

ACTIVE LEARNING CLASSROOM USER GUIDE



ACADEMIC TECHNOLOGY SERVICES | CLASSROOM SUPPORT SERVICES
Version 1.0 – May 2019

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STATIONS & EQUIPMENT

INSTRUCTORS STATION

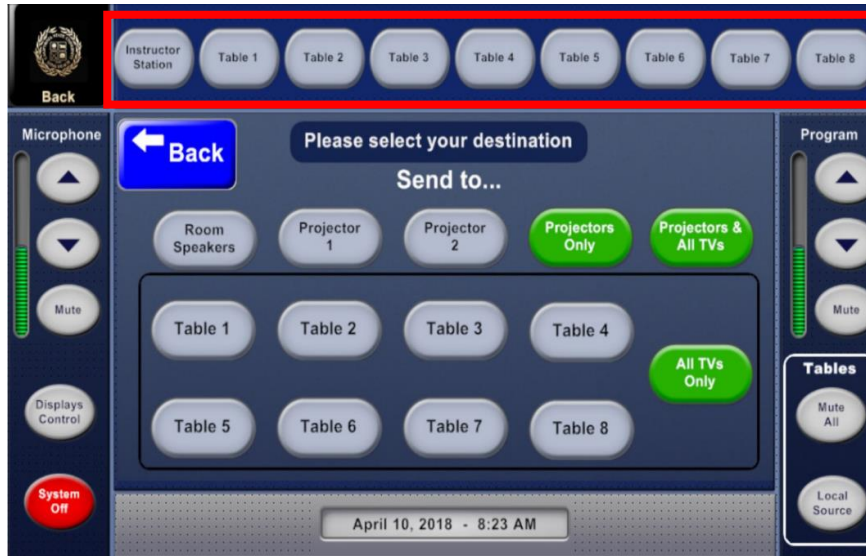


The instructor's station is the control center for the classroom. Listed below are the components you will find at the instructors station.

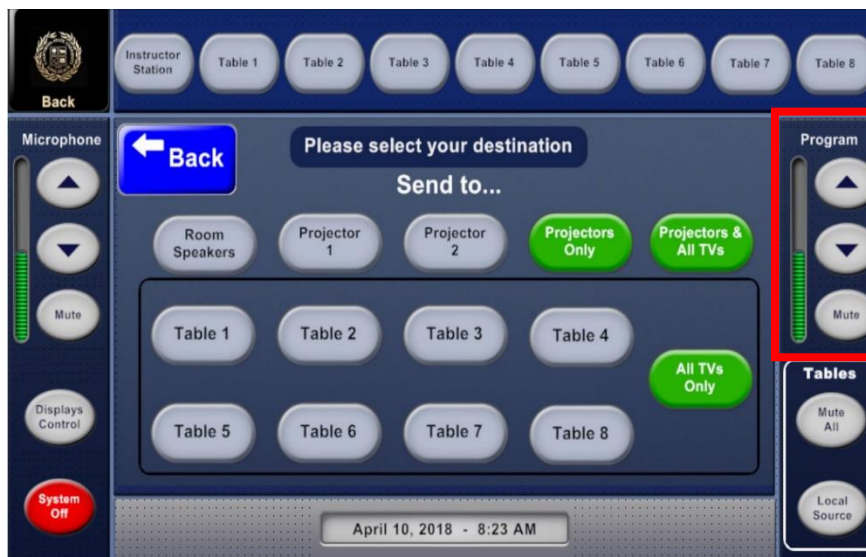


TouchPanel – this is the main interface for controlling the classroom. The panel is touch screen.

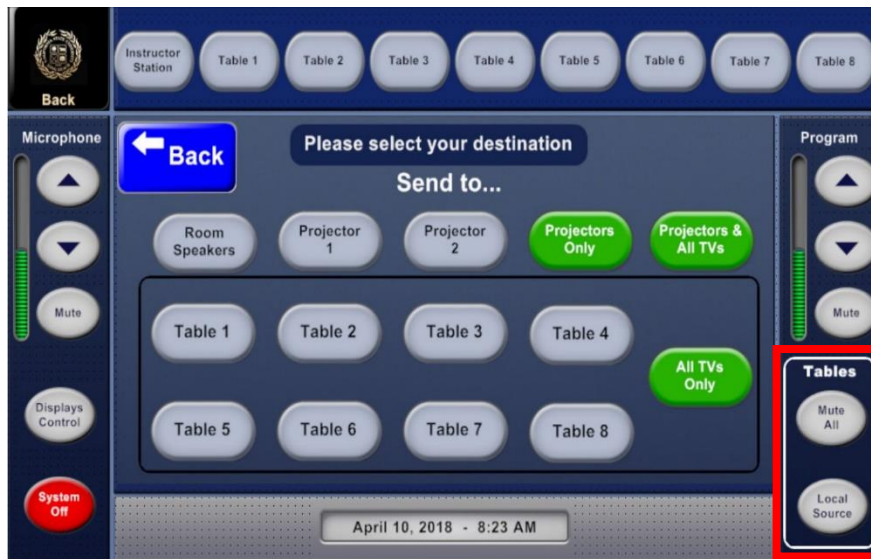
UNDERSTANDING THE TOUCHPANEL



This area list all the stations available in the room. This includes the "Instructor Stations" and Student Stations identified as "Table X".

