

Classroom Technology



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This Guide covers the standard classroom and lab teaching technology at the Mount. All classrooms are equipped with a standard multimedia system. This includes:

- LCD projector
- Desktop computer with network/internet access
- Sound system (for computer sound)

In addition, there are SmartBoards in specific classrooms and special teaching labs. A full list of technology equipped spaces, with detailed user instructions for each technology can be found at:

<https://intranet.msvu.ca/depts/its/multimediaservices/classrooms>

Frozen Classroom Software Image

The computers in classrooms and labs have a frozen software image. This means that any changes you make to the computers settings, or data stored to the C: drive will be deleted when the computer restarts.

Having the computer software image frozen protects the computer from viruses and unintended changes to the standard software build. Frozen computers do function differently from your office or personal computer, so please be aware of the following:

- Do not store data on the C: drive, it will be deleted
- Any USB drivers installed during a class will not be available for subsequent classes
- You cannot permanently install anything
- If you require a permanent change to an image please contact Stuart Chase, Manager, Network and Client Services: stuart.chase@msvu.ca

How to Log in to Instructor Stations

When the computer has booted up, you may have to click the mouse or keyboard once. You will also have to click OK for the user agreement page. When the login prompt appears, you can use either of the following username/password options:

- Use the generic *Instructor* account credentials provided in an email by IT&S at the start of term. You will not have access to your network drives. You should not save content using this account, as other users of this account would also be able to access the content.
- Use your Mount credentials. This will give you access to files on your network drive(s).

In an emergency if there is no network connectivity you can log in to the computer using a local account. Details can be obtained by calling the classroom emergency help number x 6601 from a Mount phone, or 902-457-6601 from mobile devices.

IMPORTANT: Please ensure that you restart and/or shut down the instructor PC when you are finished. The default is restart, which is the preferred option as it reduces the startup time for the next class.

Projector Controls

Crestron Control Classrooms

Many of our classrooms have Crestron button or touch panels. If a touch panel is blank, touch the screen to bring the panel out of standby mode.



Use the **Power On** button/icon to turn on the projector, adjust volume and select which source to display.

To turn off the LCD projector when you are finished "End Session" or "Power Off" button.

Please turn off the LCD projector when you are finished.

Lamps are very expensive and the projectors do not auto-shut off with inactivity.

Non-Crestron Control Classrooms

On startup a small Projector Control console will appear in the middle of the desktop:



Click the **Power On** icon to turn on the projector. Once the projector has warmed up you should see an image on the projection screen. Use the **Computer** icon to display the computer. **Please turn off the LCD projector** when you are finished. Lamps are very expensive and the projectors do not auto-shut off with inactivity.

Using a Laptop

Traditional Classroom: Locate the VGA cable and connect it to your laptop's VGA port. Press the **Laptop (2)** button on the switcher unit. It looks like this:



You should now see your laptop on the projection screen. If not, try holding the **Function** key on your laptop and press F5 or F8. If you still cannot see your laptop on the screen, please call the support line at X 6601 or 902-457-6601 from mobile devices. **Please do not disconnect cables from the setup. Call for assistance.**

Some newer rooms have auto-detect switchers. The room specific instructions in your classroom will reflect this. If you do not see, the above pictured button switcher then simply connect your laptop with the cable that says **Laptop** and the system will switch to displaying your laptop. You may have to reboot after connecting.

Crestron Equipped Classrooms: To connect your laptop locate the VGA or HDMI cable. Connect it to your laptop. The button panel will have a button labeled Laptop. In some cases there will be buttons labeled VGA or HDMI. In this case, select the button that corresponds to the type of connector you have used.

Our newer Crestron equipment rooms are often slightly different in design to fit the specific needs. The instructions posted in your classroom will explain any special operational features of your classroom.

SmartBoards

SmartBoards are touch sensitive, interactive displays. Although some basic functions can be picked up without training, if you intend to use a SmartBoard for anything other than a projector screen, please contact IT&S at 902-457-6538 to arrange training.

Troubleshooting Tips

If you do **not** see the computer's image on the screen or the monitor, check the switcher unit.



Confirm that the button **1** light is illuminated on the switcher.

If your room has an auto-switcher for laptops, try rebooting with the **laptop** cable connected.

If you cannot find the Projector Control on the computer screen, it may be minimized. Click on the little triangle at the bottom right of the desktop (by time/date). From the expanded list, locate the icon for projector control and double click.

For emergency classroom support call x 6601 from a Mount phone, or 902-457-6601 from mobile devices.

The IT&S Helpdesk is located in the EMF Library.

Fall/Winter: Mon - Thu: 8:30am to 7:30pm, Fri: 8:30am to 5:00pm

Summer: Mon - Fri: 8:30am to 5:00pm,

902-457-6538 | helpdesk@msvu.ca | msvu.ca/itservices