

eClassroom User Guide



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1. eClassroom Room Numbers

Building	Room(s)
10	102, 104
11	201, 223
32	504
36	108, 174, 175
51	148, 152, 165
52	152, 152a, 163
58A*	101, 105, 106, 113
72	209, 210, 211, 212
74	101, 102, 105, 107
78	103
79*	179
82	206
86	129, 130

* Room includes SMART Symposium

2. Getting Started

eClassrooms are UWF's most technologically advanced classrooms and they are surprisingly easy to use. eClassrooms allow you to view and project VHS movies and DVDs, transparencies, printed documents, three dimensional objects, and images from your computer using a single touch panel. This guide will serve as your cheat sheet as you explore the various teaching tools available to you as an eClassroom instructor.

How do I reserve an eClassroom?

Instructors who use eClassrooms or Hi-Tech Classrooms may request these rooms in Argus. In the *Argus Course and Scheduling Tasks* channel, select *Class Mate*. Alternatively, instructors may submit a request to their department head at the time course offerings are submitted to the Registrar's Office. While every effort will be made to grant classroom requests, there are a limited number of eClassrooms and Hi-Tech Classrooms and so there is no guarantee that every request will be granted. The chances of receiving an eClassroom or Hi-Tech Classroom are improved if classes are scheduled during non-peak times.

Where can I see a list of all eClassrooms?

A list of eClassrooms is available in the first section of this guide. In addition, a complete list of UWF eClassrooms and Hi-Tech Classrooms along with information on location, equipment, weekly usage, and photos is available in Argus (<http://uwf.edu>). In the *Course and Scheduling Tasks* channel, select *Classroom List*.

Where are the remote controls?

Remote controls are not necessary in eClassrooms. For this reason, you will find no remote controls in the room. All functions that would be handled by a remote control are performed using the touch panel interface. All doors on the eClassroom podium (except the document camera drawer) are locked at all times. There is no user-accessible equipment or storage space located inside the podium.

Do you offer training for using eClassroom equipment?

Yes! Classroom Technology offers eClassroom Orientation sessions at the beginning of each semester. These dates are published in the *Personal Announcements* channel in Argus and you can sign up through the *Training Reservation Desk* channel in Argus. Classroom Technology is also available to demonstrate the eClassroom for your class so that they will be prepared to use the equipment during in-class presentations. For more information, contact the ITS Help Desk at (474-) 2075 or helpdesk@uwf.edu.

Can I bring other external devices, like a video camera, to connect to the system?

Yes. The DVD/VCR combo unit installed in each podium has standard RCA audio and video jacks on the front. You may plug a device into the system through these jacks. You will have to select the *L2* input on the VCR. To do this, depress the Keypad button on the touch panel's DVD/VCR controls screen and then press "002" on the keypad. For assistance, contact the Help Desk and someone will meet you in your eClassroom.

What is the best way to bring presentation materials to class?

There are three ways you can bring your presentation materials to an eClassroom. First, because eClassroom computers are on the ArgoNet domain, you can store your materials on your personal H: and I: drives and then access them from the eClassroom PC. Second, each eClassroom has a USB hub, which allows you to bring your presentation materials on a USB flash drive. Third, instead of using the PC in the eClassroom, you can bring your personal laptop and connect it to the podium using the in-classroom cables.

What do I do if something isn't working right?