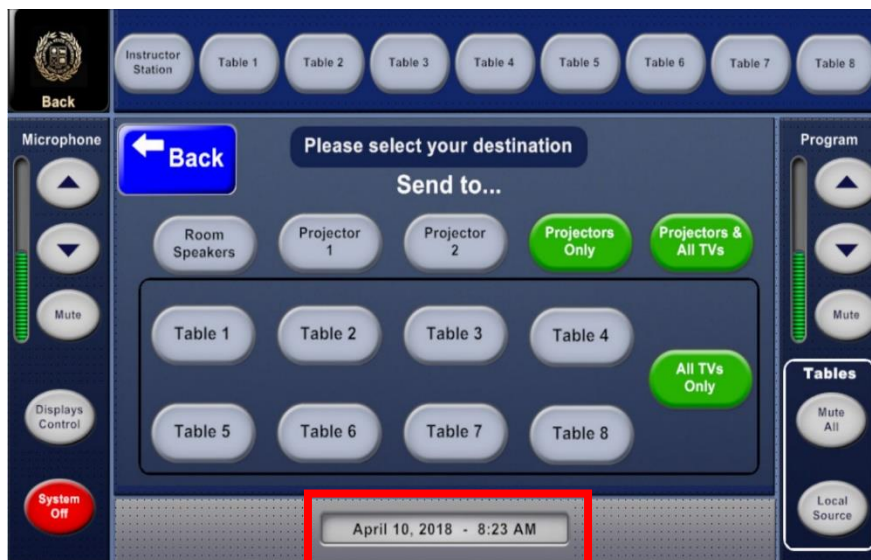


"Program" - controls the volume of the media through the projector.



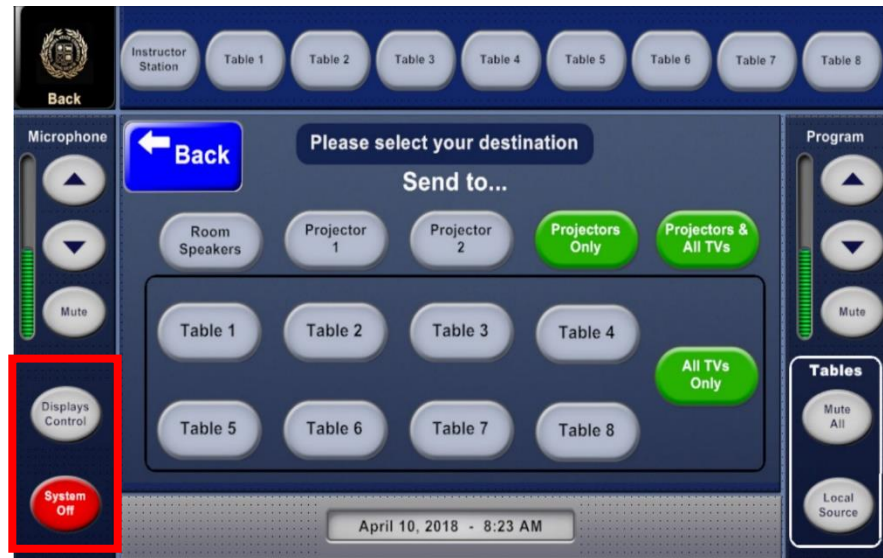
"Tables" controls each stations monitors. "Mute All" will turn off all monitors and projectors.

"Local Source" returns all screens to the source of media being at the student station.

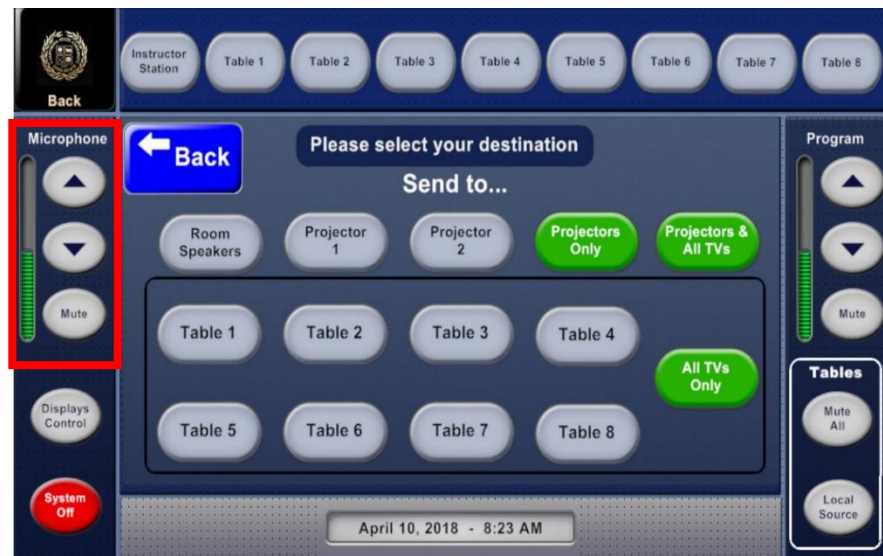


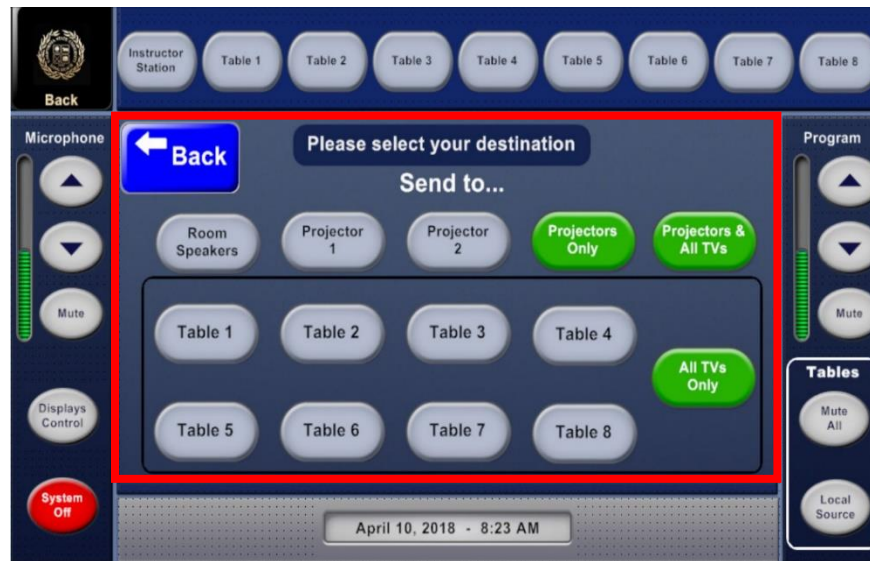
The bottom of the screen displays the date and time.

The “Display Controls” button will display controls for the media being displayed. “System off” turns off all monitors and projectors in the room.

