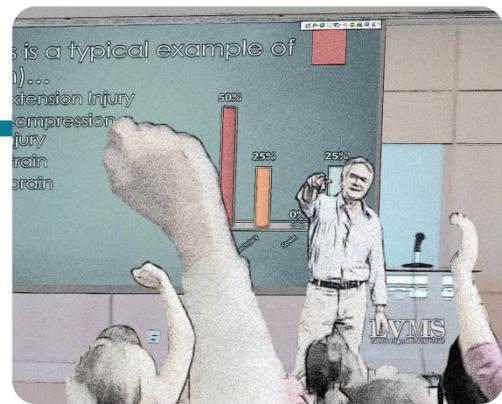


# Using Podium Systems

## EVMS Classroom Systems

A Job Aid for Instructors



### Overview

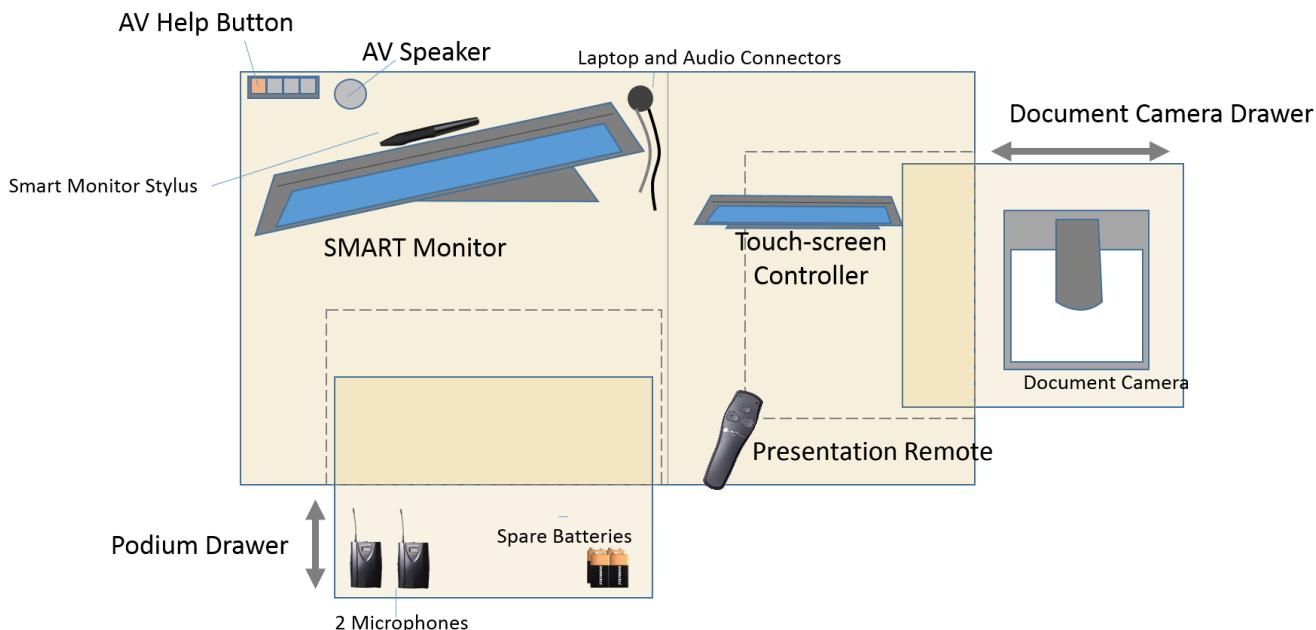
Our larger classrooms at EVMS are equipped with amazing instructional technologies. This job aid is designed to 1) introduce you to them, 2) provide ideas for when they may be used, and 3) walk you through their use.

### AV Support...

The most important thing to know about our classrooms is that you will be well supported. The AV technician should meet you 10 minutes prior to class and stay until the lecture has proceeded for a few minutes.

