



BANYULE
UNIVERSITY OF THE THIRD AGE

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TUTOR GUIDELINES FOR TEACHING AT ILCH

Modified January 2022

Contacts:

For queries and advice relating to these Tutor Guidelines, using the Tutor Portal and general management of courses contact Sharon Karasmanis

Sharon Karasmanis

Course Coordinator

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For queries relating to the operation of the classrooms including using the classroom iPad, room divider, room layout or misuse of room, contact Margaret Fievez

Margaret Fievez

Venues Manager

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Queries relating to the Office, photocopier and stationery supplies contact Valerie MacPhee

Valerie MacPhee

Office Manager

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valerie.m@cphee.com

For assistance needed with use of AV equipment (laptop, ELMO projector, microphones) please contact Michael Maguire

Michael Maguire

Technical Coordinator

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For any Health and Safety matters please contact Alan Marks. Any injury occurring in class is to be reported to him.

Alan Marks

Health & Safety Officer

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Ama64891@bigpond.net.au

Tutor Guidelines for Teaching at ILCH

Abbreviations used throughout this document:

ILCH: Ivanhoe Library and Cultural Hub

CMR1 and CMR2: Community Meeting Rooms 1 and 2

MR1: Small Meeting Room adjacent to U3A Office

Our teaching rooms are the Wilim Ngarrgu CMR1 and Wilim Ngarrgu CMR2. *Wilim Ngarrgu means 'place of knowledge'*. We have exclusive use of these 2 rooms from Monday to Friday, 9 am to 5 pm. The small MR1 is available by a booking system. Outside of these times other community groups will have access to the same rooms.



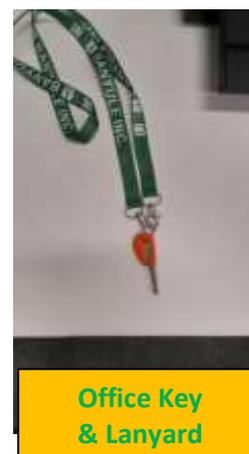
- Enter via ILCH's main entrance and register using the QR code in the foyer entrance. If you are unable to do this, please sign in at the Reception Desk.
- U3A classrooms and office are on the Upper Ground (UG) level, accessed via a lift located past the reception desk (UG button) or by the stairs (six steps). The classrooms are on the right and the office on the left (currently named Meeting Room 2).
- The classrooms can be used as a large single room by combining Wilim Ngarrgu CMR1 & CMR2 or as 2 separate rooms when the dividers between them are closed.
- **STORAGE: tables** are stored in the room adjacent to Wilim Ngarrgu CMR1, accessible from the foyer; ample **chairs** are stored in the classrooms against the walls. **AV equipment** such as a laptop or an ELMO projector that you may require is stored in locked cupboards **3 & 4** in CMR2. The key to this must be accessed from the Office. Roving microphones for class use are stored in the single cupboard nearest the window.
- Public Wi-Fi is available throughout the building. No password is required. You may need to sign in again after a significant time lapse.
- A unisex toilet can be found on the Upper Ground floor in the small corridor to the left of Meeting Room 1 opposite the classrooms. Separate blocks of Female and Male toilets are on the Ground floor near the cafe.

U3A Banyule Office (currently named Meeting Room 2)

- Opening hours are 10am – 12noon, Monday – Friday.
Office telephone number: 0418 749 228
- Tutors can access the office out of hours. The office key is kept in a Key Safe mounted on the right-hand side of the wall after entering the storeroom. *Refer image of Key Safe next page.*



- To access the office key, open the lid downwards, press RESET button first, then enter the 4-digit key code. Finally slide the LEVER switch down and the metal cover should open downwards.
- The key code is 6432.
- To close the Key Safe after removing the key, you must follow the same procedure as above on the metal cover. Close black plastic lid.
- When leaving the Office use the key to lock the office and check that the door is locked.
- **Please return the key to the Key Safe immediately after leaving the locked office.** This is important as U3A only has one key.



Teaching in Wilim Ngarrgu CMR1 and/or CMR2:

- The key for the classrooms is kept at the Reception Desk. It should be collected each morning by the first tutor to arrive who would return the key to Reception immediately after opening both classrooms. There is no need to lock them after the last session.



