

Krannert Classroom

Technical Guide



Krannert School of Management

ITaP

itap@purdue.edu

765-494-4000

Room Features

Krannert G004 includes:

Seats **49**

Table Type **Horseshoe**

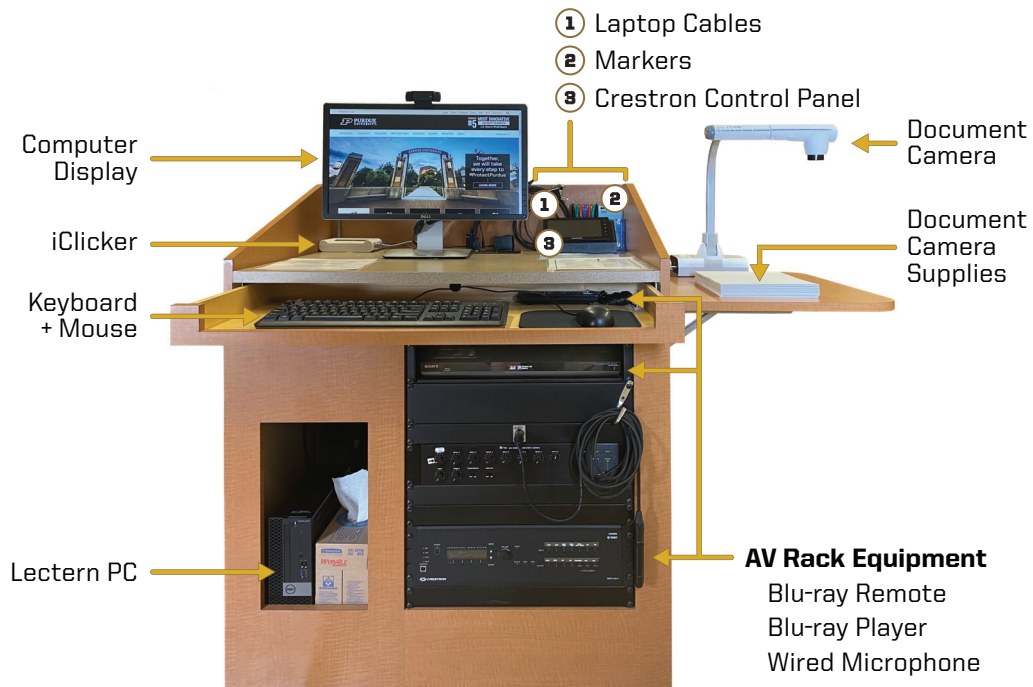
Projector **Dual**

BoilerCast **Software**

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01 Lectern

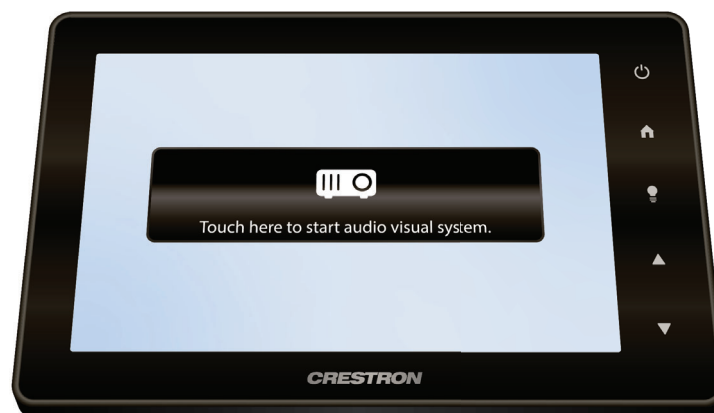
The lectern is the central location for everything needed to present in the classroom. Here is a diagram of where to find each piece of equipment.



