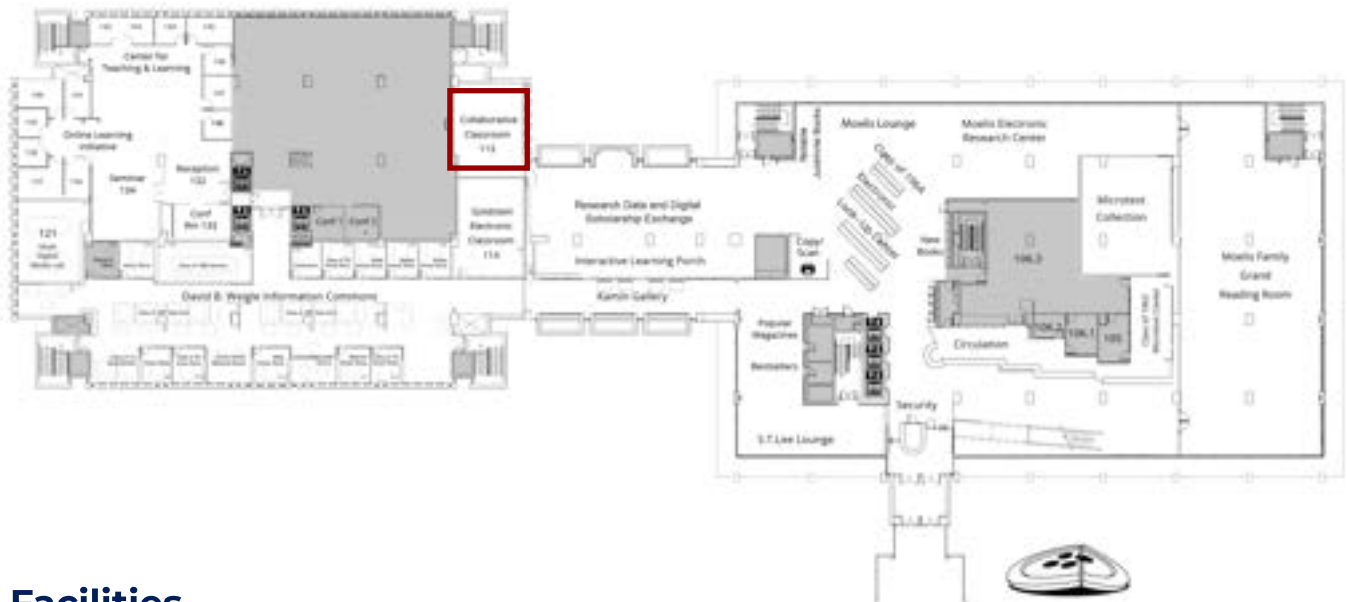


Collaborative Classroom Guide for Instructors & Group Leaders

Room 113
Van Pelt-Dietrich Library Center, 1st floor,
Weigle Information Commons

The Class of '65 Collaborative Classroom is a technology-rich space for active, hands-on learning. From technology to layout, the design facilitates a range of in-class activities: team problem-solving, peer-review, case studies, or working with library resources or experts. In the collaborative classroom, there are five round tables, the room capacity is up to 30.

Location



Facilities

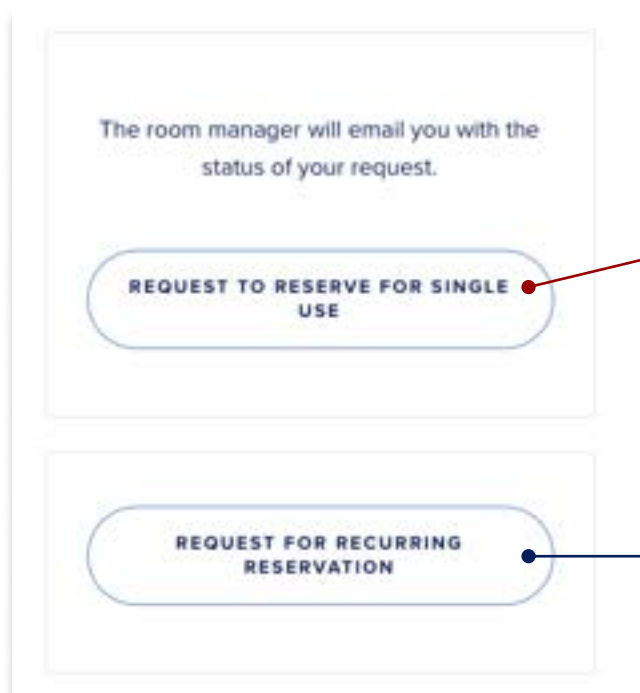
The room has a number of features designed to enhance group work:

- 5 round tables (not moveable), seating up to 6 students each (max 30),
- Rolling chairs for flexible group configuration,
- Projector at each table,
- 360-degree writeable whiteboard walls around the entire room (the whiteboard walls also serve as a projector surface),
- Group work activity ideas available here: <https://upenn.box.com/ALClassActivities>

Note*: More information about this the classroom available here <https://penntnl.wordpress.com>.

Reservations

The Collaborative Classroom is available to all Penn faculty, staff, and students. You can book it for individual use or recurring reservations using this link: <https://libcal.library.upenn.edu/reserve/cc>. However, there is something unique about the Collaborative Classroom—it is the SAIL room. In addition to scheduling the book appointment, it is necessary to fill out the **SAIL Classroom Request Form** using the following link: <https://www.isc-cts.upenn.edu/finder/sailrequest2.asp?id=VANP-113>

A screenshot of a web form titled "SAIL Classroom Request Form for Goldstein, Gold-E Science, and Plant-Campus Classrooms". The form contains several sections with input fields and checkboxes, including "Requester Information", "Room and Date/Time Requested", "Requester's Department", and "Requester's Email Address".A screen showing two reservation options. At the top, it says "The room manager will email you with the status of your request." Below this are two buttons: "REQUEST TO RESERVE FOR SINGLE USE" and "REQUEST FOR RECURRING RESERVATION". A red line points from the text to the first button, and a blue line points from the text to the second button.

One-time bookings are great for training, orientations, team research meetings and group work for courses. Please note that we accept up to two reservations per student group per semester.

Recurring reservation requests, typically for semester-long commitments (limited to rostered courses), should be submitted prior to the following deadlines: April 15th for the fall term, October 15th for the spring term, and March 15th for the summer term.

Contact Information

- **Accessing the Room:** Email collabclass@lists.upenn.edu if you have any questions or need help when you use the classroom.
- **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.

What is available at your Table?

On your table, you will find:

- (1) a Mac,
- (2) a panel,
- (3) four markers,
- (4) a group number.



What can you do at the tables?

Markers: Behind each table, there is a wall which you can write your ideas on it

Room Usage Instruction - Computer

- **MacBook Laptops:** You can use the Mac. The information you need to log in is as follows

Username*

PennKey

Password*

PennKey password




Note: Your Penkey and password should be used for logging on to AirPennNet on the machines.

Equipment

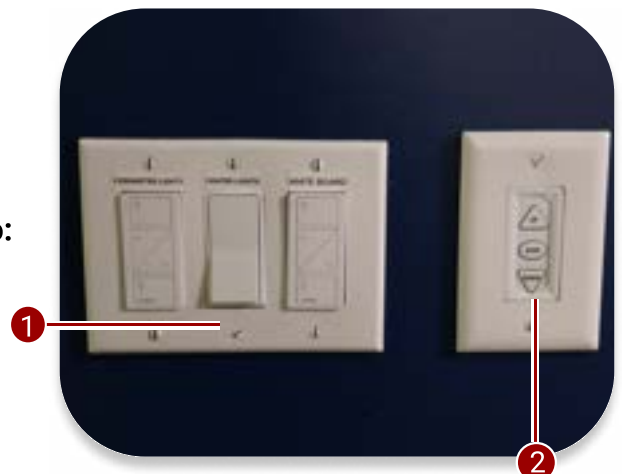
- **HDMI and VGA cable:** An HDMI and VGA cable are available for your use in the room to connect your own devices to the projector. You can also connect your own computer or other device with the projector by plugging a HDMI cable or a VGA cable into the back of the white base for the projector.
- **Projector:** There is a projector over tables numbered from 2 through 5, and a TV for table 1. They are connected with the Mac. If required, you can project the screen of your own laptop using the HDMI or VGA cables available at the table.
- **Touch Screen Panel:** You can project your Mac screen or other groups' Mac screen on to the desired group's wall (TV for table 1) by using the touch screen panel.

