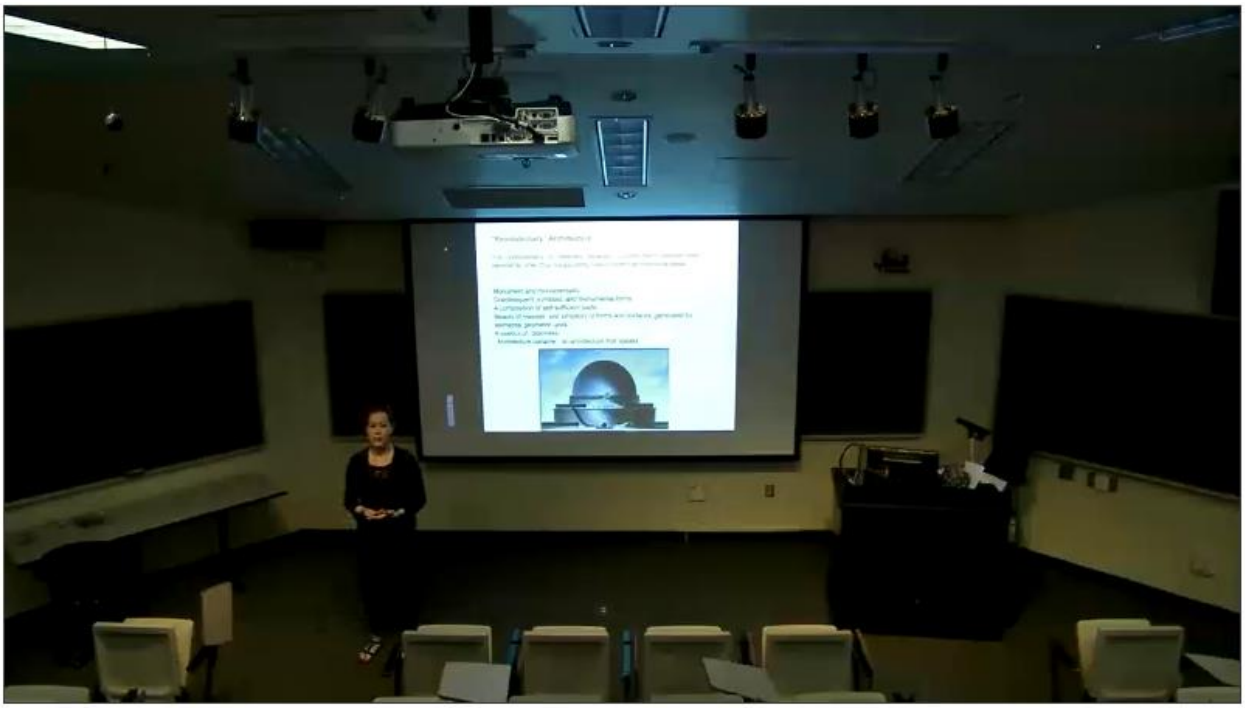
7. *While in **VTC Instructor*** mode you can control the **volume incoming** or **volume outgoing** to the classroom with your remote students. You can also press the **mute button** to mute **volume incoming** and **volume outgoing** with your remote students.

8. Wireless handheld or waist mounted microphone can help isolate unwanted room noises and provide greater mobility in the classroom. Microphones are powered by two AAA batteries which provide 3.5-4 hours of runtime.

9. *While in **VTC Instructor*** mode there are six Camera Presets that have already been set. **Please <u>DO NOT</u> add or change any of the Camera Presets by pressing and holding preset buttons to store position.** This may cause a problem for the next classroom instructor.

The rear camera will always come on by default facing the instructor.