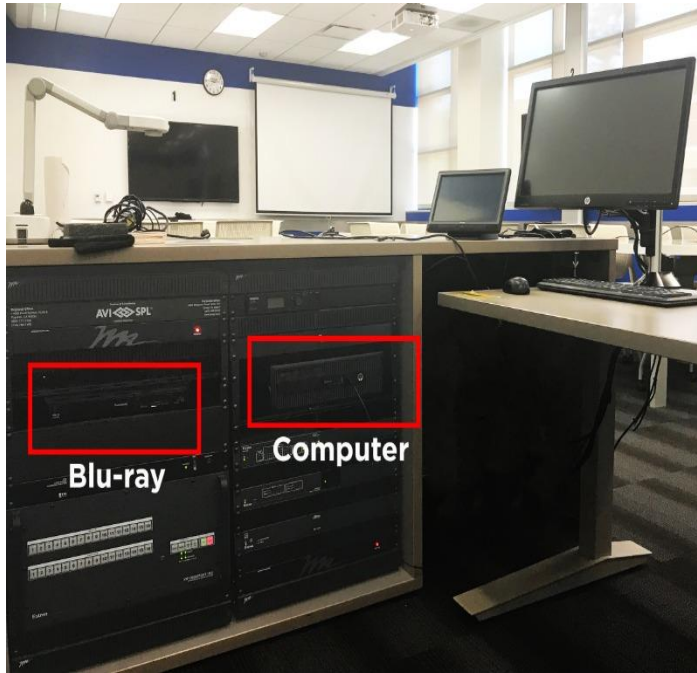


“Microphone” controls the volume of any microphone that is being used with the system.





The center area displays any controls associated with the option that has been selected. Typically selection of monitors and projectors, Blu-ray controls, or document camera controls. You can always use the “Back” button to return to the main screen.

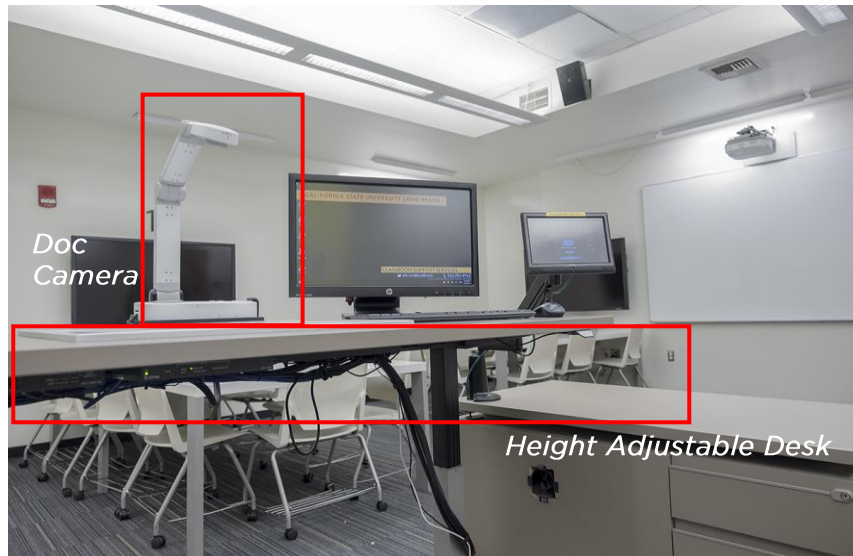


Desktop PC – Every ALC has a computer that is located inside of the cabinet at the instructor's station. You should ensure that the computer is on, as it is essential to the operation of the room (if the power button is illuminated then the computer is on).

Blu-Ray/DVD player – The Blu-ray player is available, typically inside of the cabinet at the instructor's station, for playing Blu-ray and DVD media. Only disc produced inside of the United States will work on the Blu-ray player.

Document (Doc) Camera – The document camera is a stationary camera that is used to project items at the instructors station onto the projector or monitors.

Adjustable height desk – The height of the desk at the instructor's station can have its height adjusted to meet your needs. Not all rooms may have a height adjustable desk.



Soft cloths for erasing writable surfaces – These cloths are available for students that use any of the writable surfaces.

STUDENT STATION



The student station has equipment that will allow students to interact with the rest of the classroom. Below are the items that each student station contains.



Desktop PC – Every student station has a PC.

Large Screen – Every student station has a large monitor used with the PC computer. (This monitor only displays images from the instructor station or personal devices.)

Writable surface collaborative table that seats 6-8 students – The tables in the ALC room can accommodate up to 8 students and include a writable table surface (for dry erase markers **ONLY**).



MediaLink Controllers – The MediaLink controller is a box mounted to the student station tables that allow students to switch between inputs, control volume, and power the monitor on or off.

STATION CONNECTIONS

Classrooms are equipped with computers at the instructor and student stations. Personal devices can also be used; cables are provided to connect them to the classroom system.



HDMI

Transmits Video and Audio signals.



VGA

Transmits video only.



Audio

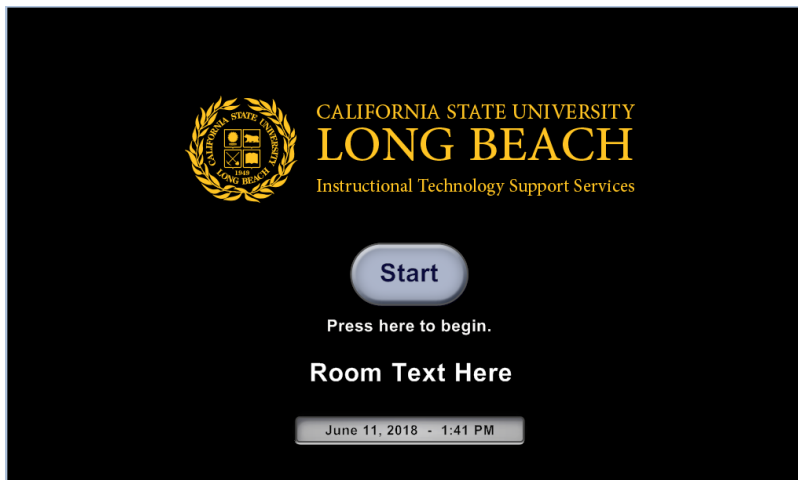
Transmits audio only. Use with VGA.

