Using Mediascape Classrooms

Resource Book

Instructional Technology Center

Richard W. Riley College of Education

Winthrop University

Table of Contents

Mediascape Classroom Checklist

One Week Before Your Class – Check for available technology

- ☐ If you plan to integrate technology into class, ask students if they have their own technology.
    - ○ If they do not, you may reserve classroom sets of equipment in the ITC.
    - ○ If they do, ask them to check for HDMI ports. All room TVs connect through HDMI.
        - *Note: Station 4 in Withers 107 has VGA ports, instead.*
    - ○ Some devices (phones, iPads, older PC laptops, Mac Laptops, etc.) do not have HDMI ports. If this is the case, you or your students can secure the proper adapters in the ITC.
        - *Note: A list of available Adapters can be found on page 12.*

Just Before Your Class – Pick up your technology

- ☐ Pick up reservations **at least 30 minutes before class**. This will give you ample time to test the equipment and ask for assistance from ITC staff, if necessary.
- ☐ Turn on one (or both) computers and log in using your Winthrop username and password.
- ☐ Turn on the projector(s) using the projector remote.
- ☐ Turn on the televisions using the television remote (one remote works for all TVs).
    - *Note: If you have trouble differentiating the remotes, see page 9.*
- ☐ Check the monitors and SMART Boards to make sure they are mirroring your image properly.
    - *Note: If there is a problem with the display, see page 17 for troubleshooting.*
- ☐ Check for audio (if needed).
    - *Note: If there is a problem with the sound, see page 13 for troubleshooting.*
- ☐ Check that all student stations are working properly.

During Your Class – Use the technology

- ☐ If students need help connecting to the internet, suggest connecting to Winthrop Secure.
    - ○ Username: **acc**winthropusername   EX: acc\doej2
    - ○ Password: winthroppassword   EX: cats
- ☐ If you encounter any problems that need immediate assistance, please report them to the ITC.

After Your Class – Clean up and return the technology

- ☐ Log out of the computers you have used and put them to sleep.
- ☐ Turn off all Mediascape TVs. Leave the remote on the ledge of the control box.
- ☐ Clean the whiteboards.
    - ○ Ask students to erase nearby small whiteboards as a courtesy to the next class.
- ☐ Collect all ITC devices.
- ☐ If you encountered any other problems, please report them to the ITC.

Contact Information	
ITC	**IT**
(803)323-2136	**(803) 323-2400**
itc@winthrop.edu	**helpdesk@winthrop.edu**

Equipment

Computers
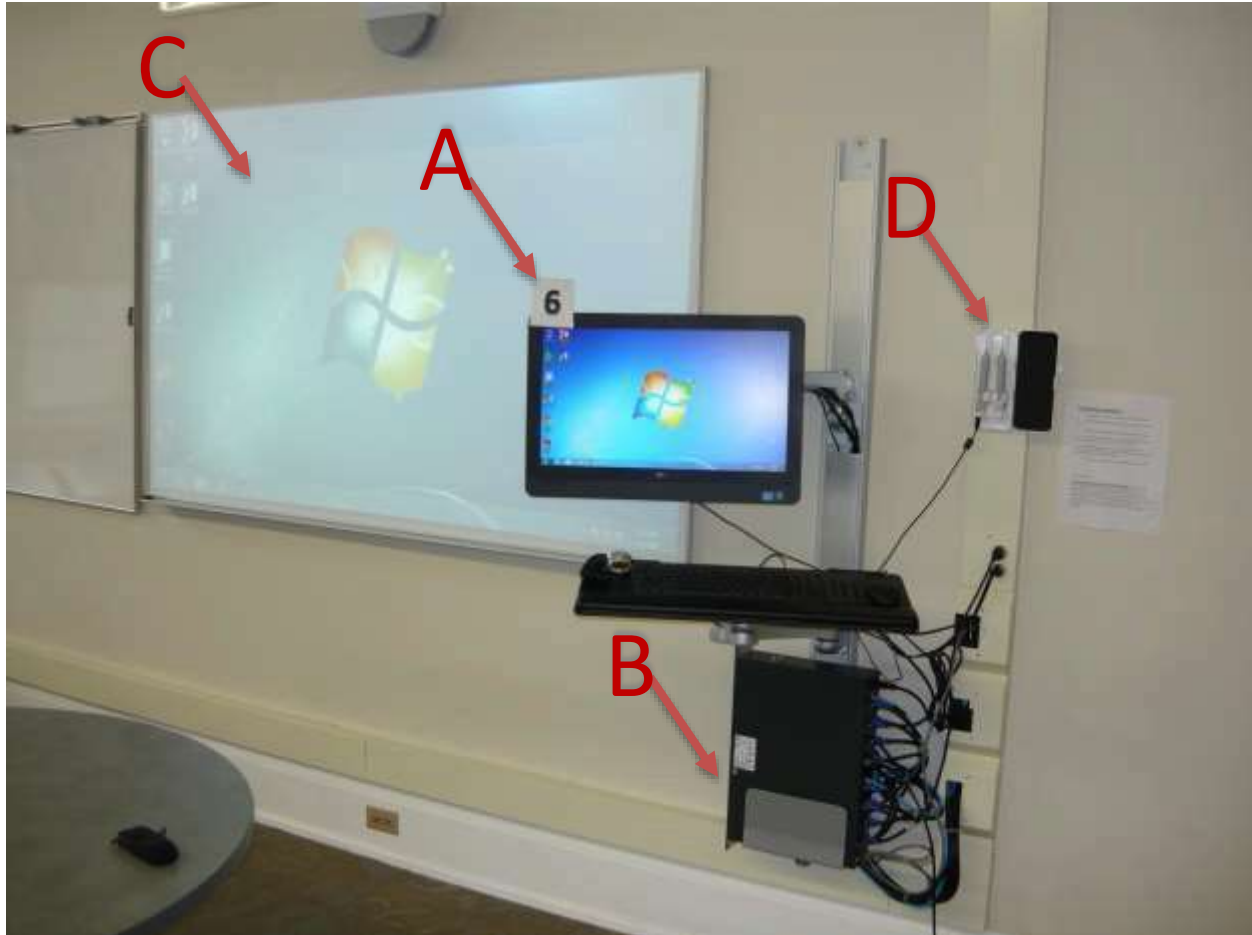
A. **Station Number**
- □ These numbers correspond to the Input/Output functions of the **Control Box.**
- □ Classroom computers are labeled #5 and #6.
- □ Stations #5 and #6 are always connected to a SMART Boards.

