Krannert Classroom

Technical Guide

PURDUE UNIVERSITY® | Krannert School of Management

Room Features

Krannert G007 includes:

Seats	24
Table Type	Flat
Projector	Single
BoilerCast	Software

01 Lectern

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

Markers

Computer Display

Crestron Control Panel

Laptop Cables

Document
Camera
+ Supplies

Keyboard
+ Mouse

AV Rack Equipment
Blu-ray Remote
Blu-ray Player
Wired Microphone

Lectern PC
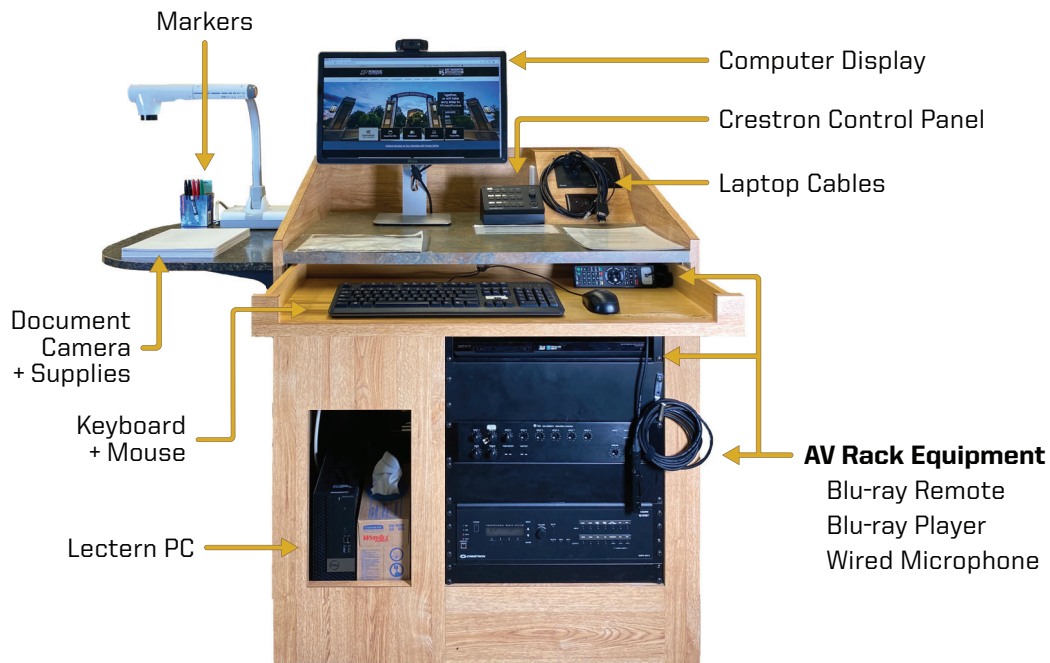
02 Crestron Audio/Visual Control Panel

The Crestron Control Panel determines what is being sent to the projectors, the source audio (Computer, Laptop, Bluray) levels, shades, and lights.

To operate the room, select the **ON button**. When the system is ready, you can use the control panel to operate the room.
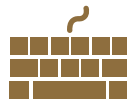
2.1 Crestron Controls ⑯

