CLASSROOM **TECHNOLOGY** GUIDE

FITCHBURG STATE UNIVERSITY

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The university's mediated classrooms are equipped with tools that are designed to improve the classroom experience.

All classroom spaces come standard with a ceiling-mounted projector, Windows computer for instructor use, speakers, and a DVD or Blu-ray player. Document cameras are also available in many classrooms and select classrooms have Epson BrightLink Interactive Projectors. To ensure that the classroom you're teaching in has the technology you require, please call the Registrar's office at 978-665-4196.

For support using the technology described in this guide, or to request group or individual training, please contact:

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978-665-3769 • abunnell@fitchburgstate.edu

This guide describes the technology resources available on campus that complement learning activities, enhance student understanding, and aid in the delivery of content. Additionally, you'll find suggestions and ideas on how to implement each resource in the classroom setting.

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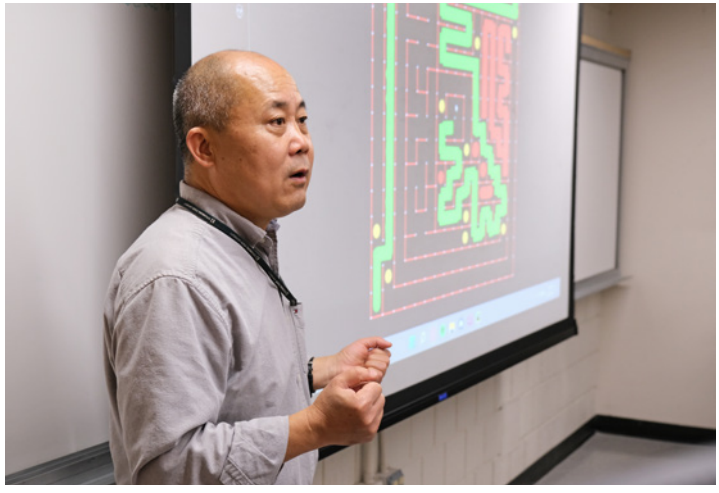
Apple TV

Apple TV enables you to mirror your Apple device—iPhone, iPad or Macbook—wirelessly to the classroom projector, giving you freedom to walk around the classroom and switch between apps quickly while remaining connected. You can also stream movies and music via the Apple TV if you subscribe to a streaming service such as Netflix, Hulu, HBO, or iTunes. Students can also connect to the Apple TV with their personal devices.

Ideas for classroom use:

- Have students share notes, digital art, music, videos, and slideshows from their devices
- Display and demonstrate apps
- Annotate documents
- Use your device as an interactive whiteboard with apps like Explain Everything or Notability



Scan to visit the Apple TV page for instructions on how to use an Apple TV with your Apple device.

Epson Interactive Projectors

Epson Interactive Projectors are located in Conlon Fine Arts 157, Thompson 310, and Edgerly Math Lab. The BrightLink interactive projector uses software on the podium computers that allows you to use the interactive pens or your finger as a mouse to annotate, save, and interact with content from the computer.

Ideas for classroom use:

- Invite students to the board to add notes, brainstorm, or interact with an application
- Add a game or click-and-drag component to lesson
- Ask students to identify parts of an image or diagram using the interactive pen

Document Camera

A document camera enables you to display to an audience any three dimensional object. The camera has exceptional zoom quality making it capable of projecting the details of an item close up, providing students with an enlarged clear view of an object from wherever they are in the classroom.

In addition to enlarging an object, instructors can write notes and project the notes to students, display an image or written feedback on student work, and demonstrate how to use various tools, such as a graphing calculator or mobile device.

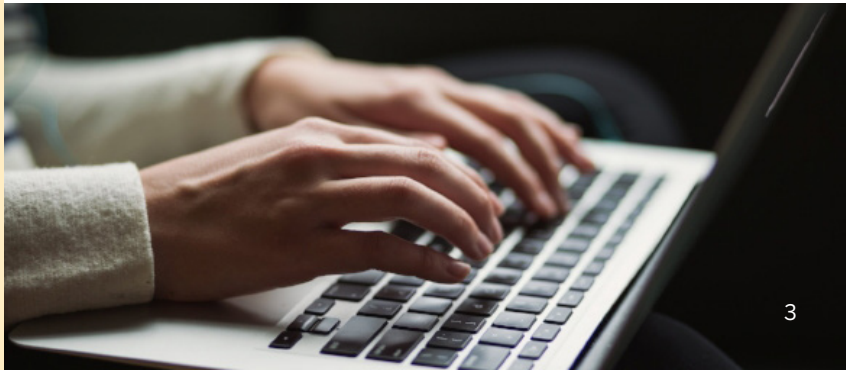
Document cameras are located in many classrooms. You'll find the input for the Document Camera on the podium as **DOC CAM**.