B. **Control Box**
- □ Use the Control Box to change which computer (or station) is displayed on the projectors and televisions throughout the room.
    - *Note: For detailed instructions on using the Control Box, see page 4.*
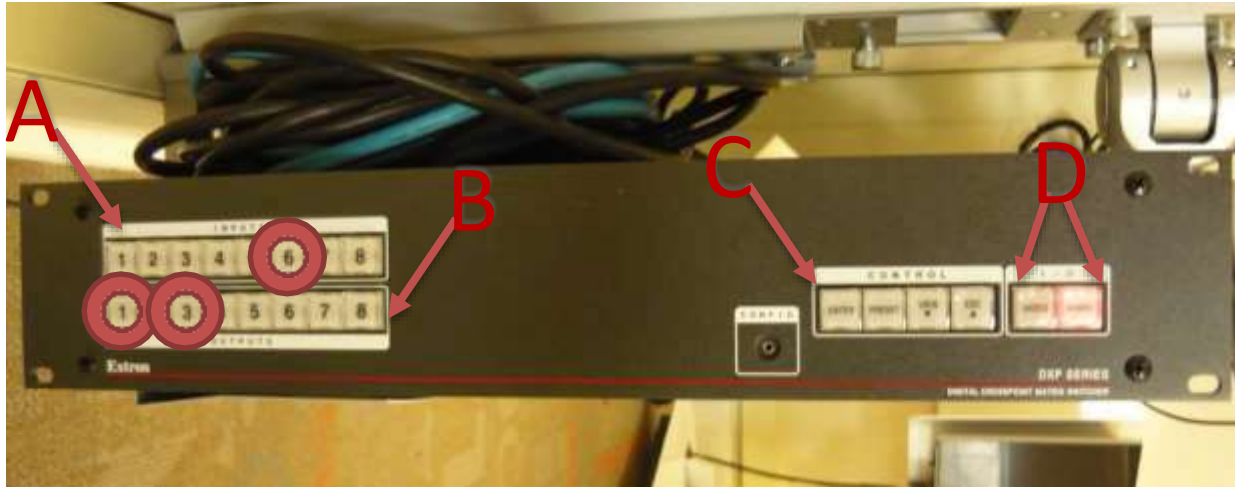
C. **SMART Board**

D. **SMART Board Pens**
- □ Each station has two pens. This allows you to charge one while using the other.
    - *Note: To charge, plug the black USB cord into the bottom of the pen.*

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Choosing Inputs and Outputs

A. **Input Buttons**
- □   The top row of buttons selects which device you want to see on other screens.
- □   EX: I want the SMART Board I'm using to display on learning stations #1 and #3.
  The SMART Board computer (which is labeled as #6) is the "Input".
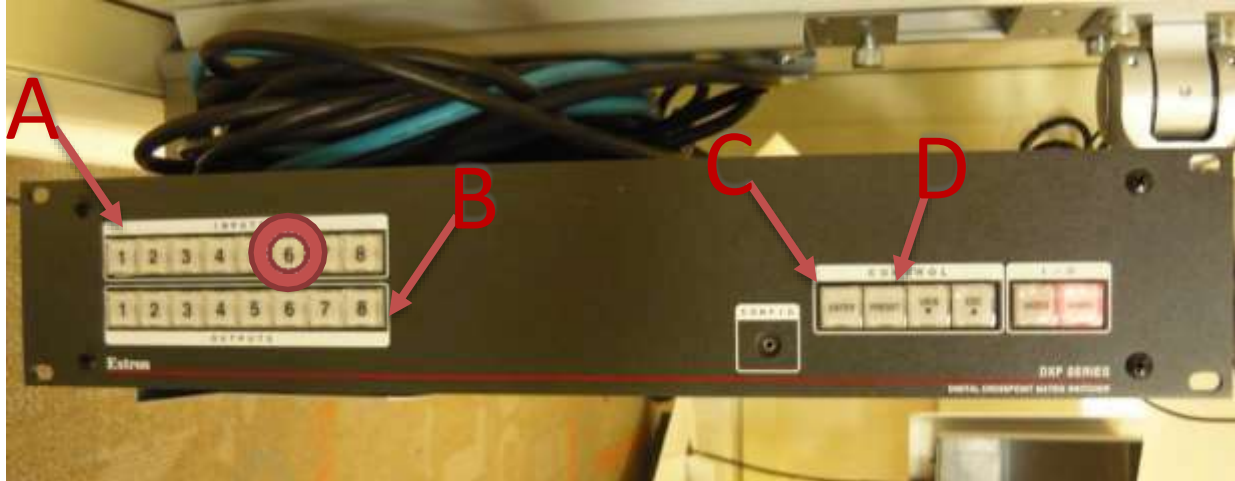
B. **Output Buttons**
- □   The bottom row of buttons selects which screen(s) you want to see the input on.
- □   EX: I want the SMART Board I'm using to display on learning stations #1 and #3.
  Learning stations #1 and #3 are the "Output".

C. **Enter Button**
- □   After selecting input(s) and output(s), press this button to activate the change.

D. **Video and Audio Buttons**
- □   If you are experiencing trouble with video or sound, these buttons may be why.
  *Note: You can use **Preset #7** to reset the control box to its default settings.*
  For instructions on how to do this, see page 6.

Using Preset Functions

- **A. Input Buttons**
- **B. Output Buttons**
- **C. Enter Button**
- **D. Preset Button**
  - ☐ The control box is programmed with many convenient <u>Preset Functions</u>

To Use <u>Preset Functions</u>:

1) Press the **Preset Button (D)**
2) **Inputs #1-7 (A)** will light up **red**
3) Select which station number you want to display on all screens
4) Press **Enter Button (C)**

EX: I want the computer I'm using (#6) to display on all learning stations.

I press the **Preset Button (D)**.
I press **Input #6 (A)** when it lights up.
I press **Enter (C)**.

All learning stations and SMART Boards will now display Computer #6.

If you would like one-to-one displays, then you can use **<u>Preset #7</u>**.
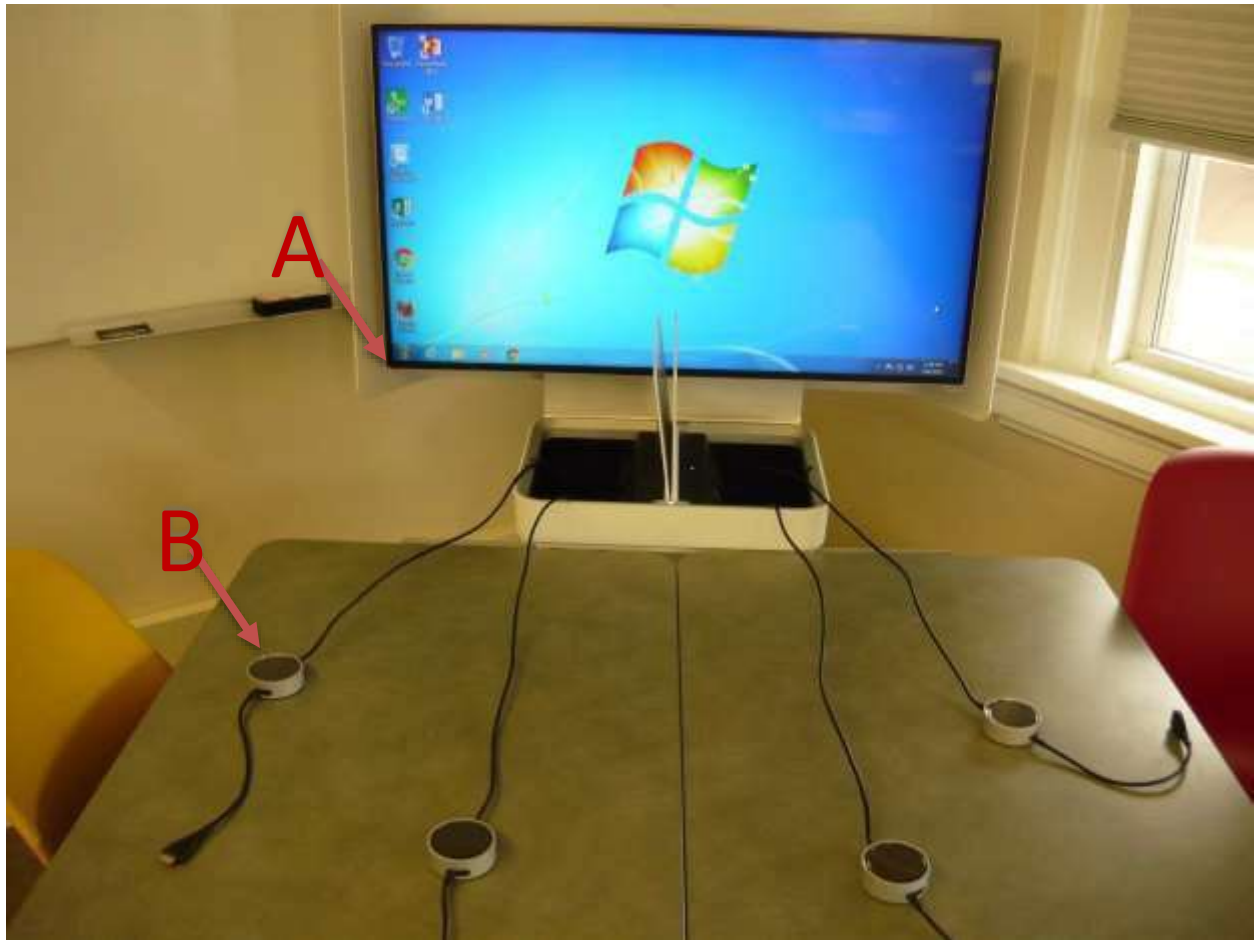
One-to-one means that Station #1 will display the computer connected to #1, #2 will display the computer connected to #2, #3/3, etc.