On entering each room, an electronic light 'switch' (*pictured at left*), can be found on the wall behind the doorway.

The lights can be off 0%, 40%, 70%, 100% or Presentation level. You can choose the required level of lighting by pressing the appropriate white dot on the black surround.

The arrow found at the bottom right unlinks/links the lighting for Wilim Ngarrgu CMR1 and CMR2. If you are using one of CMR1 or CMR2 then you need to have the lighting **unlinked**. For use in the combined room, you **link** the lighting.

Heating & cooling are centrally controlled so we are not to adjust the controls (cream box on wall next to light control)

Teaching in Wilim Ngarrgu CMR1 and/or CMR2 (cont):

Equipment: There are **2 laptops**, one for each classroom. Each laptop will have a power cord, two HDMI cables, a mouse, and a Presenter for remote displaying of PPTs and photos. An **ELMO digital projector**, which is used to project images, documents, or in the place of a whiteboard is available for each classroom. Each ELMO comes with a power cord, 2 HDMI cables and a HDMI switch inside its case. Two power boards and extension leads are also located in the Equipment Store. **(Refer 'Storage of Equipment for Classes' on page 5 for information on accessing these)**

- The **standard set-up** is as 2 individual rooms with the Divider separating them. This is the way it would be found at the beginning of the day and must be returned to at the end of the day if necessary by the last class for the day. All chairs should be stacked against the walls of the classroom, all tables returned to the storeroom next to CMR1
- The Divider consists of 6 hinged panels, **each** of which needs to be 'locked' in place/ or unlocked with a special **locking handle** kept at the Reception Desk. To teach in the combined room, the divider must be pulled back with 3 panels at front end and 3 at the rear end of the room. Either way, it requires 2 people to set-up and important that you take care with your fingers. Unlock from CMR2 at window end, last locking point. Once unlocked, find the locking point at the very end in the metal groove, and unlock.
- Tutors have been provided with a daily timetable for the rooms. This will enable you to know: which class is next and what furniture may be left out for that class; and whether the next class will be held in a separate Wilim Ngarrgu room or in the combined rooms.
- Tutors are responsible for setting up the classroom with chairs and tables according to their requirements. All tables are kept in the storeroom accessed through Wilim Ngarrgu CMR1 for tutors in CMR1 and via the foyer for tutors in CMR2. Chairs are to be stacked along the walls of the classrooms.
- As indicated, the standard setup of the classrooms is as 2 separate rooms. If you have been using the space as a combined room and classes following yours require the standard set-up, then you are responsible for putting the divider back in place.
- It is recommended that tutors appoint a few class representatives each semester to assist with Covid monitoring; the roll; setting up tables and chairs, and to open or close the divider if required for the next class.
- Tutors are required to follow the U3A COVID-safe plan and appoint 2 cleaning monitors to wipe down the tables and sink taps at the end of the class and after all other students have vacated the room. Chairs do not need to be wiped down. Students for the next class should not enter the room until it is fully vacated.
- **Tea points in classrooms.** Tea/coffee facilities exist in both of the Wilim Ngarrgu rooms. Each room has a Hot Water unit so please exercise care when dispensing hot water. *Under current COVID-safe regulations no food and drink can be shared in the classrooms. Students may bring their own water bottle or thermos to class.*

Storage of Equipment for classes

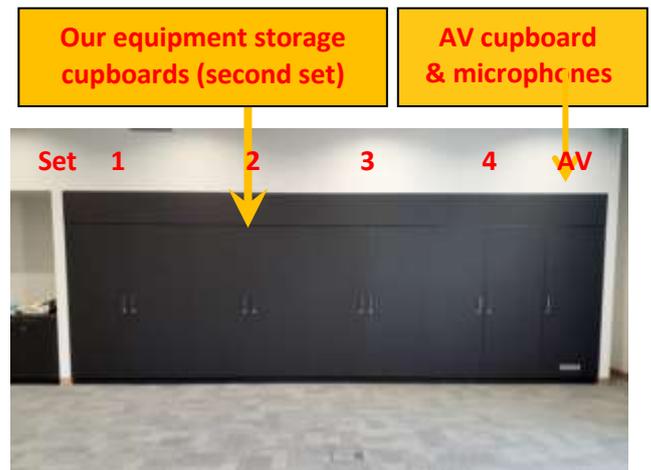
The following U3A Banyule equipment for our classes can be accessed from a dedicated U3A double storage cupboard in Wilim Ngarrgu CMR2.

