

Classroom Equipment Instructions

All instructors must schedule a short orientation session with Campus Computing before using classroom technology equipment. A Bayboro domain account is also required to log on to the classroom computers, and will be explained during the orientation session if needed. Please see the technical support section at the end of this document for contact information.

This document applies to the following USF St. Petersburg classrooms:

- Florida Center for Teachers (FCT) 120 computer lab

Equipment:

- One instructor's computer with a CD/DVD drive, two front USB ports, desktop monitor, keyboard and mouse.
- One Proxima data/image projector.
- 23 student computers, equipped with a CD/DVD drive, two front USB ports, desktop monitor, keyboard and mouse.

Using the Instructor's Computer

1. Turn on the computer and monitor.
2. Use your Net ID account (Blackboard user name and password) to log in.



The image shows a login window for USF St. Petersburg. On the left is a logo with 'USF' in large letters and 'ST. PETERSBURG' below it. On the right is a form with two input fields: 'User name:' with 'Net ID' entered, and 'Password:' with '*****' entered. Below the fields are two buttons: 'OK' and 'Restart...'.

3. Turn on the data/image projector using its remote control.
4. If no image appears on the projector screen, you may need to change the input source for the projector by using the "mode" selections on the projector's remote control. Most remote controls are labeled with the proper input source by Campus Computing.

NOTE: Please turn off the computer and the projector when you are done.

Playing a DVD

1. After logging in, insert the DVD into the computer's CD/DVD optical drive.
2. The PowerDVD or Windows Media Player application should start automatically. These programs can also be found in the "Start Menu" by using the following navigation sequence: *Start > Programs > PowerDVD* for PowerDVD or *Start > Programs > Accessories > Entertainment > Windows Media Player* for Windows Media Player.

Playing a Music or Audio CD

1. After logging in, insert the music or audio CD into the computer's CD/DVD optical drive.
2. If it's a music CD, the Windows Media Player or CD Player application should start automatically. These programs can also be found in the "Start Menu" by using the following navigation sequence: *Start > Programs > Accessories > Entertainment > Windows Media Player*.
3. For other audio CDs, open the My Computer icon located on the Windows Desktop. Open the drive labeled "CD/DVD drive".

Using the Student Computers

1. Turn on the computer and monitor.
2. Use your Net ID account (Blackboard user name and password) to log in.

A screenshot of a student login interface. On the left is a vertical banner with the USF St. Petersburg logo, featuring the letters 'USF' in a large, bold, serif font above 'ST. PETERSBURG' in a smaller, sans-serif font. The background of the banner is a gradient of blue and green. To the right of the banner is a light gray login form. It contains two text input fields: the first is labeled 'User name:' and contains the text 'Net ID'; the second is labeled 'Password:' and contains seven asterisks '*****'. Below the input fields are two buttons: 'OK' and 'Restart...'.

User name:
Net ID

Password:

OK Restart...

Help & Technical Support Resources

Please do not disconnect or reconfigure any of the classroom technology equipment. If you cannot get the equipment to work properly, or to your liking, the support resources below are available to assist you.

Campus Computing

The Office of Campus Computing at USF St. Petersburg is responsible for all classroom computers and Internet/network connections. This includes support for computer peripherals such as monitors, keyboards and mice, CD/DVD drives or USB port connections and flash drives. It also includes support for network resources such as employee storage drives, commonly known as "P" drives. For help with classroom computer or network resources, please direct your questions to the contact information listed below.

Email: helpdesk@stpt.usf.edu

Phone: (727) 873-HELP(4357)

Web: <http://www.stpete.usf.edu/computing/>

Instructional Media Department

The Instructional Media Department at USF St. Petersburg is responsible for classroom audiovisual equipment. This includes AV devices such as data/image projectors, VCRs and DVD players. For help with classroom AV equipment, please direct your questions to the contact information listed below.

Email: helpdesk@stpete.usf.edu

Phone: (727) 873-HELP(4357)

Web: <http://www.stpete.usf.edu/computing/>