To Use <u>Preset #7</u>:

5) Press the **Preset Button (D)**.

6) Press **Input #7 (A)** when it lights up.
7) Press **Enter Button (C)**.

Preset #7 also resets all audio and video options to their default settings.

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Learning Stations



A. **Mediascape Television**
- □ There is only one button on each Mediascape TV. It is located on the bottom-left corner behind the screen (see **Arrow A** in the image above).
- □ Quickly pressing this button will turn the television on and off.
- □ Holding this button will bring up menu functions which allow you to change inputs.
- □ Due to this function, someone occasionally changes the input by mistake.
- □ The television input must be set to **HDMI-4** for the control box to work.
    Note: The television remote can also change inputs. See page 11 for a diagram.

B. **Pucks**
- □ There are four "pucks" at each learning station. Use them to connect devices to the TV.
- □ Connect up to four devices to the pucks using their attached HDMI cable.
- □ If a student needs an auxiliary cable, there is one inside of the **power box** (page 8).
- □ The puck will light up white when it is ready for use. Tapping the center of the puck will turn it **green**, and the connected device will display on the television.
- □ The pucks will only display one device at a time. To switch devices, tap another puck.
    Do not connect devices to other HDMI ports on the TV, nor allow students to do so.

Power Box
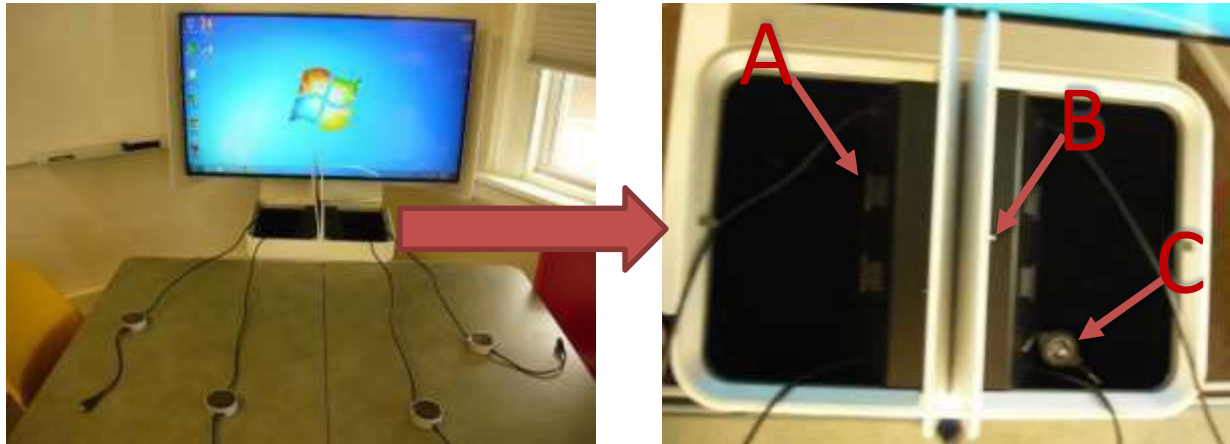
Each learning station is accompanied by a **power box** (pictured above). The **power box** is the white box just below each television set. If you open the white doors, you will see inside of the **power box**. Please store all pucks inside of the **power box** when not in use.

A. Power Outlet
   □ Boxes are equipped with four power outlets to charge student devices.

B. Reset Switch
   □ A white reset switch is located inside the box to restart the system in case of errors.

C. Auxiliary Cable
   □ There is also an auxiliary cable that students may use for connecting audio devices.

Troubleshooting Tips:

Puck not working:
- Press the power button on the white Steel case
- Press the reset switch inside the box
- Power the TV on because it may have shut off
- Puck should turn white when ready
- Plug in the HDMI cable to your preferred device
- Tap the center of the puck to turn green
- Change the input on the control box to control the output display

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Remotes

Projector Remote

Input

The "Input" key changes the projector's source. The correct input is "HDMI."

Menu

The "Menu" button opens up options for Video, Sound, Input, etc.

Use the arrows to navigate through the menus.

The middle button is the "Select" or "Enter" button.

Power

Aim the remote toward to projector and press the power button once to turn it on.

The light will flash green a few times showing that it is warming up.

To turn off the projector, press the power button twice.

Volume

Mute

As with most remotes, the "Mute" key silences the projector.
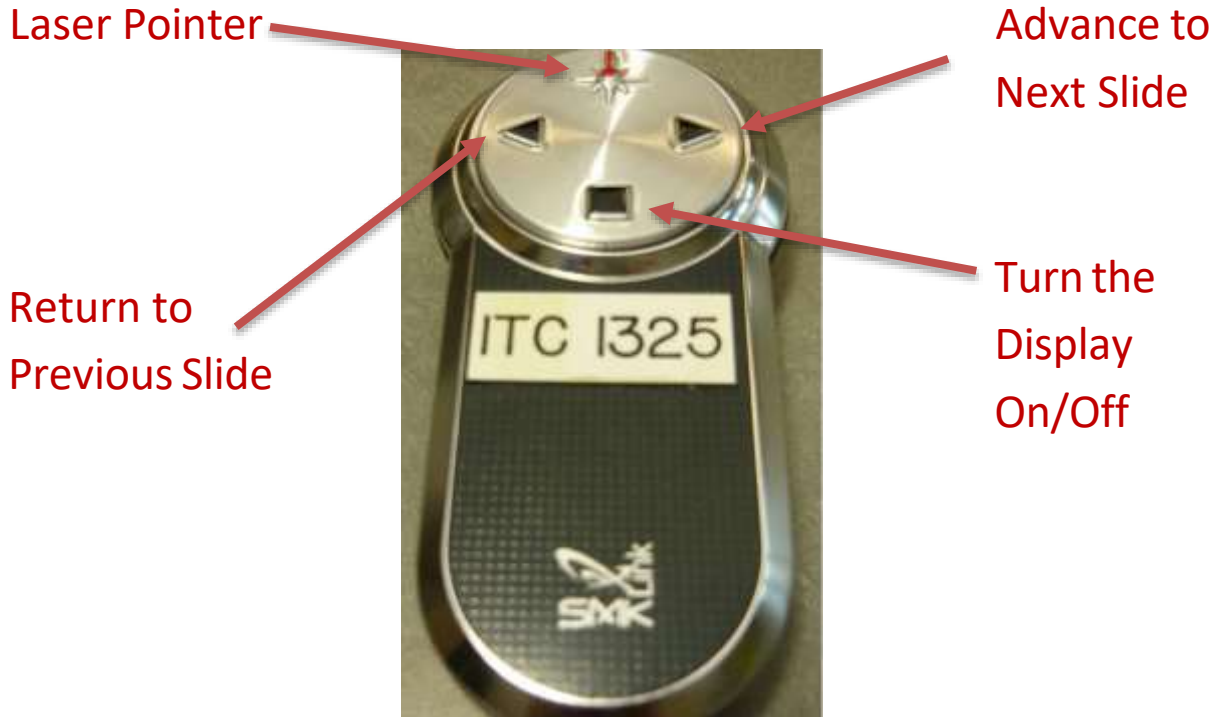
It does not silence televisions.

