

A young woman with blonde hair is smiling and looking towards the left. She is sitting at a green desk in a classroom, holding a pen over an open notebook. Other students are visible in the background, some sitting at green desks. The overall atmosphere is bright and positive.

# **CLASSROOM SUPPORT & AV**

@ Learning Services





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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.

# TRAINING & SUPPORT

## 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](mailto:AVTraining@edgehill.ac.uk)

### Classroom technology sessions cover:

- Clickers/voting systems
- Blackboard Collaborate

Find out more: [www.eshare.edgehill.ac.uk/5318](http://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](http://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 lecture 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**



Faculty of Education E1



Wilson Centre W1



Faculty of Health & Social Care H1

# 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.

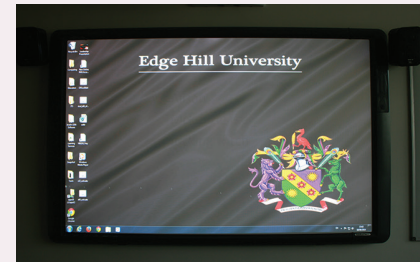
## Interactive technology

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.



HD data projector



Promethean



Smart Podium



## 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.



Extron push-button wall/desk-mounted control interface



Touch-panel interface



VGA style lead



Auxiliary input

# CLASSROOM SUPPORT

## 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](http://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/Is/Loaning+equipment](http://go.edgehill.ac.uk/display/Is/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](mailto: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/Isict/HTCat\\_EdICT](http://go.edgehill.ac.uk/Isict/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



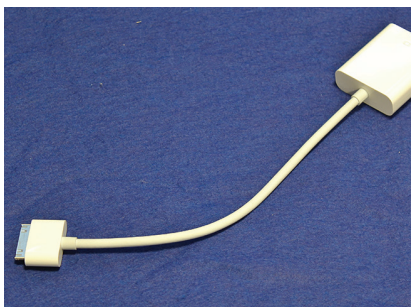
Screen and data projector



**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**

To see the full range of portable items for loan go to the library catalogue [library.edgehill.ac.uk](http://library.edgehill.ac.uk) and do a title search for 'general issue'.



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