

# Active Learning Classroom Technology Documentation

Curry College

August 2020

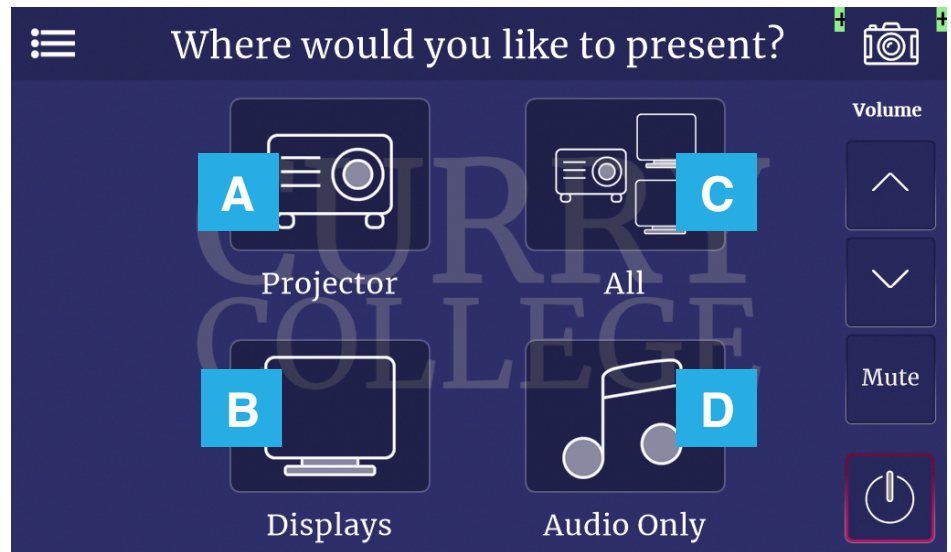
# Active Learning 001

Press anywhere to begin

September 28, 1960 - 12:00 AM

## Welcome

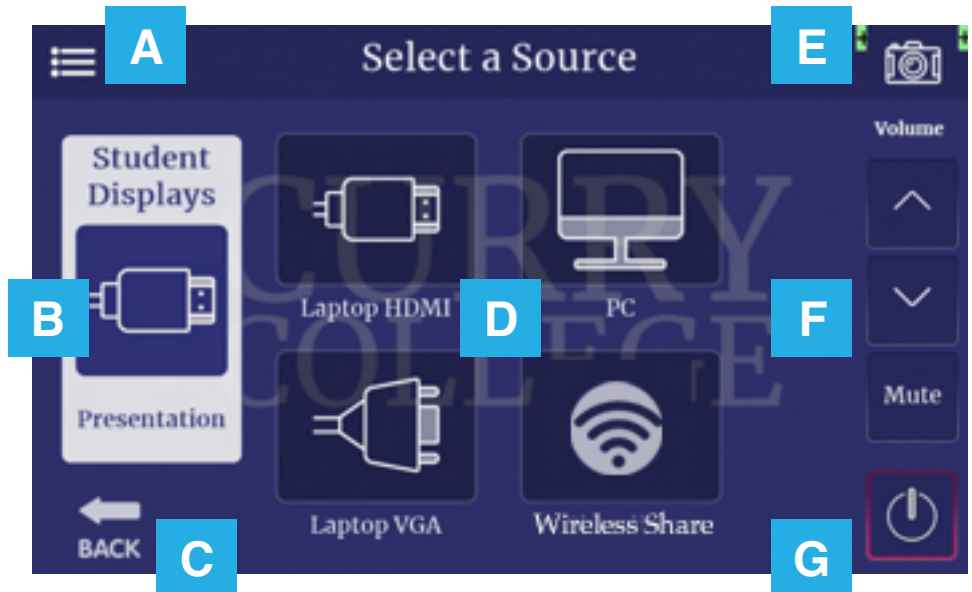
- This guide will prepare you for use of the Active Learning Classrooms in G01, G02, I01, and I02.
- Table of Contents:
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  10. Combine Rooms
- Press anywhere on the screen to choose your output device (projector, student screens, both, or audio only).



## Where Would You Like to Present?

Press the icon to select your initial output. This can be changed later on the *Select a Source* screen.

