CLASSROOM KEYS AND ROOM SECURITY

For security reasons, all Technology Classrooms should remain locked when not in use.

- Batten Arts and Letters Building, Dragas Hall, Education Building, Health Sciences Building, Student Rec Center, Physical Sciences Bldg II - University Proximity (PROX) Card (Request from University Card Center)
- Constant Hall - OC1 key (Request from Facilities Management on Key Request Form)
- Diehn Fine and Performing Arts Center, Kaufman Hall, Mills Godwin Bldg, Oceanography and Physics Building - CRSM key (Request this key from Facilities Management on a Key Request Form)
- Higher Education Centers - Check with front desk for availability

ABOUT THE PROXIMITY (PROX) CARD

The proximity card (which is also your University ID card) is obtained from the University Card Center. The faculty member must send a request to ITS (itshelp@odu.edu) to activate the access to a Technology Classroom using the proximity cards.

ACCESS AND CONTROLS TO MEDIA DESKS AND EQUIPMENT

Keys to media desks are available at the IT Help Desk in Webb Center or distributed at the orientation sessions the beginning of each semester. X-Panel is used in all rooms to control the media from the desktop computer system. NOTE: Rooms with keyless desks or keyless podiums do not require a media cabinet key.

<table>
<thead>
<tr>
<th>Podium</th>
<th>Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAL 1012</td>
<td>DRAGAS – all except 1117</td>
</tr>
<tr>
<td>CONST 1002, 1005, 2099, 2100</td>
<td>KAUF - 100, 213, 215, 224, 225</td>
</tr>
<tr>
<td>DIEHN 107, 136</td>
<td>MGB - 101, 127, 128, 129</td>
</tr>
<tr>
<td>DRAGAS 1117</td>
<td>OCNPS - 100, 200, 204</td>
</tr>
<tr>
<td>MGB 102</td>
<td>PSII - 1100</td>
</tr>
<tr>
<td>OCNPS 205</td>
<td>SRC – 1000, 1002, 1004</td>
</tr>
</tbody>
</table>

BAL - ALL small classrooms
CONST - ALL small classrooms
EDU - 129, 154, 208, 210, 212, 226, 232
HLTH - 2000, 2008, 2110, 2113

ABOUT THE TECHNOLOGY CLASSROOMS

Descriptions of the Technology Classrooms are available online: http://www.odu.edu/classroomcentral
OR http://www.odu.edu/ > Click Faculty & Staff > Click Classroom Central > Click Technology Classrooms

HOT LINE

Each room is equipped with a hot line to the ITS Help Desk to assist you with technical difficulties. Simply lift the receiver and dial 1 for the Help Desk or 9 for the ODU Police.

CONTACT CLASSROOM CENTRAL

Phone: 683-3192
Email: classroomcentral@odu.edu
World Wide Web:
http://www.odu.edu/ Faculty & Staff > Classroom Central (in Technical Resources)
http://www.odu.edu/classroomcentral

Prepared by the Center for Learning and Teaching for Classroom Central
Last Revision: Fall 2013; please submit corrections and suggestions to clt@odu.edu
GENERAL CLASSROOM SETUP PROCEDURES

<table>
<thead>
<tr>
<th>Before class:</th>
<th>After class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Set room lighting</td>
<td>1. Click on “Projector Off” button</td>
</tr>
<tr>
<td>2. Unlock media desk</td>
<td>2. Click on “Screen Up” button – or pull down screen</td>
</tr>
<tr>
<td>3. Log in to PC (staff, staff)</td>
<td>3. Log off but do not shutdown the PC (leave power on) - turn off monitor</td>
</tr>
<tr>
<td>4. Click on “Projector On” button</td>
<td>4. Put away devices, disconnect laptop, and/or retrieve DVD</td>
</tr>
<tr>
<td>5. Click on “Screen Down” button or pull down screen, whichever applies</td>
<td>5. LOCK media desk</td>
</tr>
<tr>
<td>6. Select Source to display to projector</td>
<td>5. Turn off room lighting</td>
</tr>
<tr>
<td>6.1 Click on the desired source (i.e. DVD)</td>
<td>6. Close / Lock classroom door</td>
</tr>
<tr>
<td>7. Adjust audio level as needed</td>
<td></td>
</tr>
</tbody>
</table>

COMPUTER / LAPTOP ON MEDIA DESKS

SOFTWARE UPDATE: All technology computers are using Windows 7 and Office 2010 as of Fall 2013.

LOG IN TO CLASSROOM COMPUTER

Option 1: Login as yourself to the workstation using your network ID and password
Logging in as yourself will give you access to your desktop and network drives
IMPORTANT: You MUST remember to log out before you leave the room; otherwise, your account is available to the next instructor.

Option 2: Log in as Staff (user name = staff | password = staff)
Logging in as Staff does not give you access to your desktop and network drives. You will have access to the local machine, any portable media that you use in class and you will have access to the Internet.
NOTE: This option to log in as Staff will be phased out.

Saving Files to the Network
If you logged in as yourself, you can save or retrieve files directly from your network drives.

Saving Files on Workstation
If you would like to store files on the classroom computer, please store them on the Desktop. Remember to remove the files when you are finished with them.

LAPTOP CONNECTION ON MEDIA DESKS
If you use an external laptop instead of the classroom workstation, use the fliptop box or the Blue Box on the media desk. Locate the monitor port on the laptop and the corresponding video port in the box and connect the laptop. Repeat for the audio cable, if audio is needed from the laptop.