ADAPTERS

In some cases adapters will be needed in order to connect your personal devices to the classroom system. In these instances it is the user's responsibility to supply adapters for use with the classroom system.

STARTING UP THE SYSTEM

1. If the control panel is off wave your hand in front of it to turn it on.
2. Press the "Start" button to be taken to the home screen of the system.

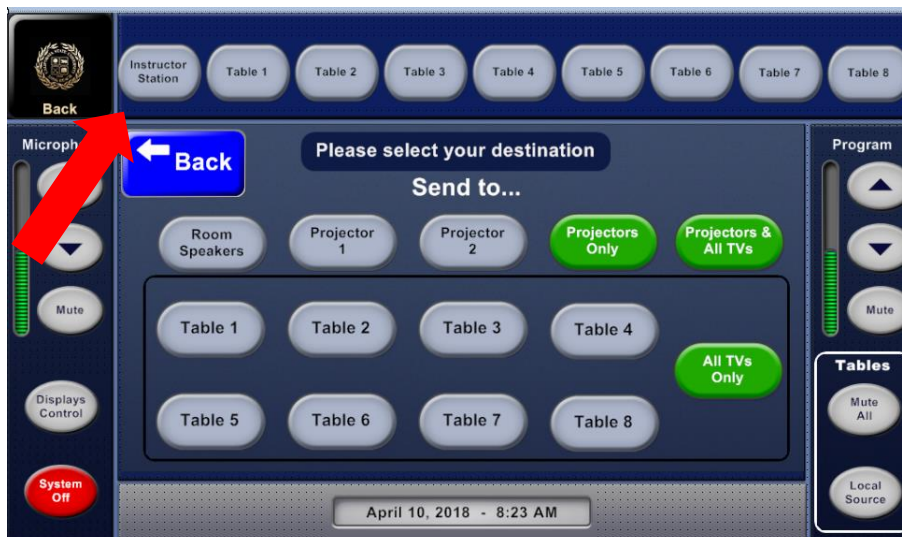


BROADCASTING

VIDEO

FROM THE INSTRUCTOR STATION

The instructor station has the TouchPanel that controls the technology for the room. You can set all of the monitors and projector to mirror the instructor's stations screen. To do so, follow the instructions below:



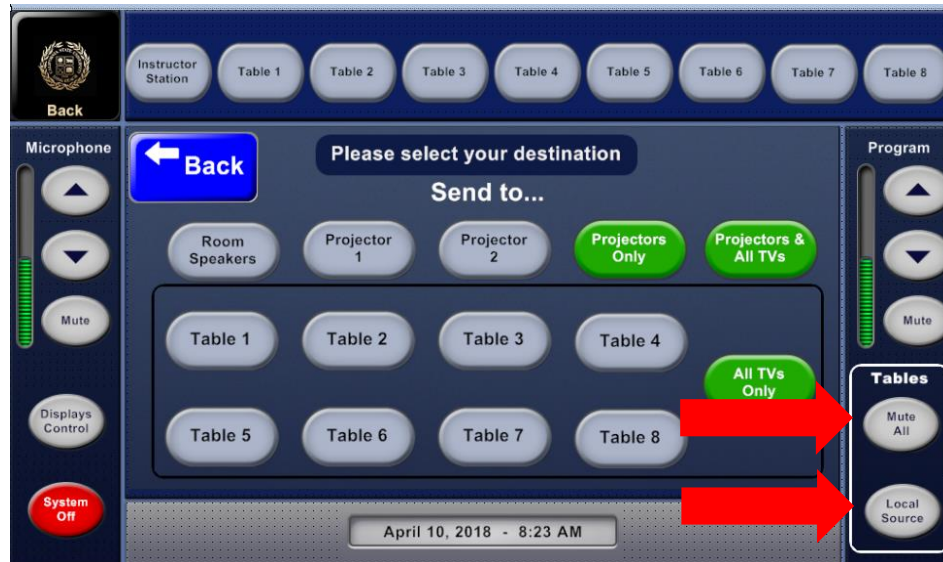
1. From the main screen select the button "Instruction Station".



2. You will need to select the media source. There are multiple types of outputs, select the one that you need.



3. Once you have made a selection you will need to select where to see the media you wish to share. You have the options of sending it to the "Projector Only", "Projector and TV's", "All TV's Only" (monitors), or just select certain student stations.



4. At the bottom right of the screen you will see a “Mute All” and “Local Sources”
 - a. You can select “Mute All” to turn off all monitors and audio.
 - b. You can select “Local Sources” to return each table’s monitor back to their local media source.

FROM A STUDENT STATION

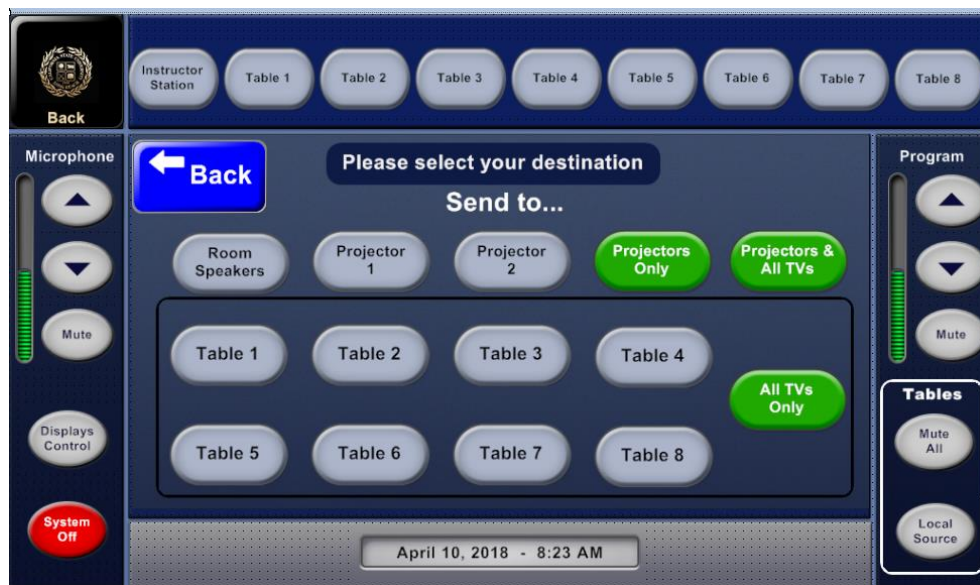
Each student station monitor will display local connections and has the ability to share its screen with other stations in the room along with the projector. To do so, follow the instructions below:

1. Connect any personal devices or use the PC at the station.





2. Ensure the MediaLink controller is set to the appropriate connection. (Stopping at this step will project only to the screen at the student station.)