Display

Press the "Hide" button to display a black screen on the SMART Board.

While the screen is black, you can pull up a video, document, website, etc. without the students seeing it on the SMART Board.

Press "Hide" again to show the computer screen.

Presentation Remote

Laser Pointer

Advance to
Next Slide

Return to
Previous Slide

Turn the
Display
On/Off

ITC 1325

The Presentation Remote should be active as soon as you log in to your user account. You may use this remote during a PowerPoint Presentation to advance or return to slides as needed.

> If the remote is not working, probable causes are a dead battery or a mismatched receiver:
>
> o Dead Battery
> - Try to use the laser pointer. If it doesn't work, it probably needs a battery.
> o Mismatched Receiver
> - Check the sides and back of the computer for a USB stick that says "Do Not Remove."
> - It should have an ITC Number that corresponds to the number on the Presentation Remote.
> - If these numbers are not matched, check the other computer to see if the remotes were switched by mistake.
> o Please contact the ITC if the problem persists after inspection.

Television Remote

Input

The "Input" key changes the television's source.

The correct input for all televisions is "HDMI 4."

Power

The "Power" key will turn a television on and off. Simply point the remote at the television you want and click.

This one remote will work for all televisions. You can turn all four on or off from one location.

Volume

Mute

Adaptors

There are many adaptors available for checkout in the ITC.

Mini Displayport > HDMI

Used to connect MacBooks to HDMI ports

Mini HDMI > HDMI

Used to connect some laptops to HDMI ports

VGA > HDMI

Used to connect older laptops to HDMI ports

30 Pin > HDMI

Used to connect older iPad models to HDMI ports

Lightning > HDMI

Used to connect newer iPad models to HDMI ports

ALSO AVAILABLE

HDMI > USB C

Used to connect newer laptops to HDMI ports

Lightning > VGA

Used to connect newer iPad models to VGA ports

Troubleshooting

Sound Issues

No sound from the projector

If the projector's sound is not functioning, try these common solutions.

1) Using the projector remote, press the "Menu" button.
   Note: If you have trouble differentiating the remotes, see pages 9-11.
2) Use the arrow keys to select the "Audio Options."
3) Be sure that "Line Out," "Microphone," and "Speaker" are all set to "On" (See below).
4) If they are not, use the arrow keys to highlight the appropriate option. When the **blue** outline appears around "On," it has been fixed. Then press the "Select" or "Enter" button to finish.
5) Press the "Menu" button again to exit the menu and try the video or audio clip again.
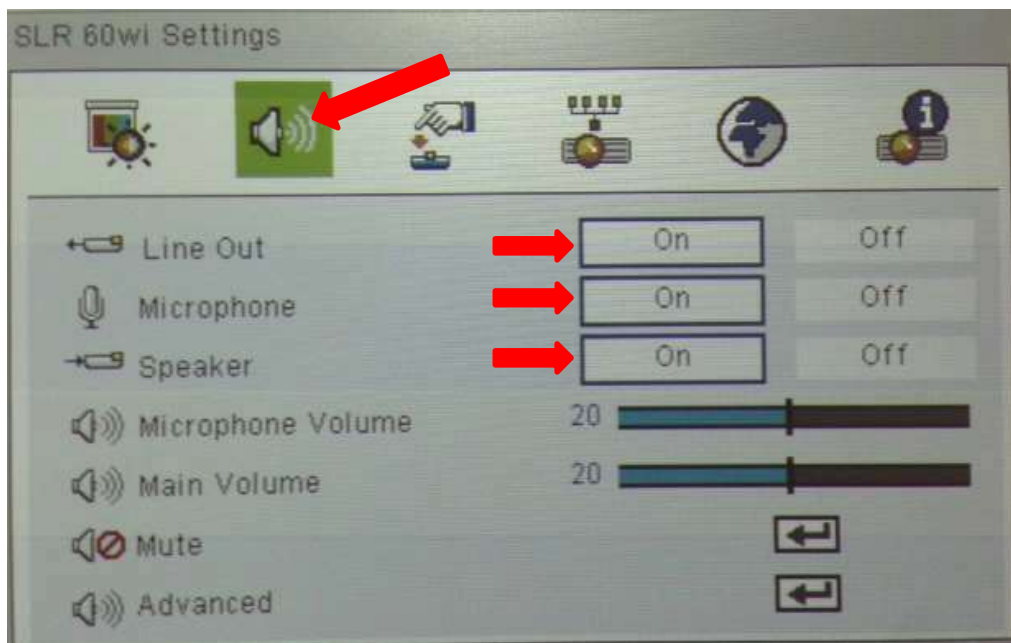
If you are still having sound issues after trying the previous solution, try to reset the control box inputs by using preset functions:

1) Locate the "Control Box" (See Page 4)
2) Press the "Preset" button.
3) Numbers 1-7 should be highlighted in red.
4) Press "7".
5) Press "Enter".
6) After the stations finish loading, press "Preset" again.
7) Press the station number for the computer you are using (5 or 6).
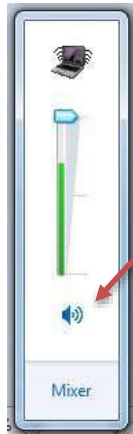8) Press "Enter".
9) Try the video or audio clip again.
   Note: For more detailed instructions, see page 6.

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If you continue to have sound issues after trying the previous solutions, check to see if the volume settings are correct.

1) At the bottom right of your screen, you should see this icon:

2) **Left click** that icon and you will see this menu:

3) If the computer's sound is muted, the blue speaker icon will look like this:

4) To fix a muted speaker icon, **left click** on it. It should now look like the icon pictured to the left.

5) Also make sure that the volume slider is at the top of the bar.

Mixer

The solution on the next page checks to see if the sound is being sent through the correct speakers.

