Using the Classroom AV (Audio-Visual) Technology

Educational Technology Services (ETS) welcomes you as a valued member of the Chapman University community! We are here to support you as you use Chapman's technology-rich classrooms to enhance your teaching and your students' learning. We have prepared this classroom AV (audio-visual) technology guide with the goal of helping you enter your classroom and start teaching as quickly and as smoothly as possible. You can use the links in the table of contents below to navigate to different sections of the guide based on your teaching needs.
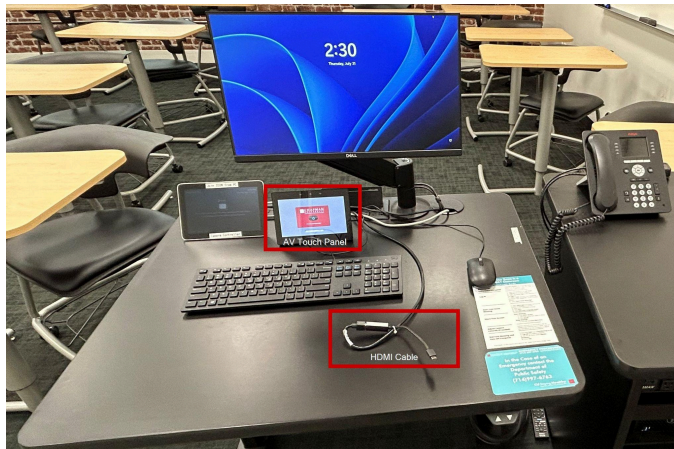
CHAPMAN UNIVERSITY | **Information Systems and Technology**

Educational Technology Services

Getting Started with the AV Panel

Your classroom has an AV panel, which you will use to control the classroom audio-visual equipment (such as controlling what displays on the projector screen).