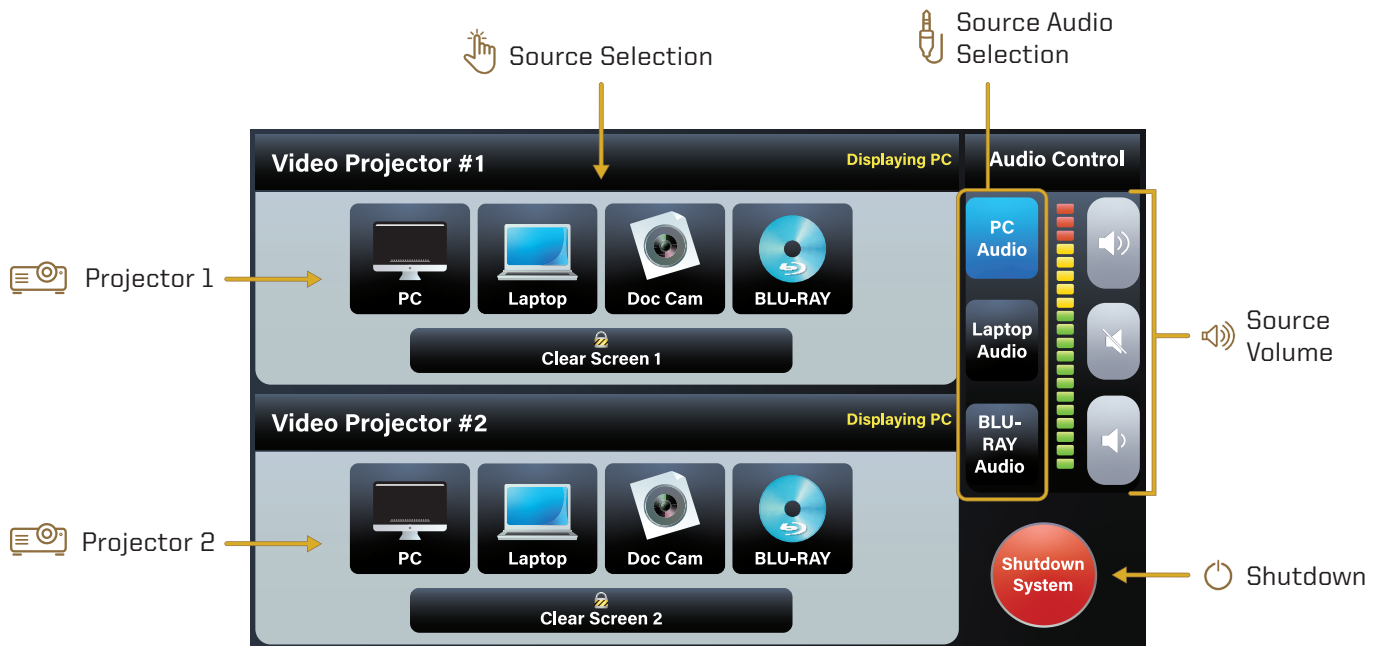
02 Crestron Audio/Visual Control Panel

The Crestron Control Panel determines what is being sent to the projectors, the source audio (Computer, Laptop, Blu-ray), and levels.

Touch the control panel screen to **start the AV system**. When the system is ready, you can use the control panel to operate the sources of the projector.



2.1 Crestron Controls



Projector(s)

Projects a selected source on the projector screen.



Source Selection

Select an input to display content onto a projector.



Source Audio Selection

Select an input to send source audio to the room speakers.



Source Volume

Adjusts the volume for the source sent to the projector.



Shutdown

Turns off the audio/video system control panel.

03 Dual Projectors

This room is equipped with dual projectors and controlled by the Crestron Control Panel. If you are facing the projector screens, Projector 1 is on the left and Projector 2 is on the right. You can have different sources going to each projector. For example, Projector 2 can be set to the PC, while Projector 1 can be set to the Document Camera. In the Crestron Control Panel, select one of the sources and options for projection below to display content. Press **Clear Screen** to clear the source from the projector screen.



Sources for Projection



PC



Laptop



Doc Cam



Bluray


Clear Screen

04 Lectern PC

Source Selection: PC

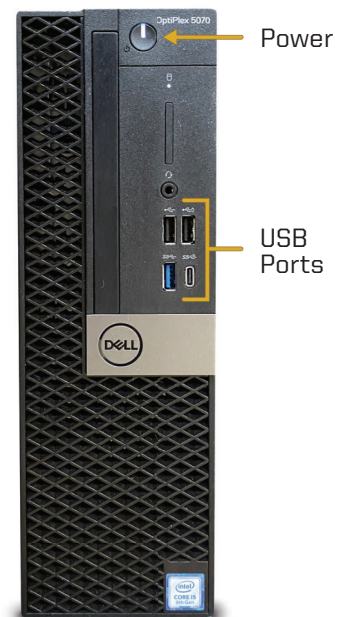
The lectern PC is provided and supported by ITaP. It is located in the lower left side of the lectern. You can access the **Power button** and **USB ports** on the front of the PC.

Use the available keyboard and mouse to log in to the PC. You will need a Purdue Career Account to log in. You will have access to your Purdue W drive.

- **Note:** If you have an outside visitor needing to log in to the classroom PC, contact itap@purdue.edu for a guest account.



To send the PC source to the projectors, on the Crestron Control Panel, select the **PC source** on Projector 1 and/or Projector 2.