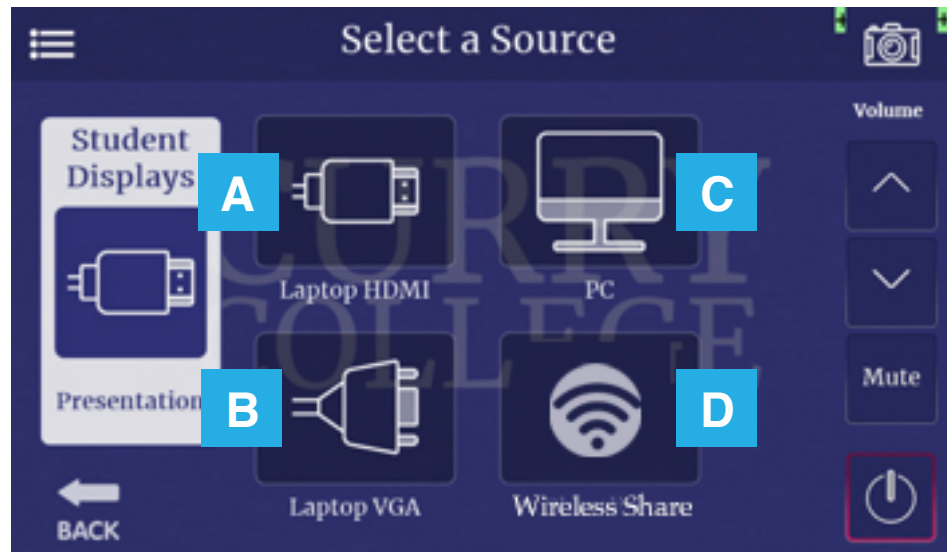
- A. Projector  
Press *Projector* to lower the projection screen and turn on the projector.
- B. Displays  
Press *Displays* to turn on the student displays on the walls.
- C. All  
Press *All* to lower the projection screen, turn on the projector, and turn on the student displays on the walls.
- D. Audio Only  
Press *Audio Only* to use the speakers only.



## Select a Source (Main Menu)

The *Select a Source* screen acts as a main menu where you can change your sources, Student Display functionality, and access Advanced Settings.

- A. Advanced Settings  
Press the *Advanced Settings* icon to open the *Displays*, *Audio*, and *Combine* advanced settings.
- B. Student Displays  
Press *Student Displays* to change between Presentation Mode and Student HDMI.
  - *Presentation* mode will mirror what's on the projection screen.
  - Student HDMI shows content from devices connected to the retractable HDMI cables below the individual Student Displays. These devices will not be shown on other displays or the projector.
- C. Back  
Press *Back* to return to the *Where Would You Like to Present?* screen.
- D. Source Selection  
Press the icon corresponding to the input you would like to present.  
See page 5 for more details.
- E. Camera Controls  
Press the camera icon on the top-right corner of the screen to open the *Camera Controls*. See page 6 for more details.
- F. Volume Controls  
Press the volume up, down, and mute icons to change the master volume. Control of microphones and individual devices are available in the *Advanced Settings* menu.
- G. Power Off  
Press the Power Off button to turn off the projector; retract the projection screen, and turn off all Student Displays.

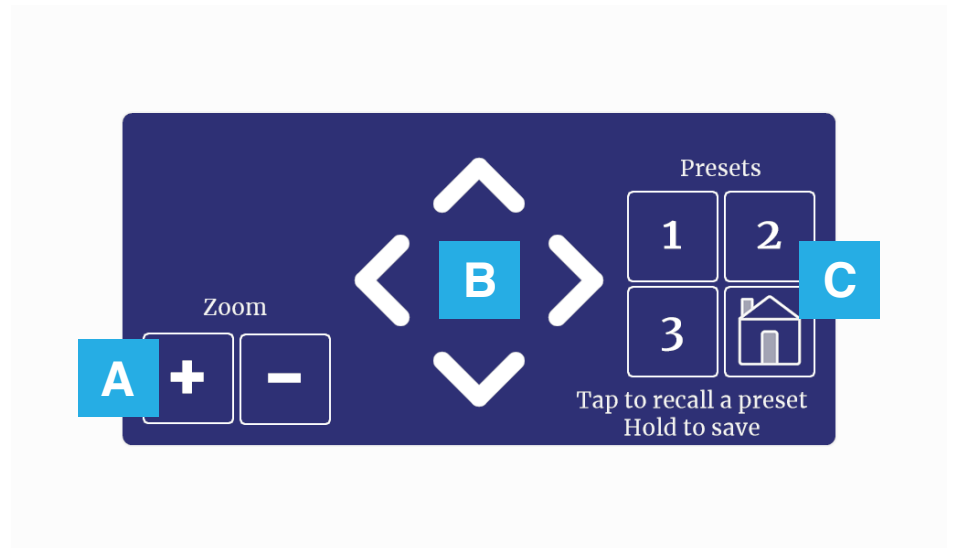


## Select a Source (Source Detail)

- A. Laptop HDMI  
Press the *Laptop HDMI* icon to use the HDMI cable at the teaching station. Adapters for various devices are attached.
- B. Laptop VGA  
Press the *Laptop VGA* icon to use the VGA cable at the teaching station. Remember to plug in the headphone cable if you are presenting audio from your computer.  
  
