OLLI Classroom C-129
Technology Aid for Instructors

Prepared by OLLI Technology Committee with aid from SVSU IT

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TABLE OF CONTENTS

Contents

LIST OF FIGURES

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Introduction

This document has been prepared to assist OLLI class instructors in effectively and easily utilizing the technology available in SVSU classroom C-129. It covers primarily the equipment contained in/on the podium at the front of the classroom. It also covers some of the other miscellaneous technology in the room that is used in conjunction with the podium such as controlling the room lighting and raising/lowering the projection screen.

It is important to note that all technology changes over time. The OLLI Technology Committee will attempt to update this document on a timely manner, however, that does not mean instantaneous updates! We have included a final section to this document titled "Getting More Help When This Document Fails You. It includes (as of this writing) information on how to get additional help from both the OLLI staff and the SVSU IT Department. The reader is encouraged to refer to this section when all else fails and this document lacks the help/support you are looking for in using the C-129 classroom equipment.

C-129 Podium Overview

Figure 1: Classroom C-129 Upper Podium

The figures below show the C-129 Podium. Figure 1 shows the upper podium components and Figure 2 shows the lower podium components. In Figure 1 from left to right are:

- **Document Camera & Podium Light**
- **The Podium Master Control Touch Panel**
- **The Computer Display & Keyboard**

In Figure 2 from top to bottom are:

Figure 2: Podium Components (DVD, VCR)

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- Volume Control (normally not used)
- **DVD/CD Player**
- **VCR Player**
- Electronic module (not used)

Instructors are encouraged to review the podium prior to their first class to make themselves familiar with the overall layout and which specific components they may need to use in their class.

Turning the System On

Normally, the podium IT system will already be on. If however, you are the first instructor in the room that requires its use you will have to first "power it up" before you can begin to use the podium's various components & features.

The Master Control Panel is a small white box located almost in the center of the top of the podium (See Figure 1 above). The system is a "touch panel" meaning you only need to use your fingers to touch the panel to control it. The screen may be blank when it is off. Simply touch the panel with your finger and you will see Figure 3 as displayed to the right.

Figure 3: Master Control Panel "ON/OFF"

Figure 4: Master Control Panel "Powering Up"

To start the system simply touch the blue box on the screen labeled "System On". You should quickly see the screen changed to that displayed in Figure 4.

Wait patiently as the system "powers up". You will see a red "progress" bar on the bottom of the master control screen progress from left to right as the various component systems are started. Do NOT do anything until this phase is completed and you see the screen change to one like Figure 5.

Figure 5 is important as it is the PRIMARY SCREEN from which you will control and navigate to operate the various functions. Across the top of this screen you will see the following menu controls:

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1. "Laptop" (SVSU Podium Computer)
2. "Doc Cam" (Document Camera)
3. "DVD" (DVD Player)
4. "VCR" (VCR Player)
5. "Guest Laptop" (Used when you connect your personal computer, e.g. laptop/tablet, to the podium which acts like and supplements the "Laptop" (Item 1 above))
6. "Mute" and "Volume" controls across the bottom
7. "EXIT" which returns you back to the system on/off menus (Figure 3 above)

This is the primary navigation menu allowing you to move from one component to another and to control the volume from any of the other selected sources you use (e.g. laptop, DVD, VCR, guest laptop).

Figure 5: Master Control Panel Main Menu

Using the SVSU Computer

One of the most frequently utilized component is the SVSU computer located in the C-129 podium. From the main navigation menu you "touch" with your finger the "laptop" option at the top of the main menu on the master control panel.

Figure 6: Turning on the SVSU Laptop

IMPORTANT: You MAY have to turn the laptop on as well as the monitor. You accomplish this by pushing the small white button on the BOTTOM LEFT of the master control panel. See Figure 6 to the left.

IMPORTANT: You MAY have to turn on the computer monitor. This is located on the BOTTOM RIGHT side of the monitor itself. Refer to Figure 7.

VERY IMPORTANT: To utilize the SVSU computer you **MUST HAVE A USER ID AND LOG-ON PASSWORD**. When the computer is first turned on … or when the previous user of the computer "logs off" you will see on the monitor at the top right of the podium the following screen (Figure 7 to the right).

