# CPASS Classroom Technology Help Documentation Fall 2020

- [What technology do I have in my classroom for Fall 2020?](#)
- [How do I conduct my class using the classroom technology?](#)
- [How do I get help with classroom technology?](#)

## What technology do I have in my classroom for Fall 2020?

| Room | Technology Help Links | Fall 2020 Instructors and Courses** |
|---|---|---|
| **PAS Room 115** | **This is a [Standard Classroom](#).*** <br> ➔ [Check out the PAS Room 115 Tech & Layout](#) <br><br> **Livestream capable** <br> Designated as having the network capacity to hold a live class online using tools such as Zoom or Collaborate Ultra. <br> ➔ [Learn how to livestream or record sessions](#) (link or scroll down page for livestream/recording information). <br><br> **Digital video camera with pan-tilt-zoom capability installed and connected to the computer.** <br> ➔ [Learn how to use the Pan Tilt Zoom (PTZ) Camera](#) | Lhotsky (SM 525) <br> Caskey (SM 621) <br><br> Voelker (SEP 615) <br><br> Augustine, Miley, Robbins, Haught, Schmidt-Gonzales (PASS 191) <br><br> Murphy and Jordan (Pass 293A) <br><br> Taliaferro (PET 477) <br><br> Barnicle/Yeats (PET 690) <br><br> Dieffenbach/Davison (ACE 508) <br><br> Ryan (ACE 568) |
| **PAS Room 116** | **This is a [Standard Classroom](#)*** | Barnicle (SEP 647) |

| | | |
|---|---|---|
| | ➜ [Check out PAS Room 116 Tech & Layout](#)<br><br>**NOT livestream capable; IS Record Only.**<br>  ➜ [Learn how to use Mediasite Catch](#) (link or scroll down page for livestream/recording information)<br><br>**Web Cam/Document Camera (Doc Cam) at Lectern Planned**<br>  ➜ [Learn about Doc Cams](#)<br>  ➜ [Watch Doc Camera Overview Video](#)<br>  ➜ [Learn to show Doc Cam through the PC](#)<br><br>**Gooseneck Lectern Mic**<br>Microphone installed at the instructional technology lectern, resembling the neck of a goose. | |
| PAS Room G06<br>PAS Room G08<br>PAS Room G10 | **This is a [Standard Classroom](#)**\***<br>[PAS Room G06 Tech & Layout](#)<br>[PAS Room G08 Tech & Layout](#)<br>[PAS Room G10 Tech & Layout](#)<br><br>**Livestream capable**<br>Designated as having the network capacity to hold a live class online using tools such as Zoom, Google Meet, or Collaborate Ultra. | **PAS Room G06:**<br>Bravo (SM 580)<br><br>**PAS Room G08:**<br>No Fall 2020 CPASS instructors<br><br>**PAS Room G10:**<br>Voelker (SEP 640)<br>Wyant/Roberts (PET 447)<br>Dieffenbach (PET 735) |

| | | |
|---|---|---|
| | ➔ [Learn how to livestream or record sessions](#) (link or scroll down page for livestream/recording information).<br><br>**Web Cam/Document Camera (Doc Cam) at Lectern Planned**<br>   ➔ [Learn about Doc Cams](#)<br>   ➔ [Watch Doc Camera Overview Video](#)<br>   ➔ [Learn to show Doc Cam through the PC](#) | |
| **PAS Room 101**<br>**PAS Room 102**<br>**PAS Room 103** | This is a [Standard Classroom](#)*<br>Check out:<br>[PAS Room 101 Tech & Layout](#)<br>[PAS Room 102 Tech & Layout](#)<br>[PAS Room 103 Tech & Layout](#)<br>[PAS Room 104 Tech & Layout](#)<br><br>**Livestream capable**<br>Designated as having the network capacity to hold a live class online using tools such as Zoom, Google Meet, or Collaborate Ultra.<br>   ➔ [Learn how to livestream or record sessions](#) (link or scroll down page for livestream/recording information).<br><br>**Web Cam/Document Camera (Doc Cam) at Lectern Planned**<br>   ➔ [Learn about Doc Cams](#)<br>   ➔ [Watch Doc Camera Overview Video](#) | **PAS Room 101:**<br>Tsuda/Brinker (PET 369)<br>Tsuda/Brinker (PET 379)<br>Lee (SM 546)<br><br>**PAS Room 102:**<br>Ryan/Rochau (PET 124) |