Note: press *Laptop VGA* to use as a video mute, do not turn off the projector.
- C. PC  
Press the *PC* icon to use the PC at the teaching station.
- D. Wireless Share  
Press the *Wireless Share* icon to wirelessly connect your laptop, tablet, or phone to project using the AirTame device at the teaching station. This can be used to display student laptop and tablets on the projector.

To use the Airtame, follow the on-screen instructions.

# Camera Controls



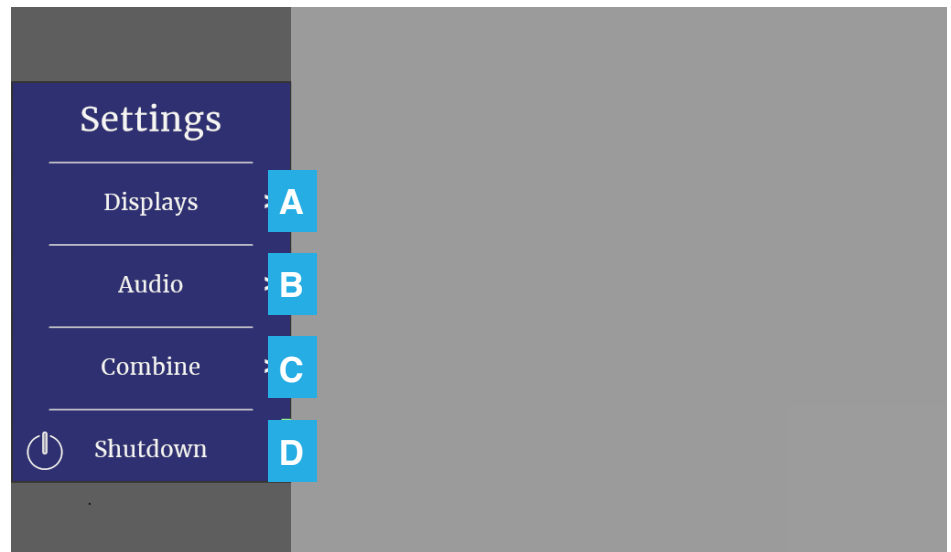
Pressing the camera icon on the top-right of the screen will bring up the *Camera Controls* menu.

- A. Press the + or - icon to zoom the selected camera in and out.
- B. Press the directional icons to pan/tilt the selected camera.
- C. These *Presets* icons move the camera to a previously set position.
  - 1. Pan/tilt/zoom the camera to the desired position using the directional icons.
  - 2. Press and hold the 1, 2, or 3 icon to set the position as a preset.

Once set, you can press the corresponding icon to reset the camera's position. The presets are saved indefinitely or until another position is saved over the same number.

The home icon resets the camera position to its default setting.

## Advanced Settings Menu



Pressing the menu icon on the top-left of the screen will bring up the *Advanced Settings* menu. This can be found on the *Select a Source* screen.

A. *Displays*

Press the Displays button to change the presentation, student display, and projector settings. See page 8 for more details.

B. *Audio*

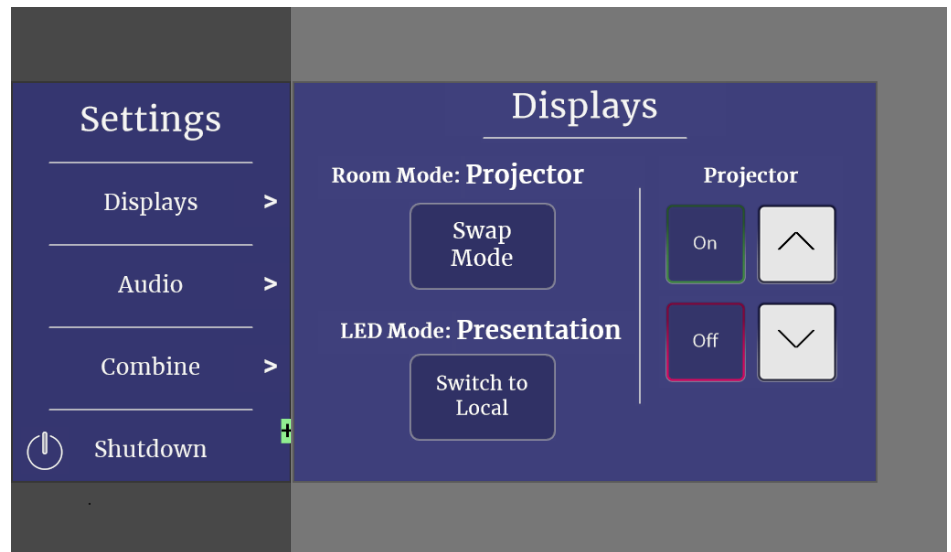
Press the Audio button to change the master, program, and microphone volumes. See page 9 for more details.