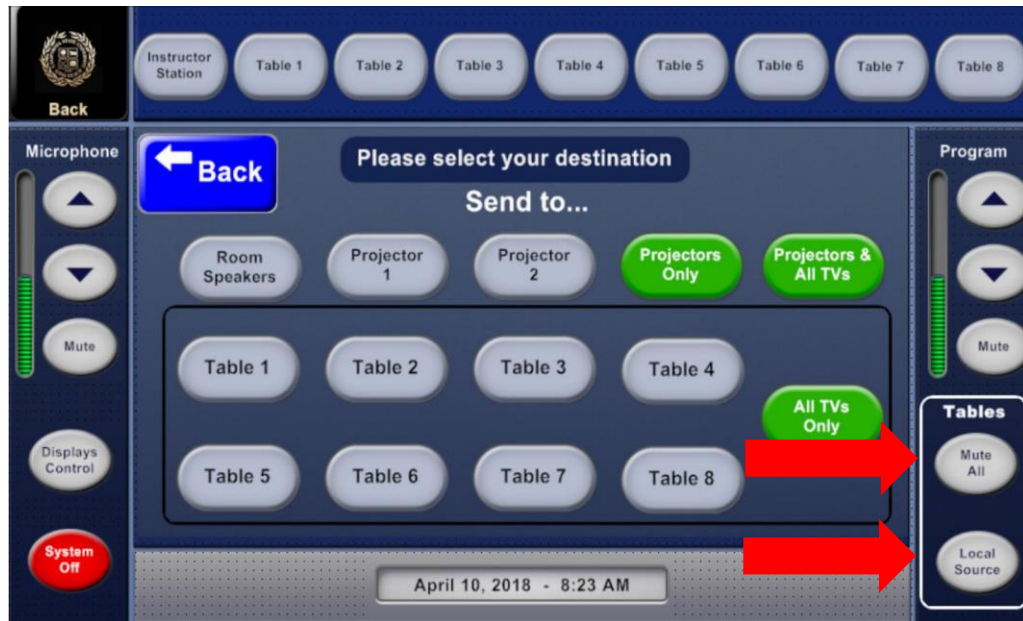
3. From the main TouchPanel screen; select the monitor number of the screen that will be shared.



4. Select the source of the media that will be shared (HDMI, VGA, or PC).



5. Select the projector and/or monitors that should receive the shared screen.

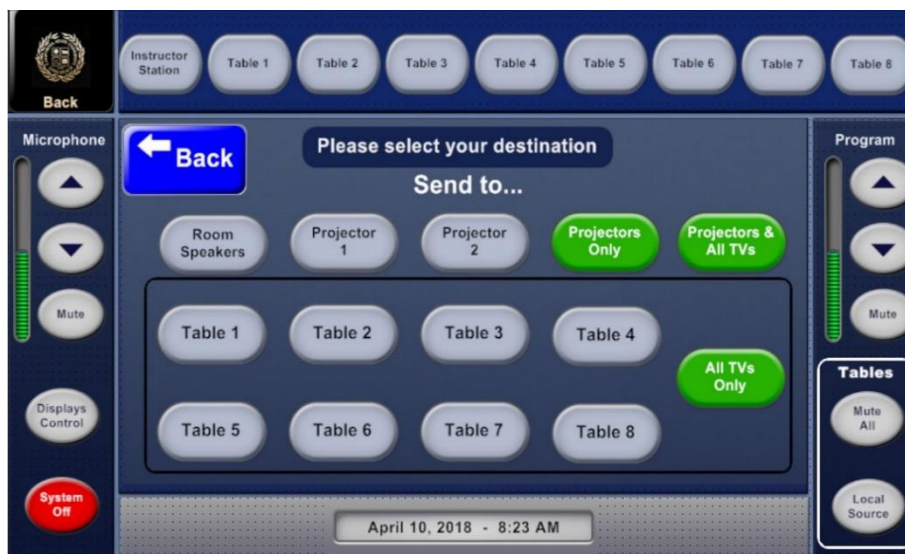


6. You can select “Local Sources” to return each table’s monitor back to their local media source.

7. If all screens need to be turned off you can select “Mute All” in the bottom right corner.

STUDENT STATION SCREEN SHARING

It is possible to share screens between different student stations. Example: Station 1 and 3 share a screen and/or Stations 2 and 4 share a screen.



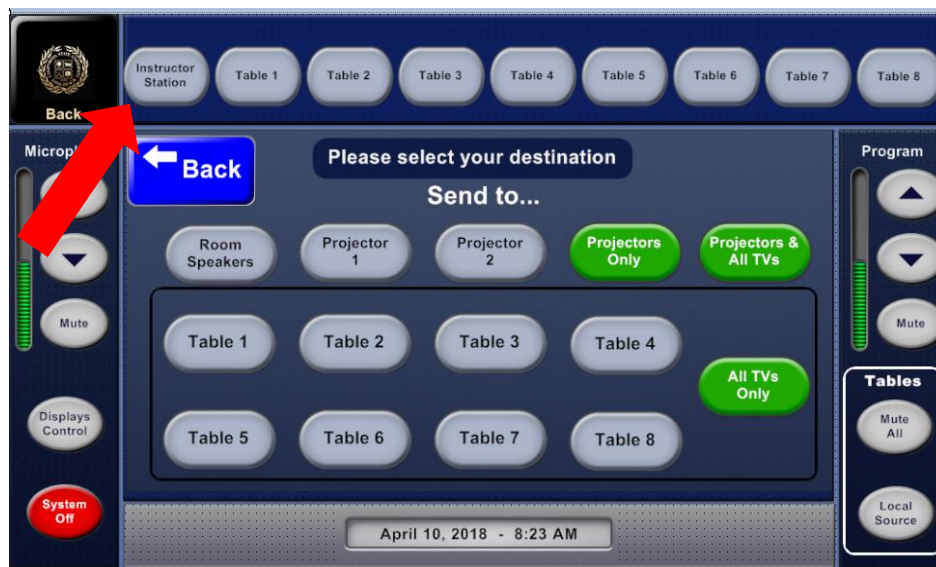
1. Select the screen to be shared, then the stations(s) to share it with.