Figure 7: SVSU Computer User Log-on Screen

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<mark>If you do not already have a SVSU UserID and Password</mark> you may obtain one from the OLLI office. **<mark>BE SURE YOU DO THIS PRIOR TO THE START OF YOUR CLASS AND TEST YOUR ABILITY TO SUCCESSFULLY LOG ON TO THE SVSU COMPUTER NETWORK</mark>**. This is a prudent thing to do prior to each class you teach as passwords are automatically required to be reset on a periodic basis. So your log-on may not work until you reset your mandatory password change. If you have problems using your SVSU network credentials (username & password) you will need to contact the SVSU technology department to help you reset them and re-validate your credentials for access. See the last section in this document for help on contacting the SVSU IT department.

If you are teaching a very short-term OLLI class (a limited number of class meetings) you may request help from the OLLI office staff to use one of their "default" office username/passwords. If this is still difficult for you to accomplish on your own you might request an OLLI staff member to come into C-129 PRIOR to each class and help you get logged into the SVSU system.

SVSU Network Credentials

<mark>IMPORTANT</mark>: If you wish to use the SVSU computer in your class it is imperative that the instructor take whatever steps above best meet their own needs in order to access the SVSU network and use the C-129 podium computer. As an instructor, it is your responsibility to prepare for your class and this includes any need to access the SVSU internet and/or the C-129 podium computer. To re-iterate your choices:

1. Ask the OLLI staff to assist you in getting your own SVSU network credentials
2. Ask the OLLI staff to provide you with temporary SVSU network log-on credentials for the duration of your class
3. Ask the OLLI staff if someone can assist you PRIOR to EACH CLASS by coming to C-129 and helping you with the log-on procedure.

The <mark>default output is to the overhead projector</mark>. You may wish to project to the whiteboard or use the drop down screen. See the section below on "Controlling the Room Lights & Miscellaneous" for details on operating the drop down screen and controlling the classroom lights.

Accessing USB Devices (e.g. Thumb Drives & other storage & interface devices)

Frequently you may wish to access resources of your own and interface with them on the SVSU computer on the podium. For example, you may have a USB thumb drive storage with images or a PowerPoint presentation stored on the device. In order to access and display these resources there are several USB access ports located on the bottom of the master control panel as show in <mark>Figure 8</mark>. Notice you have two of them for your use. Select either one and insert your USB device.

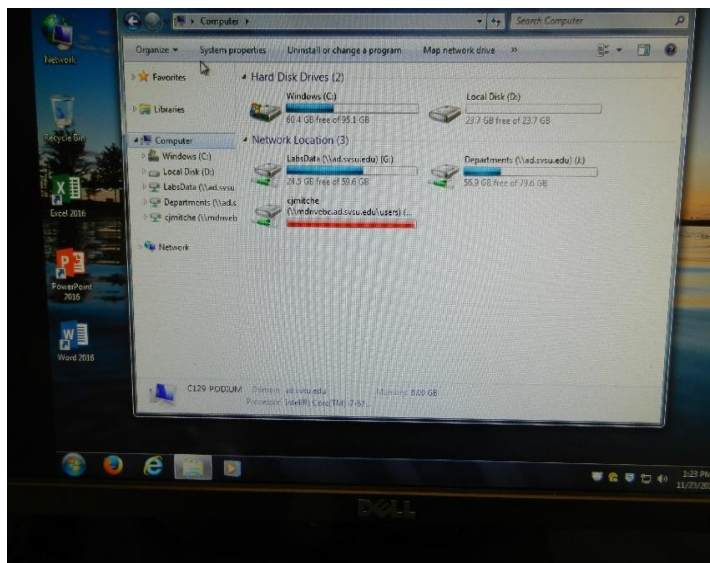*Figure 8: SVSU USB Ports Under Master Control Unit*

Figure 9: Computer Devices & File Folders Computer Display

Once your USB device is "detected" by the computer (normally this happens automatically and requires no input by the user[1]) you can "open" the "device/folder" window which is shown in Figure 9. The device/folder window is opened by single left clicking on the small "folder icon" which is shown as "highlighted" in Figure 9 at the bottom of the screen. You should see your USB device shown on this window. Selecting it you can navigate to the folder & files that you require for your class presentation.

