

Instructor AV Training at JRC

OLLI at Duke

Winter 2023

Introductions

- OLLI Staff

 - Kathy Parrish – Staff Lead: In-Person Courses

 - Jenny Levine – Program Coordinator

 - Beth Bowling – OLLI Staff

 - Alease Davis – OLLI Staff

 - Annette Gooch – OLLI Staff

 - Jay Starks – OLLI Staff

- Training Assistants

 - Howard Koslow

 - Raymond Conroy

- Instructors

Agenda

- JRC class protocols
- AV equipment: overview and basics steps
- Using Windows or macOS laptops
- Videos: DVDs and YouTube
- Wireless microphones + speakers
- Tips / Q & A
- *Practice in your classroom*

JRC Class Protocol

- Arrive 15-20 minutes before class to set up
- Get instructor basket at front desk
- Class assistants
- Attendance
 - check off names in first class
 - just student count in rest of classes
- Return instructor basket to front desk
- Reminder: wear name tag, display parking pass

Classes: Cancel or Delay

Canceling a Class – Contact Kathy Parrish
kathy.parrish@duke.edu

Severe Weather

- OLLI follows Durham Public Schools (DPS)
 - *When DPS are closed, OLLI is closed*
 - *When DPS are delayed, OLLI is delayed*
 - *When DPS close early, OLLI closes early*

AV Equipment

Equipment Overview

AV Console + Ceiling Projector



Flat-screen TV (Rooms 4 & 8)



Console: Control Panel

Physical Button Panel (JRC)



Console: Basic Steps

- Turn ON: System and Display
- Connect device via cable: laptop, iPad, smart phone
- Select input: buttons on console
- *Present course material*
- Disconnect device
- Turn OFF: Display and System

Console: Set Up

1. Optional: Get loaner laptop or adapter from OLLI staff
2. Lower projection screen
3. Console panel – top row of buttons



- Press “System On”
- Press “Display On”
 - projector light blinks while warming up

Console: Set Up

4. Power on (or wake up) computer
 - plug into outlet!
5. Connect proper cable from console drawer
 - (top of console in room 5)



Console: Set Up

6. Console panel: select input



7. Present slides, web pages, etc.

- optional: use wireless presenter / laser pointer

Console: Shut Down

1. Remove any media (DVD or CD) from player
2. Console panel:
 - Press “Display Off” (light blinks during cool down)
 - Press “System Off”
3. Disconnect device, place cable in drawer
4. Raise projection screen
5. If using loaner laptop, perform full shut down
6. Return loaner laptop or adapter to OLLI staff

Flat-screen TV: Set Up

1. Obtain remote control from staff at front desk
2. Connect HDMI cable (hanging near TV) to your device



On remote control:

3. Press **green** "Power" button: turn TV on
4. Press "Input" button
to select HDMI as source



Flat-screen TV: Shut Down

1. *On remote:* Press green “Power” button: turn TV off
2. Detach HDMI cable and hang up by TV
3. Return remote control (in bag) to staff at desk

Portable Projector: Commons Room

- Obtain projector + screen from staff
- Refer to instruction sheet in projector case

Display Adapters

- Some laptops or tablets may need a display adapter
 - Mini displayport to HDMI
 - Lightning to HDMI (for iPad or iPhone)
 - USB-C to HDMI (newer MacBook or Windows PC)



- Loaner adapters available from OLLI staff (JRC desk)
- Check Amazon, Walmart, Best Buy to purchase

Using a Laptop

Using a Laptop

- Plug in laptop – do not run on battery power
- Boot up or “wake” computer and connect cable
- most computers will detect and project on screen
- Check power settings – disable screen / laptop “sleep”
- Close unnecessary apps and browser tabs
- Turn off app notifications (email, chat, etc.)
- Install pending OS updates before class

Problems Using a Laptop?

- If no image is projected
 - Verify image displays on computer screen
 - Verify projector or TV turned on
 - Verify display cable is connected
 - Verify correct input source is selected
(try switching to other source and back again)
- Image is flickering - OLLI staff can assist
 - Try changing image resolution (usually lower)
- PowerPoint only partially fills screen
 - Check display settings: mirror vs. “extend”

Operating System Settings

Windows 10 or 11

- Right click on desktop, select “Display settings”
 - scroll down to “Multiple Displays”
 - select “Duplicate”, or “Extend” for Presenter View
- Use “Display settings” to adjust resolution if needed
- Power settings: disable screen or laptop sleep mode
Start → Settings → System → Power & Sleep

Operating System Settings

macOS

- System Preferences —> Display —> Arrangement
 - check “Mirror Displays”
 - uncheck “Mirror Displays” if using Presenter View
- Power settings: disable screen or laptop sleep mode
Apple → System Preferences → Energy Saver (power adapter)