**Help is always a button-push away. Each podium is equipped with an AV Help button like the one pictured below. When you press it, the AV Room Controller will speak to you via a two-way system. You may also dial extension 0556 whenever you need assistance.**

### The Podium Equipment



### AV Help Button



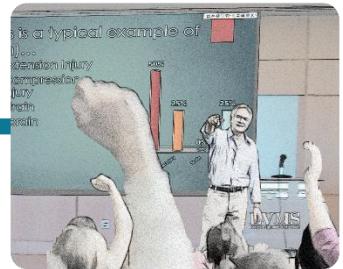
Podium System Job Aid

### Dial 0556 for Assistance

# Using Podium Systems

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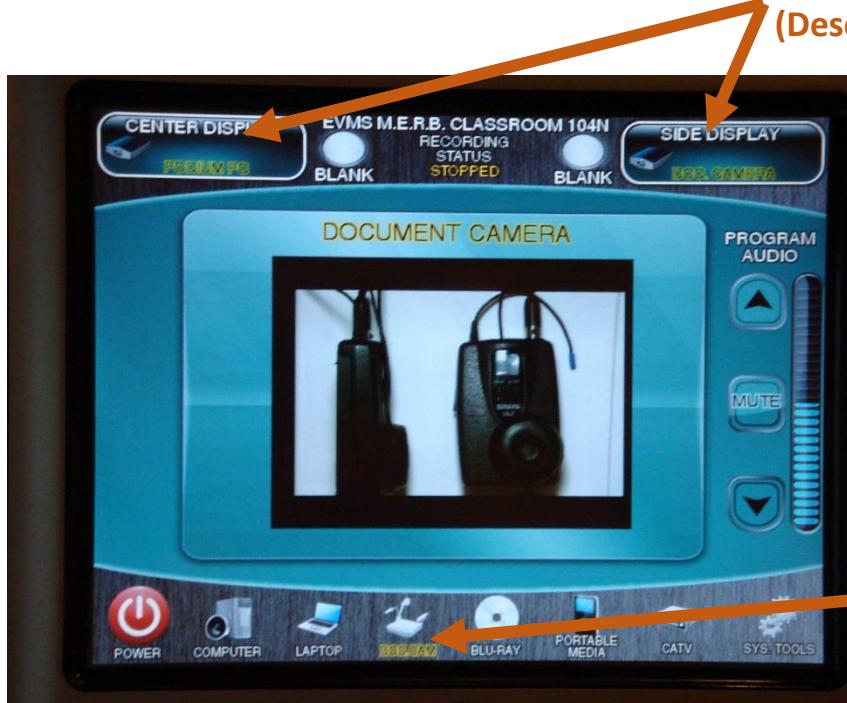


### The Touch-screen Controller

Your AV Technician will have powered up the projectors and sound system, and lowered the screens. Follow these steps to control which media source you use on which screens.

1. Your first task will be to choose which source sends the image to which screen. This is done on the touch-screen controller by first selecting the source (for example, laptop, computer, DVD, or document camera). You select the source by touching the source icon at the bottom of the screen.
2. After the source icon glows (indicating you have selected it), choose which display you will display it on by touching the buttons on the screen. Your choices are CENTER DISPLAY or SIDE DISPLAY.
3. You may select the “BLANK” option for either display. This allows you to work with the source without students seeing what you are doing.

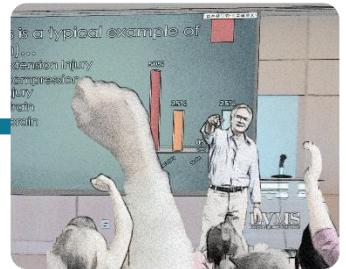
**IMPORTANT: The Class video recording records the “CENTER DISPLAY”, so be careful to select it for your most important content!**



# Using Podium Systems

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### The Touch-screen Controller

In the screen below, the Podium PC has been selected for both the CENTER and SIDE DISPLAYS.



