



CLASSROOM **TECHNOLOGY** GUIDE



The university's mediated classrooms are equipped with tools that are designed to improve the classroom experience.

All classroom spaces come standard with a ceiling-mounted projector, Windows computer for instructor use, speakers, and a DVD or Blu-ray player. Document cameras are also available in many classrooms, and select classrooms have a SMART Board. To ensure that the classroom you're teaching in has the technology you require, please call the Registrar's office at 978-665-4196.

For support using the technology described in this guide, or to request group or individual training, please contact:

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This guide describes the technology resources available on campus that complement learning activities, enhance student understanding, and aid in the delivery of content. Additionally, you'll find suggestions and ideas on how to implement each resource in the classroom setting.

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Apple TV

Apple TV enables you to mirror your Apple device—iPhone, iPad or laptop—wirelessly to the classroom projector, giving you freedom to walk around the classroom and switch between apps quickly while remaining connected. You can also stream movies and music via the Apple TV if you subscribe to a streaming service such as Netflix, Hulu, HBO, or iTunes. Students can also connect to the Apple TV with their personal devices.

Apple TVs are installed in classrooms and conference rooms across campus. Windows users can connect to an Apple TV after downloading the software AirParrot. If you are a Windows user, please visit the IT Help Desk in Conlon Hall, Room 236, to have this software installed on your device.



Ideas for classroom use:

- Have students share notes, digital art, music, videos, and slideshows from their devices
- Display and demonstrate apps
- Annotate documents
- Use your device as an interactive whiteboard with apps like Explain Everything or Notability

Document Camera

A document camera enables you to display to an audience any three dimensional object. The camera has exceptional zoom quality making it capable of projecting the details of an item close up, providing students with an enlarged clear view of an object from wherever they are in the classroom.

In addition to enlarging an object, instructors can write notes and project the notes to students, display an image or written feedback on student work, and demonstrate how to use various tools, such as a graphing calculator or mobile device.

Document cameras are located in many classrooms. You'll find the input for the Document Camera on the podium as **DOC CAM**.

Ideas for classroom use:

- Display a textbook or material that is not digitized
- Display math or science manipulatives, historical documents or student work
- Zoom in on small objects
- Annotate a printed document or use the document camera to write notes

SMART Board

SMART Boards are interactive whiteboards that use touch recognition. The boards are connected wirelessly and project the display from either the classroom's podium computer or the user's laptop. With touch recognition, you can use a SMART Pen to write, a finger to navigate, or your hand to erase, any image or document that is projected. This includes writing notes, drawing shapes, opening documents, browsing the web, and more. The SMART Notebook software also includes tools that allow you to add interactivity components to any lesson.

To use a SMART Board with an individual laptop, please visit the IT Help Desk, Conlon Hall, Room 236, to have the SMART Notebook software installed on your device.

Ideas for classroom use:

- Annotate a Word or PowerPoint document, save the file, and share it with students by uploading to Blackboard or sending via email
- Invite students to the board to add notes, brainstorm, or interact with an application
- Add a game or click-and-drag component to lesson
- Ask students to identify parts of an image or diagram using the SMART Pen

Screencast-O-Matic

Screencast-O-Matic is an easy-to-use video and screen recording web application that enables you to capture what is being displayed on your computer screen along with audio. Videos can be created on campus or at home, and presentations can be recorded in advance of a class and can be used to easily provided closed captions.

Videos can be shared with just one person, or a larger group, and once published, can be accessed from any computer or mobile device.

Visit fitchburgstate.edu/screencast-o-matic where you will find instructions on how to download and start using the application.

Ideas for classroom use:

- Flip your classroom and record a lesson online for students to watch at home and discuss in class
- Upload a recording to allow students to review material and pause, rewind, and replay the video
- Send pre-recorded lectures to students so you never miss instructional time
- Record instructions for students on how to use a specific website
- Record a welcome message for an online course

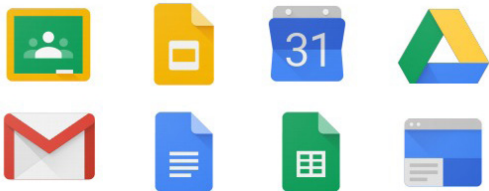
Classroom Polling

Classroom polling may be used to gauge understanding of reading material, support class discussions, provide understanding of new concepts and review concepts of previously taught material. During a polling session, students anonymously respond to questions posed by the instructor. After the polling session, the responses are organized and displayed to all classroom participants.

