

# Digital Classroom

## Quick Start Guide

### What's in the classroom?

- 20 student workstations with headphones (*microphones can be reserved*)
- LCD projector
- 2 printers
- 1 scanner
- Teacher workstation
- Mimio whiteboard technology
- Software includes: MS Office (*Word, Excel, PowerPoint, Publisher, SharePoint Designer*), Audacity, Inspiration, Google SketchUp, Scratch, Gimp, Irfan, & Google Earth

### How do I reserve the classroom?

- Call Marilyn Gray @ x1173 or stop by and sign up in the schedule book
- To collaborate on a project, check with Linda

### Guidelines for use

- Unlike the supervised computer lab in room 208, the digital classroom is designed as an interactive teaching space.
- Teachers who wish to use the classroom need to schedule an orientation before bringing a class.
- The digital classroom is not available for substitute teachers, so have alternate lesson plans on days you are absent.
- Classroom sign ups are 'first come first served,' just like library space.
- **Please, Please do not allow any food or drinks** (including water)--too many electronics in a small space.
- The 2<sup>nd</sup> row from the whiteboard is 36" wide and accommodates wheelchairs
- As a courtesy to the next teacher using the classroom, please turn off all equipment, clean the whiteboard, and take everything with you. Thanks!
- The thermostat controls the AC only, not the heat. The up arrow turns the air off. The down arrow makes the room cooler.

## Getting started

1. First, tell students **not** to turn on their computers. You will be turning on all of them.
2. Turn on the teacher laptop.
3. Use the LIBD-21 account (no password needed) or log in with your own account.
4. Enter the password 'teacher' in the Vision Control Center ('master' is the username)
5. Vision will power up all 20 computers. Instruct students to just click 'OK' (no password needed).
6. On the left side of the whiteboard, turn on the surge protector to activate mimio.
7. Use the remote to turn on the LCD projector. If your laptop screen does not display on the whiteboard, try pressing the <FN> <f4> keys to display your screen.

## Mimio whiteboard technology

- The mimio consists of the wireless wand attached to the whiteboard, the USB connector attached to the laptop, and software.
- There is one mimio 'mouse pen' and 4 color dry erase markers.
- See the Mimio Guide for more information

## Shutting down

1. Make sure all students have saved their work to the shared drive (not to 'My Documents' or 'Desktop.')
2. Shutdown Vision which will logout all 20 student computers.
3. Logout of teacher workstation.
4. Shut off LCD projector with remote (same button as on, but press twice).
5. Erase whiteboard.
6. Remind students to take their belongings and turn off the lights. **Thanks!**