Recall that you can always return to the "computer devices" window as shown above by navigating to the "my computer" folder. Adding a "name" to your personal device prior to class may help you more quickly locate your specific device

Using the DVD Player

Figure 10: Selecting the DVD Player

If you need to play a DVD & project it to the screen, select DVD from the main master control panel as shown in Figure 10. Once you select the menu the area below your selection will change and you will see the "standard" DVD/CD controls that allow you to play, pause, revere, fast reverse, forward, & fast forward your DVD content. On the bottom of the display you can also control the volume & mute the sound (Figure 10 to the left)

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[1] It may take a moment or two for the computer to detect the USB device. Wait patiently for a minute or two if you do not quickly have a message on the computer that your device has been successfully detected. If your device is NOT detected after a couple of minutes try removing the USB device and re-inserting it. You might try a different USB input. If you still have problems detecting your USB device you will have to contact the SVSU IT department for help in resolving the problem. This underlines the need for instructors to **TEST devices that you wish to employ in class PRIOR to your class** starting. You might wish to come in on another earlier day when the C-129 classroom is empty (contact the OLLI office to check the classroom schedule for availability) or you may wish to just come in early before your class if the room is empty. Please understand that it may take the SVSU IT department some time before they can get someone to C-129 to assist you in debugging your specific problem. Doing so may require a specific resource that is delayed or unavailable on short notice.

The DVD device is located in the LOWER podium panel as shown in Figure 2 above. Figure 11 (below) shows the "first" button to the left to depress that opens the DVD media tray. Pressing this button opens the tray for you to insert your DVD media and subsequently to remove it from the device.

Remember, all the controls are "touch" so all you need to do to invoke a command is "touch" it with you finger. Touching the "EXIT" returns you to the main menu.

The default output is to the overhead projector. You may wish to project to the whiteboard or use the drop down screen. See the section below on "Controlling the Room Lights & Miscellaneous" for details on operating the drop down screen and controlling the classroom lights.

Figure 11: Opening the DVD Tray to Insert/Remove Media

Using the VCR

The VCR menu is very similar and looks closely like the DVD menu. Simply "touching" the "VCR" from the main menu will take you to the VCR menu as shown in Figure 12. As in the DVD menu you now have the "standard" VCR controls to stop, play, pause, fast forward and fast reverse the VCR. (Figure 12)

It may be necessary to manually "Turn On Power" to the VCR as it is not normally used. The VCR is located in the lower part of the podium as shown in Figure 2. Figure 14 below shows the actual VCR ON/OFF button. Depressing it once turns it on and depressing it again turns it off.

While it is normally much easier to control the VCR from the main console VCR menus (Figure 12) it can also be controlled by the actual VCR device as shown in Figure 13 below.

Figure 12: The VCR Menu

Remember, all the controls are "touch" so all you need to do to invoke a command is "touch" it with your finger. Touching the "EXIT" returns you to the main menu.

Figure 14: VCR ON/OFF Control

Figure 13: Controlling the VCR Manually from the VCR Device

The default output is to the overhead projector. You may wish to project to the whiteboard or use the drop down screen. See the section below on "Controlling the Room Lights & Miscellaneous" for details on operating the drop down screen and controlling the classroom lights.

Using the Document Camera

The "Document Camera" (a.k.a. DocCam) is the device on the top left side of the podium (Figure 15). This device allows you to "project" paper based media (book page, copy page, printed image, etc.) to the overhead projector (and hence to the whiteboard or the drop down screen. It is a convenient device to set any small 3D object on the projection pad and display it largely to the entire class simultaneously. (For example, you could place your keys, or your hand, or a small artifact on the projection pad and it is projected to the overhead.)

The "projection pad" is the white pad on the podium's left front top panel. The DocCam itself is the object that "looks like" a small desk lamp on an arm above it.

To use the DocCam select its menu from the master control menu as shown in Figure 16. Notice the menu message "*Document Camera is controlled locally*". What this means is that you must use the controls on the physical document camera device … there are no controls available using the touch pad on the master DocCam menu.