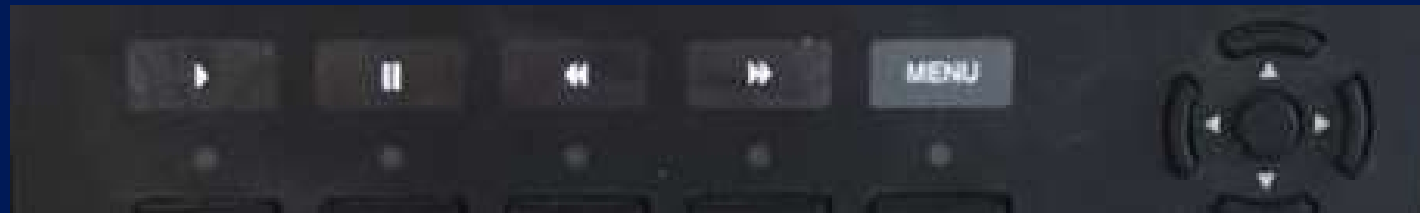
Internet

- Internet (wifi) connections – no password required
 - JRC WiFi network: **JudeaPublic**
- Generally very good performance

Videos: DVDs and YouTube

Console: Using DVD / CD Player

- DVD player located in top or middle console drawer
- Use DVD remote control (in console cable drawer)
- Press eject button to open, insert disk and close
- Select Blu-Ray as input source on control panel
- Point remote at DVD player - not the screen!
- Controls also on AV console



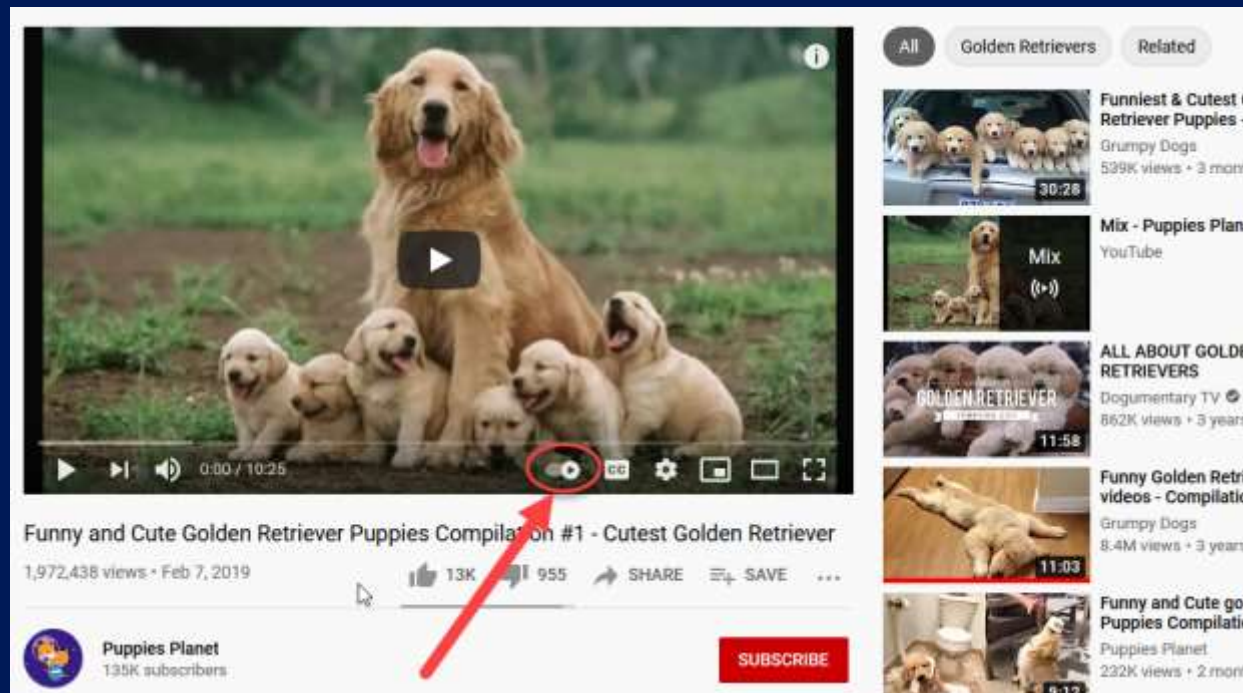
Playing YouTube Videos

- Have link(s) ready to launch
 - e.g., slides with links or browser bookmarks
- Start with low volume, adjust as needed
 - turn laptop volume up
 - then adjust console volume