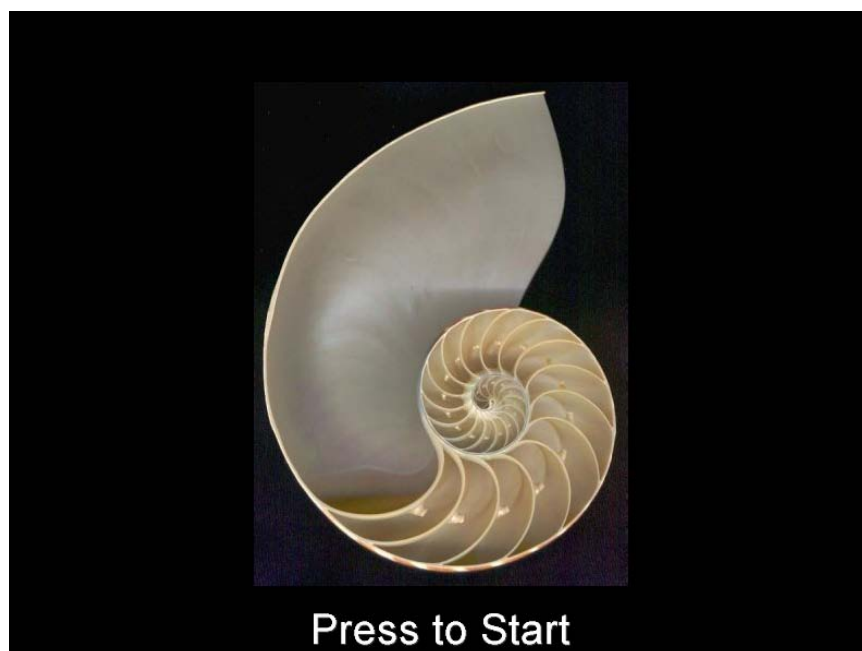
UWF's eClassrooms were designed to be intuitive and easy to use; however, occasional problems and questions do arise. If you encounter a problem in an eClassroom, help is only one phone call away. There is a *Help* button located on the touch panel. If you press this button, you will receive instructions to call the Help Desk at (474-) 2075. Pressing this button also alerts ITS staff that you are having trouble in the room and that we should expect your phone call. Depending on the nature of your problem we may be able to solve it remotely, as eClassrooms have the capability to be remotely controlled and monitored. Of course, we will also be available to come to the room and assist with any problems you may have.

Can eClassrooms be used by those with disabilities?

Yes. Please contact the Help Desk at (474-) 2075 or helpdesk@uwf.edu for more information.

3. Beginning Your Session

At the beginning of your session, the touch panel should display either the Start screen shown below, or a black screen. Touch the screen to begin your session. Please return to this screen at the end of your session to prepare the room for the next instructor.



The touch panel is black. How do I begin my session?

If the touch panel screen is black, it may be in standby mode. The touch panel is programmed to go to standby mode after fifteen minutes of inactivity. To bring the touch panel out of standby mode, touch the screen one time. If the image does not return, check the power switch on the bottom right corner of the touch panel. A light indicates that the touch panel is on. **PLEASE DO NOT TURN THE TOUCH PANEL POWER OFF.**

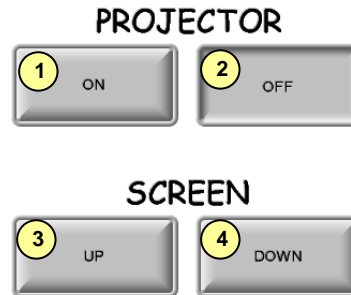
The touch panel screen was not on the Start screen or the black screen when I entered the classroom. What do I do?


It is recommended that instructors return the touch panel to the Start screen at the end of their session. If the touch panel is not at the Start screen, you can return to the Start screen by selecting *Exit* or *Back*.

4. Projector/Screen Controls

This screen allows you to turn the projector on/off and move the screen up/down. You may return to this screen at any time. Please turn the projector off and send the screen up at the end of your session.

1. **On.** Turns projector on.
2. **Off.** Turns projector off.
3. **Up.** Sends screen up.
4. **Down.** Sends screen down.
5. **Back.** Returns to Start screen.
6. **Next.** Goes to the next screen.



 Projector bulbs are very expensive. Be sure to turn the projector off at the end of your session.

5. Common Functions

The primary touch panel screen is composed of two main sections, the equipment buttons (outlined in red) and the control panel (outlined in blue). Pushing an equipment button causes the control panel to activate for the corresponding piece of equipment. For example, if DVD/VCR is depressed, the control panel will display options relevant to the DVD/VCR, and common functions, such as Volume Control, will work specifically for the DVD/VCR. The features below are common to all eClassroom equipment.