1) At the bottom right of your screen, you should see this icon: 🔊

2) **Right click** that icon and you should see this menu:

Open Volume Mixer

Playback devices

Recording devices

Sounds

Volume control options
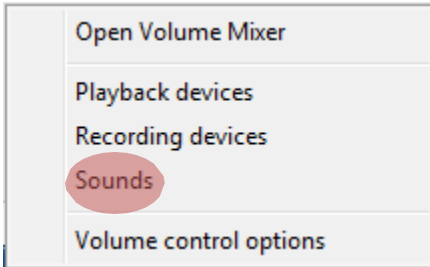
3) **Left click** on "Sounds"

4) This menu should appear:

5) **Left click** on "Playback"

6) This menu should appear:

7) Make sure that a **Green** circle with a check mark appears on the "EXTRON D" option.
8) If the green circle is missing, or if it is on any other playback device, **left click** on "EXTRON D" and then **left click** "Set Default".
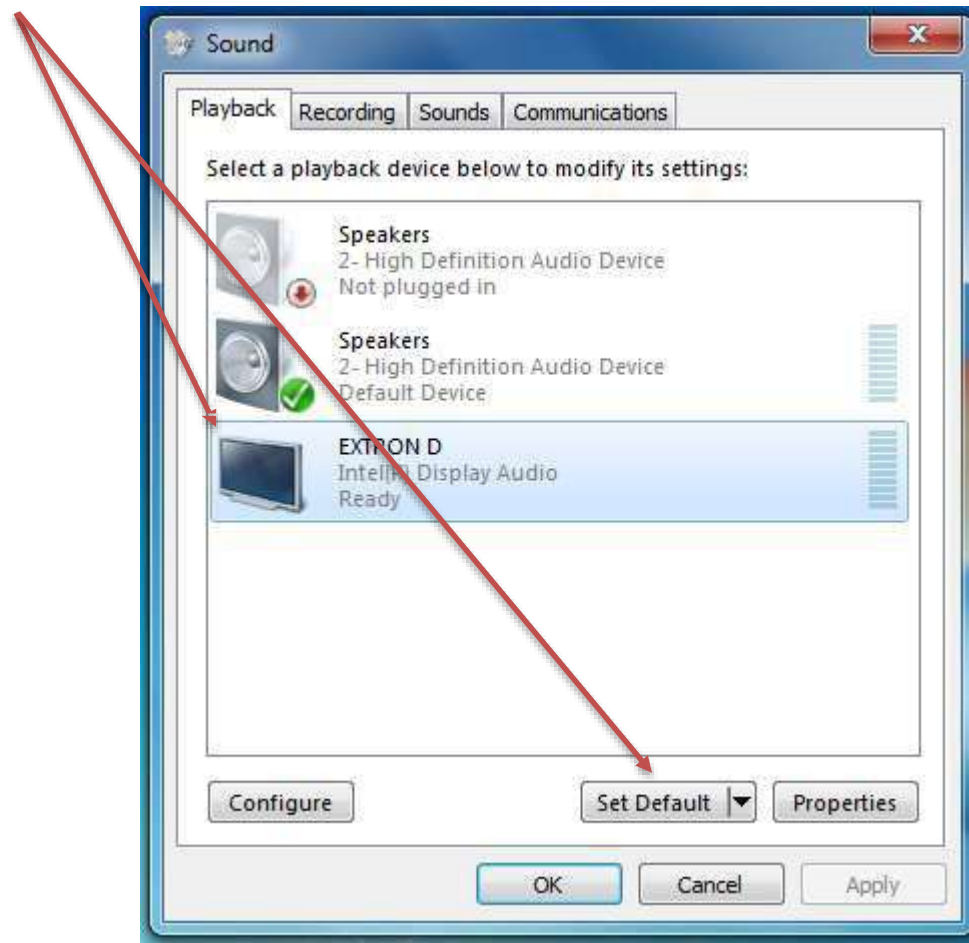
9) **Left click** "OK".
10) Try the audio or video clip again after these changes have been made.

If none of these solutions have worked, please contact the Instructional Technology Center and seek experienced staff. If this is not an option, or if the ITC is unable to resolve the issue, call the Information Technology Help Desk (Extension 2400).

No sound from the television(s)

Occasionally, the volume of the SMART Televisions will be reduced or even muted. This problem can most often be fixed by using the television remote to raise each television's volume.

Note: If you have difficulty differentiating remotes, see pages 9-11.

The remote is connected to all four televisions in the room, so you may easily change the volume of each television from one location. Simply point the top of the remote toward the television you want to control and press the volume up button.

Usually, an optimal volume level for classroom televisions is 30.

If problems persist after checking the volume levels, try to reset the control box to its default settings by using the "Preset 7" function:

1) Locate the "Control Box" (See Page 4)
2) Press the "Preset" button.
3) Numbers 1-7 should be highlighted in red.
4) Press "7".
5) Press "Enter".
6) After the stations finish loading, press "Preset" again.
7) Press the station number for the computer you are using (5 or 6).
8) Press "Enter".
9) Try the video or audio clip again.

Note: For more detailed instructions, see page 6.

If none of these solutions have worked, please contact the Instructional Technology Center and seek experienced staff. If this is not an option, or if the ITC is unable to resolve the issue, call the Information Technology Help Desk.

Note: You can find contact information on Page 3.
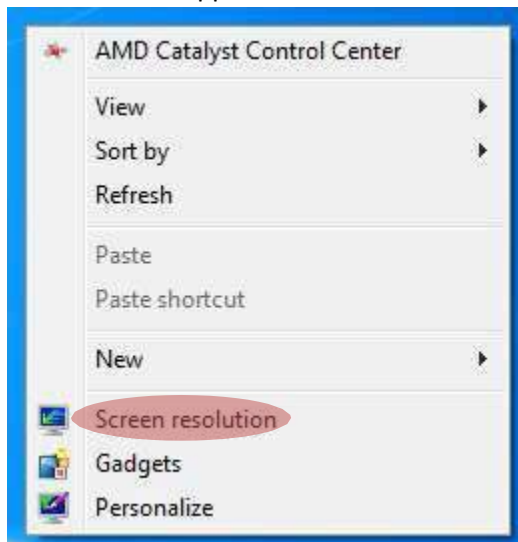
Video Issues

A PowerPoint won't appear on the SMART Board.

Occasionally, the SMART Board will not display the same screen as a station 5 or station 6 computer. It might look like this:
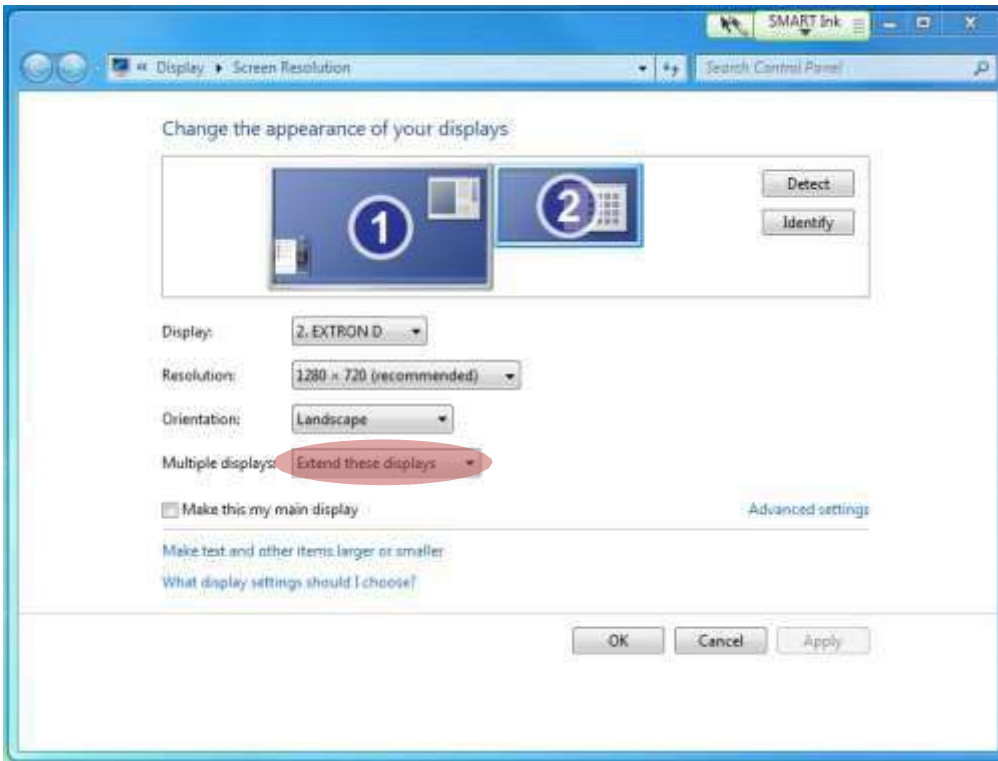