In the photo at right, the U3A storage cupboards are the **second set** of double cupboards when viewed from the kitchen end.

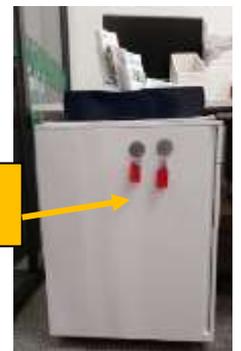
The lockable cupboards house both classroom laptops, a MacBook Air, the ELMO data projectors, a CD player and 2 power boards.

The key (**red tag** - we have 2 sets) to these equipment storage cupboards are currently kept on the metallic key holders of the side of the desk pod nearest to the Office entry. This key must be returned after class.

Please ensure the **equipment is returned** to our storage cupboard in Wilim Ngarrgu CMR2 and that the **doors are locked** before returning the key to the Office.



Keys (red tag) to the CMR2 equipment



Instructions for the Equipment:

Two dedicated classroom laptops (in their bags labelled 1 and 2) are available and are stored in this lockable U3A cupboard. Enter the 8-digit PIN (below the keyboard to bring up the home screen. Inside the laptop bag you will find the power cord, 1 HDMI cable, a cordless mouse, and a presenter for remote switching of slides. (*See page 8 for using the Presenter*)

When using either laptop **please plug it into a power source** rather than deplete the laptop battery. Ensure that **all** accessories are returned to the bag at the end of class and the laptop returned to the storage cupboard.

ELMO Digital Projectors –The ELMO is used to project photos, prepared documents, and drawings onto the classroom screen. It also replaces the need for a whiteboard by projecting your handwritten notes to the screen as you might have displayed on a whiteboard. We have 2 different ELMO projectors, one older and larger than the other. Both are easy to set up and use. It comes in a case with a power cord, 2 HDMI cables and a HDMI switch for when you want to use **both** a laptop and the ELMO in the same class.

In classes where you intend to only use the ELMO (that is, without a laptop):

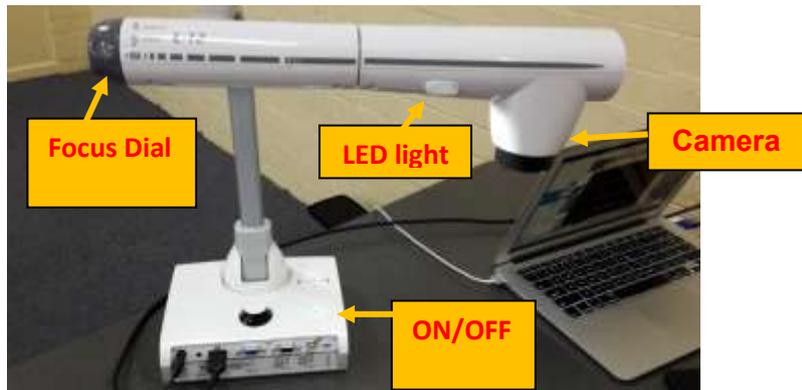
(Larger earlier ELMO model)

- Unpack ELMO and gently move parts into position as shown in the second photo below. **Do not use force.**

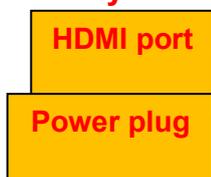
- Connect both the power cord and the HDMI cable from the ELMO to the wall outlets in CMR1 or at the lectern in CMR2. Turn the ELMO to ON.
- Adjust focus using the darker grey dial on the end of the machine to zoom in or zoom out. You also can press the **orange** convex button protruding from the grey dial for auto adjust.
- There is a LED light if you think this enhances the image projected.
- Place the document on the table beneath the camera lens to be upright for you as you face to the students. This will project the image the correct way on the screen. To scan down a document/page move the camera or the document slightly.
- You can also twist the camera around to record yourself, the audience or anything else.
- Please replace ELMO in case as shown in photo 1 after use. Return to the storage cupboard. Lock and return the storage key to the U3A Banyule Office.