<ol style="list-style-type: none">1. Help. Opens the Help screen.2. ADA Port. Selects the ADA port for users with disabilities. Contact the Help Desk at (474-) 2075 for assistance using this port.3. PC. Activates the PC in the control panel.4. Laptop. Activates the laptop in the control panel.5. Doc Cam. Activates the document camera in the control panel.6. DVD/VCR. Activates the DVD/VCR in the control panel.7. Exit. Returns to the Projector/Screen controls.8. VGA Preview (may be combined with #11). Sends blue equipment items to the <i>VGA Preview Screen</i>.9. VGA Preview Screen (may be combined with #10). Controlled by <i>VGA Preview</i> button. Displays preview of blue equipment items. Touching this area displays the preview full screen. Touching the screen again to return to the control panel, or if there is a red close button, press it to return.10. Video Preview Screen (may be combined with #9). Controlled by <i>Video Preview</i> button. Displays preview of DVD/VCR. Touching this area displays the preview full screen. Touching the screen again to return to the control panel, or if there is a red close button, press it to return.11. Video Preview (may be combined with #8). Sends DVD/VCR to <i>Video Preview Screen</i>.12. Equipment Specific Controls. Vary depending upon equipment item selected.13. Volume Control. Touch and drag up and down to control volume. Sound corresponds to what is on the projector.14. Mute. Press to turn mute on/off. Sound corresponds to what is on the projector. A red border around the mute button indicates that the sound is being muted.15. Display Source Is. Indicates which equipment item is currently being sent to the projector.16. Projector Send To. Sends active equipment item to the projector.17. Projector Blank. Displays a blank screen through the projector. Press again to return to the projected image.	
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Can I see a preview of my image before I send it to the projector?

Yes. To see a preview, select the appropriate equipment button and then press *VGA Preview* (for blue equipment items) or *Video Preview* (for the DVD/VCR). The preview appears in either the *VGA Preview Screen* or in the *Video Preview Screen*. Touch the small preview screen to display it on the full screen. Touch the screen again to return to the control panel.

How do I blank the screen and mute the sound?

These features are controlled separately. To blank the screen, press the *Projector Blank* button. Press again to return to the projected image. To mute, press the *Mute* button. Press again to return the sound.

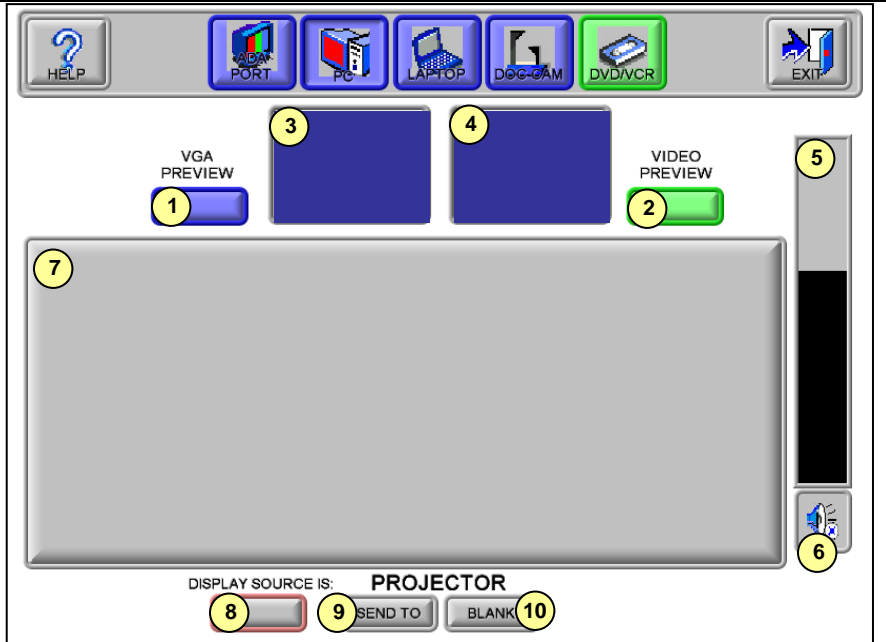
Can I work with multiple equipment items at the same time?