If this situation matches the problem you have encountered, you can follow these steps:
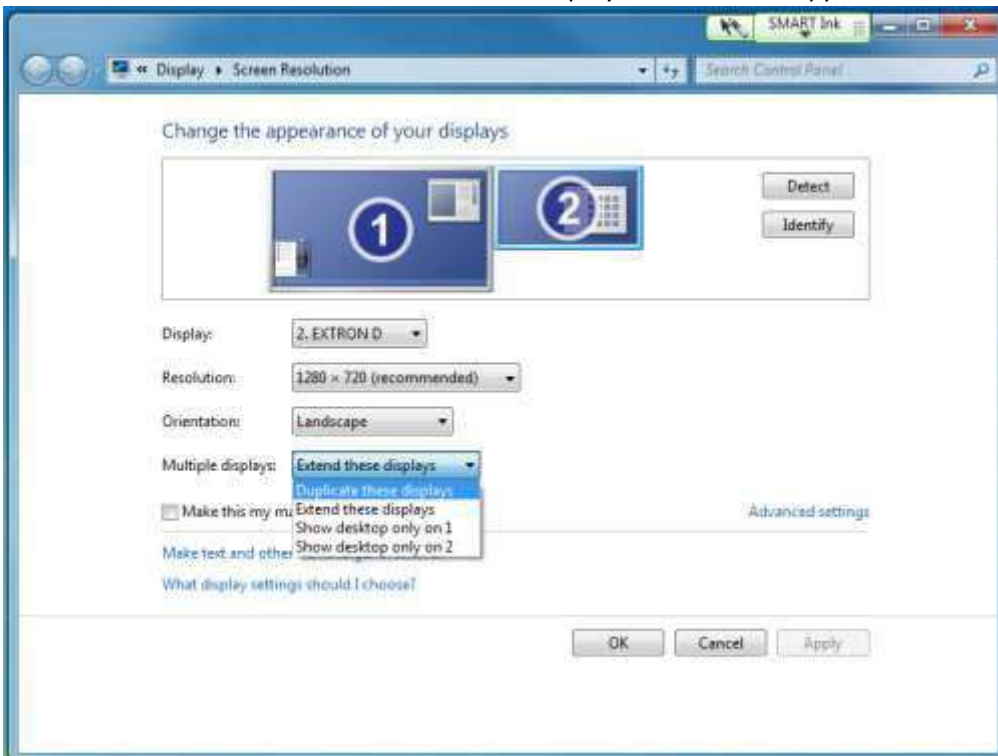1) Right click on the desktop.
2) This menu will appear:

3) Left click on "Screen Resolution"

4) This menu will appear.

5) **Left click** on the arrow next to "Extend these displays" and this will appear:

6) **Left click** on "Duplicate these displays" and then **left click** on "OK".
7) When asked if you would like to keep these changes, **left click** on "Keep Changes".

If you are still see different screens on your computer and the SMART Board during a PowerPoint presentation, try this solution:

1. Exit your slide show.
2. Click the "Slide Show" tab at the top of the screen.
3. Remove the check mark next to "Use Presenter View."
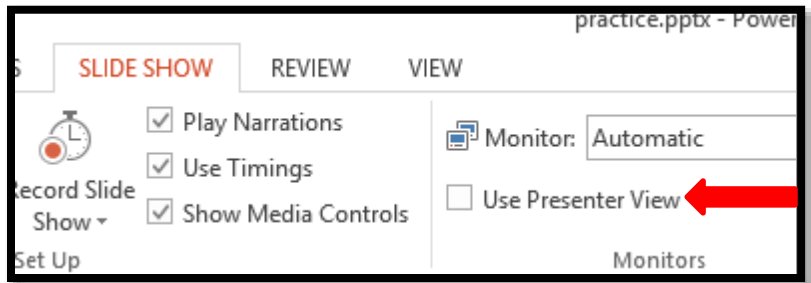
OR – **If the slide show has started and the image on the screen and the projector are different:**

1. Click on "Display Settings" at the top-left of the "Presenter Screen"
2. Next click "Duplicate Slide Show"
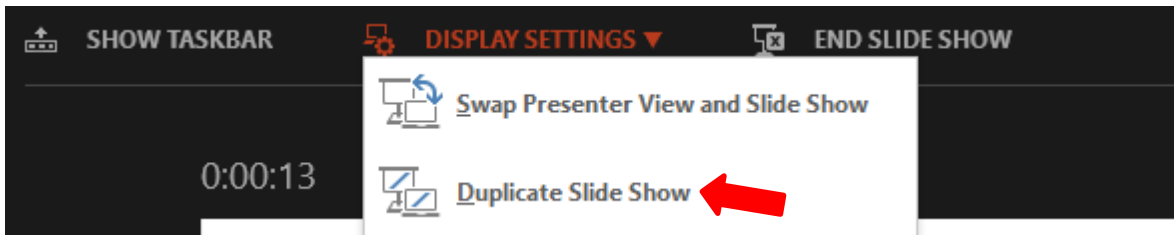
No image on the television(s) or "No Signal" is displayed.

When trying to display one screen across all televisions in the room, you may see one or more televisions with a black screen reading "No Signal."

To fix this problem, check to see if the television has the correct input.

1) Take the television remote and point it toward the television.

Note: If you have difficulty differentiating remotes, see pages 9-11.

2) Press the input key, located at the top-left of the remote.
3) A menu will appear across the top of the television.
4) The option at the top-left is the television's current input.
5) If it says anything other than "HDMI 4," press the input key a few times until the box labeled "HDMI 4" is highlighted with a light blue glow.

All televisions in the Mediascape classrooms should be set on input "HDMI 4" at all times.

If these steps haven't solved the problem, check the back-left side of the television to see if the HDMI cable is unplugged. If it is, plug it back in to the HDMI port. This can be difficult at times due to the tight space between the television and the stand, but after this has been fixed, the screen should display properly.

If that hasn't helped, either, it could be that a control box setting is incorrect. As with other issues, go to the control box and use "Preset 7":

1) Locate the "Control Box" (See Page 4)
2) Press the "Preset" button.
3) Numbers 1-7 should be highlighted in red.
4) Press "7".
5) Press "Enter".
6) After the stations finish loading, press "Preset" again.
7) Press the station number for the computer you are using (5 or 6).
8) Press "Enter".
9) Try the video or audio clip again.

Note: For more detailed instructions, see page 6.

