



Learning Technology Handbook

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Department Information

Learning Technology Overview

The Learning Technology (LT) unit provides support to faculty, staff, and students in the use of technology equipment in the classroom, Moodle course management software, and other instructional technologies. The unit is responsible for all of the audio-visual equipment on campus and at remote locations. LT also provides technical and videography support for numerous HCC events.

Location

LRC-134, Learning Technology Specialist, LT Technician, LT Technician (part-time)

LRC-136, Learning Technology Manager

LRC-138, Learning Technology System Specialist

Hours of Operation

Fall & Spring semesters: Monday – Thursday, 8 a.m. to 8 p.m. and Friday, 8 a.m. to 4 p.m.

Summer semester: Monday – Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 4 p.m.

Learning Technology Staff

Peggy Hutson

Learning Technology Manager

Phone: 240-500-2385

Office: LRC-136

E-mail: pahutson@hagerstowncc.edu

Brenda Huffman

Learning Technology System Specialist

Phone: 240-500-2378

Office: LRC-138

E-mail: bkhuffman@hagerstowncc.edu

Peter Mathews

Learning Technology Specialist

Phone: 240-500-2222

Office: LRC-134

E-mail: pdmathews@hagerstowncc.edu

Aaron Kilmer

Learning Technology Technician

Phone: 240-500-2224

Office: LRC-134

E-mail: alkilmer@hagerstowncc.edu

Erin Murray

Learning Technology Technician, Part-time evenings

Phone: 240-500-2699

Office: LRC-134

E-mail: elmurray@hagerstowncc.edu

Learning Technology Services

Requesting Help from LT

If you are having issues with classroom equipment (projector, DVD/VCR unit, document camera, wireless tablet connectivity, audio, etc.), please notify LT staff immediately.

You can reach LT by e-mailing learntech@hagerstowncc.edu or calling the LT Help Desk at 240-500-2587.

Please include:

- Your contact information, including phone and e-mail address.
- A detailed description of the problem.
- The location of the equipment.
- Date and time the repair must be completed.

Equipment Reservations

Please email learntech@hagerstowncc.edu for equipment reservations.

Include:

- Date(s) requested.
- Times (drop-off and pick-up),
- Location
- Equipment/services needed.
- Contact information.

Reservations are available only to HCC faculty and staff. Students must have faculty sign out equipment for class-related use.

Reservations must be made at least 1 business day in advance.

Training

LT offers training in the use of classroom equipment, Moodle and LT supported technology tools. Training is available for one-on-one sessions or in small groups. Training sessions should be held two to three days in advance of using classroom technology. Please email learntech@hagerstowncc.edu or call the LT Help Desk at **240-500-2587** to schedule training.

Moodle

Moodle is a course management system/e-learning program used by HCC for the majority of online and hybrid classes and as a Web-enhancement for some face-to-face courses.

Who uses Moodle at HCC?

Not all instructors or courses use Moodle. Instructors who wish to use Moodle for their courses should be sure to communicate with their division Office Associate before the semester starts that they want Moodle sites associated with their sections in Datatel, our student information system.

Empty Moodle sites will then be created for the sections with the appropriate learning provider selection when the creation workflows are pushed through. This typically happens at least 60 days prior to the start of a new semester and periodically thereafter. Look for email communications from the Moodle administrator regarding when the next semester's sites start getting added.

I want to use Moodle – what next?

