

Library rooms TS5 and TS6

Brief Guide for Lecturers 2

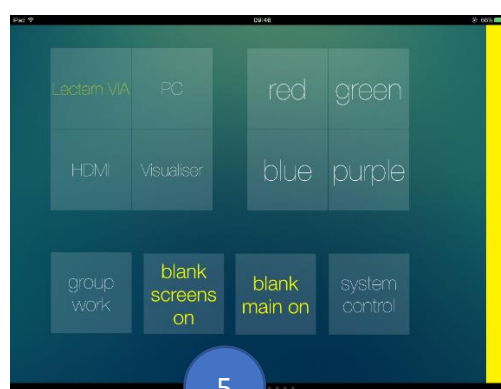
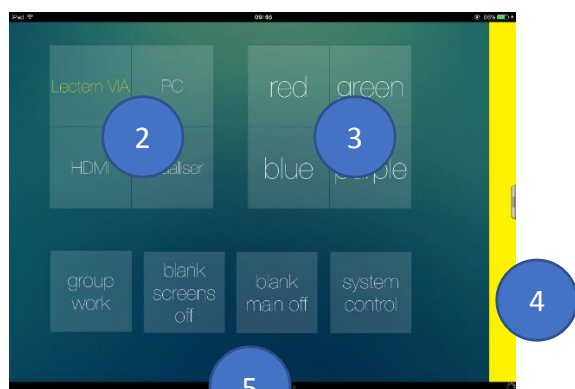
If the iPad is blank, press the home button. Then touch the iPad to begin – all screens round the room should start up (1). If you have teaching materials on Moodle, a pen drive or in an email, you should log in to the PC in the room to access them. The iPad is just used to control the screens.



Usage

The keys to unlock the iPad are kept at the Library welcome desk. The charging cable can be removed. Please reattach the charging cable and lock the iPad away when finished.

- Quick presses may not register – press till you see the icon light up, then let go.
- To switch between different displays, choose an icon at the top (2 or 3), e.g. PC, then swipe the grey bar from the right of the iPad (4) to see the menu of options.
- When swiping, press to the right of the grey bar (4), rather than on it.
- To 'reset' the room, displaying the PC on the main screen, press group work.
- If the menu for controlling screens (shown below) is not displayed, press the iPad home button (above the charging slot), then choose K-Touch.
- The main screen in the room is a touch screen – if using the PC, you can press the screen to control it.



The two buttons on the bottom row (5) in the middle are toggles – blank group-work screens, or unblank group-work screens, blank main (teaching screen) or unblank main.

Four inputs (2)

Lectern VIA connect a device wirelessly to the main screen.

PC use the lectern PC (standard Kent software).

Visualiser show the visualiser on the main screen.

HDMI display an HDMI device on the main screen.

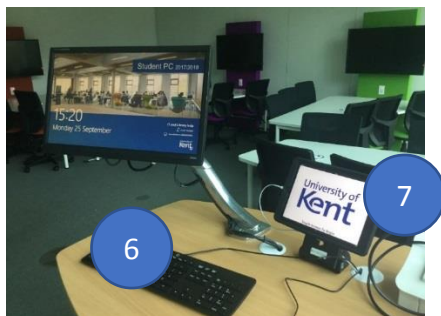
Quick guide

How do I..?

- Stop showing the students' devices on screen? Press group work.
- Switch off the group-work screens? Press blank screens off.
- Return to showing the PC on the main screen? Press group work.
- Switch off the system when leaving the room? Press System control power off.

Access to KentPlayer, PowerPoint, internet, Word.

Use the PC on the desk (6) – login with the keyboard as in any other teaching room – you will have access to the same software as in other rooms.



Sharing screens

Use the iPad on the desk (7).

To share your screen.

Press PC. Swipe the grey bar left for the menu, press PC all screens.

To stop sharing your screen.

On the main iPad menu, choose **group work** (bottom left).

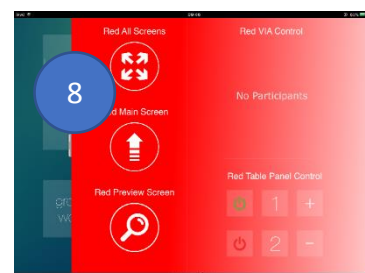
To share a group work screen.

On the iPad, press the table's colour (3).

On the new screen (red is shown, 8) choose Red all screens to put that display on all screens round the room, Red main screen to put that display on the main screen, Red Preview screen to put the red screen on the desk monitor.

To stop sharing other screens.

Press group work. If a menu obscures the option, swipe the menu right using the grey bar (8).



Visualiser

The controls for the visualiser, including the power switch, are on top.

Wireless presenting

You may present to the main screen using a laptop, tablet or phone.

- Using the iPad controller, choose **lectern VIA**, swipe the menu from the right and choose VIA preview screen. That will allow you to log in and start presenting without students seeing the code and sharing their screen. Once you are presenting, choose VIA main screen.

Connect your device using the VIA app (mobile) or download (laptop) – see group-work table instructions for full details.

Student laptops

If students need to borrow a laptop, they can do so from the self-service LapSafe lockers by visiting the café (requires KentOne card).