The majority of Chapman classrooms have AV touch panels. Some Chapman classrooms have AV button panels.
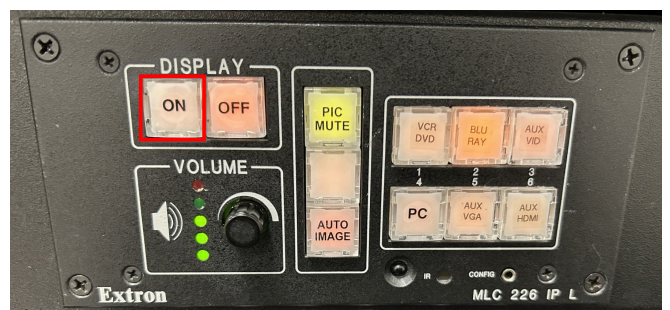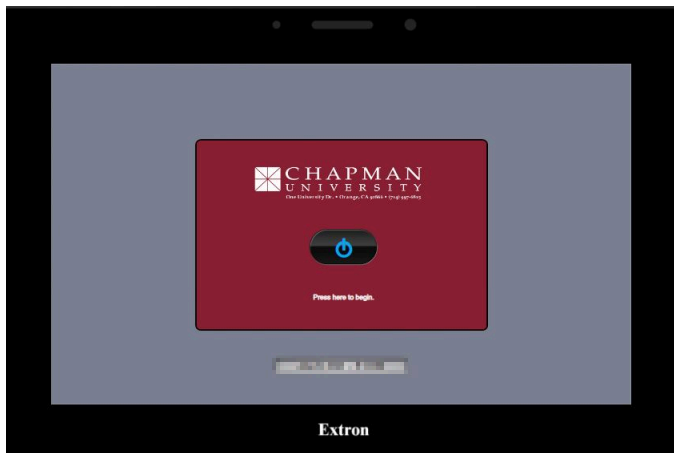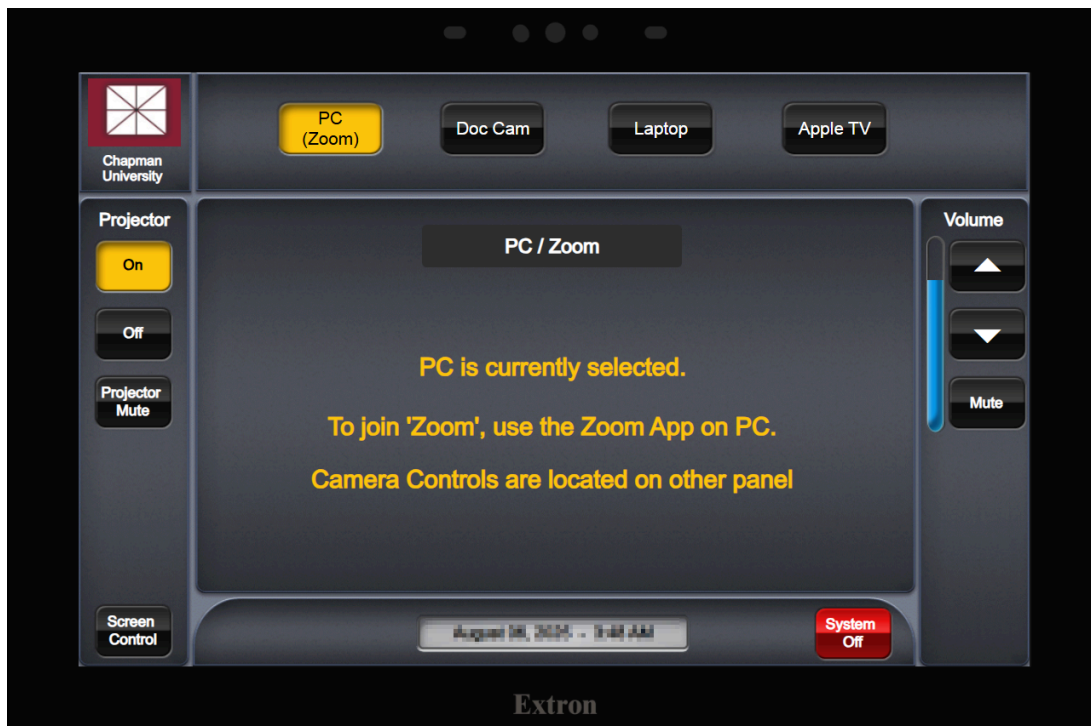

Example of an AV touch panel

Example of an AV button panel

When you arrive for class, you may need to turn on the display by touching the power button in the center of the AV touch panel or the ON button.

The AV touch panel looks similar to the image below when it is turned on.

The AV panel has buttons for different **sources**. Select your preferred **source**:

- **PC**: Projects the classroom computer.
- **Doc Cam**: Projects the document camera.
- **Laptop**: Projects a laptop/device that is connected via the HDMI cable.
- **Apple TV**: Projects the Apple TV (you can then use Screen Mirroring to present from your Apple device).

Other controls on the AV panel include:

- **Projector On** and **Off**: Use to turn the projector on and off.
- **Projector Mute**: Use to black out the projector screen temporarily.
- **Screen Control**: Use to raise and lower the projector screen.
- **Volume △ and ▽**: Use to control the audio volume.
- **Mute**: Use to mute and unmute the audio.
- **System Off**: Use to turn the AV system off.

Teaching with the Classroom Computer

You may wish to teach using the desktop PC computer that is provided in the classroom. Below please find instructions for getting started.

1. Make sure the **PC** source is selected on the AV panel.
2. If needed, wake up the computer by pressing any key on the keyboard. (If you still do not see anything on the monitor, confirm that the computer is turned on.)
3. Press **CTRL+ALT+DELETE** on the keyboard to unlock the computer.
4. Click **OK**.
5. Sign in using your Chapman email address and password.
6. Anything that you open on the classroom computer will be visible on the projector screen and audible in the room. Many instructors like to start by opening a browser, such as Google Chrome , and navigating to Canvas (canvas.chapman.edu).
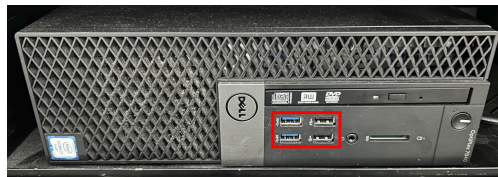
Tip: If you share everything that you need for class (lecture slides, etc.) in your Canvas course, then it will be easy for you to open in the classroom, and it will also be accessible to your students.