ON   Off   Blank   Mute   Volume

PC   Laptop   Doc Camera   Blu-ray Player
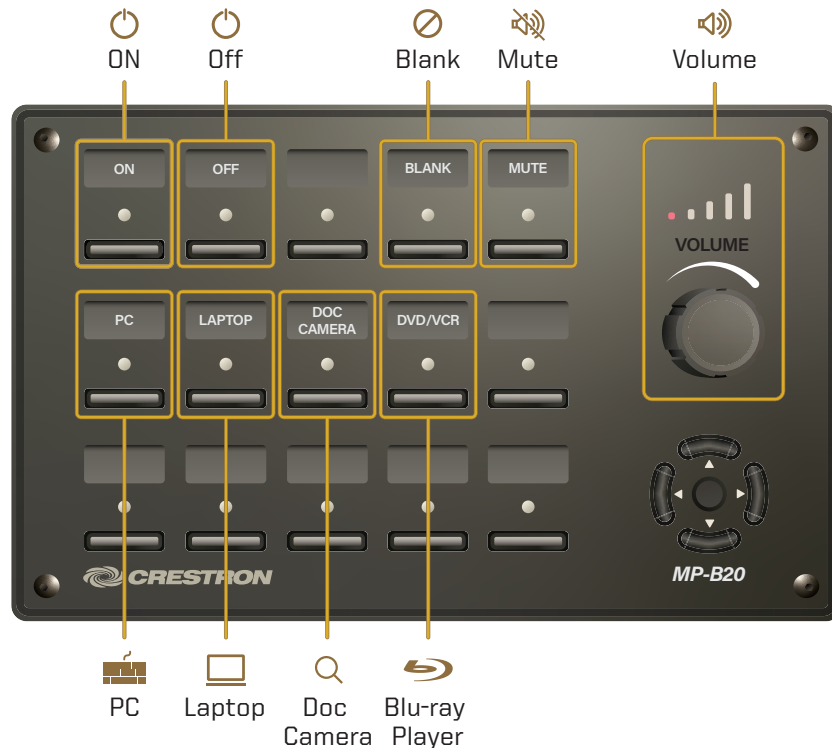
Power (ON/OFF)

Turns the audio/video system's control panel on and off.

PC Source

Displays the lectern PC source on the projector.

Laptop Source

Displays the laptop source on the projector via HDMI.

Document Camera Source

Displays the document camera source on the projector.

Blu-ray Player Source

Displays the Blu-Ray player source on the projector.

Blank Source

Displays a blank screen on the projector.

Source Volume

Adjusts the volume for the source sent to the projector.

Mute

Stops and resumes microphone audio input.

03 Single Projector

This room is equipped with a single projector and controlled by the Crestron Control Panel. This will display media from the different sources in the classroom. You must turn on the control panel and select one of the projection sources below to begin using the projector.

Sources for Projection

| PC | Laptop | Doc Cam | Bluray | Blank |

04 Lectern PC

Source Selection: PC

The lectern PC is provided and supported by ITaP. It is located in the lower right 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 login to the PC. You will need a Purdue Career Account to login. You will have access to your Purdue W drive.

Note: If you have an outside visitor needing to login 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**

05 Laptop Connection

Source Selection: Laptop

Laptop connection cables are located on the top of the lectern. There is a VGA/Audio cable, HDMI, and network cable available. Choose the video cable that is appropriate for your device.
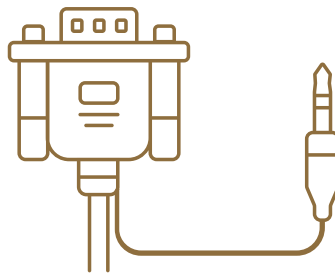
If your device does not have the appropriate connection port you will need to provide an adapter for your device.

To send the Laptop source to the projectors, on the Crestron Control Panel, select the **Laptop source**

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

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.

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

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

07 Document Camera 🔍

Source Selection: Doc Cam

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

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

🔍 To send the Doc Cam source to the projectors, on the Crestron Control Panel, select the **Doc Cam source**v