05 Laptop Connection

Source Selection: Laptop

Laptop connection cables are located on the top of the lectern. There is a VGA/Audio, HDMI, and network cable available. Choose the appropriate type of connection for your device.

If your device does not have the appropriate connection port you will need to provide an adapter for your device.

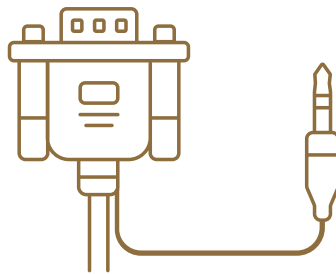
- **Note:** HDMI will send audio. If you are using the VGA cable, connect the audio cable to the headphone jack on your device.



To send the Laptop source to the projectors, on the Crestron Control Panel, select the **Laptop source** on Projector 1 and/or Projector 2.



HDMI Cable



VGA Cable with Audio Cable



Ethernet Cable

06 Webcam

The lectern webcam is located on top of the lectern display. The camera is always connected to the PC. It also has a built-in microphone.

There may be a cover blocking the camera's view. If so, uncover it to expose the lens.

- **Note:** Check the audio settings in your video conferencing program to ensure you are using the correct input.



07 Document Camera

Source Selection: Doc Cam

A Document Camera is available to display physical objects and documents on the projectors.



To send the Doc Cam source to the projectors, on the Crestron Control Panel, select the **Doc Cam source** on Projector 1 and/or Projector 2.

There are markers and paper available to use with the device. Please do not write directly on the Doc Cam surface; use the provided paper on top of the lectern, typically under the Doc Cam.

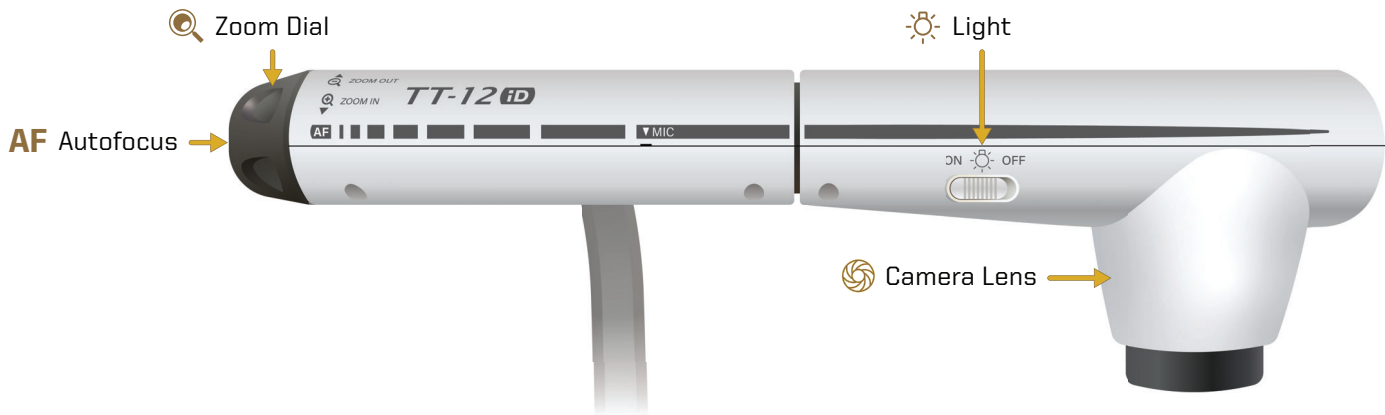
- **Doc Cam:** Wet Erase Vis-a-Vis Markers
- **Whiteboard:** Dry Erase EXPO Markers



Vis-A-Vis markers are reserved for **DOCUMENT CAMERA USAGE ONLY**. Do not use these markers on the whiteboard.

- The Doc Cam **will not** auto turn on with the start-up of the Crestron Control Panel.
 - Use the **Power button** to turn ON the Document Camera.
- Use the control buttons to access many different features.
 - For better lighting, turn on the **Light** near the camera lens.
 - To adjust the exposure, use the **Brightness Settings**.
 - For better focus, press the **Autofocus button**.

7.1 Document Camera Controls



AF Autofocus:
Press the button to focus the camera lens.

Zoom Dial:
Use the dial to zoom in and out.

Light:
Activates the controls for lighting.

Camera Lens:
The lens where video is captured. This can be rotated 360 degrees with the device's stem.