Yes. You can switch from one equipment item to another throughout your class. Selecting a new equipment item on the touch panel will not affect equipment that is already running unless you choose to replace what is being shown over the projector. You may find it beneficial to have one equipment item displaying on the projector while preparing a second item on the touch panel.

6. PC / Laptop Controls

The PC and Laptop equipment buttons function with an identical set of controls. However, it is still important that the appropriate equipment button be depressed. If you select “PC”, you will log in with your ArgoNet (Argus) username and password.

1. **VGA Preview** (may be combined with #2). Sends blue equipment items to the VGA Preview Screen.
2. **Video Preview** (may be combined with #1). Sends DVD/VCR to Video Preview Screen. Not used with PC/Laptop.
3. **VGA Preview Screen** (may be combined with #4). Controlled by VGA Preview button. Displays preview of blue equipment items. Touching this area displays the preview full screen. Touch the screen again to return to the control panel, or if there is a red close button, press it to return.
4. **Video Preview Screen** (may be combined with #3). Controlled by Video Preview button. Displays preview of DVD/VCR. Touching this area displays the preview full screen. Touch the screen again to return to the control panel, or if there is a red close button, press it to return. Not used with PC/Laptop.
5. **Volume Control**. Touch and drag up and down to control volume. Sound corresponds to what is on the projector.
6. **Mute**. Press to turn mute on/off. Sound corresponds to what is on the projector. A red border around the mute button indicates that the sound is being muted.
7. **Equipment Specific Controls**. Not used for PC/Laptop.
8. **Display Source Is**. Indicates which equipment item is currently being sent to the projector.
9. **Projector Send To**. Sends active equipment item to the projector.
10. **Projector Blank**. Displays a blank screen through projector. Press again to return to the projected image.



How do I use the keyboard touch pad?

In place of a mouse, eClassrooms are equipped with keyboards that have built-in touch pads. Move your finger across the touch pad to move the pointer on the screen. You can use the buttons or tap the touch pad once to click or tap it quickly twice to double-click. If you are not comfortable using the touch pad, you can bring a USB mouse and connect it using the USB hub located in the cable reservoir.



What software is available on the eClassroom computers?

eClassroom computers have the following programs installed:

- Microsoft Office, including Word, Excel, and PowerPoint
- Microsoft Project
- Microsoft Internet Explorer
- Mozilla Firefox
- SPSS
- SAS
- Adobe Reader
- QuickTime
- RealPlayer
- Windows Media Player





Can I use a USB device in an eClassroom?





Yes. All eClassrooms have a USB hub. This allows you to use a USB flash drive, a USB external mouse, a presenter, and other USB devices.

How do I connect my laptop to the system? What cables do I need to bring?

You will need to bring the power supply for your laptop. All other cable connections (VGA, audio, and network) are supplied in the podium as pigtailed. They are located in the cable reservoir behind the metal cover on the podium. Just pull the cable out, it will be long enough to connect to your laptop.

I do not see my laptop screen on the touch panel or the projector. What is wrong?

First, make sure that the laptop is powered on and properly connected to the system and that the laptop has been selected as the display source and sent to the projector. Now, you need to set your laptop to the simultaneous display mode for video. Your laptop has a key combination (hotkey sequence) that moves sequentially through three display modes (laptop display only, projector display only, and simultaneous laptop and projector display).

For example, on Dell laptops press   (hold down  then press ). Repeat this key combination until the laptop displays both on the laptop screen and on the projector. Laptops from other vendors may have different key combinations; look for a key with a picture of a monitor or the words CRT/LCD. After using the hotkey sequence, allow at least five seconds for the image to be displayed.

Do these rooms have Internet connectivity?

Yes. The network pigtail cable in the podium is connected to the campus network, which accesses the Internet. Your laptop must be configured to use DHCP to automatically obtain an IP address. If you need assistance connecting your laptop to the Internet in an eClassroom, contact the Help Desk.

How do I access my network (H: and I:) drives from the classroom?