Display Screen Icons  
(In this case, reads PODIUM PC\_)

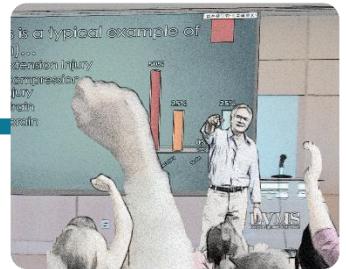
Media Source Icons  
(they glow when selected)

Dial 0556 for Assistance

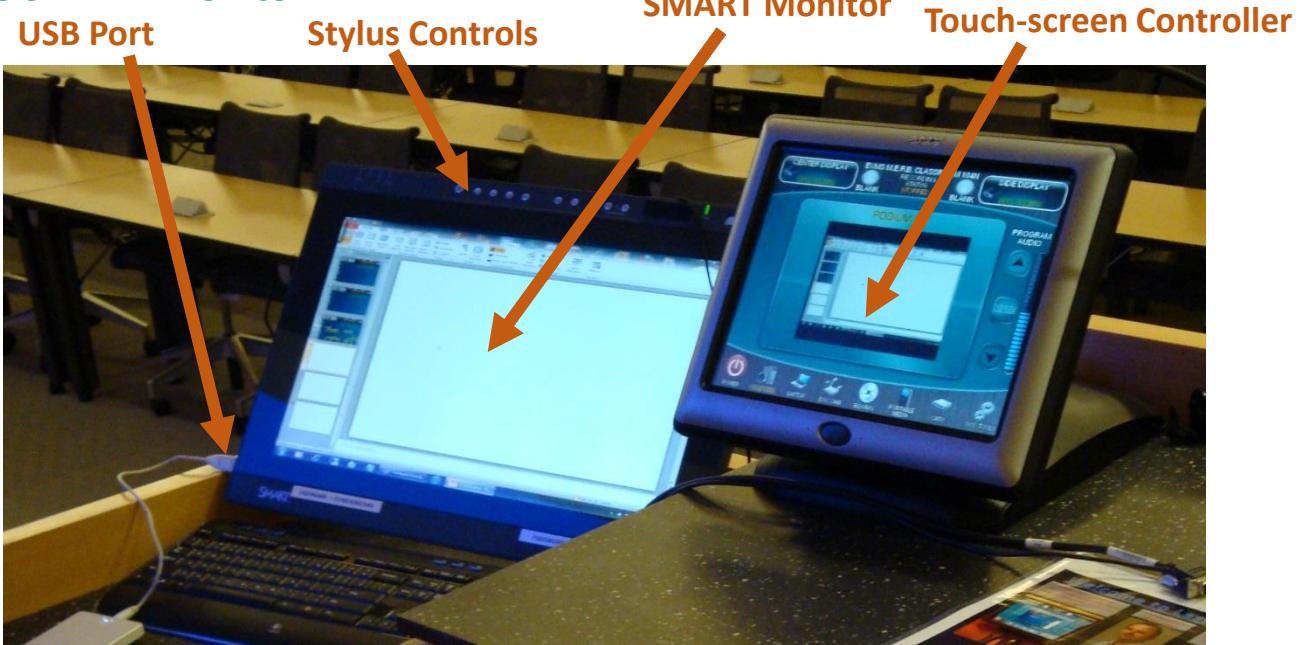
# Using Podium Systems

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### The SMART Monitor



You choose your media source and presentation screens using the touch-screen controller as described on the previous page. After you have done that, if you pick the computer as your source (which is the normal source), all of your computer presentation will be controlled from the SMART Monitor and the remote control. Follow these steps to present from the SMART Monitor:

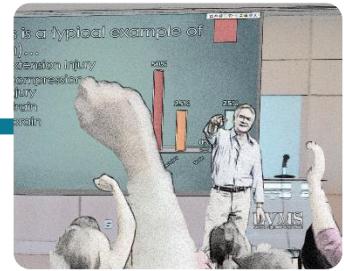
1. Load your presentation. In most cases you will plug your USB into the port in the left-hand side of the SMART Monitor (as pictured above).
2. You can move your presentation to the Temporary Folder on the desktop of the SMART Monitor, or keep it on the USB drive.
3. Open your presentation.
4. Notice two things: First, there is a stylus attached by a lanyard to the top back of the SMART Monitor. With this stylus, you may draw on or annotate presentations as you give them. This is much better than using a laser pointer—more conspicuous to students and these annotations will show up on the video of the class (provided you are displaying on the CENTER DISPLAY). Second, notice the controls along the top of the SMART Monitor. These control the function of the stylus.



# Using Podium Systems

## EVMS Classroom Systems

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### The SMART Monitor Screen

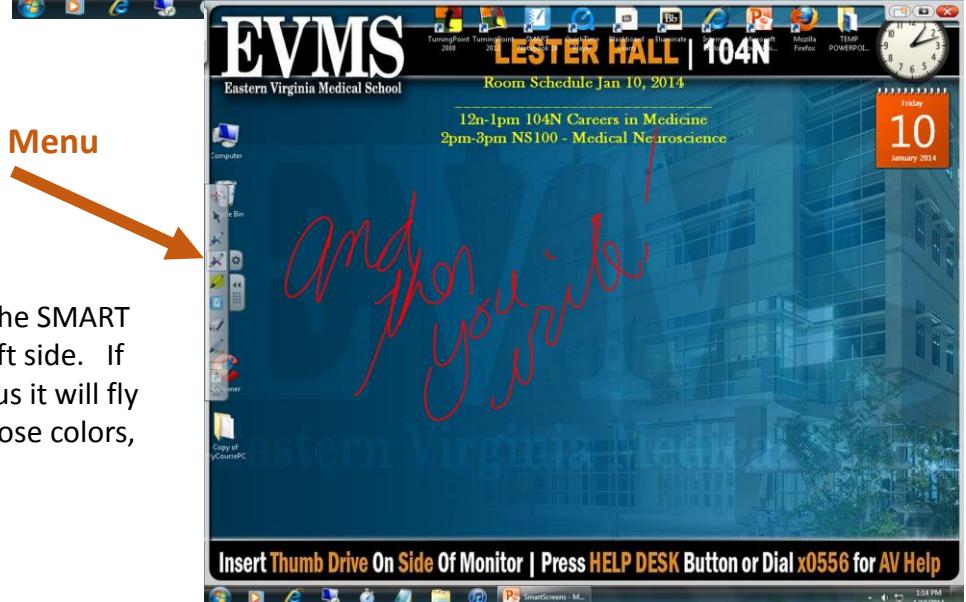
**Stylus Control Menu  
(Pops out from side of  
SMART Monitor display)**



**Two reminders that  
HELP is always close!**



**Stylus Control Menu  
(Visible Mode)**



### Presentations

PowerPoint presentations may be advanced using either the wireless clicker or the keyboard in front of the SMART Monitor.

**Dial 0556 for Assistance**

# Using Podium Systems

## EVMS Classroom Systems

### A Job Aid for Instructors



#### The Document Camera

Each major classroom is equipped with a document camera. The name is unfortunate—they should be called “object cameras.” They provide you with the ability to show a class full of people a small object. Using the camera is pretty straight-forward:

1. Open the drawer that contains the document camera.
2. Gently pull it into the raised position.
3. Position the camera head on top so that it faces down to the white surface.
4. Turn it on and focus it using the controls on the camera head (at the highest point).
5. Turn it on.
6. Select “Doc Cam” as the media source on the Touch-screen Controller by touching the icon.
7. Select the display on which you want to project the document camera image by touching the icon on the top of the Touch-screen Controller.
8. Place your object under the camera head on the document camera. You can move the object around and the camera will track the movement.



**Camera Head**



**Camera**



Actual objects on the document camera look like this...

