Widener University
Commonwealth Law School

Classroom Technology Guide
For help, call Media Services
717-541-3963 (Office) or 717-379-1833 (Cell)
commonwealthlaw.widener.edu/mediaservices
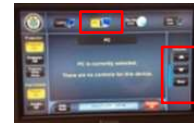
BASIC INSTRUCTIONS FOR CLASSROOM EQUIPMENT

Do **NOT** turn off the main **POWER SWITCH**
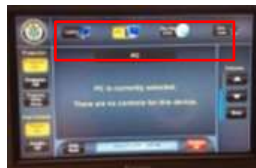(red button inside the podium at the top right).

I. TURNING ON/OFF THE COMPUTER AND PROJECTOR

1. Push the **POWER BUTTON** inside the podium to turn on the computer.
2. **LOG ON** using your Widener username and password**.**
3. Step in front of the **EXTRON** Screen. *The Extron screen is motion activated.*
4. Touch the **EXTRON** Screen after Widener Logo appears.
   i. Wait while the system starts up.
   ii. This will turn on the **PROJECTOR** and **TELEVISIONS**.

5. **Touch** the **PC** icon on the Extron screen to project the computer.
6. If necessary, adjust the **VOLUME** on the Extron screen.
   i. If volume isn't working, check to see if mute button is flashing.
      1. If it is flashing, touch the mute button to turn sound on.
7. Switch between the PC and other devices by touching the corresponding icons on the Extron screen.
8. When finished, **RESTART** or **LOG OFF** the computer.
9. Touch **SYSTEM OFF** on the Extron Screen.
10. Touch **POWER DOWN**. This will turn off the projector and televisions.

II. USING A LAPTOP

1. Plug in your laptop using the appropriate **cable** in the cubby.
2. After the projector is on, touch the **LAPTOP** icon on the Extron screen to project the laptop.
3. Select **HDMI** or **VGA**, depending on how your laptop is connected.
   i. If you need an adapter for an apple product, contact Media Services.
4. Switch between the Laptop and other devices by touching the corresponding icons on the Extron screen.

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III. PLAYING A DVD

1. Push the power button to turn on DVD player.
2. Insert DVD into the player in the Podium.
3. After the projector is on, touch the **BLU-RAY DVD** icon on the Extron screen to project the DVD.
4. Use the player controls on the Extron screen.
5. Switch between the DVD and other devices by touching the corresponding icons on the Extron screen.

IV. USING THE ELMO DOCUMENT CAMERA

1. **Camera Display Mode** (pen tools are not available)
   i. After the projector is on, touch th**e DOC CAM** icon on the Extron screen to project the ELMO.
2. **TURN ON** the ELMO.
   i. The button will have a blue light around it.
   ii. **ROTATE** the arm camera so it is pointed at what you want to project.
   iii. **ZOOM** in and out by rotating the knob on the end of the arm.
3. **TURN OFF** the ELMO when finished.

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I. **USING CLICKERS**

Clicker receivers are installed in all classroom computers.

1. **PowerPoint Polling Instructions**

   i. Insert USB flash drive (if that's where your presentation is stored).
   ii. Open **TURNING POINT** from the desktop icon.
   iii. When the dashboard opens, click on **POWERPOINT POLLING**. This will open PowerPoint with the Turning Point Ribbon.
   iv. From the **FILE MENU**, **OPEN** your presentation.
   v. Click the **RESET** icon on the **TURNING POINT RIBBON**. Reset the data to clear out testing data or old response. Select "Session."
   vi. Click slideshow icon or press **F5** to open your presentation in full screen.
   vii. At your polling slide, a menu will open at the top of the screen to manage the polling.
   viii. When **POLLING OPEN** light turns green, have the audience vote using the clickers. They can change their selections until you close the polling. The last clicked response is the one that will register.
   ix. Click the mouse to **close polling** and show the **results**. Click again to **advance the slide**.
   x. To save your results at the end of your presentation, click the **SAVE** icon on the **TURNING POINT RIBBON.**

   Save the results to a personal location (not the computer's hard drive).

2. **TurningPoint Anywhere Instructions**

   i. Open the **TURNINGPOINT** software on your computer.
      1. The default receiver channel is 41.
   ii. Now you will see your Channel information displayed (so students can be sure to connect to the correct channel on their clickers) and a polling options box.
   iii. Click **ANYWHERE POLLING**.
   iv. To ask a question and allow students to respond on their devices, click the **PLAY** icon on the polling box.
   v. To close the question, click the **PLAY/PAUSE** icon again (it's now a pause icon).
   vi. To quit your session, close the polling box.