Once you have decided to use Moodle and your empty course site sites are available, here are the next steps:

- Access Moodle at <http://hccjoule2.mrooms.net> or using the Quick Link to Moodle from the top left of the HCC Home Page. Log in using the same network credentials you use for your HCC email. If you are not familiar with those credentials, contact our IT Department for assistance at HCCIT@hagerstowncc.edu or 240-500-2457.
- Once logged in to Moodle, note that you are enrolled in the *Moodle Joule 2 Instructor Resources* course site which contains lessons and tutorials on how to use the system. You may also reference the Moodlerooms Knowledge base at <http://kb.moodlerooms.com/>. Communicate with the Moodle administrator regarding any additional group or individual training options.
- Student enrollment in Moodle course sites is managed via the integration with Datatel/WebAdvisor. Enrollment updates are typically processed within 1 business day of the registration activity. Instructors are not permitted to manually enroll student users in their course sites. Report any enrollment discrepancies to the Moodle administrator to investigate.
- Once you have added materials to your sites, you control when you want to make each site available to students. You can make a site available from the course Administration block by clicking on Edit Settings under Course Administration. Near the top under the General section, locate the Visible setting. Select Show from the drop-down menu, and Save Changes at the bottom of the page.
- Since not all instructors or courses use Moodle, be sure to tell your students that you have a Moodle course site for them to access. Note that the email address associated with a user's Moodle account is his/her HCC email address. Refer your students to the [Student Guidebook](#) for help getting started with Moodle.

How do I get Moodle Assistance?

Email: distlearn@hagerstowncc.edu

Phone: 240-500-2378

Joule 2 Teacher Manual: <http://kb.moodlerooms.com/manuals/joule2/teacher>

Joule 2 How to Guides: <http://kb.moodlerooms.com/how-to-guides>

Joule 2 Video Guides: <http://kb.moodlerooms.com/video-guides>

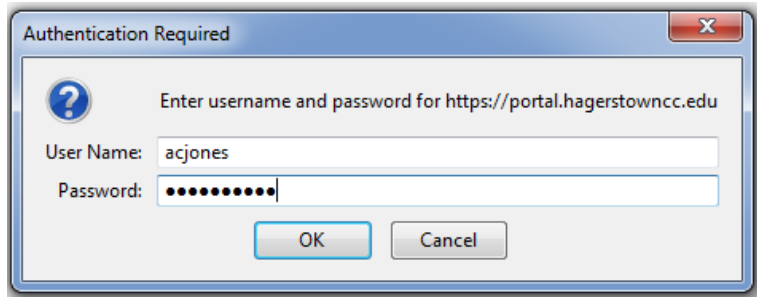
Classroom Technology

LT offers complete audiovisual services and access to support of technology-enhanced rooms to HCC faculty and staff, as well as visiting organizations. We support a wide range of equipment to classrooms, conference rooms and auditoriums, such as:

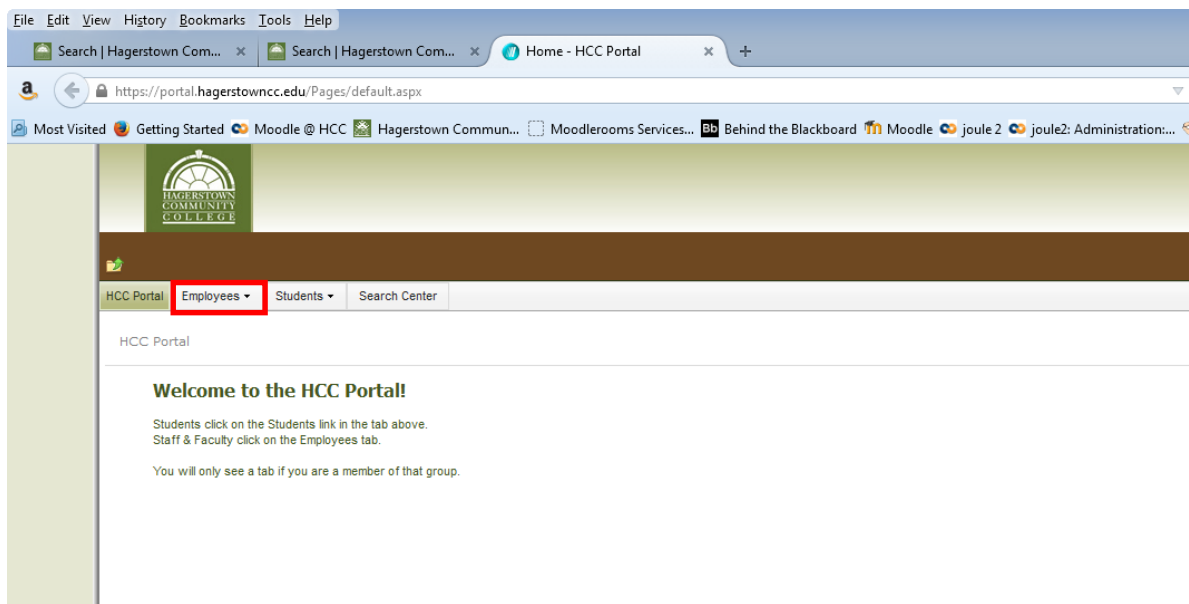
- Technology-enhanced rooms typically have a podium with projector, desktop computer, DVD/VHS player, document camera, Internet access, installed speakers and pull down screen and/or whiteboard in room
- Computer Carts
- PA systems
- Video camcorders
- Video conferencing