Ideas for classroom use:

- Display a textbook or material that is not digitized
- Display math or science manipulatives, historical documents or student work
- Zoom in on small objects
- Annotate a printed document or use the document camera to write notes

Active Learning Spaces

Active Learning Classrooms are located in Thompson Hall, rooms 208 (30 student capacity) and 215 (24 student capacity.) These classrooms were created in order to allow for flexibility and experimentation in pedagogy. The basic configuration of each room involves groups of students situated around movable tables, each with a monitor and dedicated laptops for the option of projecting group work or work from individual student laptops. Most wall space in the rooms functions as white boards. Instructors retain the option of projecting their own materials for viewing by the entire class from a traditional podium that controls projection to a large, central screen in one corner of each classroom. Contact the registrar for further information.



ScreenPal (f/k/a Screencast-O-Matic)

ScreenPal is an easy-to-use video and screen recording web application that enables you to capture what is being displayed on your computer screen along with audio. Videos can be created on campus or at home, and presentations can be recorded in advance of a class and can be used to easily provided closed captions.

Videos can be shared with just one person, or a larger group, and once published, can be accessed from any computer or mobile device.

Visit **fitchburgstate.edu/screenpal** where you will find instructions on how to download and start using the university paid plan.

Ideas for classroom use:

- Flip your classroom and record a lesson online for students to watch at home and discuss in class
- Upload a recording to allow students to review material and pause, rewind, and replay the video
- Send pre-recorded lectures to students so you never miss instructional time
- Record instructions for students on how to use a specific website
- Record a welcome message for an online course

Classroom Polling

Classroom polling may be used to gauge understanding of reading material, support class discussions, provide understanding of new concepts and review concepts of previously taught material. During a polling session, students anonymously respond to questions posed by the instructor. After the polling session, the responses are organized and displayed to all classroom participants.

There are several web-based polling options that enable students to participate in polling sessions using their mobile devices, including Poll Everywhere, Socrative, and Kahoot. Google Meet offers built-in polling and Q&A options during a video-conferencing session.

Ideas for classroom use:

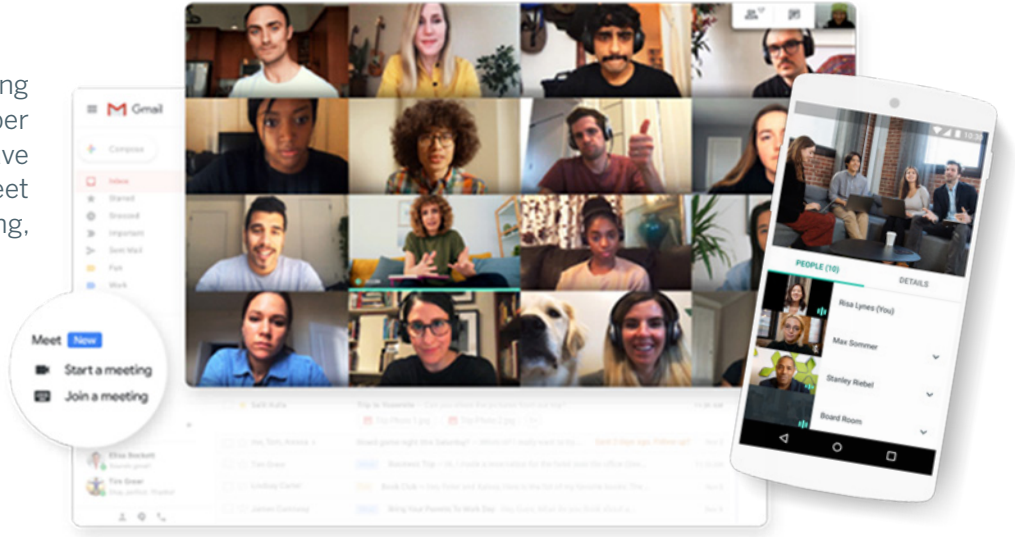
- Pose several questions throughout the lesson related to the course content and collect data
- Periodic assessment/check-in
- Assign and collect homework
- Exit polling

Google Workspace for Education Plus

Fitchburg State University uses the Google Workspace for Education Plus which provides communication and collaboration tools for learning in real-time, on any device. Visit **fitchburgstate.edu/google** for information, resources and videos about any of the Google tools available including Gmail for your University email, Google Calendar for meetings and appointments, Google Meet for video conferencing, Google Chat for communication, and Google Docs, Sheets and Slides for presentations and much more. Student email accounts are hosted at Gmail and feature all of the applications for messaging, calendaring, and collaboration that are provided by Google.

Google Meet

Google Meet is a video conferencing application. Any faculty or staff member with a Fitchburg State account, have access to unlimited time in a Google Meet session, with features such as recording, polling, breakout rooms and Q&A. In addition, 250 participants are allowed in one Google Meet session and up to 100,000 may live-stream the session. For more information, visit **fitchburgstate.edu/google** and scroll down to Google Meet.