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 🔍

Zoom Dial

Light

AF Autofocus

ZOOM OUT
ZOOM IN
TT-12 iD
AF
▼ MIC
ON ☀ OFF

Camera Lens

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
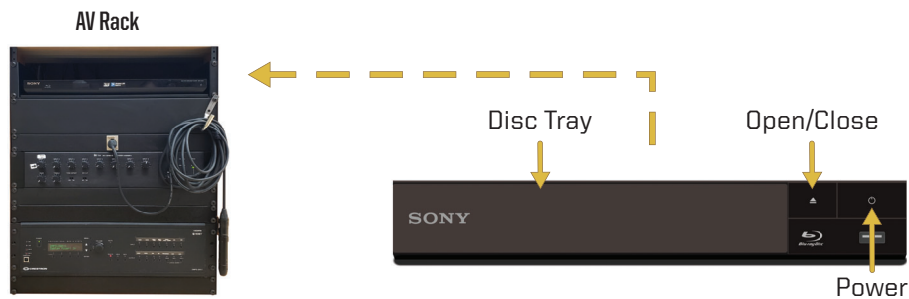(located on the base of the device)

⏻ Power

☰ Menu

⧗ Freeze Tool

☀ Brightness Settings
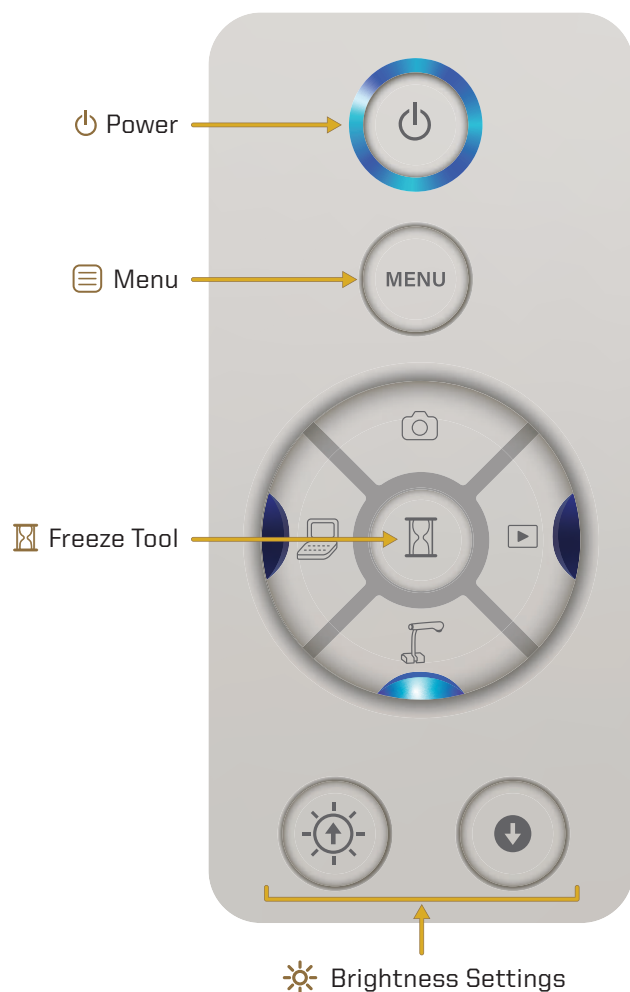
08 Bluray Player

Source Selection: Bluray

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

AV Rack

Disc Tray   Open/Close

SONY

Power

To operate the Bluray player, locate the Bluray remote located on the lectern. Point the remote towards the Bluray player in the AV Rack.

Select the **Power** button on the top left 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 send the Bluray source to the projectors, on the Crestron Control Panel, select the **Bluray Source** on Projector 1 and/or Projector 2.

- To control the volume, use the **Audio Control** on the **Crestron Control Panel.**