When you log in to the podium PC, your H: and I: drives will automatically be mapped for you. If you want to access your H: and I: drives from your laptop, it must be configured properly. If you can access the network drives from your laptop at another location, you should be able to access them from the eClassroom. If you need assistance setting up a laptop to access your network drives, contact the Help Desk. Please note, it is not recommended to access your network drives via FTP or the My ArgoNet tab in Argus. This method may cause your ArgoNet password to be displayed to the class.

The document camera allows you to display transparencies, printed documents, and three dimensional objects. Use the lower lamps for transparencies and the upper lamps for nontransparent objects. The control panel allows you to zoom in/out, focus in/out, and rotate an image. Please turn the lamps and the document camera off at the end of your session.

1. **VGA Preview** (may be combined with #2). Sends blue equipment items to the VGA Preview Screen.

2. **Video Preview** (may be combined with #1). Sends DVD/VCR to Video Preview Screen. Not used with Document Camera.

3. **VGA Preview Screen** (may be combined with #4). Controlled by VGA Preview button. Displays preview of blue equipment items. Touching this area displays the preview full screen. Touch the screen again to return to the control panel, or if there is a red close button, press it to return.

4. **Video Preview Screen** (may be combined with #3). Controlled by Video Preview button. Displays preview of DVD/VCR. Touching this area displays the preview full screen. Touch the screen again to return to the control panel, or if there is a red close button, press it to return. Not used with Document Camera.

5. **Volume Control**. Touch and drag up and down to control volume. Sound corresponds to what is on the projector.

6. **Mute**. Press to turn mute on/off. Sound corresponds to what is on the projector. A red border around the mute button indicates that the sound is being muted.

7. **Upper Lamps**. Turns upper lamps on. Use for non-transparent objects.

8. **Lower Lamps**. Turns lower lamps on. Use for transparencies

9. **Lamps Off**. Turns all lamps off.

10. **Zoom In**.

11. **Zoom Out**.

12. **Focus In**.

13. **Focus Out**.

14. **Power On**. Turns document camera on.

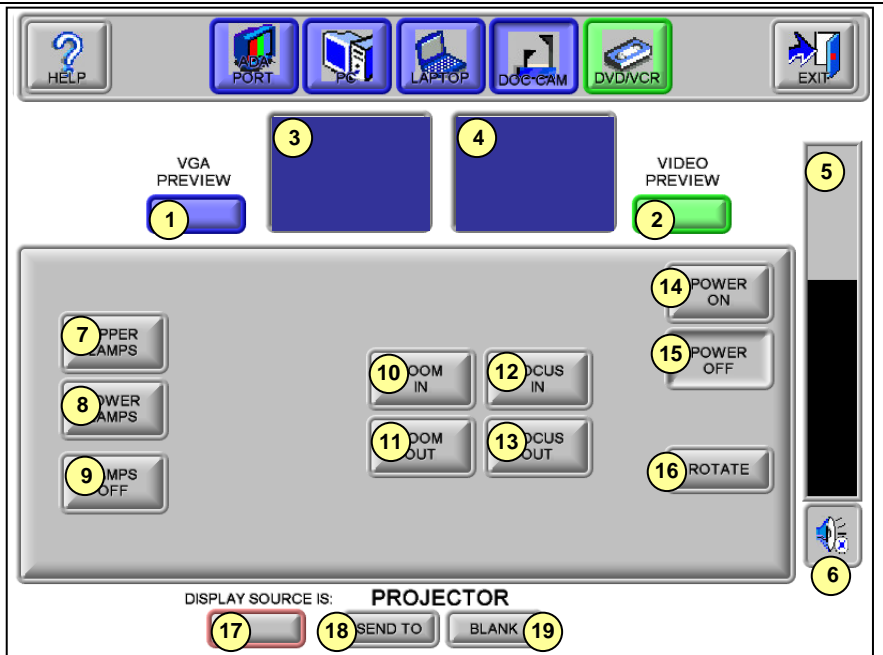
15. **Power Off**. Turns document camera off.

16. **Rotate**. Rotates the image ninety degrees.

17. **Display Source Is**. Indicates which equipment item is currently being sent to the projector.

