ITS Quick Start Guide for New Faculty, Fall 2018

Important Addresses

Gmail:  https://gmail.swarthmore.edu
Moodle:  https://moodle.swarthmore.edu
Help Docs and Software Downloads:  https://kb.swarthmore.edu
The Dash:  https://dash.swarthmore.edu

Important Locations

Active Learning Classrooms:  Kohlberg 116 and Science Center 264
Beardsley Media Center:  Beardsley 114
Beardsley Maker Space:  Beardsley 101/102
Computer Classrooms:  Trotter 201 (Windows) and McCabe 306 (Mac)
Kohlberg Language Center:  Kohlberg 326
Media Services:  Beardsley 115
Help Desk:  Beardsley 110

Where Documents Go

Moodle: Use our learning management system for course content. Courses and enrollments load automatically from Banner (Registrar).
Google Drive: Sharing of any file type and collaborative editing of word processing files, spreadsheets, slideshows, and forms. Storage is unlimited.

Things We Can Help With

- Lecture capture, video streaming
- Active Learning and Flipped Classroom support
- Setting up Moodle, online grading
- Color printing, poster printing, 3D printing, laser engraving & cutting
- Borrowing clickers, cameras, audio recorders, iPad Pros, laptops, ChromeBooks, or a quadcopter
- Ideas for class projects, classroom technology support
- Reserving a computer classroom
- Educational discounts for computers and Microsoft Office or Adobe Creative Cloud for home use
- Online surveys and course evaluations
- High performance computing, Amazon Web Services
- GitHub repositories, RStudio workspaces, JupyterHub notebooks, GIS tools
- High speed data transfers with Internet2
- Blogs, wikis, and podcasts
- Conference calls and videoconferencing
- Online software training through Lynda.com or DataCamp

Contact information

- Help Desk, help@swarthmore.edu, x4357
- Media Services, avbox@swarthmore.edu, x6201
- Michael Jones, mjones1@swarthmore.edu, x8036
- Andrew Ruether, aruethe2@swarthmore.edu, x8254
- Ashley Turner, aturner2@swarthmore.edu, x6130
- Doug Willen, willen@swarthmore.edu, x7787
- Accessibility, accessibility@swarthmore.edu or Corrine Schoeb, kschoeb1@swarthmore.edu
Classroom Equipment Quick Start Instructions

All regularly scheduled classrooms have projection/display systems. Most also have built-in Mac computers. If you wish to use one, verify that it is on before you begin the instructions below. If you are using your own laptop, connect it to the HDMI cable in the room. (Depending on your laptop model, this may require an adapter. Adapters are available from Media Services.)

1. Touch the center of the Crestron screen to wake the display.

2. The projector will turn on by either pressing "Show" from the bottom of the screen or by selecting the media source you wish to use from the left side of the screen. Depending on the room you are in, the projection screen may drop down at this time.

3. If you haven’t done so yet, pick the media source you wish to use from the left side of the screen.

4. When finished, press the “Exit” button on the right side of the Crestron screen to turn off everything off. After pressing "Exit" you may be prompted with a final shutdown message to which you can press “Continue” or “Yes” to shut down the system.

NEED HELP?

Dial: 610-957-6201 or email: avbox@swarthmore.edu

Media Services - Beardsley 115

Monday – Friday

8:30am – 4:30pm (4:30pm – 7:00pm by appointment)