Figure 15: The Document Camera (DocCam)

Figure 17 shows the physical DocCam base and control buttons. Note the on/off power button by the finger. You can also adjust the brightness and the "zoom" from this pad. You should "play" with this device prior to its use so that you become familiar with the features and capability. You'll find it does an exceptional job on some items and poor on others.
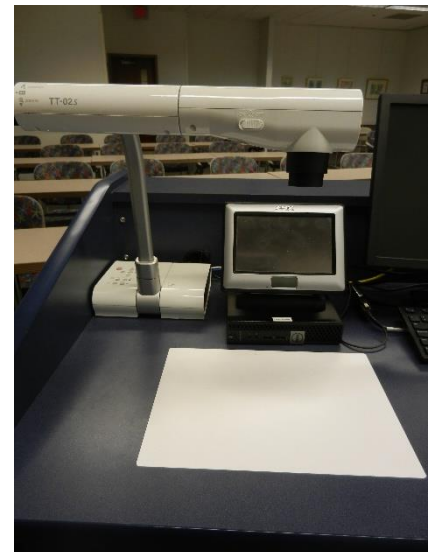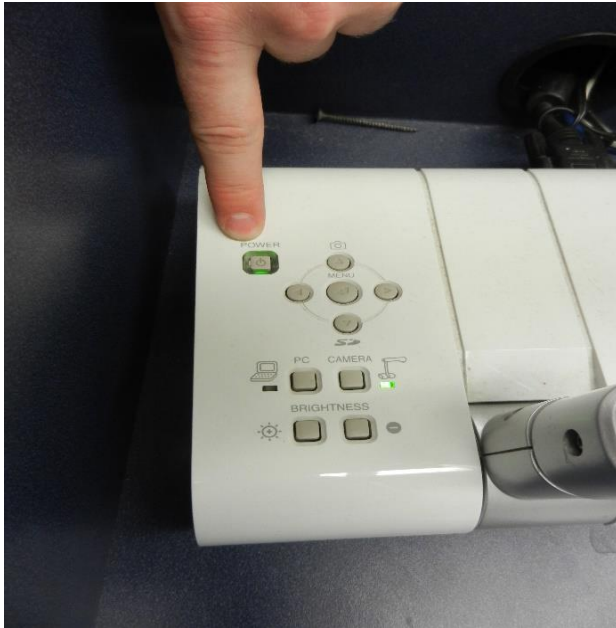

Figure 16: The DocCam Menu

Figure 17: The DocCam Physical Control Pad

One feature that is not "obvious" is that when you are having problems getting the device to "focus" on an object you should try to use the "autofocus" feature shown in Figure 18. Simply depress and release the orange button to auto focus the device.

Figure 18: DocCam Autofocus Button

Error! Reference source not found. shows the "local control" you use to manually focus the document camera and to zoom in and out.

Figure 19: Document Camera Zoom Control

The default output is to the overhead projector. You may wish to project to the whiteboard or use the drop down screen. See the section below on "Controlling the Room Lights & Miscellaneous" for details on operating the drop down screen and controlling the classroom lights.

When using the DocCam you normally will require the use of the DocCam light (Figure 30) to illuminate objects (paper, maps, images, etc) under the DocCam when you have the classroom lights dimmed. Objects may or may not show bright enough with just the overhead lights on. See the section below on classroom lights for more information on setting the class room light brightness.

Connecting Your Own Computer to the Podium

It is possible to connect your own laptop (tablet or any computer) to the C-129 podium. However, this is one of the more "technical" and "complicated" tasks to accomplish and you may wish to seek help prior to attempting it use.