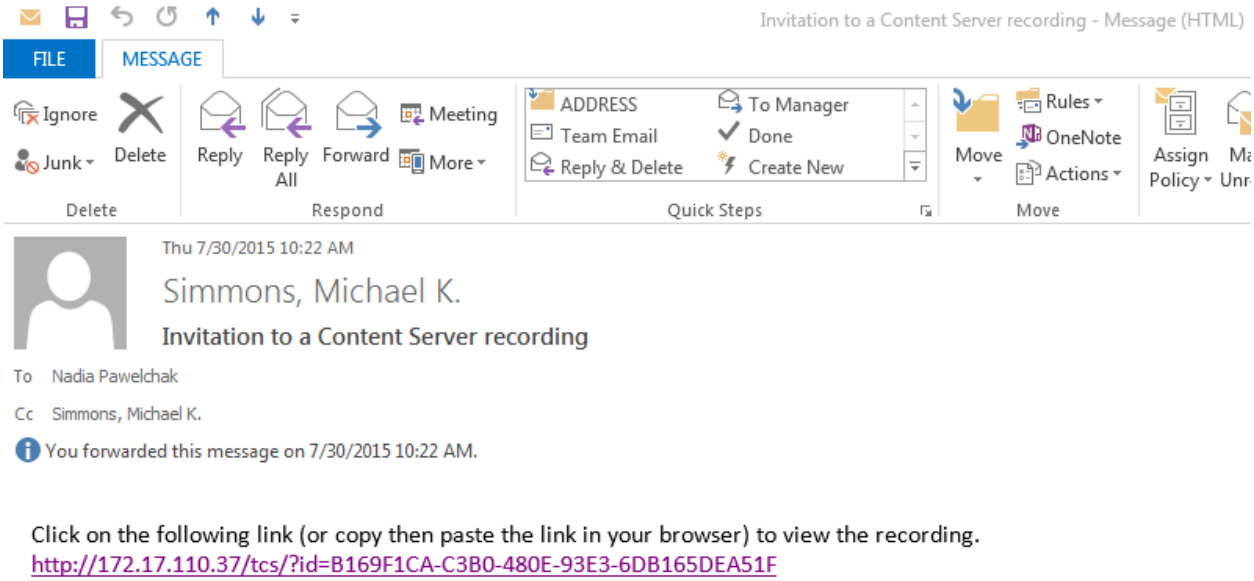
10. A Document Camera is available to present hard copy documents to the class. **Press Document Camera Button.**

11. External devices can be accessed by plugging in the patch panel on top of the podium, and **press Laptop button** as input source.

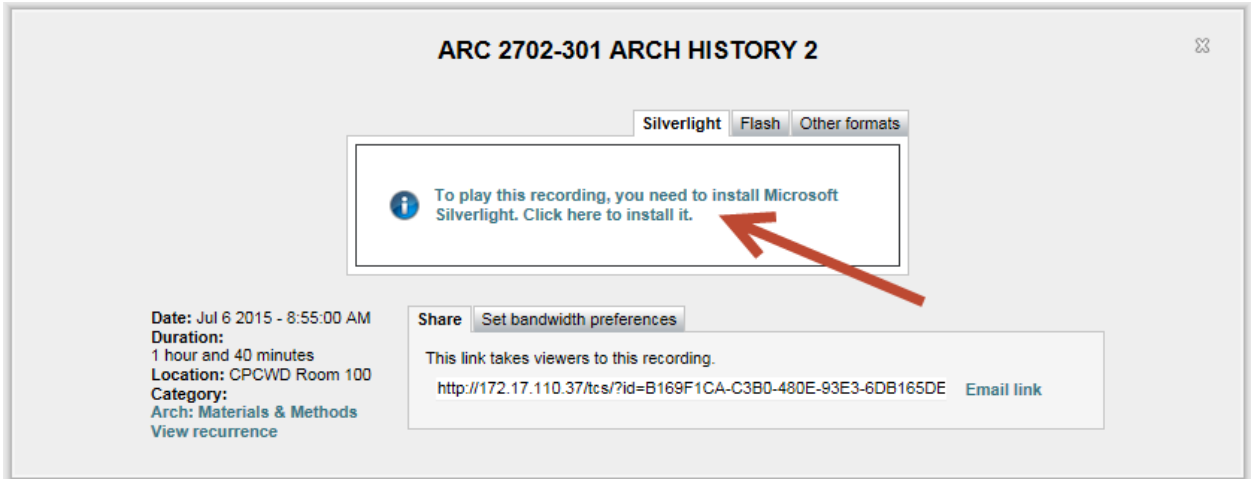
12. The **Stop Sending Content Button** underneath the **Send to Far End device options** is **press when control is pass between Presenters' or if a device fail to show content.**

