



Technology in the Classroom

The Instructor Computer

1. Press the power button on the front of the tower to turn on the computer.
2. Press the power button on the monitor to turn on the monitor.
3. Wait for the CCPS login screen to appear.
4. Enter your network username and password.
5. Click Login.



Logging In

Use your network credentials (username and password) to log on to the computer system and access the programs on that computer.

If you experience issues logging in or do not remember your credentials, contact the Help Desk at 239-377-0445 for assistance.

Do not share your username or password with others. All students and employees are assigned individual login credentials. If you or a student cannot log in, contact the Help Desk at 239-377-0445 for support.

The Document Camera

1. Turn ON = Press the Power button on the document camera remote or Press the Power button ONCE on the side of the document camera (you should see a green light on the top to indicate it is on).
2. Turn OFF = Press the Power button TWICE on the document camera.



Focusing your image: The Focus on the document camera is either Auto Focus or Manual Focus. Press the Auto Focus button on the remote or on the face of the doc camera or for manual use the wheel near the head of the camera to focus as needed.

Lights: Adjust the light settings using the switch on the head of the document camera.

Projecting the computer and doc camera

Once the projector and doc camera are turned on, use the doc camera remote or the buttons on the face of the doc camera:

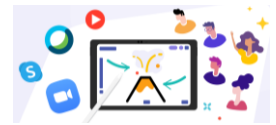
1. Choose **PC** to **project the computer** (or **source button** on older doc cams)
2. Choose **Camera** to **project the doc camera** (or **source button** on older doc cams)

Audio System (instructor microphone and computer audio)

1. Press the **Power** button on the **face of the audio box**.
 - **Microphone audio** – use **Teacher 1 knob** to adjust volume
 - **Computer audio** – use the **CD/MP3 knob** to control the volume

Note: Contact the school's front office if you need batteries for the microphone or remote(s).

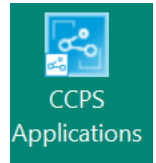




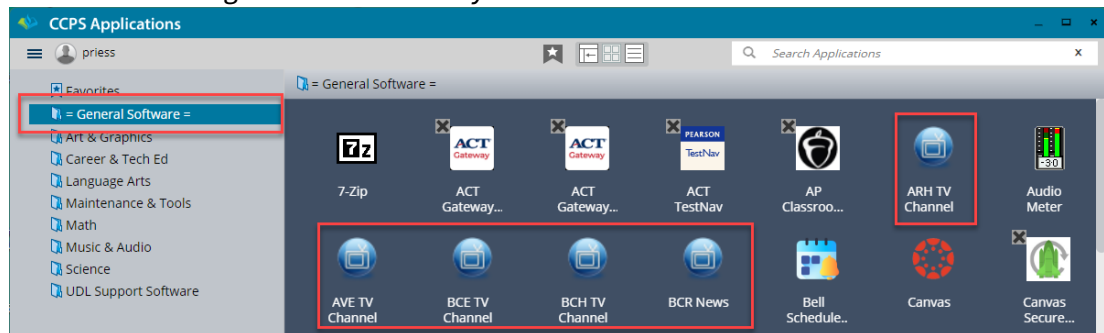
Technology in the Classroom

Morning Announcements

1. Access the CCPS Applications icon on your desktop (after logging onto the computer).
2. Select General Software.
3. Double-click the icon with your school abbreviation "TV Channel" (i.e. Big Cypress Elementary would be BCE TV Channel).
4. The media player will launch.



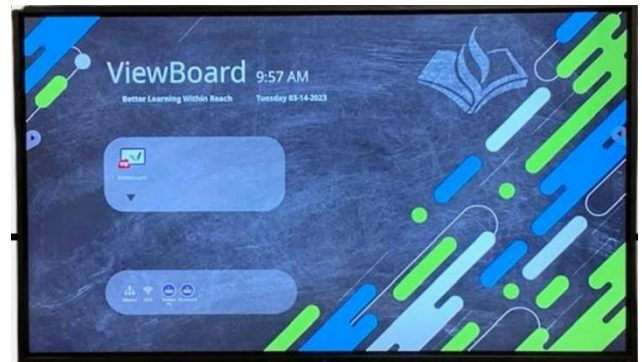
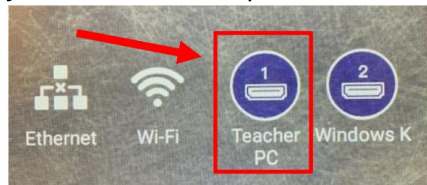
Note: You only can stream morning announcements of a site while onsite. You will not be able to view morning announcements if you are not onsite at the selected school.



ViewSonic IFP Unity (interactive flat panel)

Your instructor computer is connected to the IFP, so anything displayed on your computer will be projected on the screen.

1. If the unit is off, press the power button located at the bottom of the panel.
2. On the IFP home screen, tap the Teacher PC icon to display your instructor computer screen.



Overall Care

- Use the appropriate stylus or your finger. Do Not use regular writing utensils (highlighter, dry-erase markers, markers, pens, pencils, etc.) on the screen.
- Do not pull the panel from the wall.
- DO NOT use any type of cleaner or disinfectant wipes (e.g., Clorox wipes) on the display screen or case; just a dry microfiber cloth.

End of Day Procedures

1. **Turn off doc camera.**
2. **Turn off the audio system.**
3. **Turn off mic and plug in to charge.**