

## Classroom Technology Instructions

1. Display computer to SmartBoard:
  - a. Turn on the SmartBoard by pressing either the power button on the front of the board or the power button on the remote. To choose an input, tap "Input" at the bottom of the screen or press the physical button on the front of the board.
  - b. Choose HDMI 1 to display your computer screen
  - c. Choose HDMI 2 for your AppleTV (3<sup>rd</sup>-12<sup>th</sup> grade teachers)
  
2. Classroom Audio (You can use either your ceiling speakers **OR** your SmartBoard speakers for audio)
  - a. On your computer click the speaker icon in the bottom right of the taskbar
  - b. Click the pop-up arrow to view your speaker output options
  - c. Click "SBID-MX0X5-V2" for sound from the SMART board or "Speakers/Headphones" for sound through the classroom sound reinforcement system
    - i. Sound Reinforcement System (If using ceiling speakers)
      1. Turn on the main unit (Power button on the right side)
      2. First two knobs are for the wireless microphones (#1: Wireless and #2 Handheld)
      3. You can use both microphones at once.
      4. The sound for the computer can be adjusted by either the third or the fourth knob
    - ii. Sound on SMART Board
      1. The physical volume buttons on your SMART Board and the volume controls on your computer are separate. Both must be adjusted accordingly.
      2. To get sound through your SMART Board, you must have your computer pulled up on the SmartBoard.
  
3. **Make sure that you turn off the Sound Reinforcement Box and SmartBoard when you leave each day. Please make this a part of your daily routine.**
  - a. **Note: Monday – Thursday turn off SmartBoard on the front power button. On Friday, turn off the manual power button on the bottom right side for 75 inch boards and right side for 65 inch boards.**
  
4. Lock your computer (Windows Key + L) when leaving your room. Each night, lock your computer and turn off the monitor. **Do not turn off your computer** since updates download each night.
  - a. Check for Windows Updates at least once per week making sure to install any updates when prompted.

5. Mirror iPad to SMART Board
  - a. Apple TV
    - i. Apple TVs are installed in all kindergarten and 3<sup>rd</sup>-12<sup>th</sup> classrooms to display content from the teacher or student's iPad. To connect an iPad, click on Screen Mirroring by dragging your finger down on the right of the home screen. Click on your Apple TV from the list (Apple TV then Your Room #). A code will appear on your SmartBoard to enter on the iPad. Enter the code, and your iPad will display.
  - b. Built into SMART Board
    - i. Press the physical home button on the bottom right bezel to return to the home page (if not already there)
    - ii. At the bottom, middle of the screen, tap the Screen Share icon
    - iii. Drag your finger down on the right of the home screen.
    - iv. Click on the screen mirroring icon
    - v. Choose your room # **(not AppleTV Room#)**
6. HS Announcements are on the following YouTube Channel:
  - a. BulldogsBridgeport
7. Be careful when browsing the internet and be certain not to download any software from un reputable sources. Also, be aware of phishing scams. These scams often come through in emails that look like advertisements and contain links to malicious software. **If you ever come across anything that looks suspicious or receive any unexpected emails, notify the technology department immediately.**