13. Select **Stop Sending Content** to stop sharing content with remote students.

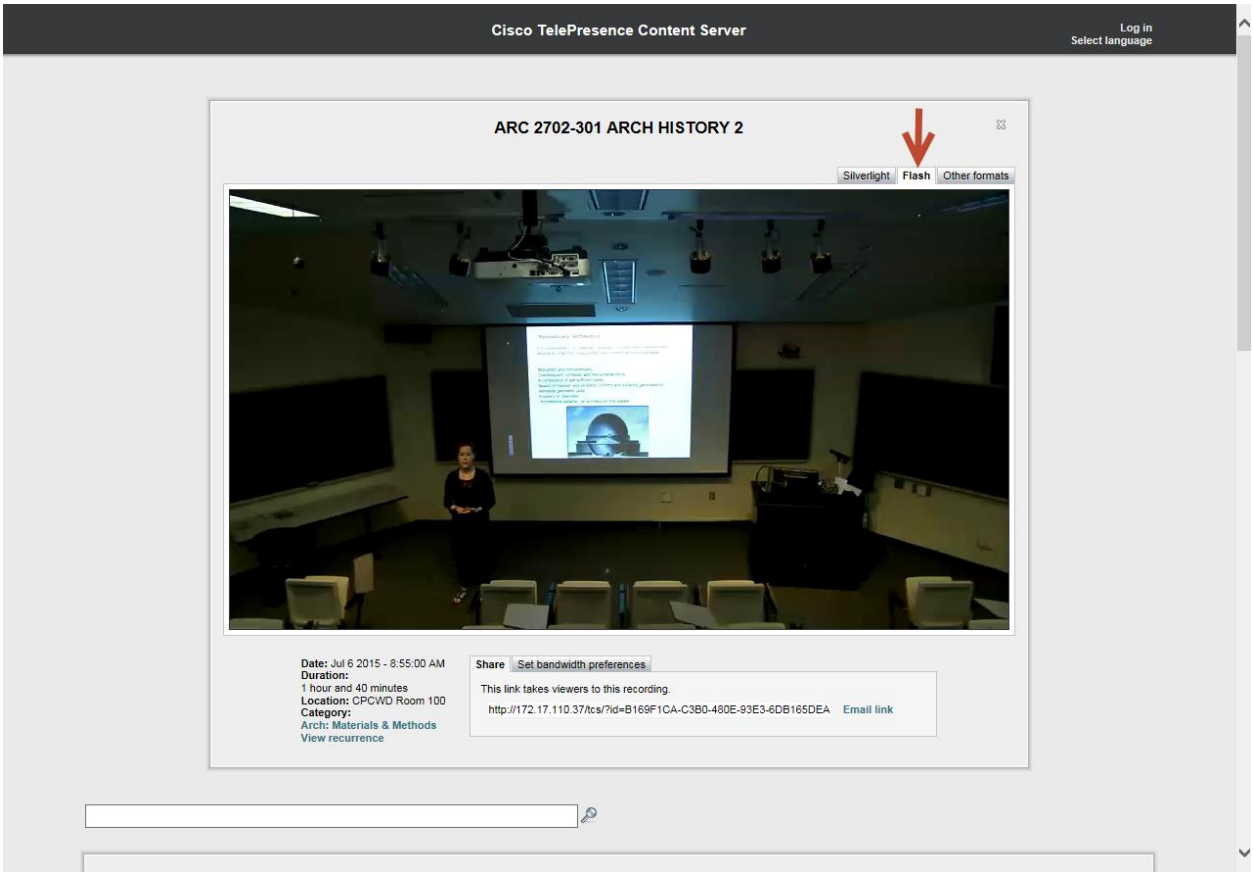
14. Remember to **Shut Down** when you are through by pressing the **System Power Button**.
15. Invitation to a Content Server recording, a link will be provided to instructors. See below:



16. To play a recording, you need to install Microsoft Silverlight. The download link is on the page.



17. Click on the Flash to play video.



18. The **Cisco Jabber Client** is the preferred video client to interface with the Florida A & M University Video Telepresence System. Download Jabber client and setup instructions for **PC, Mac, IPad** from the following link:

    http://www.famu.edu/index.cfm?ITS&NetworkingInfrastructure

19. **The minimum requirements for the installation of the Cisco Jabber**
    - Operating system:
        a. Microsoft Windows 8 et 8.1 32 or 64 bit
        b. Microsoft Windows 7 32 or 64 bit
        c. Mac OS X or higher
    - Installed RAM: 2GB RAM or higher
    - Free (hardware) memory:128 MB or higher
    - Disk space 256 MB or higher

20. **Students Instructions To Access Class**
    a. You will access the live webcast classes using Jabber (not BlackBoard).
    b. Five (5) minutes prior to the start of the class, turn on your Jabber software and dial the class **(example dial -> 6601@famu.edu).**
    c. If you are late for class, you will still be able to join the class.
    d. To access a recorded class, contact your Professor and see where a link will be placed (example: class BlackBoard page or the email directly to you).
    a. A wired network connection is preferred. Avoid low quality wireless networks and making your cell a hotspots for your computer.
    b. Use a camera and earphones to participate in a live class.
    c. Choose a quiet spot during a live class, use your mute control so that the FAMU class does not get your office background noise (or baby crying).
    d. Use muting. If you are primarily listening, mute yourself except when talking.
    e. Speak clearly. Slow down if you are a "fast talker"
    f. During a live class, dress appropriately (since we will see what you wearing).
    g. Do not attempt to access a class you are not enrolled in.
    h. You may, on your own, use video capture software to record a live class for your own personal review. But, do not upload them to public sites (YouTube, Vimeo, etc.).
    i. Please call 850-412-7310 for assistance or email michael.simmons@famu.edu