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In one sense, it is simple. **HOWEVER** … it is required for the user to have, or to acquire, the proper cable to make the connection[2]. What is required, for the more technically astute, is a **male to male VGA adapter cable**. Where this gets more complicated is that newer computers use newer technology and do not have a VGA port on the computer. In these cases you will require an additional cable which is an adaptor from your computer to the VGA male connecting to the podium. Let's look at this with some images to try to simplify and explain what you need to make this happen.
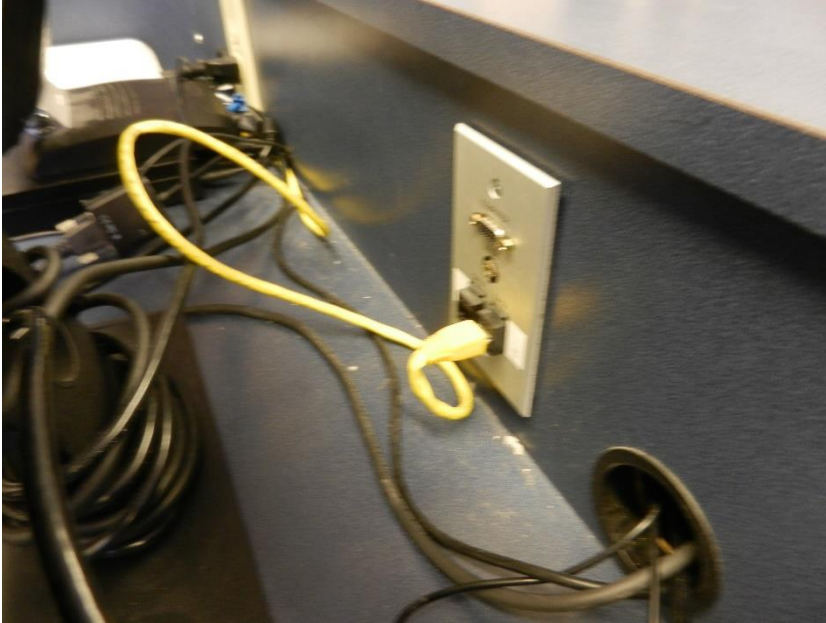

Figure 20: VGA Connection Behind the Podium Monitor (used to connect your personal computer to the podium overhead)

Figure 21 (left) shows the empty VGA connection which is located BEHIND the monitor on the top of the podium. This is a "female" VGA connection and you will need to connect one end of a "male" VGA cable into the small brass VGA port (located just above the yellow cord/plug shown to the left in Figure 21).

The other end of this same cable needs to connect into your personal computer. On older computers you will likely find a corresponding "female" VGA connection. If this is the case you would plug the "male" VGA cable into your computer and you are ready to proceed to the master control unit to invoke using your computer.

On all the newer computers you are more likely to find not a VGA port, but what is called and HDMI port. Unfortunately, there are TWO SIZES for the HDMI connection. One is larger than the other. The smaller ones are the newer HDMI connections. You will need to know which size you have on your computer and acquire the proper HDMI to VGA connection ADAPTOR cable. Typically, it will be an HDMI to a VGA female adaptor … allowing you to plug one end of the "male to male" VGA cable into your specific HDMI adaptor.

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[2] You do not need to have your own cable! You can "borrow" by "signing out" a cable from the SVSU IT Department. This will, however, require you to visit the SVSU IT Center closest to you, asking for the proper cable, signing it out, using it in C-129, and then RETURNING it to the SVSU IT Center where you borrowed it from. You would have to do this for each class in which you want to use your own computer and connect to the overhead projector system.

The alternative, of course, is for you to buy or borrow the appropriate cable (and adaptor cables if necessary) for your specific computer. You should NOT leave your personal cables or other computer equipment in C-129 when you are not teaching and present.

Examples of Computer Connection Cables:

Figure 21: VGA FEMALE Connector

Sounds complicated, right? Let's look at a couple of cable connect images that may help you understand what's required here.

First, let's look at a *VGA FEMALE connection*. Figure 22 shows a typical example. This is what is located on the C-129 podium and the type you will plug in one end of your VGA Male to VGA Male cable.

Second, let's look at a typical *VGA MALE* connection as depicted in Figure 23Figure 23. Notice the cord behind the connection. Your VGA Male to VGA Male cable will have a connection like the one shown on both ends. One connection is inserted into the podium and one into either your computer OR into the adaptor cable necessary for you to make the connection to your computer.