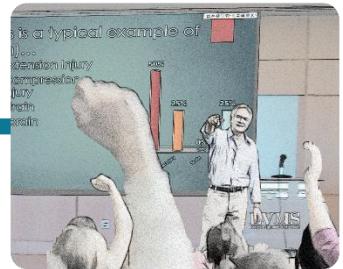
**Projection**



...And project like this on the main screen.

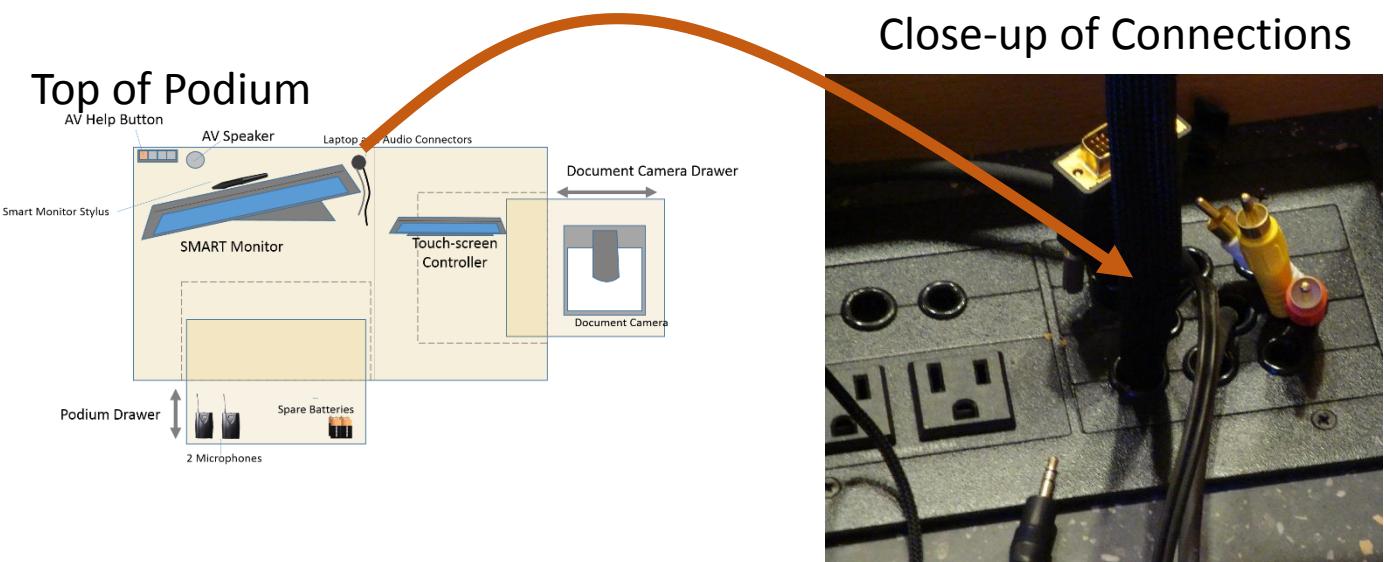
# Using Podium Systems

## EVMS Classroom Systems A Job Aid for Instructors



### Audio Visual and Laptop Connections

There are several AV and laptop connections. The AV Technician can assist you in connecting your equipment or device. NOTE: It is important that any special needs have been communicated to the AV technicians prior to the class so they can be prepared.



### We Can Accommodate Just About Any Device

Our classrooms are set up to accommodate just about any device that has an electronic display. The important thing to remember here is that it sometimes takes time to prepare the room. Make sure you have coordinated with AV days prior to the event. One way to cover this is to make sure that the scheduling request includes specific AV requests. Those requests will be entered in Meeting Room Manager and become part of the AV Team's tasking.

### Reference The Clickers Job Aids on the Instructor Tools Site

One of the ways you will use the podium systems is through using interactive clicker questions in class. Please refer to the series of job aids on their use available through *Instructor Tools*.

**Use the HELP Button or Dial 0556 for Assistance**