2. From the main screen repeat Step 1 for the next set of stations.

FROM THE DVD/BLU-RAY PLAYER

The instructor's station has a Blu-ray player that will also play DVD's. Disc originating outside of the United States **WILL NOT** work on the Blu-ray player.

To use the Blue-ray player follow the below instructions:



1. From the main menu select the "Instructor Station" button on the TouchPanel.



2. Blue-ray should be selected as the source.



3. Choose the destination for the media. (Projector, monitors(s), or both).
4. Press the “Continue to DVD Controls” button.



5. Using the Blue-ray controllers select the “Open/Close” button to open the Blu-ray player.
6. Insert the disc.
7. The disc will start to play. The play, pause, rewind, and other controls will be available on the TouchPanel.
8. Select “Back” if you need to return to the main menu.

DOCUMENT CAMERA

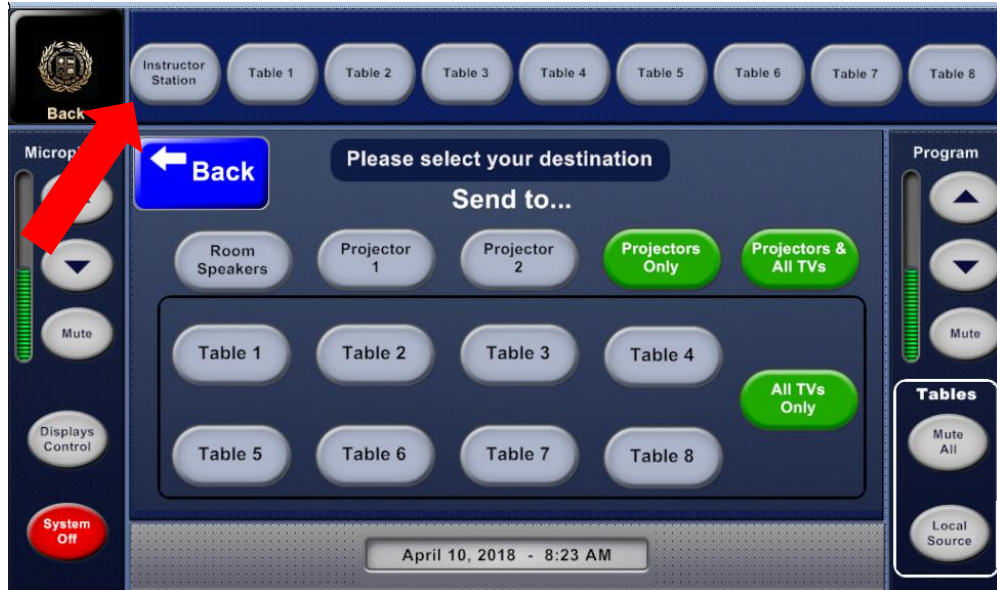
The document camera can be used to broadcast items from the instructor station. To use the camera follow the below instructions:



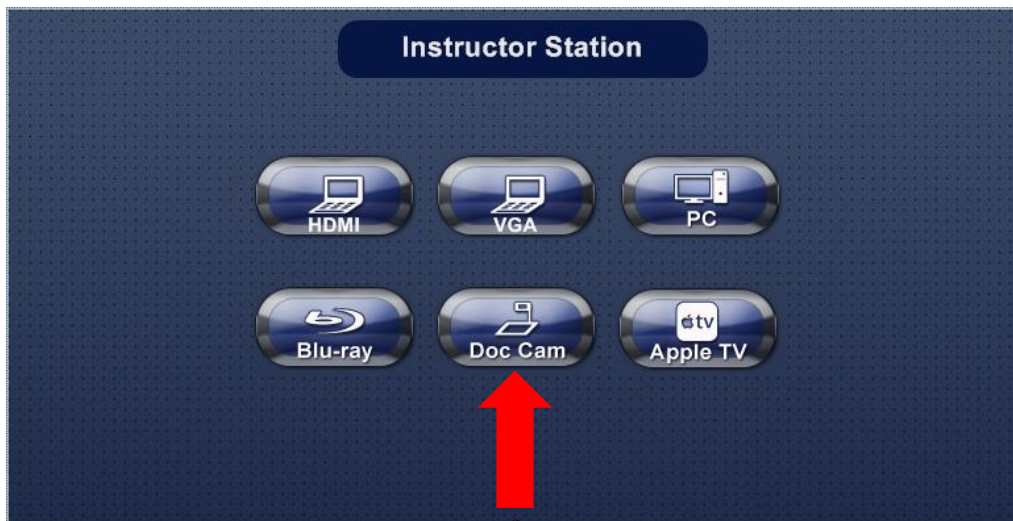
1. Turn on the camera by pressing its power button.



2. Turn on the light. The switch is located on the head of the camera.
 - a. You can adjust the brightness using the same switch.



3. On the TouchPanel from the main screen select “Instructor Station”.



4. Select “Doc Cam”.



5. Select where you want the media's output to be (Projector, monitor(s), or both).



6. Orient the object to suit your needs.

7. Press the focus button on the camera base to adjust the sharpness (only press the button once as this will happen automatically).

8. Once you have completed using the document camera press the power button two times consecutively to turn it off.

APPLE PRODUCTS

To connect an Apple phone or tablet to the Apple TV, follow the steps below.