| | ➔ [Learn to show Doc Cam through the PC](#) | |
|---|---|---|
| **PAS 225** | CPASS will provide webcam, no Mediasite recorder; Possibly livestream/record via Zoom or Collaborate. | ATTR |
| **SRC-E G44** | This 'temporary' classroom space has been set up with all the instructional technology typically installed into our CTec Standard classroom. As such, please visit its [web page](#) for links to equipment information, step-by-step instructions, video tutorials, and more. | SEP 271 (Zizzi) |

*_**"Standard" Classroom**_ *configuration typically consists of a ceiling-mounted projector and a retractable, motorized projection screen used to display the installed networked PC computer (with built-in DVD drive and front USB ports), or the installed document camera. As well, a laptop computer or portable video device may be displayed by connecting to the local input panel at the lectern. The room's audio system may include a lectern-mounted gooseneck microphone, wireless lapel microphone, and handheld microphone(s).*

*__If your name or course is listed incorrectly with the associated classroom, please let Sherry Binion or Beth Bailey know so we can update this document. [Visit Return to Campus - How to View Your Schedule](#) for the latest classroom information.*

## How do I conduct my class using the classroom technology?

1. **Start classroom technology.**
   - ➔ [Learn how to start classroom technology](#).
   - ➔ [Learn how to use the Touch Panel Control System](#).

2. **Start up your Computer - Windows PC.**

➔ [Learn how to use the Computer - Windows PC](#).

3. **If you are live streaming and/or recording your session, choose your option below.**

   *Note: You are not required to record, but it is the easiest way you can have a backup of your class content in case a student needs to quarantine or becomes ill.*

   **Option A (Available in all PAS rooms except PAS Room 116):** In this room, you can use Zoom to livestream and/or record your class session.
   - ➔ [Learn how to use Zoom](#) to livestream and/or record from this classroom.
     - ◆ Visit [CPASS Tech Tips: Zoom Playlist](#) for more information.
     - ◆ Visit [Zoom Security for Classes (CPASS Tech Office)](#) (On CPASS Intranet)
   - ➔ Quick Tip: [Use Doc Cam with Zoom Web Conferencing](#)

   **Option B (Available in all PAS rooms except PAS Room 116):** In this room, you can use Collaborate Ultra to livestream and/or record your class session.
   - ➔ [Learn how to use Collaborate Ultra](#) to livestream and/or record from this classroom.

   **Option C (Available in all PAS rooms listed above):** In this room, you can use Mediasite to record your class session.
   - ➔ [Learn how to use Mediasite Catch](#). (Includes [form to request Mediasite Catch](#))
   - ➔ [Watch a video on how to use Mediasite Catch](#).

4. **End Class.**
   - ➔ [Learn how to End Class](#).

5. **Share your recordings with your students.**
   Share your Zoom recording:
   - ➔ [Learn more about Zoom Recordings](#).

   Share your Collaborate Ultra recording.
   - ➔ [Learn more about Collaborate Ultra](#) and [Article - Collaborate Ultra for Instructors](#)

   Share your Mediasite recording.
   - ➔ [Learn how to access and share your Mediasite Catch recording](#)

# Where do I get help with classroom technology?

When experiencing a technical issue in any CPASS classroom except the ATTR classroom on the second floor, please call TLC Classroom Technology from the classroom using the phone in the console (the number is on the receiver). They can usually help you solve the problem over the phone and if not will come right over. For issues in the ATTR classroom please contact Sherry Binion in the CPASS tech office.

- [Online Drop In Consultations with the TLC](#)
- Submit a ticket with the [Teaching and Learning with Technology Group](#).
- Go to the source! Most of the information on this page is from the [TLC Classroom COVID Response](#) page. Keep an eye on this page for the latest info!
- [TLC COVID Frequently Asked Questions](#)