1. ELMO packed away



2. ELMO ready for use



3. ELMO connections



If you wish to discover the further features of this document projector I'd recommend the following YouTube program: [Using the document camera \(ELMO TT-12\) - YouTube](#)

(New smaller ELMO model):

The newer compact ELMO MO-2 operates in a similar way to the older model. Some configuration differs.

- As above unpack the ELMO, and gently raise the camera arm while holding the operating panel. Extend the second section of the arm then the camera head to horizontal, as shown here.

Do not force any movement.





- Attach power cord and a HDMI cable from the wall sockets to the ELMO.
- The ON/OFF button is used to power on or power off the ELMO, or to enter or restore from standby mode. The colour of the button may be red, blue, or unlit, but it is not easy to determine the status of the ELMO from the colour of the button.
- Press and hold the ON/OFF button for about 2 seconds to activate the ELMO. If the ELMO is in standby mode, the camera view should appear on the screen in about 10 seconds, but if the ELMO has been completely shut down, it may take up to 40 seconds for an image to appear. The start-up image consists of a blue “Visual Presenter” image, which will disappear after a few seconds. It may be necessary to press the camera button for camera view or an image appear.
- To sharpen the image, press the Auto Focus button. If the image is upside down, press the Rotate button twice to rotate the image 180°. If you think the image is too dark, there is a button for greater illumination.
- In the case of an image remaining on the screen (display frozen), hold down the ON/OFF button for about 2 seconds until the button is unlit. (Power OFF) The Power OFF process takes about 20 seconds. Once the ELMO is completely shut down, press, and hold the ON/OFF button for about 2 seconds and wait for the “Visual Presenter” image to appear again.



Using *both* laptop and ELMO during class:



Single port: for attaching a HDMI cable from wall socket to the HDMI switch

There is only **one** difference from the steps above. Both the laptop and the ELMO will require a HDMI cable to transfer only one input. For this a HDMI switch needs to be used.

Side of HDMI Switch with 2 ports: for attaching both a HDMI cable from Switch to laptop and a HDMI cable from Switch to ELMO

Unpack the ELMO as before. Connect power cords for both the laptop and ELMO to wall socket.

Connect a HDMI cable from the wall socket to the single port side of HDMI Switch. Connect both the HDMI cable from the laptop and the HDMI cable from the ELMO to the 2 ports shown on the side of the HDMI switch. (refer photo at bottom of page 7)

By pressing the button on top of the HDMI switch you can toggle between the screen projection sent from the laptop to that of a document under the ELMO camera. Please be patient. There seems to be about an 8 second delay before the display changes. So hold off pressing the button again.

- Follow all other steps as if using the ELMO alone.

Logitech Presenters - included in each laptop bag

- The Logitech Presenter device is used to remotely manage the changing of images in PowerPoint presentations.
- Remove the USB from the bottom of the device and insert into the computer.
- Turn device on - On/OFF control is on the left-hand side.
- You can now go forwards, backwards and black out the screen during your PowerPoint presentation. **NOTE: the buttons are sensitive – do not keep your finger on them, or the slides will continue at a fast pace.**
- After use, turn off the device, replace the USB into the bottom of the Presenter, and return the device to the classroom laptop bag.



4 handheld (roving) microphones are also available to us for classes (2 for each room) These are stored in the glass cabinet inside the AV cupboard at the window end of the equipment store cupboards (refer photo top page 5) This cupboard is not locked.

Each microphone has an ON/OFF button

If a microphone shows a **red light** when the ON button is pressed the battery probably needs replacing. Please let the staff at Reception Desk know which handheld microphone (number) requires attention. If possible, please let Marg Fievez know as well by message.

Using the iPad for Classroom A/V control:

A dedicated iPad is assigned to each of our classrooms. These iPads are used to control the A/V needs (a dropdown screen, data projection from either a laptop or an ELMO, audio volume) for each Wilim Ngarrgu Community Meeting Rooms.