APPLE PHONE



1. *Swipe screen up from the bottom of the device to open the "Control Center".*

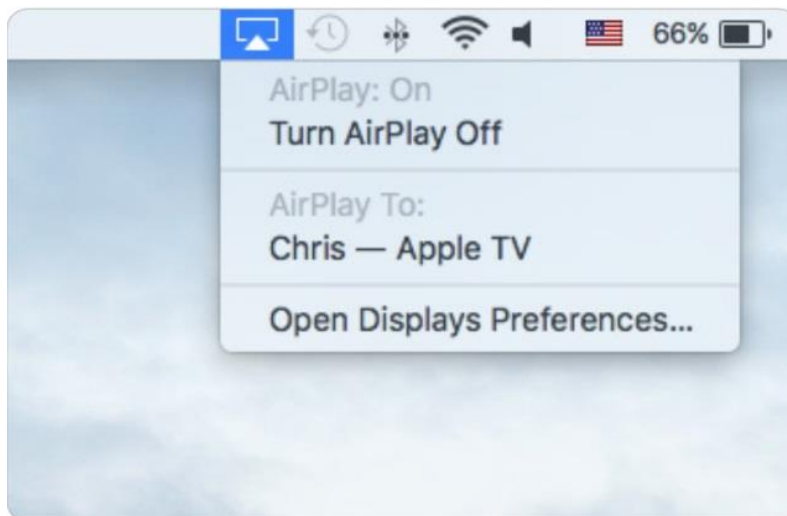


2. *Turn on both the Wi-Fi & Bluetooth connections. Tap "Airplay Mirroring".*



3. Select AppleTV from the list. The AppleTV names will show as the classroom name.
4. Enter the passcode displayed on the TV screen into your phone or tablet.

APPLE LAPTOP



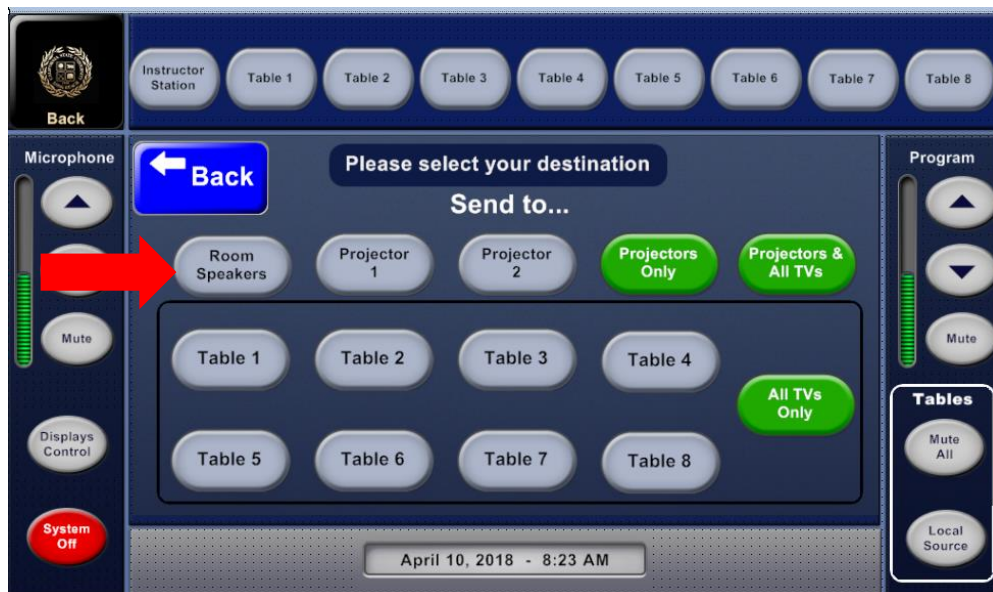
1. Click the Airplay icon on the menu bar and select "Apple TV".

SOUND

Sound will automatically broadcast with the associated video to any destination. For personal devices using a VGA cable make sure to plug in the auxiliary cable as well.

Some rooms will have a “Room Speakers” button that allows control of the audio on the TouchPanel. If there is no button for room speakers then you can assume the audio will play from the projector if it is selected as the media destination. If monitors are selected then audio will play from them as well. To reduce the likelihood of an echo have students turn down their volume using the MediaLink controllers.

For rooms that show the “Room Speakers” button during media set-up:



1. Select the “Room Speakers” button.
2. Select the output destination.
3. If there is an echo; have the students turn down their volume using the MediaLink controller.

MICROPHONES

Academic Technology Services has two wireless microphone options available for checkout from our office. The microphones can be used in most ALC rooms and connect to the rooms sound system to simplify the sound for instructors and students. The following are the options that are available and how to use them:

WIRELESS LAPEL MICROPHONES



1. Power on the wireless lapel microphone. Typically the power button is on top.



2. You will need to locate the wireless receiver labeled "Wireless Microphone".
3. Press the "Sync" button and hold the microphone close to the sync button.
4. Once programmed the receiver and microphone should display the same number.

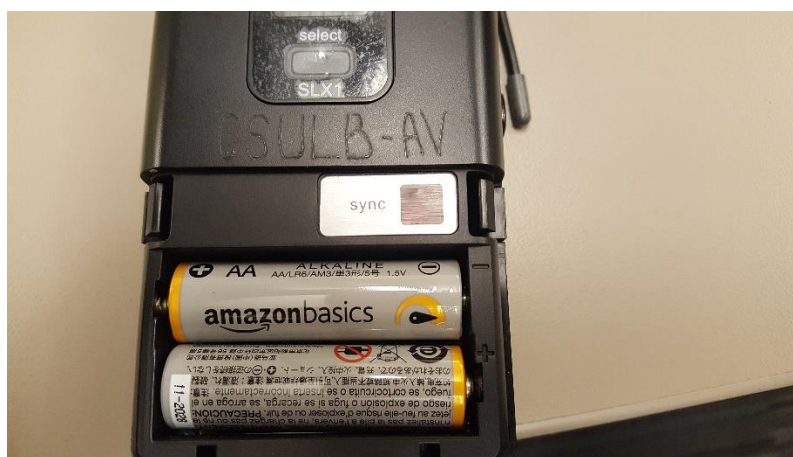


5. Adjust the volume of the microphone using the TouchPanel "Microphone" feature.

CATCHBOX



Catch boxes are a fun way to engage students and to make sure their voices are heard during class. These microphones connect to the room's audio system and can be thrown around the room safely. The boxes do require some set-up as outlined below:



1. *Open the flap on the microphone and insert the provided batteries to power the device.*



2. Turn on the microphone by pressing and holding the power button on the top of the device.



3. Once the microphone is one it will need to be synced. Locate the “Wireless Microphone” receiver. Press the “Sync” button and hold the microphone close to the sync button. Once programmed both the receiver and microphone should display the same channel number.