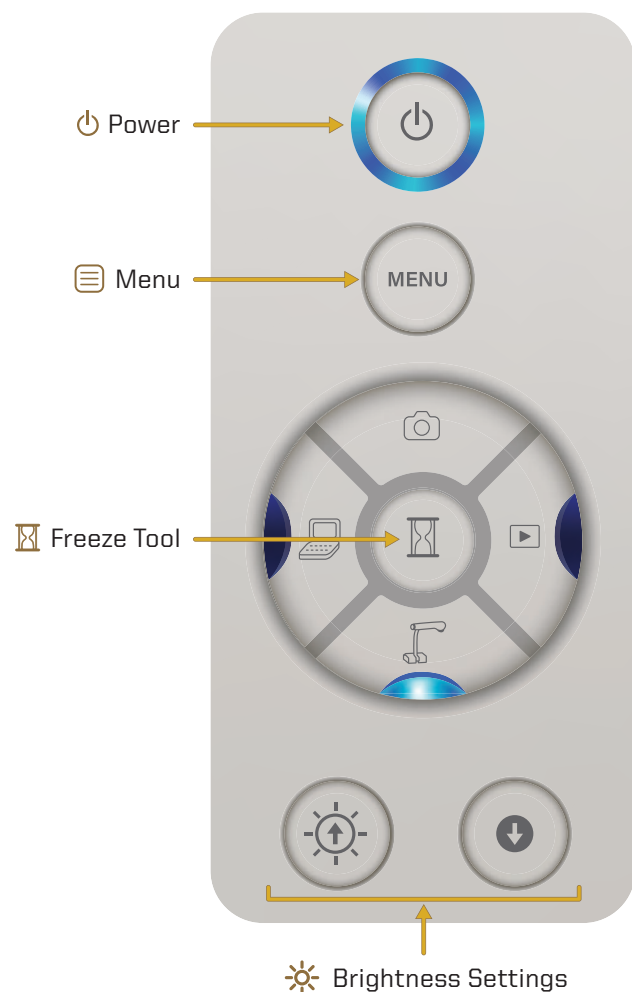
Power:
Turns the device on and off.

Menu:
Controls video and presentation features.

Freeze Tool:
Pauses the capturing video on a still frame. Press this button again to resume video.

Brightness Settings:
Raises and lowers the display's brightness.

Document Camera Controls
(located on the base of the device)



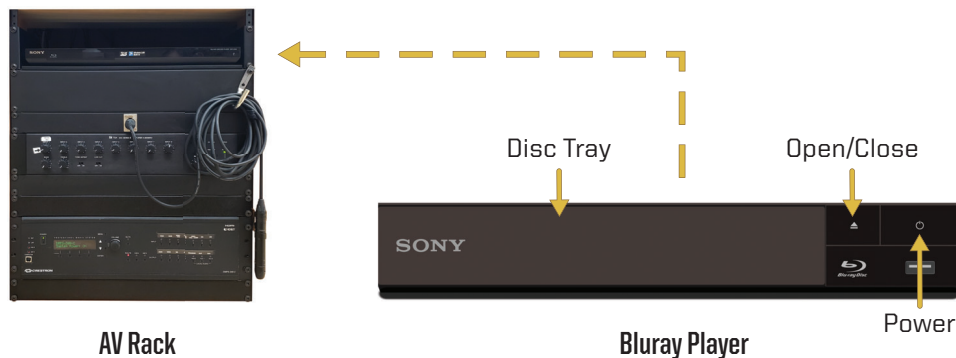
08 Blu-ray Player

Source Selection: Blu-ray

A Blu-ray player is available in the classroom and located in the **top of the AV rack**. This Blu-ray player will accept DVD and Blu-ray discs, but it is not compatible with 4K Ultra HD Blu-ray.






To send the Blu-ray source to the projectors, on the Crestron Control Panel, select the **Blu-ray Source** on Projector 1 and/or Projector 2.



See Section 1 for more information on the AV rack within the classroom lectern.

To operate the Blu-ray player, locate the **Blu-ray remote** located on the lectern. Point the remote towards the Blu-ray player in the AV Rack.

-  Select the **Power button** on the top right of the remote to power on the player.
-  To insert a disc, select the **Open/Close button** to open the disc tray. Place the disc on the tray and press **Open/Close** to close it.
-  Use the **Directional Controls** to navigate through the disc menu and the **Play Controls** to control the playback of the video.
 - To control the volume, use the **Source Volume controls** on the **Crestron Control Panel**.



09 Video Conferencing Software

The university supports Zoom and Teams for video conferencing. These applications host conferences from the room PC. Use the provided hardware for your audio and video inputs.