18. **Projector Send To**. Sends active equipment item to the projector.

19. **Projector Blank**. Displays a blank screen through projector. Press again to return to the projected image.



What is the difference between a document camera and an overhead projector?

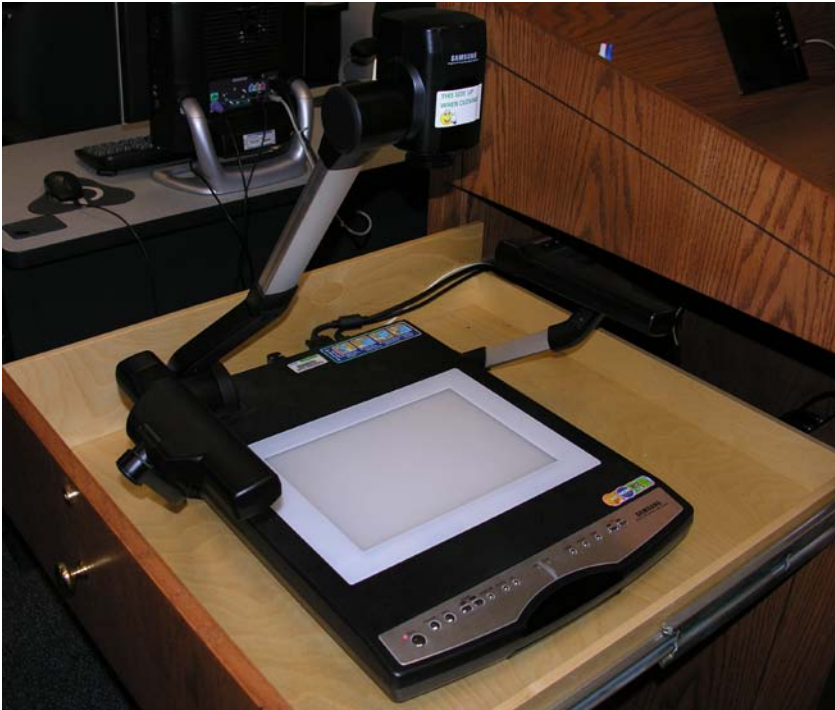
A document camera is much more versatile. Like an overhead projector, the document camera can display transparencies; however it can also display printed documents, book pages, and three dimensional objects.

Where is the document camera?

The document camera is slides out of a drawer on the side of your eClassroom podium. Please stow the document camera inside the podium at the end of your session. When the document camera head is lowered, the lens should face the user and the SAMSUNG logo should be visible on the top of the head. Please note the labels on each document camera head that indicate proper storage.

How do I set up the document camera?

Pull the head of the document camera up and position the camera eye to face the document you wish to display. Pull the lamps on each side of the document camera stage.



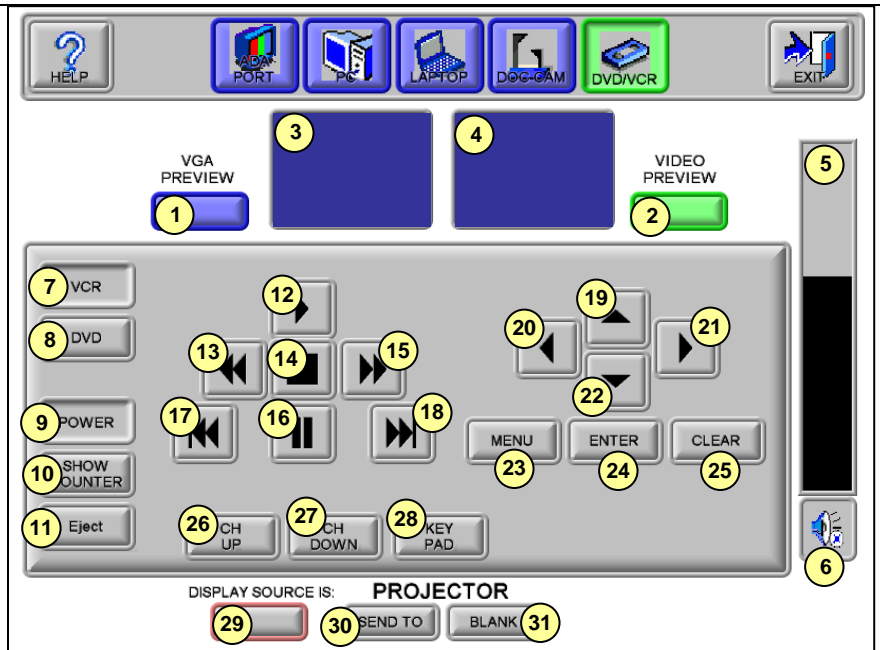
Document camera in upright position.



