Application for Academic Staff (PAS) -  Academic Year 2023/24

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Contact Classroom & AV Support ext. 7800 and choose option 2
Call 01695 650800 if you need to use your mobile –
there may not be a phone in your teaching space.
Audio visual
If you are planning to use a classroom or lecture theatre on the Ormskirk campus and are unfamiliar with the systems, we can provide training for you.

AV sessions cover:
• Classroom audio-visual technologies
• Lecture theatre audio-visual technologies
• SMART Board interactive whiteboards

To book onto a session visit the Staff Development wiki or email AVTraining@edgehill.ac.uk

Classroom technology sessions cover:
• Clickers/voting systems
• Blackboard Collaborate

Find out more: www.eshare.edgehill.ac.uk/5318 (clickers guide)
We will provide staff development and support to get you started.
Find out more: www.eshare.edgehill.ac.uk/3571 (Collaborate)
SUPPORTING TEACHING SPACES

Media and ICT Support
The team support the Audio/Visual technologies you would find within the classroom and lecture theatre spaces across all 4 campuses.

ICT Development
Provide support, training and advice for staff and students in the use of specialist classroom technology and software within the Faculty of Education.

Learning Technology Development
Provide support, training and advice to academics in using learning technology including Learning Edge, Collaborate and clickers/voting tools.

Contact Classroom & AV Support ext. 7800 and choose option 2 Call 01695 650800 if you need to use your mobile – there may not be a phone in your teaching space.

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TEACHING SPACES

There are over 200 teaching spaces across all four campuses. These include 10 lectures theatres. All lecture theatres and the majority of classrooms have a control interface and can be supported remotely. The following spaces are lecture theatres and are remotely supported should you experience a problem:

- B001 Business School
- E1 Faculty of Education
- H1, H2, & H3 Faculty of Health and Social Care
- CE017 Creative Edge
- W1 Wilson Centre
- SPS001 & SPS101 Social and Psychological Sciences
- Ground Floor, Armstrong House, Manchester

For details of all teaching spaces go to Y:\Everyone\Classroom Support & AV
EQUIPMENT IN ROOMS

PC/Mac
Each teaching room has either a networked PC or Mac. These have access to the current Office suite, full internet access and are normally wired into the audio-visual equipment in the room.

Data projectors
The vast majority of rooms also have HD ready data projectors, although some older rooms have standard definition. Lecture theatres have full HD.

Interactive technology
Interactive technology is installed in the specific rooms for those courses who require access:
- SmartBoard or Promethean; a pen/finger based system for interacting with things being projected onto the board.
- Smart Podium; installed in most lecture theatres. It replaces the PC monitor and is used with the projection screen.
There are 3 main types of control interface.

- Extron push-button wall/desk-mounted control interfaces.
- Touch-panel interfaces; these are primarily installed in lecture theatres (example from E1). They use intuitive interfaces, although they may differ in some respect from room to room.
- For rooms with no interactivity, remote controls for the projector and video playback will be available.

Additional inputs

Most rooms with audio-visual equipment have the facility to plug in other devices to be used with the projection system. These are normally via:

- Laptop connector; a VGA-style lead that connects with most standard laptops, and is provided in each room.
- HDMI connector; this allows for more modern laptops, or those devices with digital outputs to be connected to the system.
- Auxiliary input; an older-style of connector, and allows connection of older devices, such as camcorders that do not have digital outputs built in.
- Remember to bring your charger for your laptop or MacBook.
When is classroom support available?
Support is available 8.00am – 6.00pm Monday to Friday during term time;
8.45am – 5pm outside of term time.

Which rooms do we support?
All teaching rooms on the Ormskirk campus, as well as those at Aintree, Armstrong House and
Woodlands. This includes lecture theatres, seminar rooms and IT labs, totalling 212 rooms.

How do you report a problem in a classroom or lecture theatre?
The team can be contacted via the Learning Services help line, please call ext. 7800 and
choose option 2 for Classroom AV Support. Call 01695 650800 if you need to use your mobile
– there may not be a phone in your teaching space.

What support do we offer if you experience a problem using Blackboard
Collaborate or clickers/voting tools while teaching?
Learning Technologists can be contacted directly on ext. 7754 or 01695 650754.

Contact Classroom & AV Support ext. 7800 and choose option 2
Call 01695 650800 if you need to use your mobile –
there may not be a phone in your teaching space.
CLASSROOM SUPPORT

We offer a three-tier support system:

Level 1
We aim to resolve most problems either remotely or via telephone.

Level 2
A member of the team will come out to assist if the issue cannot be resolved remotely.

Level 3
Occasionally, we might need more specialist support if there is a major equipment fault. In this instance room bookings are notified and the room may be temporarily unavailable.
BORROWING AV & CLASSROOM EQUIPMENT

Borrowing
To see the full range of portable items for loan go to the library catalogue (library.edgehill.ac.uk) and do a title search for ‘general issue’. To borrow any of these items just come to the Welcome desk in the University library. Items will be issued onto your library card.

Book in advance
If you would like to secure an item for a particular date, you can book items in advance (minimum of 3 working days’ notice). You will receive an e-mail normally within 1 working day to confirm if your request has been successful. go.edgehill.ac.uk/display/ls/Loaning+equipment

Collect your booking from the Welcome desk in the University library. If you have any questions about booking items please email the team: equipmentbookings@edgehill.ac.uk
See pages 12–15 for a selection of portable equipment.

ICT for Education
A range of education ICT equipment is available for loan to Faculty of Education staff. A list of the resources available can be found at: go.edgehill.ac.uk/lsict/HTCat_EdICT
EQUIPMENT TO BORROW

Hand microphone: XLR or 3.5mm
Lecture theatre wireless hand mic
Microphone stand
Microphone tie clips
Yeti microphone
USB conference mic and speaker
USB headphones with microphone
Audio headphone with microphone
Audio headphones 3.5mm
Wireless presenter
Digital camcorder (SD card)
Digital stills camera
EQUIPMENT TO BORROW

- Tripod
- Data projector kit
- Digital voice recorder
- USB web cam
- Laptop
- Screen and data projector
Optivote voting system
(3 sets of 32, can be used for bigger classes)

Turning point voting system
(at least 35 handsets)

VGA adapter: iPad/iPod/iPhone

VGA adapter: Mac Book

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