9.1 Zoom

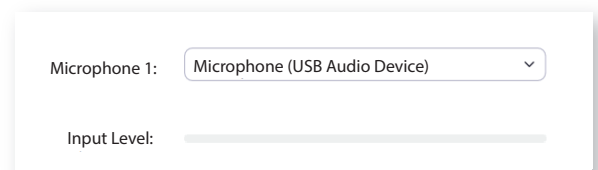
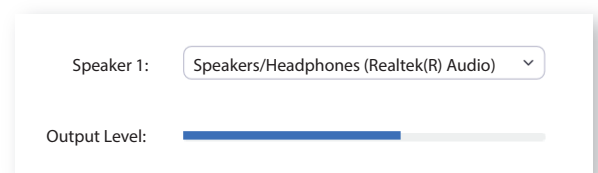
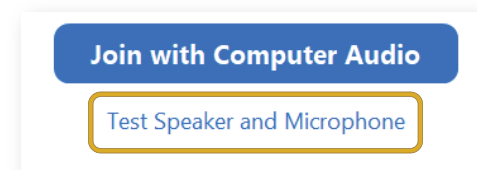
Zoom is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from Brightspace or the Zoom app. This section will cover how to use the room equipment in your Zoom meetings.

For technical information on using Zoom, please visit:

ITAP.PURDUE.EDU/ZOOM

Follow these steps to test your speaker and microphone before you begin your meeting.

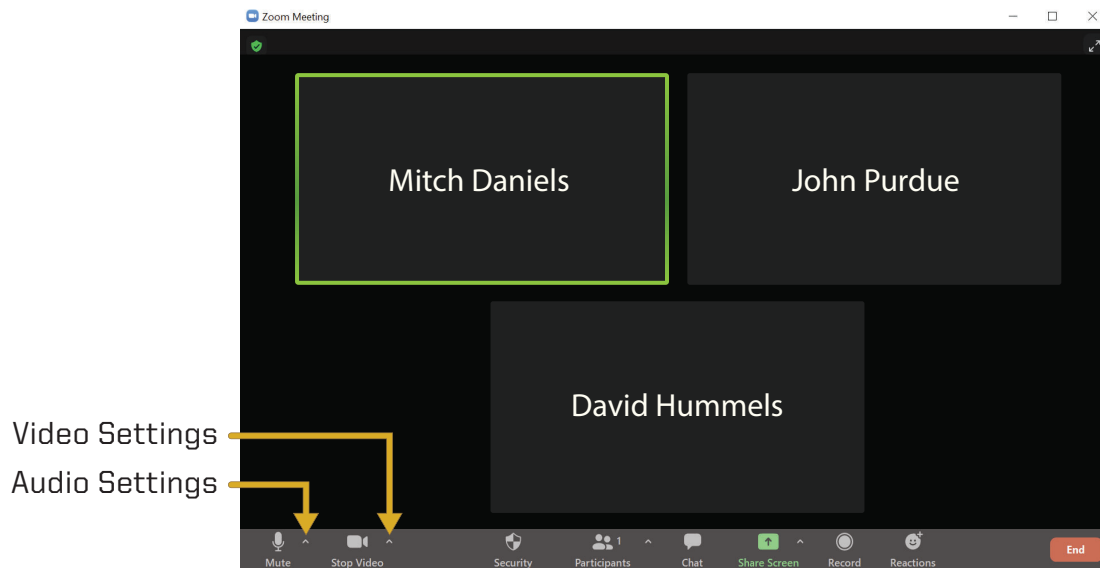
1. Send PC source to projector(s) 1 and/or 2.
2. Join the Zoom meeting.
3. When prompted to join with computer audio, select **Test Speaker and Microphone**.
4. For the Speaker test menu, select **Crestron (Intel(R) Display Audio)** from the drop-down or another source you would like to test.
5. The Zoom app will play a ringtone, if you hear the ringtone, select **Yes**. If you can't hear the ringtone, make sure the Crestron control panel is set to **Source Selection: PC** and adjust audio levels on the control panel and PC.
6. For the microphone test menu, select **Microphone (USB Audio Device)** or another mic of your choice from the drop-down.
7. Speak into your microphone and listen for a replay. If you can't hear the replay, make sure the Crestron is set to **Source Selection: PC**.



During your call, the call display will automatically be hidden. **To make the call display visible, move your cursor onto the screen.**

To control the camera view in your conference, select the arrow next to the video settings icon at the bottom right of the screen.

- Under the Camera drop-down, select **Logitech Webcam, Doc Cam**, or another available camera source of your choice.



Mute / Audio Settings

Mutes and unmutes audio.
Allows you to select your audio settings.



Stop Video / Video Settings

Turns your camera on/off
or selects your camera options from the drop-down.



