Active Learning Classroom orientation for instructors
ALC specifications, calendars and instructor support resources

At the beginning of class: Upon entering the classroom, turn on the instructor podium (if needed), set up your laptop or log into PC at the instructor podium. A student or staff member will be there on the first day of class to help you set up. The Odegaard Entry Desk has Active Learning Classroom instructor podium keys available for checkout, as well as two programmed iPad minis are available at the Entry Desk to control the Crestron system remotely. Need help during class? Go to the first floor Entry Desk and staff will help with your classroom support needs.

Instructors are encouraged to practice using the ALC features multiple times prior to teaching in an ALC. Anytime the ALCs are open, instructors are welcome to practice using the classroom; the ALC online calendar and printed calendars outside of the classrooms show you when the ALCs are open.

Classroom Features
Student tables
- The student tables feature 9 seats, with the optimal small group set-up of 3 groups of 3, to use the laptop display inputs and mics
- Students can display their laptops via the VGA or HDMI cables; 40 Mac adapters are available to check out at the Odegaard Entry Desk
- There are 3 microphones per table, and 1 call light (to draw instructor attention) per table; the microphones are sensitive and students do not need to lean in to be heard.
- Students need to either bring (or share) a laptop to class or check out a laptop for free from Classroom Technologies & Events in Kane Hall (reservation required); there are also two iPad minis available for student check out at the 2nd floor Information Desk
- The student tables have control boxes on each, allowing them to project from input 1, 2 or 3 to the monitor at their table.
- The table numbers are labeled on each table monitor; the numbers correspond with the table numbering system displayed on the instructor podium.

Instructor podium/Crestron
- You can unlock the instructor podium cabinet using the key available for check out at the Entry Desk or use your instructor master key, issued by Classroom Technologies & Events
- To begin using the instructor podium, touch the “Start” button on the touch screen and select your source of choice -- press firmly on the screen, as it is not as sensitive as an iPad.
- To send content to the monitors, use the different inputs, labeled Sources:
  - PC - log in using your UW Net ID and access anything you normally would from a desktop (MS Office, Internet, etc.); remember to log off at the end of class
  - Laptop - you can connect your own laptop via the input cables at the podium. There are several adaptors connected to the cable, and more are available at the Entry Desk for check out
    - Note: you will also need to push the “Send to Speakers” button if sharing audiovisual material
  - AirMedia - currently labeled AppleTV, this allows you to sync to an Apple or Android phone/device and project wirelessly to the system
  - Document Camera - This allows you to project a physical document or object onto the screens via a camera. The camera is stored in the podium. Please remember to put it back in the locked cabinet after use.
- Blu-Ray Player - enables you to show Blu-Rays, DVDs, CDs, etc.
- Video Conference and Audio Conference - can be used to video conference/audio conference with remote locations, and can be used to connect the two ALCs via video camera. The installed equipment in the room can also be used with Skype, which is installed on the desktop of the PC
- Send content out to all student table monitors via the “Send all” button; send content to individual tables via the “Send to Station” button.
- Display student content from the tables via the “Student Stations” source button and selecting appropriate student table and input 1, 2 or 3
- The quickest way to clear screens is to select an unused source and send all (screens go black)
  - Two programmed iPad minis are available at the Entry Desk to control the Crestron system remotely.
- Microphones and classroom speakers:
  - Only 3 student microphones can be used at the same time
  - To mute all student microphones from the instructor podium, select the “Mute” button on the “Microphones” slider (right side of the Crestron screen)
  - There is a wireless mic in the drawer of the instructor podium; the instructor podium “Microphones” slider controls the wireless mic volume. Turn the wireless mic off after use to preserve battery life.

Glass Writable Surfaces
- Both the orange and the opaque glass are available “whiteboards”
- There are markers and erasers in the grey holders; additional markers are available for check out at the Entry Desk. Magnets for affixing paper documents to the writable surfaces are available at the Entry Desk.
- Surfaces that are not writable have a sticker on them to designate them as such

Booths
- The monitors in the booths are excellent for break-out work, but are not connected to the active learning classroom system controlled by the Crestron panel, they are monitors for individual laptops.

At the end of the class:
- Make sure the instructor podium is off, the PC is logged out, etc.
- Ask students in the class to return chairs to their original table, erase writable surfaces and ask students to take pictures of the whiteboard content if they need it to be saved/captured
- Ask students to remove/throw away any cups or debris left over after class

Additional Support & Technology
Videoconferencing, Tegrity & Clickers
- ALC Equipment Tutorial
  - Classroom Technology & Events can set up a one-on-one tutorial with you to go over all of the ALC equipment and instructor podium features in depth. Contact CTE at 206-543-9900 or help@uw.edu.
- Lecture Capture
  - Course sessions can be recorded and automatically uploaded to a secure lecture capture system. The in-room computer screen, all active mics, and video (optional) are recorded.
Students enrolled in your course can view recordings online. To sign up for a Lecture Capture training session, contact UW-IT Learning Technologies 206-221-5000 (option 4) or help@uw.edu at least one week in advance for training.

- Connecting both ALCs via video
  - Both ALC rooms can connect together via a live video conference link. This is helpful for large enrollments requiring both rooms. Contact UW-IT Learning Technologies at 206-221-5000 (option 4) or help@uw.edu at least one week in advance for training.

- Live Video Conference
  - The camera and mics in the ALC make it possible to host live webinars and video conference with people all over the world. Allow at least two weeks to plan and test the connection with your remote sites. To schedule a web conference consultation, contact UW-IT Learning Technologies at 206-221-5000 (option 4) or help@uw.edu

- TurningPoint & Clicker Help/Support
  - Classroom Technology & Events provide training and support for TurningPoint and Clickers in the Active Learning Classroom. TurningPoint is installed on the PCs in both classrooms. For help, please contact CTE in advance at: 206-543-9900 or help@uw.edu

Student support
- Odegaard Library is home to the Writing & Research Center and the UW-IT student technology help center, as well as the largest computer lab on campus. We encourage you to refer your students to these support services, which provide individual, customized help on students’ research, writing and technology projects.

Instructor support
- The Center for Teaching and Learning can provide support in designing your course for the space. The UW-IT instructional technologists can help you “flip the classroom” or customize Canvas for your course. Visit them on the second floor of Odegaard.
- Collaborate with your subject librarian to design a custom course research guide and to provide a course-related research workshop for your students.

Assessment of the Active Learning Classrooms

The Odegaard Library Active Learning Classroom assessment project is focused on evaluation and general assessment of the new classrooms, and includes observations, surveys and interviews to gather information and use it to inform space improvement, to gather best practices for teaching in the ALCs, and to inform the development of future assessment projects. Amanda Hornby, Teaching & Learning Program Librarian (hornbya@uw.edu), will be in touch with instructors to work collaboratively on assessing the Active Learning Classrooms.