

Technology in the Classroom

The Instructor Computer

1. Press the power button on the front of the tower to turn on the computer.
2. Press the power button on the monitor to turn on the monitor.
3. The CCPS login screen will display.
4. Login using your network username and password.
5. Click Login.



Logging In

You will use your network credentials (username and password) to logon to the computer system and use the programs installed on that computer.

If you trouble logging in or do not remember your network credentials, contact the helpdesk at 2393770445.

Do not share your password or login for others. All students and employees have their own login to logon to the computers. If you or a student is unable to logon to the computer, contact the helpdesk (239-377-0445) so they can assist.



The Projector

1. Locate the Epson remote.
2. Turn ON = Point toward the projector/whiteboard and press the Power button ONCE to turn on.
3. Turn OFF = Point toward the projector/whiteboard and press the Power button TWICE to turn off.

Focusing your image: The Focus/Zoom on your projector are manual. They are located close to the lens on the projector. The Focus on the document camera is the little white plastic wheel.

The Document Camera

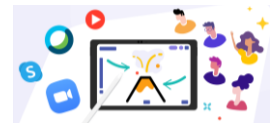
1. Turn ON = Press the Power button on the document camera remote or Press the Power button ONCE on the side of the document camera (you should see a green light on the top to indicate it is on).
2. Turn OFF = Press the Power button TWICE on the document camera.

Note: There is a remote for the document camera but you can turn it on/off by using the power button.

Focusing your image: The Focus on the document camera is either Auto Focus or Manual Focus. Press the Auto Focus button on the remote or on the face of the doc camera or for manual use the wheel near the head of the camera to focus as needed.

Lights: Adjust the light settings using the switch on the head of the document camera.





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Projecting the computer and doc camera

Once the projector and doc camera are turned on, use the doc camera remote or the buttons on the face of the doc camera:

1. Choose **PC** to **project the computer** (or **source button** on older doc cams)
2. Choose **Camera** to **project the doc camera** (or **source button** on older doc cams)

Audio System (microphone for instructor and audio for computer)

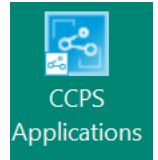
1. Press the **Power** button on the **face of the audio box**.
 - **Microphone sound** – use **Teacher 1 knob** to adjust volume
 - **Computer sound** – use the **CD/MP3** knob to adjust the volume

Note: Consult with the schools front office if you need batteries for the microphone or remote(s).



Morning Announcements

1. Access the CCPS Applications icon on your desktop (after logging onto the computer).
2. Select General Software.
3. Double-click the icon with your school abbreviation “TV Channel” (i.e. Big Cypress Elementary would be BCE TV Channel).
4. The media player will launch.



Note: You only can stream morning announcements of a site while onsite. You will not be able to view morning announcements if you are not onsite at the selected school.



Mimio (interactive whiteboard)

1. **Mimio software is installed** and loads on login. (if not already installed goto CCPS Applications and click on Mimio install)
2. **Calibrate the Mimio as needed** – press the **bottom button on the Mimio bar** and click on the X in the middle of the circles to calibrate.
3. Use the **Mimio pen as the mouse**.

End of Day Procedures

1. **Turn off projector.**
2. **Turn off doc camera.**
3. **Turn off the audio system.**
4. **Turn off mic and plug in to charge.**
5. **Place projector remote, doc camera remote and Mimio pen on desk.**