

How To . . .

Present in the Distance Learning Classroom (DLR)

Using the Distance Learning Classroom for Presentations

After you have reserved the room through Work Force and Community Development at 755-6800

- Contact an instructional technologist for training of the DLR
- You will want to bring my teaching or training materials with you either on a USB jump drive, floppy disk, CD-ROM or you can access you network drive.



Step 1: Lights

Room lighting is located in two locations of the room. Use the light switch at the far corner of the room opposite the teaching station to turn on lights in the back of the room.



This is a good practice as you have lighting for people entering the room but have controls at the teacher station to control entire room lighting.

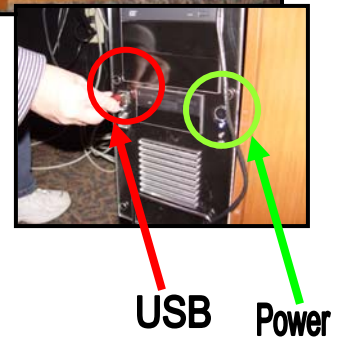


How To . . .

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Step 2: Turn it ON

- ✓ Que up the content you are going to use for your presentation.
- ✓ Turn on the computer and monitor and insert disk, jump drive or access your files from the network.
- ✓ Turn on the display device monitor
- ✓ Turn on Document Camera (Remember: Take lens cap off the camera)
- ✓ Turn on VCR/DVD player and place media inside
- ✓ Hook up your laptop to the cable provided on the desktop



How To . . .

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Step 3: Activating the Touch Screen.



Touch the AMX touch screen located at the teaching station and then select the 'PRESENTATION' mode

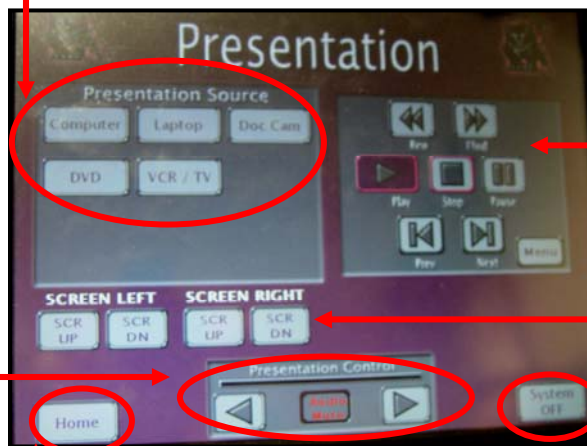


Step 4 : Presentation Source and Presentation Screen

Choose your Presentation Source
Computer, Laptop, Doc Cam, DVD, VCR/TV

Note: Be patient the switching between sources may take a few moments, pressing the button repeatedly will overload the system.

The right side of the screen provides additional controls for the presentation source and changes depending on the source chosen



Below the Presentation sources are the **Screen Controls**

Home button located in the lower left corner will take the user to the beginning screen.

System Off button is located in the lower right corner of the screen and this will shut the entire system down and requires a 2 minute cooling down period before it can be turned on again.

Presentation Control in the middle of the screen at the bottom, allow the user to control the level of audio from the presentation source ie: DVD, VCR, Computer or Laptop. The Audio Mute button is red when active. The arrow to the left lowers the volume and the arrow to the right raises volume.