Open/Close   Power

Disc Menu

Return

Home

Directional Controls

Play Controls
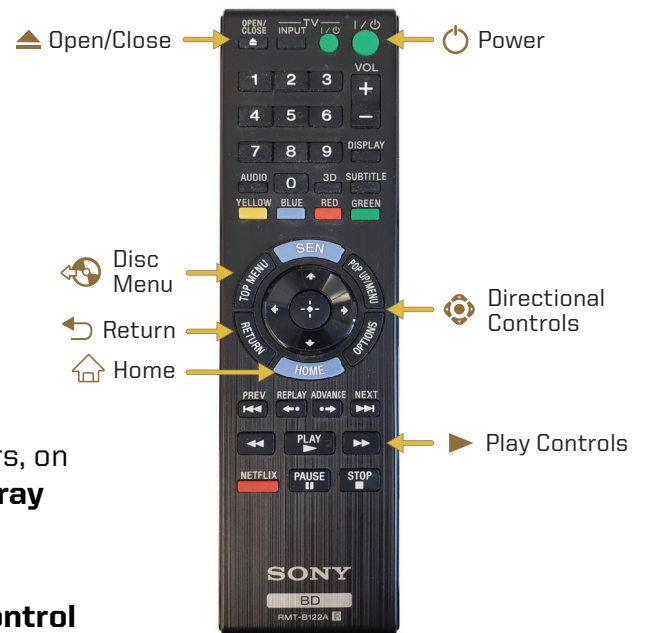
09 Video Conferencing Software

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.
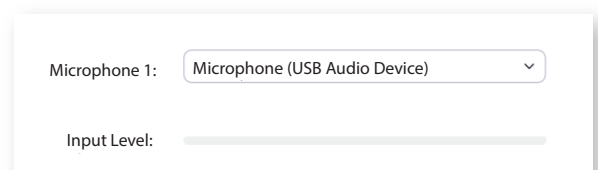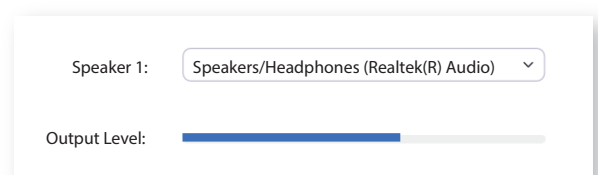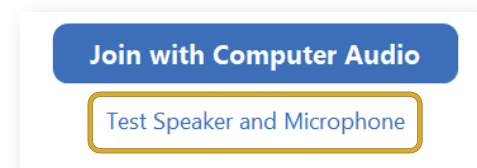
9.1 Zoom

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 **Speakers/Headphones (Realtek(R) 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 microphone)** 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**.

Join with Computer Audio

Test Speaker and Microphone

| Speaker 1: | Speakers/Headphones (Realtek(R) Audio) ⌄ |
| Output Level: | |

| Microphone 1: | Microphone (USB Audio Device) ⌄ |
| Input Level: | |

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.

Video Settings
Audio Settings
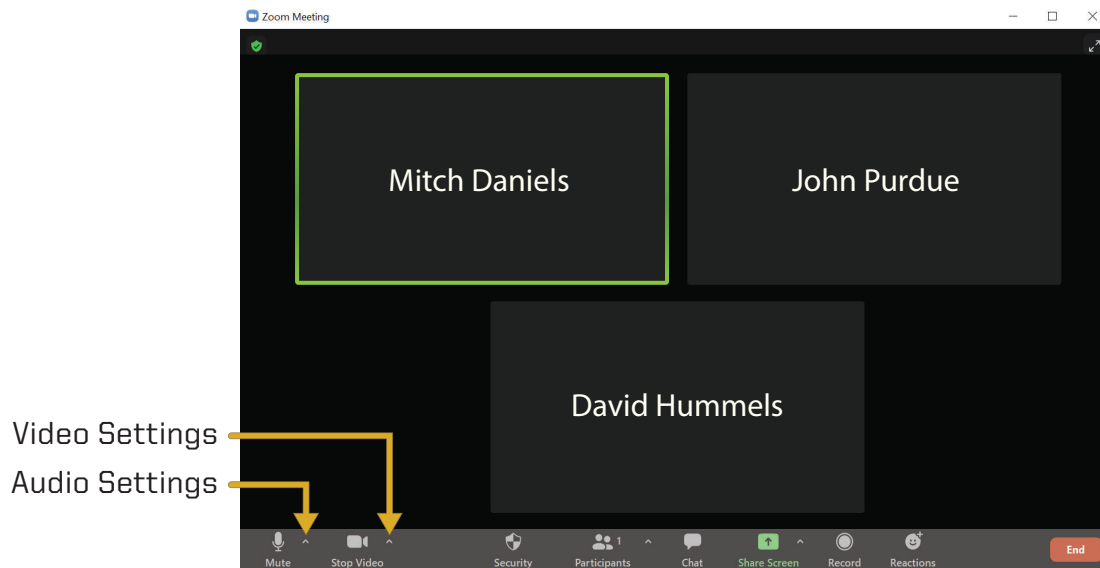
Mute / Audio Settings
Mutes and unmutes audio. Allows you to select your audio settings.