Document camera in closed position.

The DVD/VCR is operated completely from the touch panel. You can switch between the DVD and the VCR by using the DVD and VCR buttons on the control panel.

1. **VGA Preview** (may be combined with #2). Sends blue equipment items to the VGA Preview Screen. Not used with DVD/VCR.
2. **Video Preview** (may be combined with #1). Sends DVD/VCR to Video Preview Screen.
3. **VGA Preview Screen** (may be combined with #4). Controlled by VGA Preview button. Displays preview of blue equipment items. Touching this area displays the preview full screen. Touch the screen again to return to the control panel, or if there is a red close button, press it to return. Not used with DVD/VCR.
4. **Video Preview Screen** (may be combined with #3). Controlled by Video Preview button. Displays preview of DVD/VCR. Touching this area displays the preview full screen. Touch the screen again to return to the control panel, or if there is a red close button, press it to return.



5. **Volume Control**. Touch and drag up and down to control volume. Sound corresponds to what is on the projector.
6. **Mute**. Press to turn mute on/off. Sound corresponds to what is on the projector. A red border around the mute button indicates that the sound is being muted.
7. **VCR**. Selects VCR. Recessed indicates the VCR is selected.
8. **DVD**. Selects DVD. Recessed indicates the DVD is selected.
9. **Power**. Turns DVD/VCR on/off. Recessed indicates power on.
10. **Show Counter**. Displays counter.
11. **Eject**. Ejects the videocassette or opens/closes the DVD depending on whether the VCR or DVD is selected.
12. **Play**.
13. **Rewind**.
14. **Stop**.
15. **Fast Forward**.
16. **Pause**.
17. **Previous Chapter**. Only used for DVD.
18. **Next Chapter**. Only used for DVD.
19. **Up**. Only used for DVD.
20. **Left**. Only used for DVD.
21. **Right**. Only used for DVD.
22. **Down**. Only used for DVD.
23. **Menu**. Displays menu. Only used for DVD.
24. **Enter**. Only used for DVD.
25. **Clear**. Only used for DVD.
26. **Ch Up**. Goes up one channel.
27. **Ch Down**. Goes down one channel.
28. **Key Pad**. Displays numeric keypad to enter channel number. Goes away after five seconds of inactivity.
29. **Display Source Is**. Indicates which equipment item is currently being sent to the projector.
30. **Projector Send To**. Sends active equipment item to the projector.
31. **Projector Blank**. Displays a blank screen through projector. Press again to return to the projected image.

How do I switch between the DVD and VCR?

You can switch between the DVD and the VCR using the DVD and VCR buttons on the control panel.

How do I prevent cable television programming from being displayed and heard through the system prior to playing a videocassette or DVD?

Depress the Keypad button on the touch panel and then press "002" on the keypad.

9. Help Screen

The Help screen provides instruction for contacting the ITS Help Desk. If you encounter problems in an eClassroom, press the Contact Help Desk button and contact information will display in the Help Message Screen. Pressing this button also alerts ITS staff that you are having trouble in the room and that we should expect your phone call. Depending on the nature of your problem, we may be able to solve it remotely, as eClassrooms have the capability of being remotely controlled and monitored. Of course, we will also be available to come to the room and assist with any problems you may have.

1. **Contact Help Desk.** Displays contact information in the Help Message Screen.
2. **Clear Help.** Clears the Help Message Screen.
3. **Help Message Screen.** Displays help message when Contact Help Desk is selected.

