Next Generation Classrooms Quick Guide for Instructors: Yoshihiro Uchido Hall 124

**Step 1: Selecting a Computer**

There are five options in the classroom to connect: built in computer (default computer) and lectern laptop (laptop connected at the lectern). Determine which computer will be used and make sure to connect the following cables:

- Table Top HDMI
- Lectern Laptop HDMI
- Table Top VGA
- Lectern Laptop VGA
- Room PC

Using the small Crestron touchpad located on the podium, indicate which computer you will use by selecting that computer on the screen. (Note: If the screen appears dark/blank, touch it once).

**Step 2: Turning on the Classroom**

The controls for the room are located on an iPad at the front of the classroom. To turn on the classroom, locate the iPad and turn on the “vControl Touch” App. Please note the following two scenarios that you may encounter in your classroom when turning on the App.

**Scenario 1:** The “vControl Touch” App may be on, but is asleep (Note: This can be determined if the app displays a Zzzz icon.). If it is asleep, wake it by touching the screen once.

**Scenario 2:** The “vControl Touch” App is locked. To unlock it, slide your finger on the screen and follow the prompt “slide to unlock”. Once unlocked, select “vControl Touch” App. Then, touch to select the room you are located in, for example, “Clark Hall 238”. Then, touch to “Start”.

In either scenario, the room will now power up as indicated by deployment of cameras and screens displaying the SJSU “Spartan” icon on the front screen. Please note it may take 3-5 minutes.

**Step 3: Selecting Classroom Features**

Using the controller (iPad), the information that is presented to the class can be selected. The iPad App can be scrolled using fingers among various source modes: Computer, Document Viewer, Student Camera, and Instructor Camera. The desired choice can be touched for selection. There are four common user options applicable for any selected choice:

1. **Presentation**

Using the iPad App, select the Presentation option. Now touch the “Present” button to start presenting. To end the presentation, touch the “Stop Presenting” button at any time. The different source options for the presentation mode are:

   **Computer:** This source can either be your own laptop or a classroom device. This mode can be used when documents and/or presentations in the computer are to be presented. Touch the computer icon when the device is connected.

   **Document Viewer:** Place the documents to be presented under the Document Viewer. Using the iPad controller App, touch on the “Document Cam icon”. The contents can now be presented on the main screen.
**Camera**: The instructor camera focus or the student camera focus can be projected on the main screen by touching the “Instructor Cam” or “Student Cam”.

**II. Call**
Touch the call button, to make any calls. The phone number can be dialed, searched from directory or history, and saved under favorites.

**III. Meeting**
The Meeting view keeps track of the meetings scheduled. This feature functions in the same way as the calendar Application.

**WebEx**: Remote audiences can view the main screen and content from remote audiences can be viewed on the main screen using the “standard” WebEx session process.

1. Make sure your desktop is the main screen source. Start or join a WebEx-session.
2. If you are “sharing content” take control of the “WebEx-session” and “WebEx-share” your desktop.
3. If you are “viewing content” via “WebEx-window” on your “desktop” this should be displayed on the main screen from your PC Device.

**IV. Record**
A session can be recorded anytime irrespective of the source modes. This feature allows you to capture your class session that can later be accessed by your students.

- Click on “REC” button once to start recording.
- Click on “End” button to stop recording.

**Volume Control**: The volume level can be controlled using the volume slider in the right side of the iPad App. Touching the microphone icon will mute/unmute accordingly.

**Step 4: Turning off the Classroom**

To turn off the classroom, please make sure to follow the checklist below:

1. Turn off the Desk Tablet Device and Smartboard Device if it has been used.
2. Turn off the Document Viewer, collapse it and close the drawer if it has been used.
3. If you have used your laptop, make sure to disconnect it.
4. The turned off screens will eventually display the “SJSU Spartan Icon”.
5. Power down the controller (iPad), which automatically shuts down the Next Generation Classroom. The camera and the main screen will return to the “powered off” positions.
6. Turn off the room lights and lock the door.