Tutors need to retrieve the iPad/s from the back of the room from the charging docks (for each room). After the class the iPads must be returned to the charging docks.

If teaching in:	
Wilim Ngarrgu CMR1	iPad Room 1.40
Wilim Ngarrgu CMR2	iPad Room 1.39

If you wish to use the Internet during your class:

You will need

- one of the U3A Banyule laptops or your own device if it has a HDMI socket.
- the classroom iPad.

If using your own laptop/device, you will need to connect the device to the Library Public Wi-Fi

(no password required). Does your device have a HDMI socket? If not, do you have an adaptor?

- Set up the laptop, attaching the laptop power cable to the plug and HDMI cable on a table or the lectern. Turn it on and enter the 8-digit password when required.



For **Community Meeting Room 1 (CMR1):**

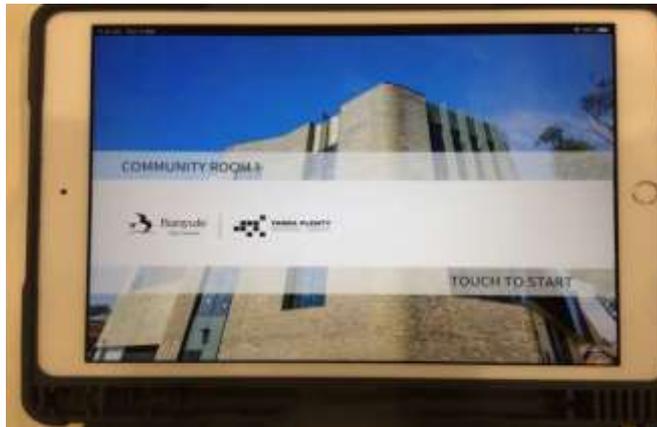
Plug both the power and the HDMI cords between the laptop and the wall-sockets behind curtain.

For **Community Meeting Room 2 (CMR2):**



Plug the laptop power cord into the laptop, and cord which hangs down from the lectern. Plug the HDMI cord hanging from the lectern into the right-hand side of the laptop.

- Open iPad cover and an image of ILCH will appear.
- Touch the screen to start up the control panel.



- In a few moments, the following image of the room controls will appear on the screen.



- For projecting video from the laptop, under NAVIGATION press **VIDEO**, under PROJECTOR POWER press **ON** and under VIDEO SOURCE press **WALL HDMI** in succession. Be patient while the screen lowers from the ceiling. If the screen in the other room lowers instead, you have the wrong iPad.
- If the iPad screen goes blank after a period of non-use, press the circle on the right of the frame of the iPad, next to the screen.
- The volume can be adjusted using the VIDEO VOLUME controls. The MUTE button blocks the sound without changing the volume setting.

- If for a single classroom, make sure the **OFF** button below ROOM LINK is selected (grey background, black text). If you accidentally turn ROOM LINK to **ON**, the screen in the other room may display what is on your screen.
- **Shutting down the iPad:** under NAVIGATION press **SHUTDOWN**. The screen image will change. You then need to press **SHUTDOWN** in the centre of the screen. Close the iPad cover.



Using both rooms as one large room:

The A/V system can be configured so that both screens show the same image and same sound is projected from all speakers. It is probably best to use the wired black lectern, and position it between the two rooms, under the tracks for the room divider.

The iPads for both rooms are required.

- From the iPad for the **active** room, (that is, where you will set up the laptop and/or ELMO) press the ROOM LINK's ON and WALL HDMI button.
- From the **passive** room iPad, set up as normal for video, but choose the new VIDEO SOURCE of ROOM 'n' WALL HDMI (where "n" is the number of the active room).
- If you want to use two devices at once (e.g., ELMO & laptop) and want to avoid swapping cables during the Class, you can do this by plugging the ELMO into the wall sockets in CMR1. You can then quickly change the source from the active room iPad, without changing cables or powering off the device.
- When finished using the systems in link mode, simply press the ROOM LINK OFF button on each iPad and shut both down as usual. Return iPads to the charging docks.