Figure 22: VGA MALE Connector

So far this sound simple, but the problem comes when we have to determine exactly what type of video connection you have on your computer. If you have an "older" computer it is likely to have a VGA Female connection exactly like that shown in Figure 22 and the same type of connection you make to the C-129 podium. If this is the case all you need is one VGA male to male cable and make the two connections. Voila! You are done and can go to the section below on completing the connection using the master control panel on the podium.
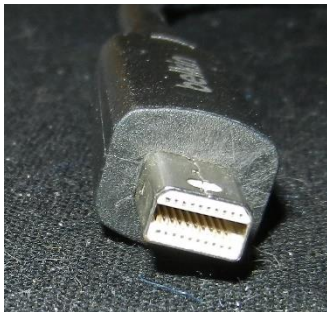

Figure 24: Large HDMI Connection

Figure 23: Small (newer) HDMI Connection

Problems come with "newer" computers which have discarded the older VGA connections for the newer (more sophisticated & more feature capable) HDMI connection. Complicating the entry of HDMI is that there are two types of HDMI connections. There is an older & larger connection and a newer and smaller connection. You will have to determine which type you have on your computer and then obtain the proper adaptor to match up with the VGA connection.

Figure 25: Typical HDMI to VGA Adaptor

Figure 25 shows the "older" HDMI connection and next to it in Figure 24 is the "newer" (& smaller) HDMI connection. Note in Figure 24 you can see the HDMI connection on the side of the laptop computer in the background near the upper right side of the image. One end of YOUR HDMI adaptor (Figure 24 or Figure 25 will plug into your personal computer. The other end of the adaptor will plug into the VGA male to male cable.

Figure 26 shows a typical HDMI to VGA adaptor. The small end is the HDMI connector which plugs into your computer. The larger end (Figure 27) shows the female VGA connector which plugs into one end of the VGA male to male cable (and the other into the podium VGA female connector.

  While determining this is not simple, it is also not complicated. However, if you have any doubts or problems sorting out if and how you much connect your computer to the C-129 podium ask for help. It is also an excellent idea for you to TEST your cables and connections well prior to your first class in case you have problems or have made a mistake.

Figure 26: VGA Female Connection on a HDMI-VGA Adaptor

Once you have completed the cabling connections from your personal computer to the C-129 podium you are ready to proceed to the next section to complete the process.

Completing the Connection of Your Computer to the Podium Overhead

  There is one last task necessary to finish the connection between your personal computer and the C-129 podium and overhead projector. On the master control touch panel "touch" the menu item labeled "Guest Laptop". You should then see the message displayed in Figure 28.

  You now can interact with your personal computer just as you would when not connected to the podium. You can now navigate on your personal computer to locate files and to invoke running programs you have installed on your personal computer.

Figure 27:   Connect your Personal Computer via the Master Control Panel

  The default output is to the overhead projector. You may wish to project to the whiteboard or use the drop down screen. See the section below on "*Controlling the Room Lights & Miscellaneous*" for details on operating the drop down screen and controlling the classroom lights.

Controlling the Room Lights & Miscellaneous

Raising & Lowering the Screen

There are several options available to instructors to control the classroom environment.

First, you have the option of projecting any of the overhead devices to either the classroom whiteboard or to the drop-down screen. Sometimes you may wish to project something on the whiteboard and "write-over" the projection on the board. In most cases you probably will want to project images from the podium devices onto the drop-down screen which has clearer resolution and a sharper (easier to see) image.

Figure 28: Screen Control (Up & Down)

To raise and to lower the screen use the screen switch immediately to the left of the podium (as you stand behind it looking at the classroom) located on the classroom wall. Figure 29 shows the switch. It is a simple lift up to raise the screen and depress down to lower the screen.

Using the DocCam Podium Light

When the room lights are off or dimmed it may be difficult for you to see notes or other items you have resting on the podium. In this case you can turn on the podium light which is located on the document camera. The ON/OFF switch is shown in Figure 30 to the left. It is a simple slide switch clearly marked with on and off.

Use this light to also illuminate objects under the DocCam when projecting to the overhead projector.

Figure 29: Podium Light

Controlling the C-129 Classroom Overhead Lights

Clearly, one of the most frustrating (and often mildly difficult) tasks, is understanding and controlling the C-129 classroom lights. However, if you begin by understanding that there are really only **THREE options** for you to select it becomes a bit less frustrating. Your three options are:

1. All the overhead classroom lights are on **BRIGHT**
2. All the overhead classroom lights are on **MEDIUM BRIGHTNESS** (Slightly dimmed)
3. The two front banks of overhead classroom lights are **OFF** and the rear bank of overhead lights are on **DIM**
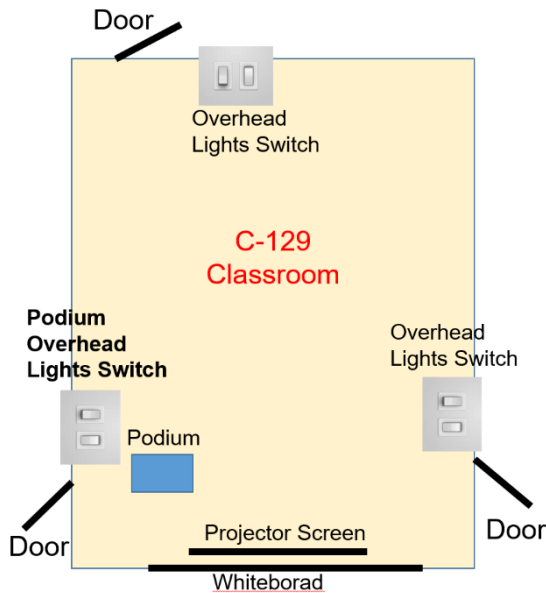
Figure 30: Overview C-129 Classroom & Light Switches

Select the classroom lighting you need for each specific occasion. The problem most of us experience is that there are light switches located in numerous places in the room.

Figure 31 shows a simple diagram of the C-129 classroom. It also shows you the location of the various light switches. If you simplify how these light switches work start by focusing on the two sets of switches labeled "*Overhead Lights Switch*" … one at the back of the room and one at the front opposite the podium.

These two switches work much like you switches at home. You may turn on/off the overhead lights from either switch. However, by "playing" with the two switches at either location you can control the first of the two light setting shown above (e.g. BRIGHT or MEDIUM BRIGHTNESS). Select the brightness level you require. Figure 32 shows an image of the identical switches located at the front and back of the classroom (NOT at the podium).

Figure 31: Overhead Lights Switch (Front & Back)

Dimming the Back Lights & Turning OFF the Front Lights

Figure 32: Podium Light Switches

The more important bank of switches are the ones located by the podium (labeled "*Podium Overhead Lights Switch* … Refer to Figure 33). From this set of switches you can control the third option of dimming the back banks of lights and turning off the front main overhead lights. This is the configuration you will probably most often desire when projecting information from the overhead projector to the front classroom screen.

NOTE THAT THERE ARE THREE SWITCHES on this bank as opposed to only two on the other switch locations. A single switch is located to the right and another double switch is located just to the left. Again, it is impossible to tell you which way the switches must be configured, as they too are connected to the other two classroom switch locations. The simplest method to find configuration three above is to **flip the single switch to the right UP** and then just **throw the other two switches one way or the other** until the two front overhead lights go off.

Getting More Help When This Document Fails You

There are multiple lines for support when you have problems with the technology. The first line of support is this document. When that too fails to solve your problem try one of the following options:

1. Contact one of the OLLI staff members in the office. Often the problem is a simple one which they have seen and resolved multiple times. They are outstanding in either solving the problem directly or helping you get the help needed to resolve problems.

2. Sometimes it is easier to contact the SVSU IT support team. Here are some links that will help you get into contact with them:
   a. SVSU IT **Support Web Page**:   http://www.svsu.edu/its/
   b. SVSU IT **Support e-Mail**:   support@svsu.edu
   c. SVSU **Support Phone Numbers**:
      i. **(989) 964-4225**
      ii. Toll-free: **(866) 827-4357**
   d. SVSU IT **Support Hours**:

      i. **M-Th: 8am-10pm**
         Fr: 8am-4:30pm
         Sa: 8am-4pm
         Su: 1pm-5pm
      ii. *Closed University Holidays*
3. Ask other OLLI instructors and technically savvy friends for help.

It is important to restate that it is the instructor's responsibility to properly prepare for classes. This obviously includes making sure you have checked that the technology you need is working properly. The best way to accomplish this is to get to the classroom well prior to your class and test/familiarize yourself with the various IT equipment you want/need for your class.

It is also important to restate that while there is lots of help to ensure that you are successfully in utilizing the IT equipment it may not be "instantaneously" available. It often takes time to find the right person/resource to resolve your specific needs/questions. It is not fair to have your class waiting for this support to arrive and resolve the problem. Prepare for your classes early and TEST that everything is working before your students show up.