Participants

Shows a list of meeting participants and allows the host to invite people.



Chat

Allows the host and participants to communicate via text during the call.



Share Screen

Shares the content on your device screen during the call.



Reactions

Allows participants to communicate with interactive emotes.

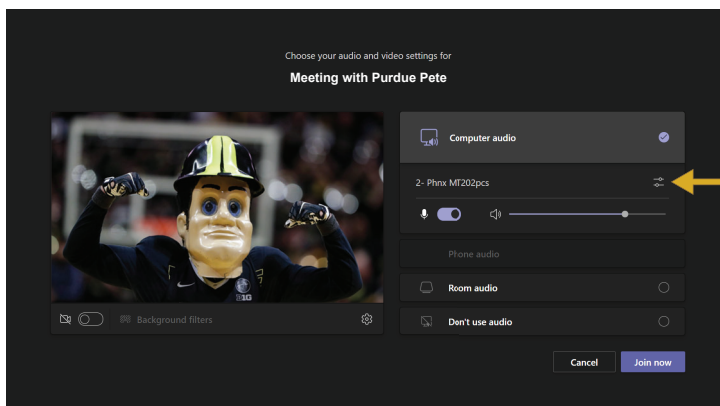
9.2 Microsoft Teams

Microsoft Teams is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from the Teams app. This section will cover how to use the room equipment in your Teams meetings.

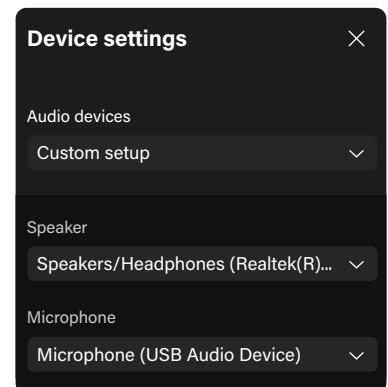
For technical information on using Microsoft Teams, please visit:

[SUPPORT.OFFICE.COM/EN-US/TEAMS](https://support.office.com/en-us/teams)

1. Power on the display and log into the PC.
2. Send the PC source to projector(s) 1 and/or 2.
3. Open Teams calendar or Outlook calendar meeting from www.office.com to start or join a meeting.
 - **Note:** When you begin your meeting, you will see a pop-up preview before entering the meeting.
4. Make sure computer audio is checked. Use the **Custom Setup** to select your video and audio inputs:
 - Under the **Speaker** drop-down, select **Speakers/Headphones (Realtek(R) Audio)**.
 - Under the **Microphone** drop-down, select **Microphone (USB Audio Device)**.
5. If the audio does not play back, **make sure the Crestron Control Panel is set to Source Selection: PC.**