There are several web-based options that enable students to participate in polling sessions using their mobile devices, including Poll Everywhere, Socrative, and Kahoot. Google Meet offers built-in polling and Q&A options during a video-conferencing session.

Ideas for classroom use:

- Pose several questions throughout the lesson related to the course content and collect data
- Periodic assessment/check-in
- Assign and collect homework
- Exit polling



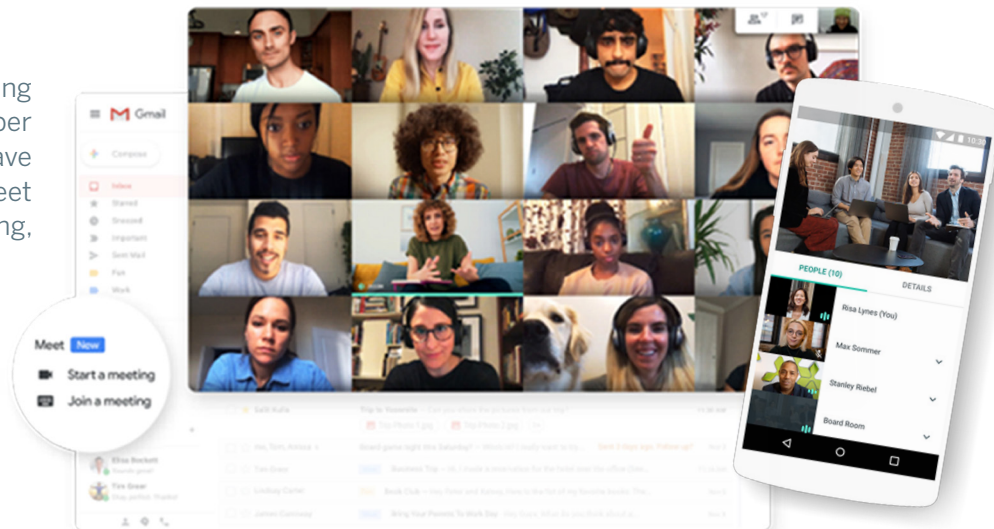
Google Workspace for Education Plus

Fitchburg State University uses the Google Workspace for Education Plus which provides communication and collaboration tools for learning in real-time, on any device. Visit fitchburgstate.edu/google for information, resources and videos about any of the Google tools available including Gmail for your University email, Google Calendar for meetings and

appointments, Google Meet for video conferencing, Google Chat for communication, and Google Docs, Sheets and Slides for presentations and much more. Student email accounts are hosted at Gmail and feature all of the applications for messaging, calendaring, and collaboration that are provided by Google.

Google Meet

Google Meet is a video conferencing application. Any faculty or staff member with a Fitchburg State account, have access to unlimited time in a Google Meet session, with features such as recording, polling, breakout rooms and Q&A. In addition, 250 participants are allowed in one Google Meet session and up to 100,000 may live-stream the session. For more information, visit fitchburgstate.edu/google and scroll down to Google Meet.



Zoom

Zoom gives you the ability to host live virtual meetings with one or more participants and comes with access to collaborative tools such as screen sharing, group chat, a whiteboard, and recording. Zoom can also be used to hold an online synchronous class.

All Fitchburg State students, faculty, and staff have access to a basic account so you can host unlimited meetings, for up to 40 minutes, with up to 100 participants.

Zoom Rooms are also available. These are video conferencing spaces on campus that can be reserved for groups on campus who are meeting with one or more remote participants. Science 311 and Conlon 212 can be scheduled with Capital Planning and Maintenance.

Download Zoom by going to **fitchburgstate.zoom.us/download**. Zoom is accessible on Mac, Windows, iOS and Android devices. For additional information on how to use the Zoom app, visit **fitchburgstate.edu/zoom**.



