

# Goldstein Electronic Classroom Guide for Instructors & Group Leaders

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## Contact Information

**Accessing the Room:** The room should be open when you arrive at your reservation time. If it is not open, please contact the Building Supervisor at 215-898-1629.

**Technology Support:** If you have any questions about technology or need tech help when you use the Goldstein Electronic Classroom, please contact the Library Technology Services (LTS) Help Desk.

- From 9am to 5pm, call the Help Desk at 215-898-4824 or go to the Tech Center located in room G-102 of Van Pelt Library for urgent issues
- For non-urgent issues, or after 5pm, send an email to [libhelpdesk@pobox.upenn.edu](mailto:libhelpdesk@pobox.upenn.edu)

## Reservations

The Goldstein Electronic Classroom (“Goldstein”) is open to all Penn faculty, staff, and students. There are two booking options: semester-long (rostered courses only) and one-time sessions:

- (1) Semester-long requests (for rostered courses only) must be submitted before May 1 for fall term, October 15 for spring term, and March 15 for summer term.
- (2) One-time bookings are great for trainings, orientations, team research meetings and group work for courses. Please note that we accept up to two reservations per student group per semester. These reservations can be made through our self-service scheduler:  
<http://libcal.library.upenn.edu/booking/goldstein>.

## Room Layout



### Brief Overview

Goldstein is a technology-rich space for collaborative learning. From technology to layout, the design facilitates a range of in-class activities: team problem-solving, group discussions, or working with library resources and experts.

## Facilities

The room has a number of features designed to enhance group work:

- 1 height-adjustable instructor station and chair
- 8 two-person movable desks and 16 rolling chairs with storage
- Dual multimedia projection system
- Whiteboard walls around front perimeter of the room
- Open cubbies for storage

## Equipment

16 Dell laptops and chargers are provided at each two-person desk.

### Computers

There are several computers available for your use. Below, please find the guidelines on how to access and log on to each of the computers.



#### Dual-Monitor Instructor PC

Located on the instructor station in the front of the room and connects to 2 ceiling projectors. The information to log in is as follows. Once logged in, the computers are automatically connected to AirPennNet.

Username: PennKey

Password: PennKey password

#### Dell Laptops

Each desk is equipped with two Dell laptops. Follow same login directions as above. Laptops may be unplugged from power sources to rearrange desks. Chargers may be stored in cubbies temporarily. Please reconnect laptops and chargers before leaving the classroom.

### Other Equipment

An HDMI and VGA cable are available for your use in the room to connect your own devices to the projectors. These are attached to the instructor's PC. There are also 2 HDMI sources on either side of the room to connect personal devices. If you need any other equipment during your booking such as an adapter, the Vitale Digital Media Lab has a large assortment of multimedia equipment that you may borrow. You can find more information at <http://commons.library.upenn.edu/equipment-lending>.

## Room Usage Instructions



### Connecting Laptops

Connect your own computer or other device to the projector:

- Plug the HDMI or cable into your own device. Cables can be found attached to the instructor's PC at the front of the room.
- Connect your device to one of the HDMI sources mounted in the walls to left and right of the room.



### Projector Control

You can use the touchscreen panel beside the PC desktop to:

- Turn the projector power on or off
- Select the source screen or screens to display
- Choose from three display options: a single monitor, a dual extended monitor, or dual separate monitors
- Control the volume of the room's speakers



Turn the projector on or off

- Select "Shutdown," then "Yes" to confirm system shutdown



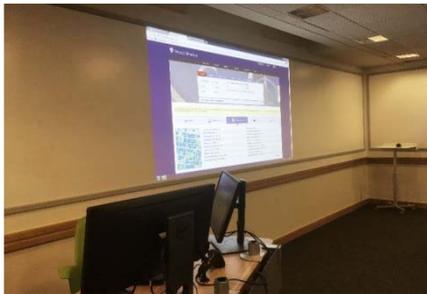
Projecting the screen from your chosen device

- To project from the dual-monitor instructor PC, select from the projection modes at the bottom of the screen to turn on the projectors and select either "Instructor's PC Main" or "Instructor's PC Extended." You can also select both. (See Below).
- To project from a laptop, connect the laptop to either the VGA or HDMI cable beneath the table and select "Instructor's Laptop" on the touchscreen.
- To project from one of the wall-mounted HDMI sources, connect laptop with HDMI cable and select "Left Wall Plate" or "Right Wall Plate."
- Please note that the device must be powered on for an image to be displayed by the projector. The projector may take a moment to warm up before displaying your screen.

## Choosing a projection mode

- Select “Single Center” to display a single monitor in center (see Option 1 below)
- Select “Dual Extended” to display two monitors combined (see Option 2 below)
- Select “Dual Separate” to display two monitors side by side but separated (see Option 3...)

Option 1: Single Center



Option 2: Dual Extended



Option 3: Dual Separate\*



\*Note: When you select this option and plan to use audio, you must select (touch) the speaker symbol on the left-hand side panel in order to activate audio from this display.

## Before you leave Goldstein

- Please instruct the students to
  - Take all their belongings with them,
  - Erase the whiteboards, and
  - Put chairs and desks back in order,
  - Reconnect any chargers to power source and reattach to laptops.
- Before you leave, you need to
  - Shut down the projection system using the touch screen panel,
  - Turn off all the lights, and
  - If applicable, report any problems you have found during your class to [libhelpdesk@pobox.upenn.edu](mailto:libhelpdesk@pobox.upenn.edu). Please try to make a note of which computer had the issue. The laptops are all numbered.