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.

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

1. Power on the display and log into the PC.

2. Send the PC source to the projector.

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)**.

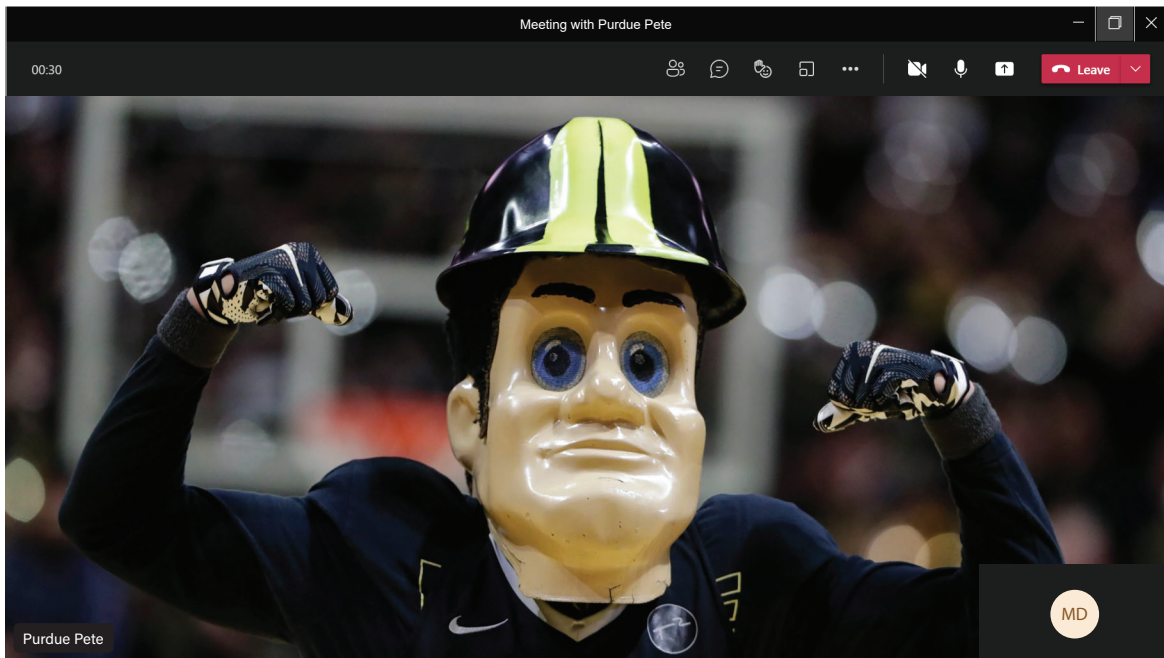5. If the audio does not play back, **make sure the Crestron Control Panel is set to Source Selection: PC**.
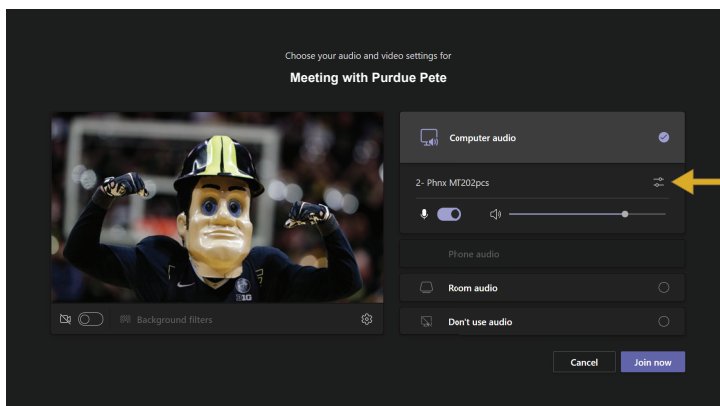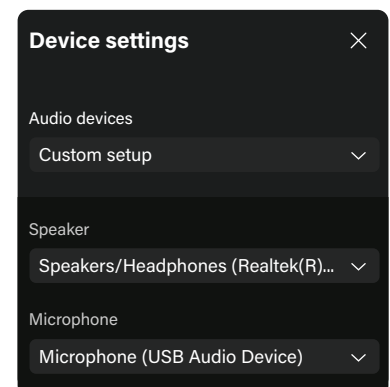
The meeting tools are visible in the upper-right corner of the application. Press the **Leave button** in the top-right corner of the screen to leave or end the meeting for all participants.