Blackboard

Blackboard is the learning management system provided by the university. Blackboard is used as the platform for our online courses, but it may be used to provide supplementary materials to a face-to-face classroom, or in place of some classroom time in a hybrid class. A Blackboard site is created each time a course is scheduled with the Registrar. Technical training on the use of Blackboard is provided by IT, and pedagogical support is provided by the Director of Distance Education.

To access, visit **blackboard.fitchburgstate.edu** and log in using your Falcon Key username and password.

Open Computer Labs

Open labs, where students can access computers and printers, are located on the first floor of the Amelia V. Gallucci-Cirio Library and in McKay C-163. These spaces can be reserved for your classes by calling Capital Planning and Maintenance at 978-665-3115.

SelectSurvey

SelectSurvey is used across campus to create surveys and forms, which are easily deployable by sending a link to recipients. The tool's features include multiple question types, summary reports, and various data export options. While other survey sites offer similar features, SelectSurvey uses Fitchburg State's template, providing a familiar look and feel to students.

University staff can request an account to begin using SelectSurvey by contacting the IT Help Desk. Training documentation is available on the IT website. To access SelectSurvey, visit **survey.fitchburgstate.edu**.

Akindi

Akindi is a web-based Scantron-alternative integrated into Blackboard. Akindi makes it easy for instructors to create and grade multiple-choice assessments using regular paper and the Ricoh MFDs on campus, as well as other printer-scanners.

To access Akindi, visit **fitchburgstate.edu/akindi**.

Classroom Extron Controller

Mediated classrooms include an Extron controller, used to change inputs to reflect the device being used with the classroom projector. Those inputs are described below.

To turn on the classroom projector, press **DISPLAY ON**. Wait until the **ON** button light turns solid before choosing the proper device input or the input will be not recognized. Switch between inputs by pressing the corresponding input button (e.g. PC, ATV, Laptop, etc.) To adjust volume, turn the volume knob. Please remember to turn off the projector at the end of class by pressing **DISPLAY OFF**—this will prolong the life of the projector bulb.

Extron Inputs:

- **Laptop** – Use this input if you are connecting to a laptop using a VGA adapter
- **PC** – Choose PC if you are using the classroom's podium computer
- **DVD or Blu-ray** – Select DVD to connect to the DVD or Blu-ray player
- **Doc Cam** – Use this input if you're using the classroom's document camera
- **ATV** – Select ATV to connect to the Apple TV



To schedule a time to review the classroom technology and equipment, please contact the IT Help Desk at helpdesk@fitchburgstate.edu.

Additional tools available for use in your classroom:

Padlet — padlet.com

A virtual whiteboard students can use to upload pictures, documents, text and recorded audio in realtime.

Kahoot — getkahoot.com

Game-based classroom response system offering game-like quizzes students participate in using a mobile device.

Socrative — socrative.com

A free polling software. Students participate in polling sessions using their personal device.

Evernote — evernote.com

Note-taking application to record notes, photos, scans, web clips and more. Students can share notebooks with other users and the application can be used across mobile devices.

Prezi — prezi.com

Alternative to PowerPoint, allowing you or your students to create presentations that are saved and shareable on the web.

Explain Everything — explaineverything.com

An interactive whiteboard tool that let's you annotate, narrate, capture and collaborate on material or presentations on your device.

Audacity — audacityteam.org

Free open source tool to record, edit, and mix audio.

Notability — gingerlabs.com

Note-taking app that stores text, images, and sound. Includes a sketchpad to draw images or annotate files.

Quizlet — quizlet.com

Site provides tools such as flashcards, study aides, and practice tests.

Flipgrid — flipgrid.com

a free site that allows teachers to create “grids.” Each grid is similar to a message board where teachers can pose questions, called “topics,” and their students can post video responses.

PearDeck — peardeck.com/googleslides

Free Chrome extension that helps you create interactive Google slides so every student can respond to your questions or prompts right on their own screens.

Mentimeter — mentimeter.com

App that generates live polls in the form of creative visualisations. It is also a word cloud generator, for brainstorming sessions and pre-discussion prompts.

Loom — loom.com/education

With Loom, you can record your camera, microphone, and desktop simultaneously. Your video is then instantly available to share through Loom’s patented technology.



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