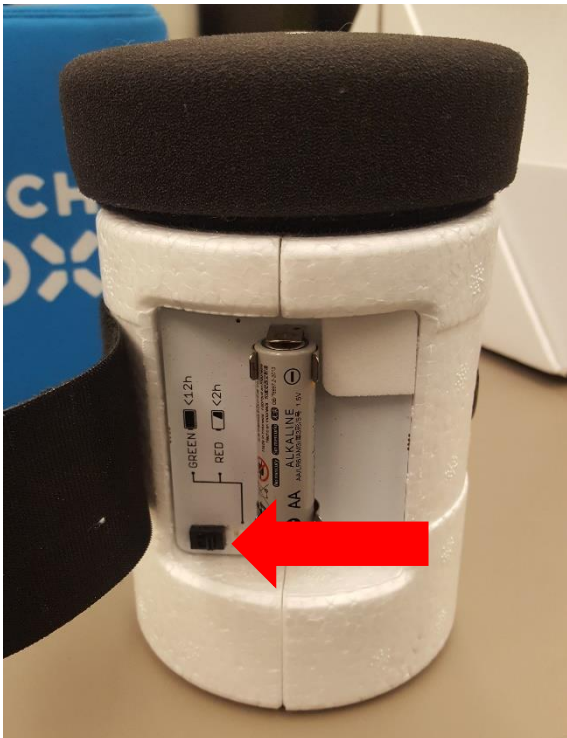
4. Remove the center piece from the box and undo the black strap wrapped around it.



5. Connect the cable in the center piece to the microphone. Make sure to align the pins.



6. Place the microphone into its resting place in the center piece.



7. Insert the provided battery into the center piece and turn the power button on.

8. Wrap the black strap back around the center piece and place it back into the cube.

9. Test to make sure the microphone is working.



10. Adjust the volume of the microphone using the TouchPanel “Microphone” feature.

SHUTTING DOWN THE CLASSROOM

Once you are done using the classroom you will need to properly shut down all the equipment to protect your information AND prepare the room for the next class. The below procedure highlights the shutdown process.

1. Remove all personal items from the system. This includes laptops, file storage devices, adaptors, disc, and other items.



2. Sign off all of the computers (both instructor and student station computers). There is a sign off icon on the desktop of every computer.

NOTE: This is done in order to clear all information from the computer that was uploaded during use. Make sure to save all files as they will be erased.

3. On the instructors station control panel select "System Off" to turn off all projectors and monitors at the student stations. Select "Confirm" to shut down the system.
4. If you used the document camera press the power button two times consecutively to turn it off.
5. Make sure to wipe all writing surfaces!

TROUBLESHOOTING/GETTING HELP

The following Frequently Asked Questions (FAQs) will enable Instructors to troubleshoot some technical difficulties:

- *My Windows laptop is only projecting the desktop background.*
 - *Hold down the Windows key and "P." This will display the projection options, (duplicate, extend, PC screen only, Projector screen only). Make sure to select duplicate to project your image.*
- *My Mac laptop is only projecting the desktop background.*
 - *From the Mac menu, select **System Preferences**, **Displays**, and click the **Arrangement** tab. Then check the box that says **Mirror Displays**.*
- *My laptop isn't projecting at all.*
 - *Make sure that the correct source has been selected on the touch panel (Laptop HDMI or VGA). Disconnect and reconnect the connector/adaptor. If this doesn't work, restart the laptop and reconnect the adaptor again. If that also doesn't work, the adaptor may need replacing. You must supply your own connector/adaptor. For Macs, Apple connectors/adaptors work the best. They can be purchased online or here at the bookstore.*
- *Nothing is displaying on the projector(s) or the monitor(s).*
 - *Check to see if "Video Mute" is enabled on any displays. This can be controlled from the touch panel via the button "Displays Control". The table displays can also be muted via the button labeled "Mute All TVs". If these touch panel controls do not resolve the issue, please contact Classroom Support Services.*
- *The volume coming through the room speakers is too low.*
 - *Press the "Audio Controls" button on the touch panel to adjust the volume. Volume can also be adjusted on the input device (laptop, PC, etc.), and on the video player (YouTube, Windows Media Player, VLC, etc.).*
- *There is no sound coming from the room speakers.*
 - *"Room Speakers" button should be selected on the Touch Panel. If using VGA, make sure the audio cable is also plugged in to your device. Make sure the volume is not muted on the Touchpanel, input device, or video player.*

➤ *I checked out a microphone or Catchbox but it is not working.*

- *The microphone needs to be synced to the receiver at the instructor desk. Make sure the microphone is turned on, and open/remove the battery cover. Point the red infrared area on the microphone toward the red infrared area on the receiver, and press the "Sync" button on the receiver. The numbers on both the receiver and microphone should now be the same. Additionally, make sure the microphone volume is not muted/low on the touch panel (located under "Audio Controls").*

I am experiencing an issue not described here, or the troubleshooting steps above did not resolve the issue.

Contact Classroom Support Services at ext. 5-4962 or ATS-CSS@csulb.edu.

Do not be afraid to reach out to us, we will respond as soon as possible, usually within 15 minutes.

Please try to first follow these troubleshooting steps if you encounter any issues, but remember, not all technical difficulties can be resolved by faculty. Do not hesitate to contact Classroom Support Services, as our technicians can resolve just about any issue in a timely fashion, and get your class up and running in no time!