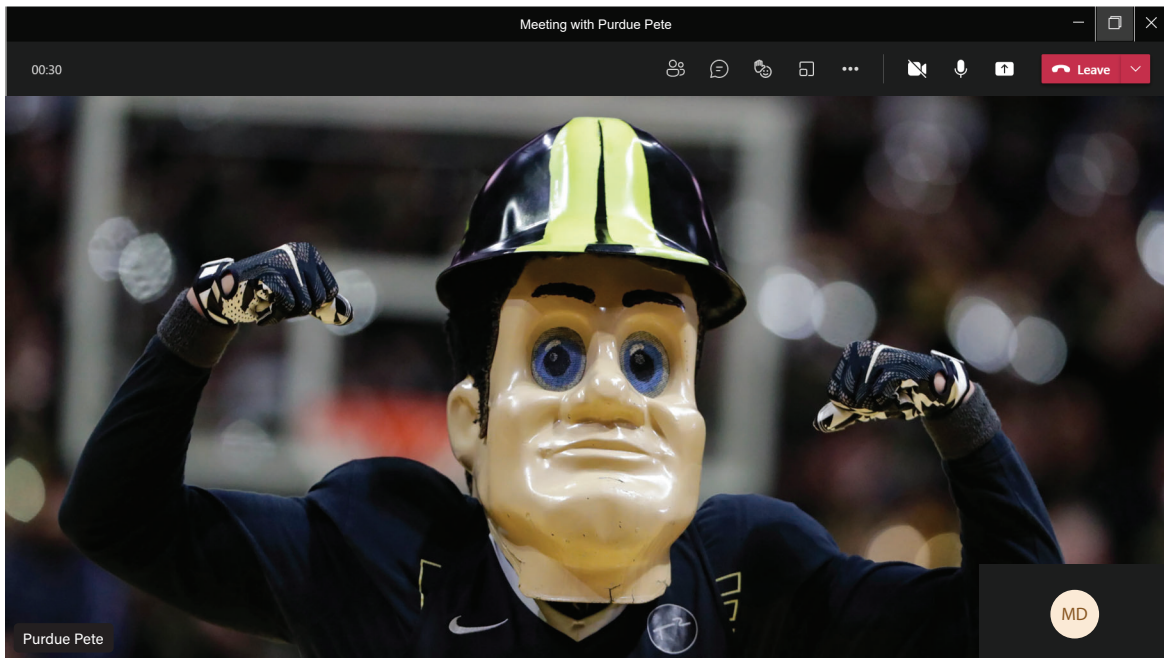
Device Settings



The meeting tools are visible in the upper-right corner of the application. Press the **Leave button** in the top-right corner of the screen to leave or end the meeting for all participants.



See Section 2 for Crestron Control Panel and Section 7 for Document Camera info.



Participants

Shows a list of meeting participants and allows the host to invite people to the meeting.



Conversation

Allows the host and participants to communicate via text synchronously during the call.



Breakout Rooms

Allows the host to isolate small groups of participants in the meeting for smaller group discussions.



More Actions

Displays in call options and device settings (Speaker and Camera selections).



Video / Audio Settings

Use these icons to mute and unmute audio and to turn the camera on/off.



Share Screen

Shares the content on your device screen synchronously during the call.

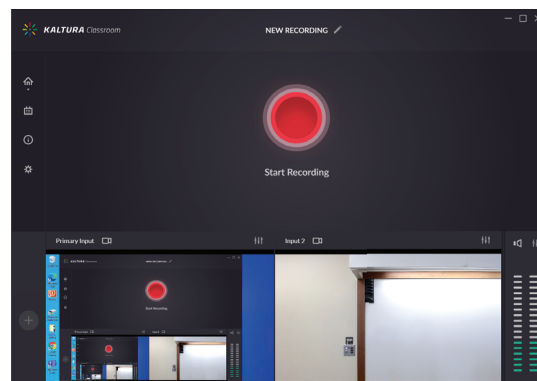
10 Class Recordings

All of Krannert classrooms support class recording with BoilerCast and an option to simultaneously live stream the classroom. You and your students can access your class recordings with the **Kaltura Media Library** through Brightspace or by visiting <https://mediaspace.itap.purdue.edu>. You may request live streaming when you submit a BoilerCast request.

You can request a BoilerCast recording for your class at www.purdue.edu/boilercast. You will need to **complete the request form**. BoilerCast recordings are self-supporting. Once you have scheduled the recording, the recording will start and end at the scheduled time. It is best to **plan ahead for scheduling**. To complete a form, you will need to know the following:

- Class/event name.
- Building/room.
- Date/time.
- Type of source to capture (Software, Device, or Personal).
- Whether or not you are live streaming.

There are two types of captures: **Software Captures** and **Personal Captures**.



Software Captures

Initiated through the Kaltura Classroom application.

To access BoilerCast request forms, a list of classrooms with technology, and more Kaltura training guides, please visit:

PURDUE.EDU/BOILERCAST

Software Captures: All Krannert classrooms support software captures. This will capture the local PC, lectern microphone, Doc Cams, and webcams. You cannot switch inputs while doing a Software Capture. Captures can be scheduled in advance or started ad hoc by the presenter. Scheduled captures will start and end at the requested times. If published, it will be made available to students without any intervention from the instructor. For an ad hoc capture, you can open the Kaltura application and manually record with your selected inputs.

1. Log in to the PC.
2. **Scheduled recordings:** No intervention needed by instructor. Just present your class.

Ad hoc recordings: Open the Kaltura application, manually select inputs, and record. When finished, input your username, and visit the Kaltura website to publish your recording.

3. Log out.

Personal Captures: The Kaltura Capture software allows you to connect a webcam and microphone to create and edit captures from any location. This software can be downloaded from mediaspace.itap.purdue.edu to your personal device.

1. Log in to mediaspace.itap.purdue.edu with BoilerKey.
2. Select **Add New**.
3. Select **Kaltura Capture**.
4. Download software or if it is installed, it will launch automatically.
5. To make your capture visible to others, you will need to publish it in Kaltura.

Should you need assistance with classroom recordings, please send an email to itap@purdue.edu.

11 Wired Microphone

A wired microphone is available in the classroom for audio reinforcement. The cable needed to connect your microphone to the AV system is on the right side of the AV rack, inside of the lectern.

- **Note:** BoilerCast recordings do not capture the wired microphone audio.