Please remember to sign out of the classroom computer before you leave, but please **DO NOT** shut down/turn off the computer.
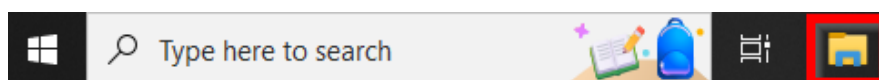
Opening a Presentation from a USB Flash Drive

Some instructors like to store their presentations on a USB flash drive that they bring with them to the classroom. Here is how you can open a presentation from a USB flash drive on the classroom computer.

1. Make sure the **PC** source is selected on the AV panel.
2. Insert your USB flash drive into a USB port on the front of the classroom computer.
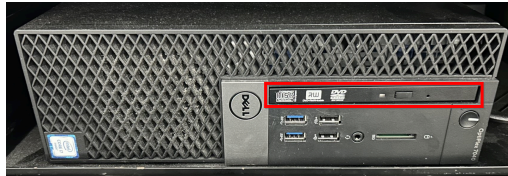

3. If nothing pops up on the computer screen after inserting your USB flash drive, you can open **File Explorer** by clicking on the File Explorer icon in the bar along the bottom of the screen.
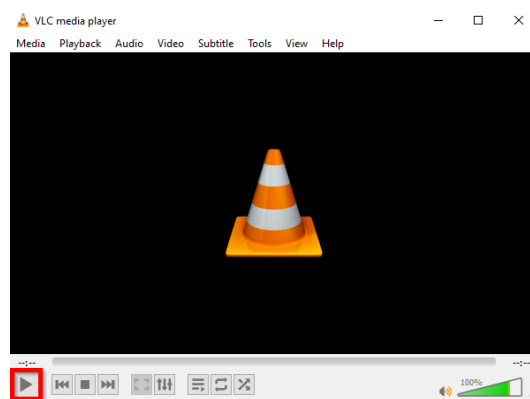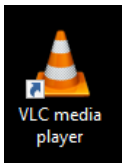
4. Find your USB flash drive in the menu on the left in File Explorer and click on it.
5. Find your presentation file and double click on it to open it.
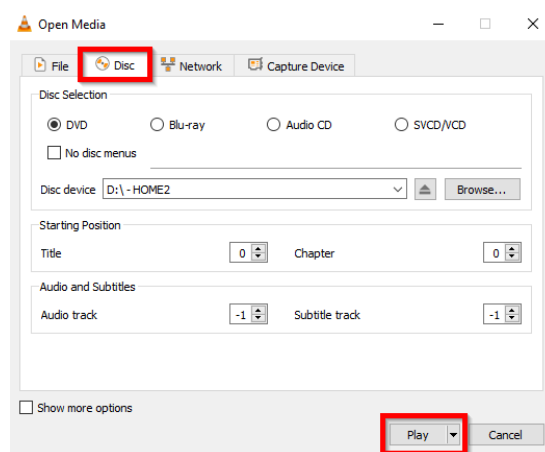
Showing a DVD

1. Make sure the **PC** source is selected on the AV panel.
2. Insert your DVD into the classroom computer's DVD drive.

3. If nothing pops up on the computer screen after inserting your DVD, open **VLC Media Player**.
4. Click on the play button in the bottom left corner.