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.

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**.
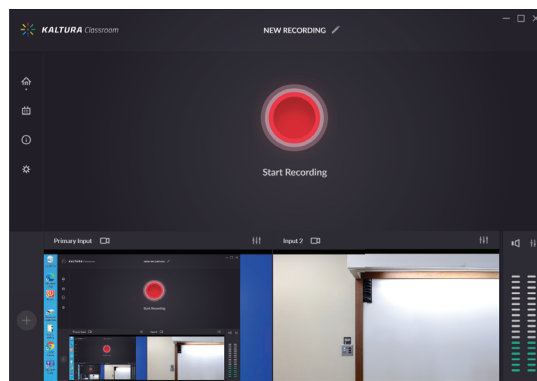
Software Captures
Initiated through the Kaltura Classroom application.

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, next to the lectern.

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.

AV Rack   Mic Adapter   Wired Mic Pins

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. If do not follow this guide, you could damage the classroom speakers.

Mic Control Dial

AV Rack
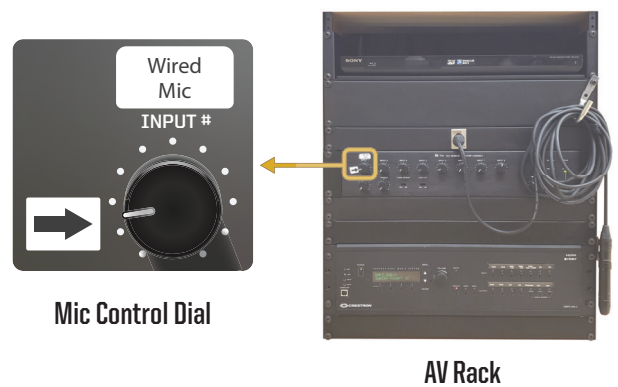
12   Instructional Technology (iClicker, HotSeat)

Purdue supports two student response systems: **iClicker and Hotseat**. These are used within a class to solicit student questions, answers, etc. 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.
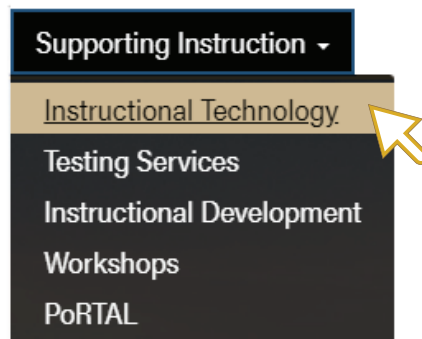
In the drop-down menu that appears, click **Instructional Technology**. This is where you can view all of the guides and resources for the equipment. There are self-service video series that will walk you through each step needed to engage learners using these classroom tools.

If you need further assistance, you can also e-mail the Teaching and Learning Techologies 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.