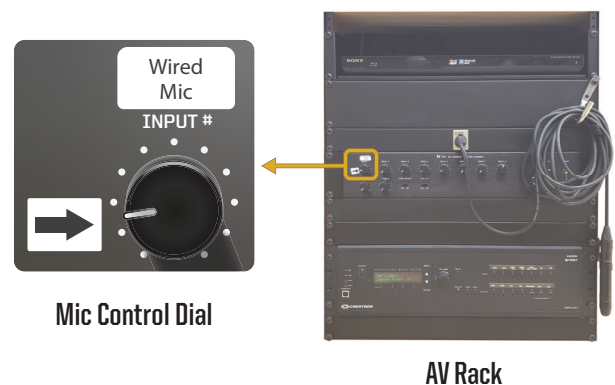
To operate the wired microphone:

1. Locate the **wired microphone adapter cable** on the AV rack.
2. Connect your microphone into the end of the cable.
3. Clip the microphone to your chest with the end of the microphone pointing directly up at your mouth. This will ensure the microphone will pick up everything you are saying.
4. Adjust the audio control level on the AV rack.



To adjust the wired microphone volume:

1. Locate the **microphone control dial** on the AV rack, indicated by a white sticker.
 2. Twist the **dial** to adjust the room's audio reinforcement volume.
- **Note:** Make sure that the volume for the microphone control dial meets the arrow on the left side. This is the recommended volume for the microphone. Failure to follow this guide could damage the classroom speakers.



12 Instructional Technology (iClicker, HotSeat)

Purdue supports two student response systems: **iClicker and Hotseat**. These are used within a class to solicit student questions and answers. The instructor can then use this information to determine student understanding, lead discussions, etc.

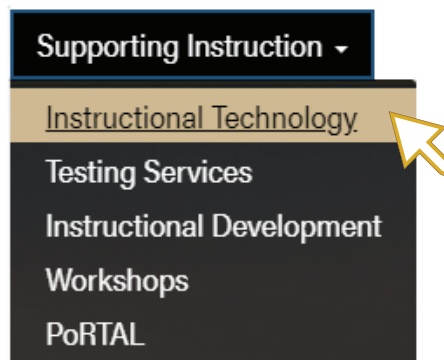
iClicker is a classroom response system that allows instructors to capture student participation and poll responses. It may be used with pre-selected or ad-hoc questions.

Hotseat provides all learners a place to quickly and easily participate in a productive back channel discussion during class. Hotseat allows learners to post questions and comments using whatever technology they have available – SMS texting, iOS and Android mobile apps, and desktop and mobile websites. This gives everyone a chance to actively engage in classroom activities.

To see more information about using iClicker and Hotseat, please visit:

PURDUE.EDU/INNOVATIVELEARNING/

From this page, select the **Supporting Instruction** menu in the top navigation bar.



In the drop-down menu that appears, click **Instructional Technology**. This is where you can view all of the guides and resources for the equipment. There are self-service video series that will walk you through each step needed to engage learners using these classroom tools.

If you need further assistance, you can also e-mail the Teaching and Learning Technologies support (TLT@purdue.edu) to request a consultation.

13 Classroom Courtesy

Classes should be planned so that they dismiss by the end of the prescribed time period. The first five minutes after the official dismissal should be considered a shut-down period for the class that is in session. This shut-down period allows the instructor time to log out of devices and turn off any equipment used during class and pack-up materials. The second five-minute period preceding the start of the next class should be considered preparation time for the incoming class.

It is expected that disputes arising over violations of these guidelines will be resolved in a friendly and respectful manner. If an instructor has a continuing problem with another instructor who either starts using the room early or stays beyond the shut-down period, the problem should be addressed by reporting the situation to the schedule deputy who can then speak with the classroom scheduling unit of the Office of Registrar about it should the problem not be able to be resolved between the two instructors.

Please do not move classroom furniture between rooms, as this adversely affects the class or event scheduled for that other room. If you need a larger room for your class, please contact your departmental schedule deputy.

In addition to the above, the following courtesies upon leaving a room will help avoid ill-will:

- Log off the computer.
- Turn off the equipment.
- Put away the wireless microphone and any used laptop cables.
- Clean the whiteboard.
- Place markers and batteries in their respected areas.
- Return any desks or chairs to their normal arrangement.
- Collect any items brought in or used during the class.

For additional classroom information, please visit:

PURDUE.EDU/REGISTRAR/FACULTY/SCHEDULING/INDEX.HTML

Technical Assistance:

For technical assistance with the supported technology, please contact ITaP at 765-494-4000, email ITaP@purdue.edu.