C. *Combine*

Press the Combine button to combine room systems in G01 and G02 or I01 and I02. This is only available in G01 and I01. See page 10 for more details.

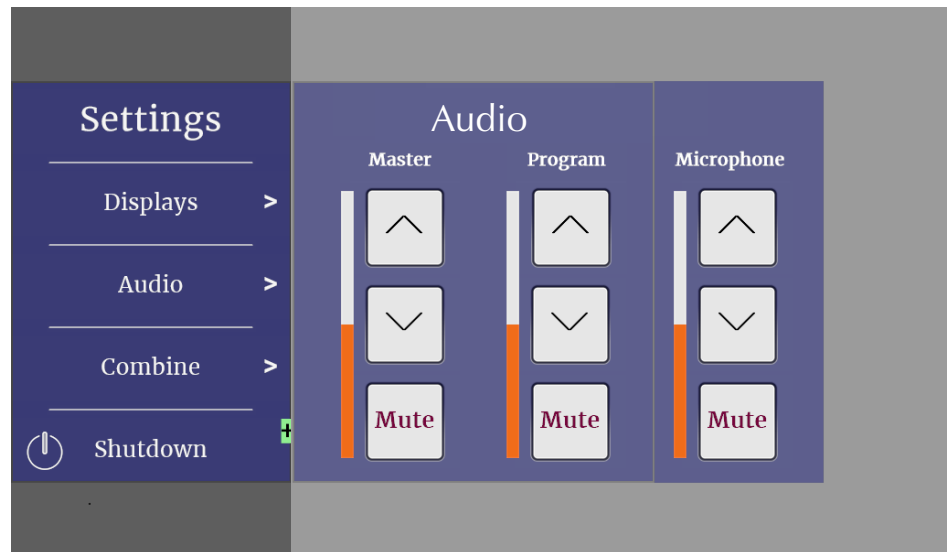
D. *Shutdown*

Press the *Shutdown* button to turn off the projector, retract the projection screen, and turn off all Student Displays.