5. Click on the **Disc** tab.
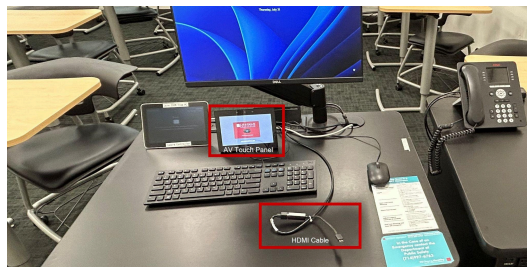6. Click on **Play** in the bottom right.

Note: If you have a Blu-ray Disc, then you will need to select the **Blu-ray** source on the AV panel and use the Blu-ray player. You can look up your classroom on the [Online Classroom Inventory website](#) to confirm that it has a Blu-ray player. Please contact Media Services at mediaservices@chapman.edu for assistance.

Teaching with Your Laptop

You may wish to teach using your laptop. There are two ways to present from a laptop in the classroom. The first way is to plug the HDMI cable in the classroom into your laptop (a USB-C to HDMI adapter is provided in most classrooms in case your laptop does not have an HDMI port). If you have a Mac laptop, then another option is to use Screen Mirroring to send what is on your laptop screen to the classroom's Apple TV wirelessly. You can look up your classroom on the [Online Classroom Inventory website](#) to confirm that it has an Apple TV.

Connecting Your Laptop Using the HDMI Cable

1. Make sure the **Laptop** source is selected on the AV panel.
2. Find the HDMI cable on or near the instructor station in the classroom.
3. Plug the HDMI cable into your laptop.
4. Your laptop screen will now display on the projector screen.

An HDMI cable on an instructor station

Example of a USB-C to HDMI adapter

Connecting Your Mac Laptop Using Apple TV

1. Be sure your Mac laptop is connected to the Wi-Fi ([Eduroam or Chapman Open](#)).
2. Confirm that the **Apple TV** source is selected on the AV panel.
3. On your Mac laptop, click Control Center ⬚ in the menu bar.
4. Click the Screen Mirroring icon ⬚.
5. Choose your classroom's Apple TV in the list of available Apple TVs (you can reference the name of your classroom's Apple TV on the projector screen).

6. A four-digit code will appear on the projector screen. Enter this four-digit code on your Mac.
7. Your laptop screen will now display on the projector screen.
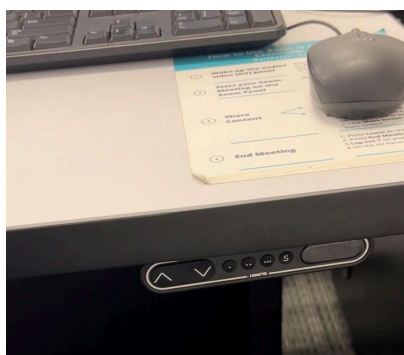
Need Support?

Below please find a few different ways that you can get support with the technology in your classroom:

1. You can arrange for a classroom technology expert to meet you in your classroom and orient you to the technology before the term starts or help get things up and running for your class. On the IS&T Bookings page, select your campus, then select **Classroom Tech Assistance**.
2. You can pick up the phone in your classroom and dial **x6666** for classroom technology help.
3. For less urgent needs, you can open a Service Desk ticket by sending an email to servicedesk@chapman.edu.

Classroom Technology Courtesy

To ensure a positive experience for all who use the classroom, we kindly ask your help with the following:

- Please remember to sign out of the classroom computer before you leave.
- Please **DO NOT** shut down/turn off the classroom computer.
- If using Zoom, please remember to end your Zoom meeting before you leave.
- For accessibility reasons, please **DO NOT** leave chairs or stools in front of the instructor station.
- For accessibility reasons, if your classroom has an adjustable height instructor table, please leave it at sitting height (see image in the bottom left).
- If you move classroom furniture, please return it to its original configuration.
- If your room has student tables with cables that plug into the wall, please **DO NOT** move the tables away from the wall.
- Please **DO NOT** turn off the AV rack (see image in the bottom right).
- Please **DO NOT** unplug any equipment.

Thank you!