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

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.

All classroom spaces come standard with a ceiling-mounted projector, computer for instructor use, speakers, and a Blu-ray player. Document cameras are also available in many classrooms, and select classrooms have a SMART Board. Please let your department’s support staff know if you have specific technology preferences so that the appropriate classroom space is scheduled for your course.

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

INFORMATION TECHNOLOGY HELP DESK
Conlon Hall, Room 236
978-665-4500 • ithelp@fitchburgstate.edu
Apple TV

The 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 across campus. 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 the SMART Pen to write, your finger to navigate, or your hand to erase, any image or document that is projected. This includes writing notes, drawing, opening documents, browsing the web, and more. The SMART Notebook software also includes tools that allow you to add interactivity components to any lesson.

SMART Boards are located in rooms 119, 202 and 310 in Thompson Hall, room 203 in Percival Hall, in room 164 in the McKay C Wing, and room 157 in Conlon Hall. The software to interact with the board is installed on the podium computer. To use a SMART Board with a 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 to a document, brainstorm, or interact with an application
- Add a game or click-and-drag component to a 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.

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

To start using Screencast-O-Matic, visit www.fitchburgstate.edu/screencast-o-matic, where you’ll 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
- In weather emergencies, send pre-recorded lectures to students so you don’t miss instructional time
- Record instructions for students on how to use a specific website
- Record yourself welcoming students to 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. At the end of the polling session, the responses are then organized and displayed to all classroom participants.

An instructor may employ handheld polling devices, also known as clickers. Our current vendor for clickers is Turning Technologies. In addition to clickers, there are several web-based alternatives that enable students to participate in polling sessions using their mobile devices, including Poll Everywhere, Socrative, and Kahoot.

IDEAS FOR CLASSROOM USE:
- Pose several questions throughout the lesson related to the course content and collect data
- Give formal quizzes/exams
- Assign and collect homework
- Take attendance

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 University 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. In addition to hosting virtual classes, the tool can be used to host guest speakers, connect with other campuses, collaborate with colleagues who are remote, have students form virtual study groups, and more.

Three 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, Mazzaferrro 203, and Conlon 212 can be scheduled with Capital Planning and Maintenance.

You can 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 www.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 every 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 Digital Learning and the Digital Learning Designer.

To access Blackboard, visit [blackboard.fitchburgstate.edu](http://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.

**Turnitin**

Turnitin is a web-based service that checks the originality of student work to help prevent plagiarism and includes grammar check and grading tools. Turnitin compares students’ submitted work for text matches to outside sources, including online journals and publications, websites, and a database of previously submitted work.

Turnitin is integrated in Blackboard and can be accessed from any Blackboard course. To create a Turnitin assignment, go to Assignments from your course menu and choose Turnitin Direct Assignment from the Assessments tab.

**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 the Fitchburg State University 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, or you can call the Help Desk to request training.

**Staff Email**

Staff email accounts are hosted by IT on an Exchange server and faculty can access their email account using Microsoft Outlook or through a web browser at [mail.fitchburgstate.edu](http://mail.fitchburgstate.edu). For web access, use your Falcon Key username and password to log in.

Student email accounts are hosted by Gmail and feature all of the applications for messaging, calendaring, and collaboration that are provided by Google.
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/VHS 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
This list includes additional tools you may consider using in your classroom.

**PADLET — padlet.com**
Padlet is a virtual whiteboard students can use to upload pictures, documents, text and recorded audio in real-time.

**KAHOOT — getkahoot.com**
Game-based classroom response system offering game-like quizzes students participate in using a mobile device.

**WORDPRESS — wordpress.com**
Use WordPress to create a free website or blog that students can contribute to.

**SOCRATIVE — socrative.com**
A free polling software. Students participate in polling sessions using their personal device.

**TWITTER — twitter.com**
Social media site that can be used as a backchannel during class for student comments and questions about content.

**GOOGLE DOCS — google.com/docs/about**
Use Google Docs to create documents, spreadsheets and presentation decks to share with and collaborate on with others.

**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.

**AUDACITY — audacityteam.org**
Free open source tool to record, edit, and mix audio.

**GOOGLE SITES — apps.google.com**
Easy-to-use site to create individual or group websites.

**EXPLAIN EVERYTHING — explaineverything.com**
An interactive whiteboard tool that let’s you annotate, narrate, capture and collaborate on material or presentations on your device.

**JING — techsmith.com/jing.html**
Jing is a free screen capture tool that enables you to capture anything on your screen as an image or video and share it with others.

**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.

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