If no other solution has helped, check the HDMI cables plugged into the back of the control box. If one is unplugged, plug it back in to its proper port. All ports are labeled with their numbers. If you do not know which port the plug belongs in, or you do not feel comfortable working on this on your own, please contact ITC staff. Contact information is listed on page 3.

The television screen is solid white, "bleeding," or "tearing"

Sometimes when you turn on a classroom television, the screen will appear completely white. It may also look like the pixels are "bleeding" or "tearing." This is usually caused by a data error or a power surge.

There is a simple way to solve this problem. Inside of the **power box** (the white box at the bottom of the television) is a white reset switch. Open the right door to find it.

Pressing this switch will reset all settings on the television. The process will take a few minutes, but the television will reset itself and display the image properly in most cases.
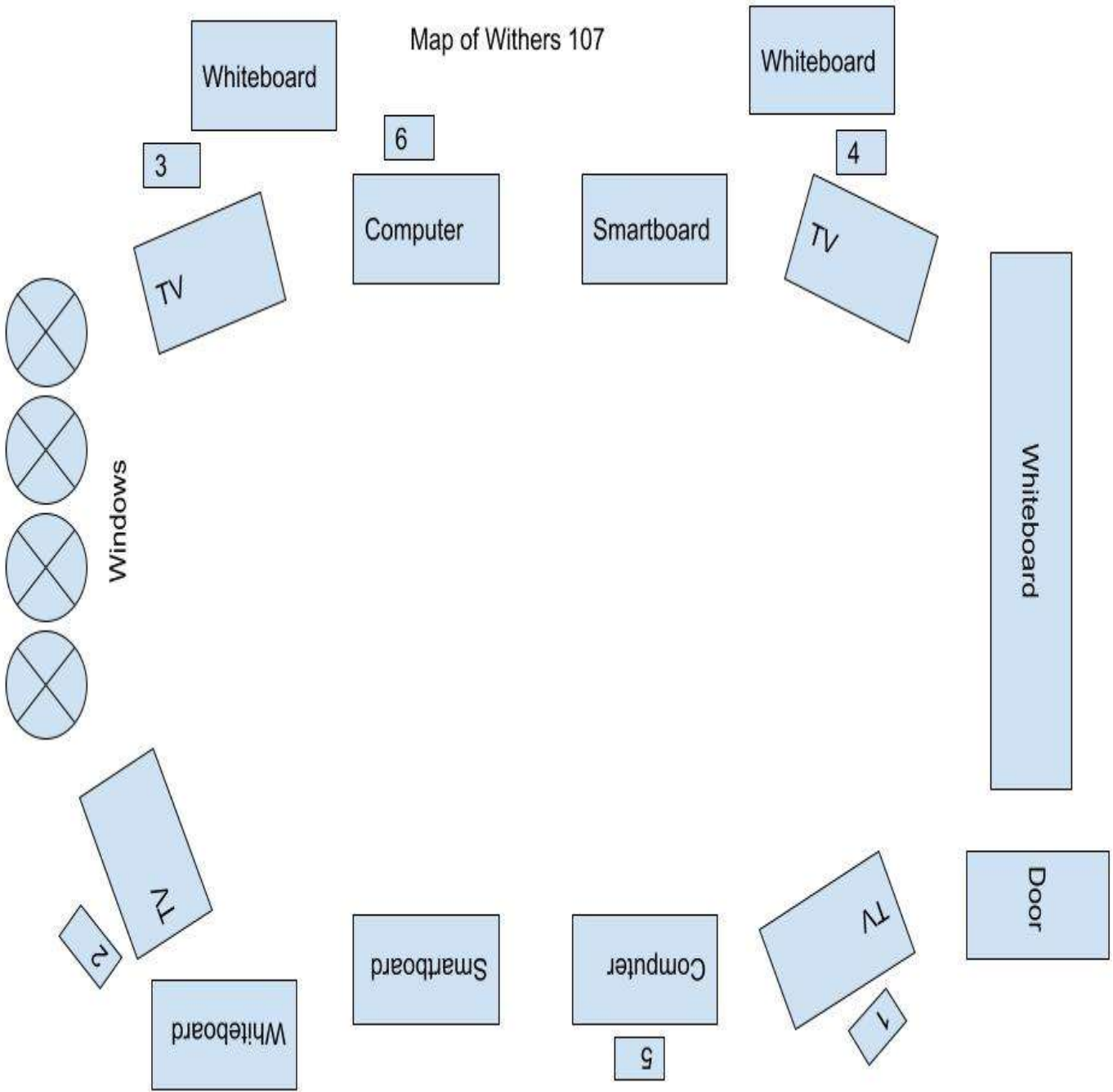
If this has not fixed the error, make sure that all cables are secure on the side of the television, in the back of the computer you are using, and in the back of the control box.
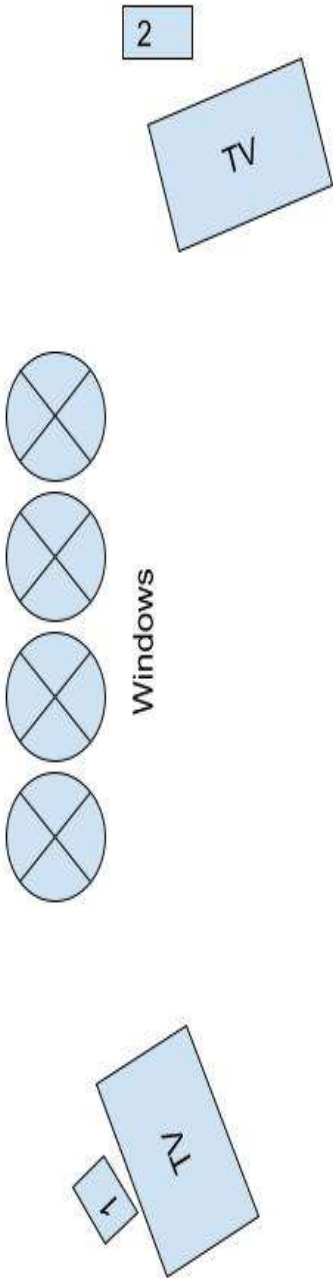
Mediascape Maps