Classroom Instructional Sheets (Located on the HCC Portal)

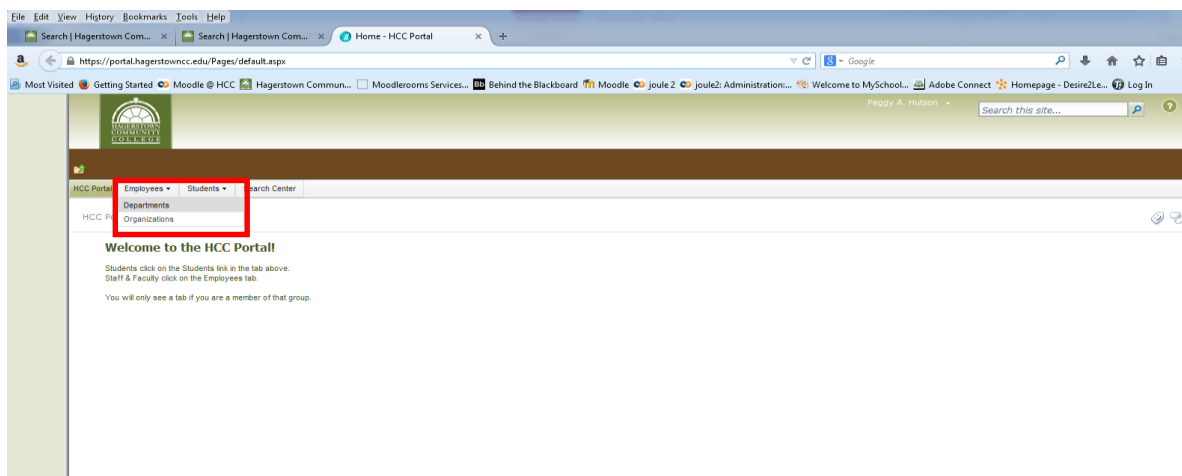
1. <https://portal.hagerstowncc.edu/Pages/default.aspx>
2. Log-in using your HCC Network Log-in Account.



3. Click on the **Employees** drop-down menu.



4. Click on **Departments**.



5. Click on **Online Education & Instructional Support Services Department**

Site Actions ▾ Browse Page

HCC Portal Employees ▾ Students ▾ Search Center

HCC Po Departments Organizations depto

Human Resources Dept Online Education & Instructional Support Services Department Purchasing Dept

Information Technology Dept

6. Click on **Classroom Instructional Sheets**.

Site Actions ▾ Browse Page

HCC Portal Employees ▾ Students ▾ Search Center

HCC Portal > teamsites > social > depto > Online Education & Instructional Support Services Department

Libraries

- Shared Documents
- Department Documents
- Pictures**
- Pictures Library
- Lists**
- Announcements
- Events
- Links
- Sites**
- People and Groups**

Recycle Bin

All Site Content

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement".