## Displays Panel

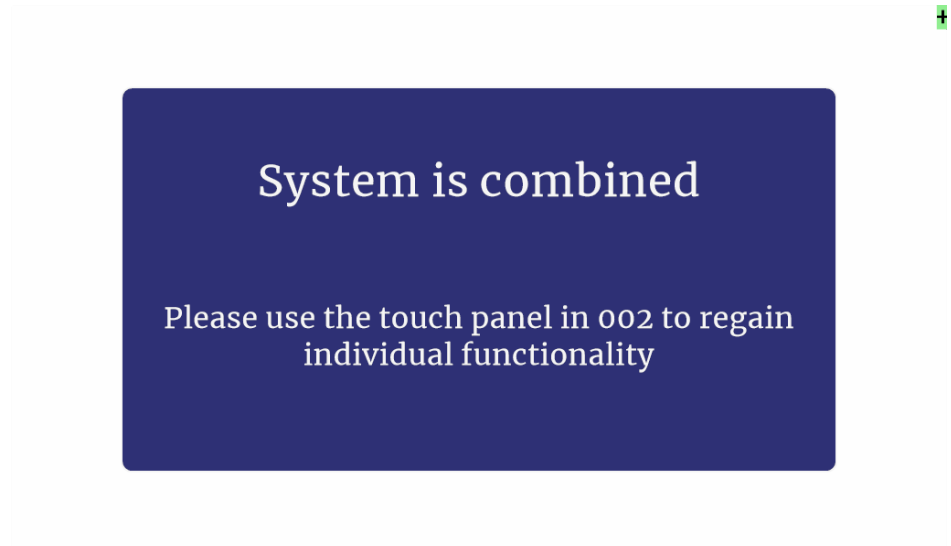
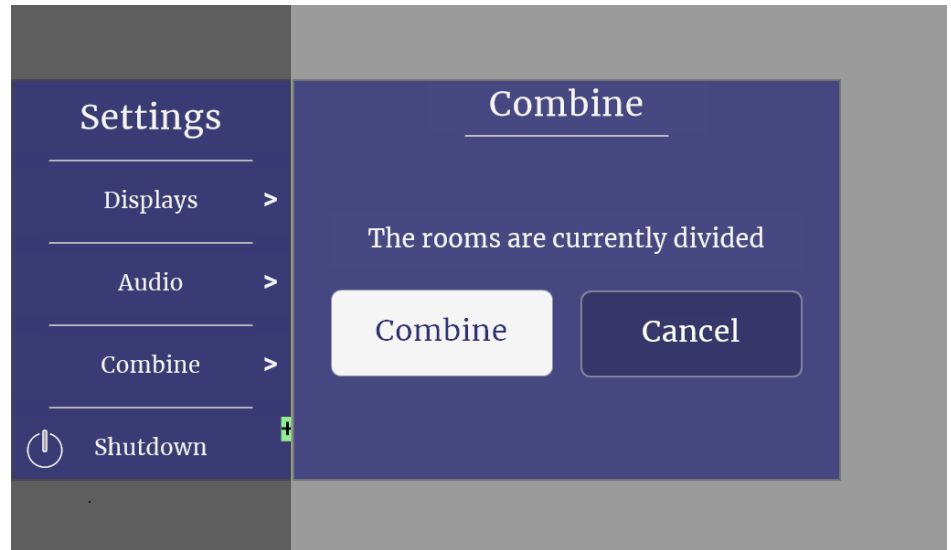
- Room Mode  
Press *Swap Mode* to bring up the *Where Would You Like to Present?* screen. Here, you can change your output which will automatically turn on/off the student screens and raise/lower the projection screen.
- LED Mode  
Press *Switch to Local* or *Switch to Presentation* to change what is on the student displays. *Local* refers to the retractable HDMI cables below the TV while *Presentation* will mirror what's on the projection screen.
- Projector  
Press the *On* and *Off* buttons to manually turn the display on and off. Press the *up* and *down* buttons to manually raise and lower the projection screen.



## Audio Settings Panel

- Master  
Press the up, down, and mute buttons to adjust the volume of all sound inputs.
- Program  
Press the up, down, and mute buttons to adjust the volume of the audio source selected on the *Where Would You Like to Present?* screen.
- Microphone  
Press the up, down, and mute buttons to adjust the volume of the lapel mic.

## Combining Rooms



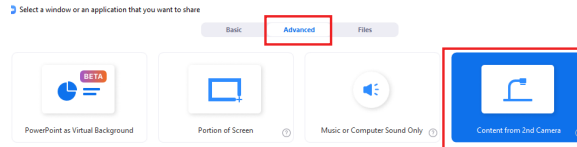
- Press the *Combine* button to show the selected source from the primary room (G01, I01) in the secondary room (G02, I02). This automatically lowers the projection screen and turns on the student displays in the second rooms if they are not already.
- If the rooms are combined, press the *Separate* button in the same menu to return the rooms to their initial state. This automatically raises the projection screen and turns off the student displays in the second rooms.

## Wireless Screen Sharing in Zoom

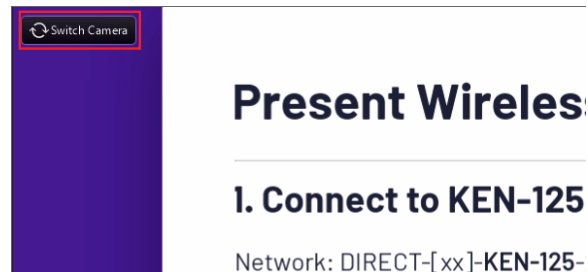
1. Start or join a Zoom meeting from the instructor PC
2. Click *Share Screen*



3. Click the *Advanced* tab, then click *Content from 2nd Camera*, then *Share*  
Make sure *Share computer sound* is checked



4. Click the *Switch Camera* button on the top-left part of the screen if you do not see the AirTame instructions:



5. Connect your device to the AirTame with the instructions on the screen

**Make sure to reconnect to the *Curry* network when you are finished sharing.**

**For best performance, only connect to the AirTame when you plan to share.**

Students at home can share their screen to the class using the *Share Screen* button in their Zoom app. Make sure *Share computer sound* is selected on the student's computer.

The Laptop HDMI cable cannot be used to share in Zoom.

For assistance, please call the Tech Center at **x2911** or email [techcenter@curry.edu](mailto:techcenter@curry.edu)

Screen Sharing