

HANDS-ON TUTORIAL: MANAGING CLASSROOM MEDIA

Working your way through these tasks will familiarize you with some of the classroom media that are most often used by Teaching Fellows at HGSE. You'll also be prepared to call for help, in the event of a classroom media mishap.

TASK 1: SET UP A CLASSROOM

In your assigned classroom, work independently or with fellow TFs to:

- ☐ Set up a screen for the projector (if needed)
- ☐ Project an image from the desktop computer
- ☐ Open a PowerPoint slideshow in presentation view
- ☐ Set up a remote and use it to advance through the slideshow
- ☐ Open a video online and perform a soundcheck
- ☐ Select different lighting configurations in the room
- ☐ Set up a microphone and perform a soundcheck
- ☐ Set up the audiovisual recording system (if applicable)

TASK 2: BE READY TO CALL FOR BACK-UP

Even the best-prepared teaching teams sometimes need help trouble-shooting challenges related to classroom media. Be ready to call in the heroes:

- ☐ Add HGSE's IT Service Center to your cell phone contacts: **617-496-0628**