Events









There are currently no upcoming events. To add a new event, click "Add new event".

Shared Documents










Type	Name	Mo
Folder	TurningPoint	Erin
Folder	Classroom Instructional Sheets	Pegg
Folder	Respondus Test Authoring Software	Brer
File	Moodle at HCC NEW	Brer

(More Documents...)

7. Click on the **Building Folder** to find a specific classroom.

Shared Documents	
Type	Name
	STEM
	LSC
	BSH
	Kepler
	LRC
	CPB
	ATC
	ARCC
(More Documents...)	

8. Click on the **Classroom Instruction Sheet**.

Shared Documents	
Type	Name
	LRC-346 Audio Visual Instruction Sheet
	LRC-319 Audio Visual Instruction Sheet
	LRC-133 Audio Visual Instruction Sheet
	LRC-122 Audio Visual Instruction Sheet
	LRC-102 Audio Visual Instruction Sheet
	LRC-116 Audio Visual Instruction Sheet
	LRC-108 Audio Visual Instruction Sheet
	LRC-141 Audio Visual Instruction Sheet
	LRC-121 Audio Visual Instruction Sheet
(More Documents...)	

9. Once opened, you can save the document to your computer.

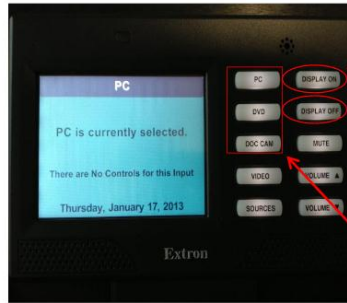
LRC-108 Classroom A-V Instructions

Page 1 of 2

Press Power button to turn computer on.



If the Keyspan Remote is not functioning, please check the back of the remote to make sure the button is switched to "ON"



To turn data projector on, press the **DISPLAY ON** button. To turn the projector off, press **DISPLAY OFF**.

Select which input you want to display: **PC**, **DVD/Video**, **DOC CAM**, or **LAPTOP**.



When Log In screen appears it should prompt you to enter your user name. Enter your **HCC user ID**. Bottom box should read password which should be your **7 digit HCC ID number**. Click the arrow to log on.
*For password help, please contact the **IT help desk at 240-500-2457**.

If you have questions or problems with the presentation or audiovisual equipment, you can contact **Learning Technology at 240-500-2587** or email learntech@hagerstowncc.edu.

LRC-108 Classroom A-V Instructions

Page 2 of 2

The DVD drive and USB ports are located on the right side of the monitor.

Press the power button to turn on the document camera.



Slide the lamp switch to illuminate the document.

Press the Focus button to automatically focus your document.

To zoom in (or out) on part of the image, press the Zoom button(s).



If you select the DVD/VHS combo player, it's controls will appear on the touch panel screen.



EJECT/STOP button on VCR



Please **DO NOT TOUCH** the switcher box inside of the podium.

If you have questions or problems with the presentation or audiovisual equipment, you can contact **Learning Technology at 240-500-2587** or email learntech@hagerstowncc.edu.

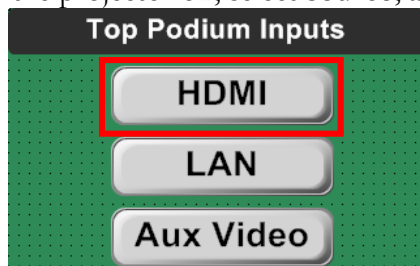
Bring Your Own Device (BYOD) – Wireless Connectivity

**Please refer to the Instructional Spaces document on the HCC Instructional Tech & Online Ed Portal site for a complete list of classroom capabilities.*

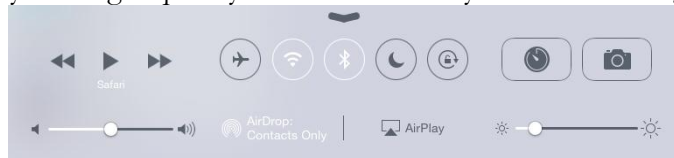
Apple TV (if installed)

Here are a few simple steps to connect your iPad in a room **with** a touch panel.