These Mediascape Maps show where each learning station, SMART Board, and computer is located in Withers' Mediascape Rooms. All rooms have six stations. Stations #1-4 are designated as "Learning Stations." They are equipped with televisions and HDMI "pucks" that allow students to display their own devices on the screen. Stations #5 and #6 are composed of all-in-one computers connected to SMART Boards. These stations are generally operated by the professor or presenter.
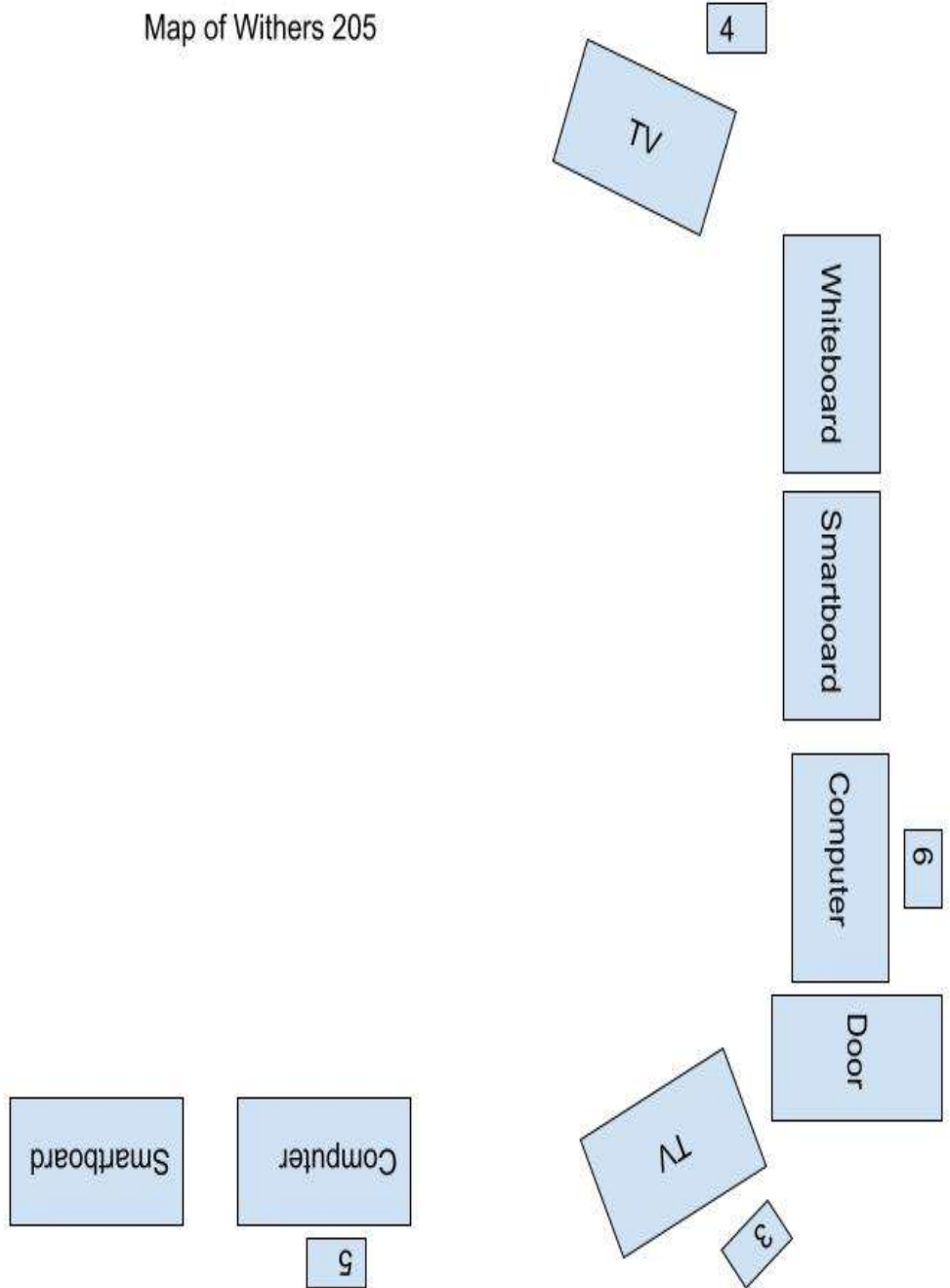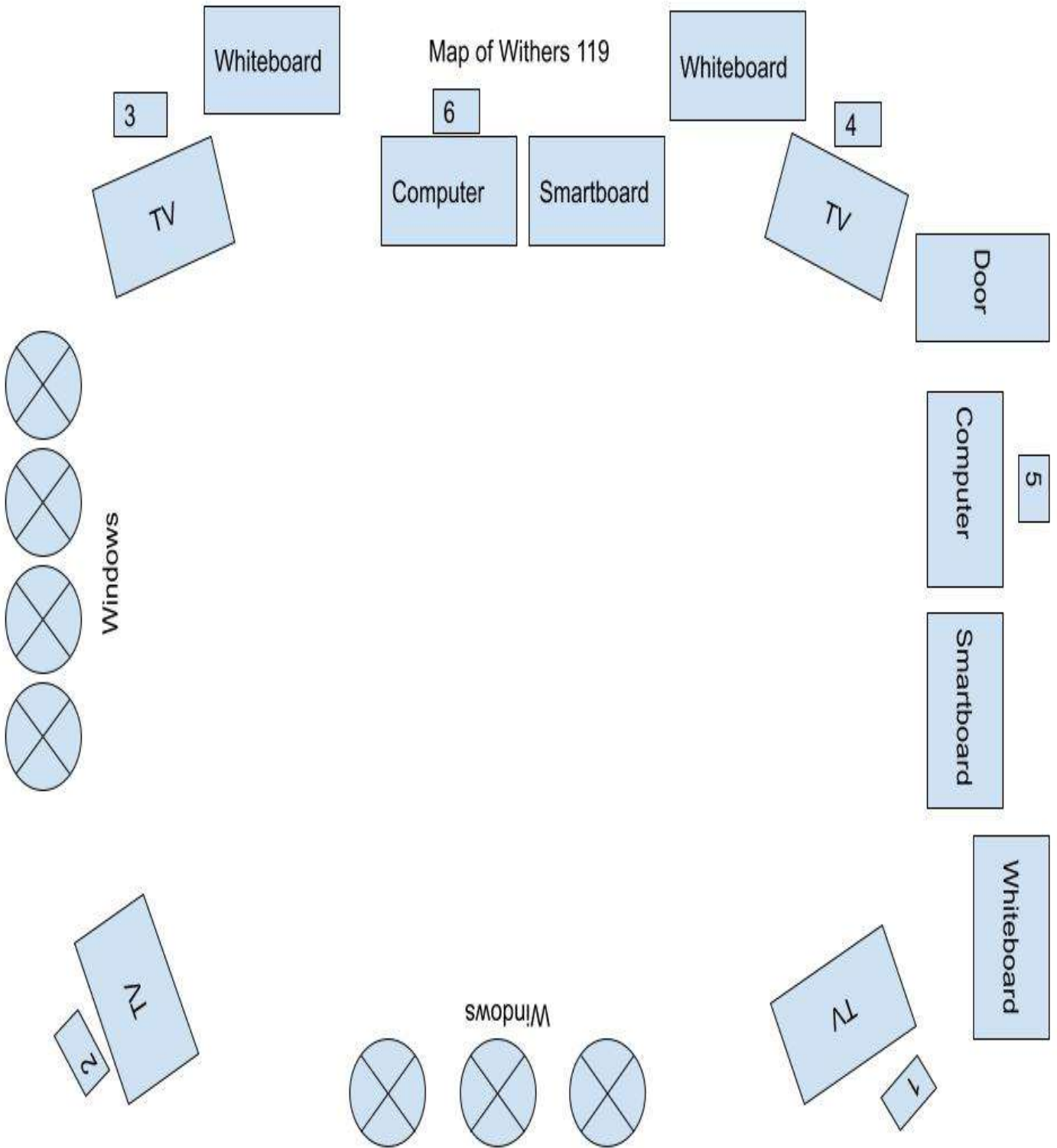
Map of Withers 107

Map of Withers 107

Map of Withers 205

Map of Withers 205

2

TV

4

TV

Windows

Whiteboard

Smartboard

Computer

6

1

TV

Smartboard

Computer

Door

5

TV

3

25

Map of Withers 119

Whiteboard

3

Map of Withers 119

6

Whiteboard

4

TV

Computer

Smartboard

TV

Door

Windows

Computer

5

Smartboard

Whiteboard

TV

2

Windows

TV

1

26

Map of Withers 215

Map of Withers 215

4

TV

6

2

Whiteboard

Smartboard

Computer

TV

Door

Windows

Computer

5

Smartboard

Whiteboard

TV

3

Windows

TV

1

27