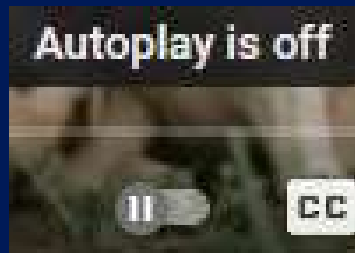


Playing YouTube Videos

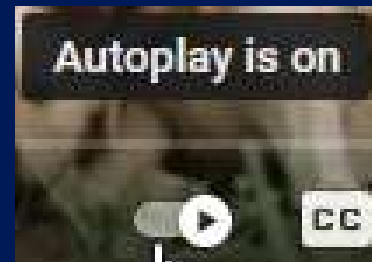
- Turn off autoplay to avoid “next up” video



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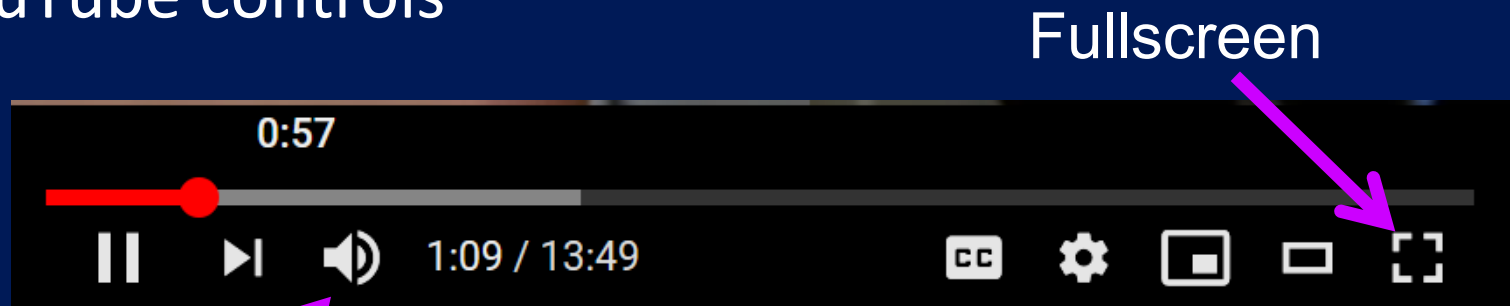


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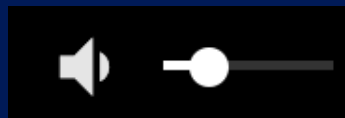


Playing YouTube Videos

- Be ready to adjust YouTube volume
- Skip or mute ads
- Know start and end times for partial play
- YouTube controls



Volume / mute
(mouse over)



Wireless Microphones and Speakers

JRC – Mic and Speaker



JRC – Mic and Speaker

- Get mic + speaker from OLLI staff at desk
- Turn on speaker and mic at max volume
- Place speaker in rear of room (behind students)
- Put mic on head and adjust close to mouth

Teach class

- Remove mic, power off
- Power off speaker
- Class assistant returns mic + speaker to staff

Tips

General Tips

- When removing cable, always grasp connector, do not pull on wire!



- Keep track of time for pacing
(clocks facing instructors in classrooms)
- Plan for 5 minute break

Presentation Tips

PowerPoint

- Slide show
F5 (first slide) or Shift+F5 (current slide)
- Press “b” to blank the screen (again to resume)
e.g., to use whiteboard or have class discussion
- Press “w” to project white screen (again to resume)
e.g., to illuminate an object

Presentation Tips

- Use USB presentation mouse to advance slides (+ laser pointer)



(e.g. Logitech R400)

- Save/export presentation as **.pdf** file to share
 - viewable on any device (Windows, Mac, tablet)

Technical Issues

- If cannot resolve within a few minutes
 - Instructor should stay in classroom
 - Ask class assistant/student to get OLLI staff
 - Fill out technical problem report

Questions?

Time to Practice!

Instructor	Room	Computer
Airall, Zoila	Commons	macOS
Bauernfeind, Rob	5+6	macOS
Bowen, Sterling	4	macOS
Brems, Susan	7	Windows (L)
Gabriel, Lisa	5+6	Windows
Gartner, Jack	7	Windows
Johnson, David	5+6	none
Koren, Hillel	5+6	Windows
Koslow, Howard	8	Windows
Lancaster, Marjorie	7	Windows
McIntyre, Edison	5+6	Windows
Montana, Gustavo	5+6	macOS
Oliver, Lois	5+6	Windows
Shapiro, Marc	5+6	macOS
Shaw, Robert	5+6	macOS
Strug, Terri	8	Windows
Szerszen, Dennis	8	Windows

Practice in Classrooms