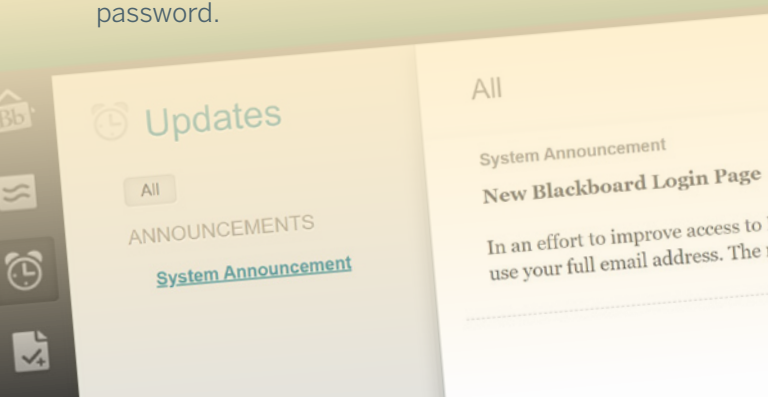
Google Meet Hardware Systems

Throughout campus, either Google Meet Hardware Systems or Mobile Google Meets Carts can be found within various conference rooms and select classrooms. They offer a complete solution for facilitating remote learning, hosting virtual guest lectures, or conducting hybrid meetings, The systems include a high-definition camera, speaker, and microphone array for clear communication. Intelligent framing, noise cancellation, and precise voice pickup ensure an immersive experience. Intuitive controls and optional expansion microphones enhance usability. Security features protect sensitive information. Overall, it's a comprehensive tool for facilitating engaging and effective communication in educational settings.

Blackboard

Blackboard is the learning management system provided by the university. Blackboard is used as the platform for our online courses, but it may be used to provide supplementary materials to a face-to-face classroom, or in place of some classroom time in a hybrid class. A Blackboard site is created each time a course is scheduled with the Registrar. Training and support on the use of Blackboard is provided by the School of Graduate, Online, and Continuing Education (SGOCE).

To access, visit **blackboard.fitchburgstate.edu** and log in using your Falcon Key username and password.



Computer Labs

Students can access computers and printers on the first floor of the Amelia V. Gallucci-Cirio Library. McKay 162 features 30 Windows computers and functions as an open lab when there are no classes scheduled. An instructor's podium is equipped with a computer, a video projector and a sound system. A Ricoh Multi-Function Device and five Windows computers are located in the hallway across from Room 154 and are available for general student use.

Contact the Library to reserve the computer lab space and Events Management to reserve McKay 162.

Akindi

Akindi is a web-based Scantron-alternative integrated into Blackboard. Akindi makes it easy for instructors to create and grade multiple-choice assessments using regular paper and the Ricoh MFDs on campus, as well as other printer-scanners.

To access Akindi, visit **fitchburgstate.edu/akindi**.

Classroom Extron Controller

Mediated classrooms include an Extron controller, used to change inputs to reflect the device being used with the classroom projector. Those inputs are described below.

To turn on the classroom projector, press **DISPLAY ON**. Wait until the **ON** button light turns solid before choosing the proper device input or the input will be not recognized. Switch between inputs by pressing the corresponding input button (e.g. PC, ATV, Laptop, etc.) To adjust volume, turn the volume knob. **PLEASE REMEMBER** to turn off the projector at the end of class by pressing **DISPLAY OFF**—this will prolong the life of the projector bulb.

Extron Inputs:

- **Laptop** – Use this input if you are connecting to a laptop using a VGA adapter
- **PC** – Choose PC if you are using the classroom's podium computer
- **DVD or Blu-ray** – Select DVD to connect to the DVD or Blu-ray player
- **Doc Cam** – Use this input if you're using the classroom's document camera
- **ATV** – Select ATV to connect to the Apple TV
- **HDMI** – Select HDMI if using a laptop with HDMI output

Appearance of the podium controls may vary, but functionality of the equipment is the same.

Classroom Technology Use and Troubleshooting video.

To schedule a time to review the classroom technology and equipment, please contact the Technology Help Desk at **helpdesk@fitchburgstate.edu**.

Additional tools available for use in your classroom:

Padlet — padlet.com
A virtual whiteboard students can use to upload pictures, documents, text and recorded audio in realtime.

Kahoot — getkahoot.com
Game-based classroom response system offering game-like quizzes students participate in using a mobile device.

Socrative — socrative.com
A free polling software. Students participate in polling sessions using their personal device.

Evernote — evernote.com
Note-taking application to record notes, photos, scans, web clips and more. Students can share notebooks with other users and the application can be used across mobile devices.

Explain Everything — explaineverything.com
An interactive whiteboard tool that let's you annotate, narrate, capture and collaborate on material or presentations on your device.

Audacity — audacityteam.org
Free open source tool to record, edit, and mix audio.

Notability — gingerlabs.com
Note-taking app that stores text, images, and sound. Includes a sketchpad to draw images or annotate files.

Quizlet — quizlet.com
Site provides tools such as flashcards, study aides, and practice tests.

PearDeck — peardeck.com/googleslides
Free Chrome extension that helps you create interactive Google slides so every student can respond to your questions or prompts right on their own screens.

Mentimeter — mentimeter.com
App that generates live polls in the form of creative visualisations. It is also a word cloud generator, for brainstorming sessions and pre-discussion prompts.

Loom — loom.com/education
With Loom, you can record your camera, microphone, and desktop simultaneously. Your video is then instantly available to share through Loom's patented technology.

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