Light Switch & Control the project

- 1 There are three **light controllers** on the panel near the door of the classroom. The upper button is used for turning the light on, while the  is used for turning it off.

Note: Please turn off the lights before you leave.

- 2 You can use the panel beside the light switch to:
 - Send local input to any or all room displays, including instructor station;
 - Raise and lower projection screen (at instructor station);
 - Bring display from other tables to their own screen area;
 - Select local input as VGA or HDMI.



Projector Control

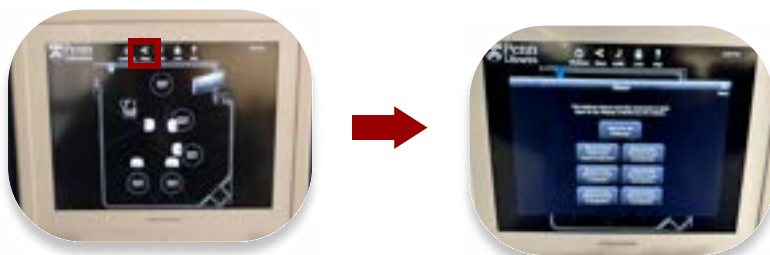
The Procedure of Using Touch Screen Panel (Instructor)

You can control the projector of each student table and the instructor table. The basic procedure for projector control is as follows:

- **Where:** Click on the student/instructor table where you want to use the projector; and
- **What:** Choose the student/instructor table whose screen you want to demonstrate to the table you have chosen.

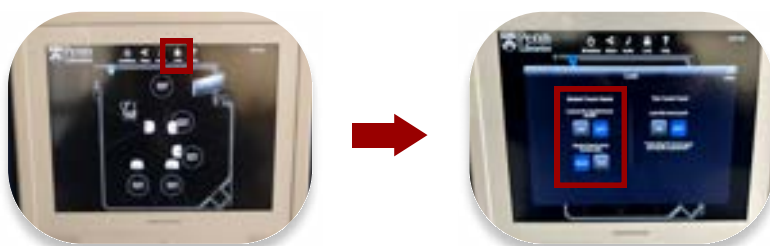



By following the instructions above, you can choose each table individually. You can control all the tables at the same time by clicking on the button "share".



The Procedure of Student Panel Control

You can allow students to have no, basic or full control of the panel by using the "Lock" section (the fourth button) on the instructor panel:



 Students may can only choose the type of input of the computer it connects to.

- If you do not want the students to use the student touch panel, click on "On", and lock the student touch pane;
- If you only want the students to choose the type of input of the computer it connects to, click on "off" and "basic" to give students the basic control of their panel; and If you want to give students full control of their panel, click on "on" and "full".

Before you Leave the Collaborative Classroom

Please carefully review the instructions before you depart

Prior to your departure from Collaborative Classroom, instructors are kindly requested to convey the following instructions to the students:

- Ensure they take all their belongings with them.
- Erase the whiteboards.
- Arrange the chairs and desks back to their original order.
- Plug the charger in the power supply.
- You can leave the materials you need to use next time in the closet.
- Turn off all the lights by pressing on the lower button of the light switch.
- Shut down the projection system using the touch screen panel.

Additionally, each individual should remember the following before leaving:

- Power down the projection system using the touch screen panel.
- Return all equipment to the proper cabinet & Lock all the cabinets.
- Return the key to the key box and make sure it is properly locked.
- Turn off all the lights.
- If any issues are encountered during your class, please report them to libhelpdesk@pobox.upenn.edu, if applicable. Try to include details about the specific computer with the issue, as the laptops are all numbered.