1. Turn the projector on, select **source**, and then select **HDMI** for the Apple TV signal.



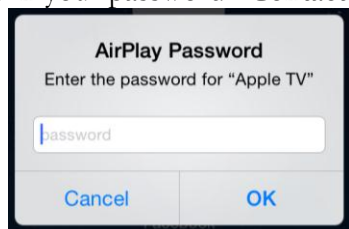
2. Slide your finger quickly from the base of your iPad to bring up AirPlay



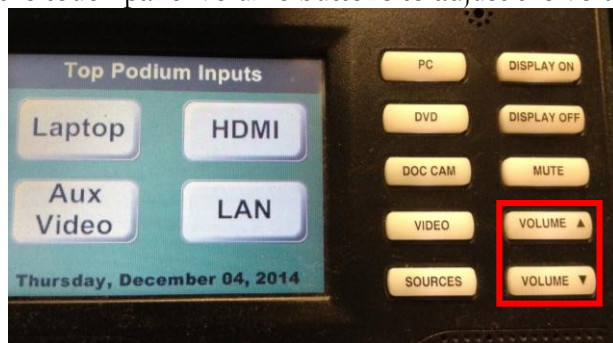
3. Click on AirPlay, then select apple TV to connect. Mirroring must be turned on.



4. Type in your password. Contact LT for password information.





5. Use the touch panel volume buttons to adjust the volume.



iPad

Wireless connection to an Epson projector using iPad/ iPhone or Android device

1. You will need to download the App from either  

2. On the Touch panel select Sources, then tap on LAN



HDMI: Displays the source connected by HDMI
LAN: Displays tablet or smartphone when accessed through Epson's iProjection app. Enter the **4-digit keyword** displayed by the projector.
Aux Video: Displays a DVD/VCR combo unit

Classrooms that have a Epson projector but no touch panel, please use the remote to access LAN (currently LRC 121 AND LRC 335)

1



3. When you open the Epson App this screen will appear. Click on Other.



6. Click OK. You will be asked to also type in a keyword, this four digit number will appear on the screen. This code is to ensure, only YOU can access the projector and will change each time you connect.



4. The following window will open. Type the IP address which will be displayed on the Projector screen and is also on top of the touch panel at the podium.



7. Click OK. You are now connected wirelessly to the Epson projector! Click here to Disconnect.



5. The following window will open. You will see the Room name, click on the room name. Then click Connect.



8. You only need to type in the IP address one time. The software will store it under History, the next time you teach in the room, simply access your history and the room will be listed, click on it to connect.

2

Surface Book Pro Series

Download available here: [EasyMP Network Projection](#)

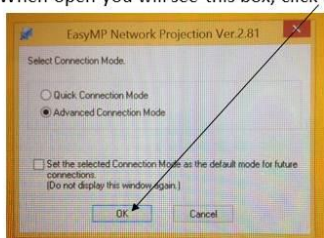
Select your appropriate operating system.

Wireless connection to an Epson projector using a Microsoft Surface tablet

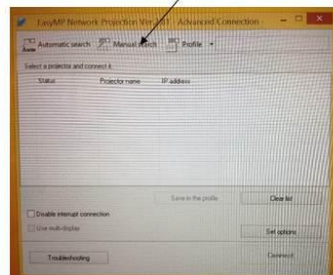
1. Install the Epson MP Network Projection software.
Be sure to select the correct operating system.



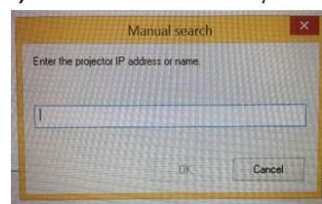
2. When open you will see this box, click OK.



3. You will then see this box open.
Click on MANUAL SEARCH.

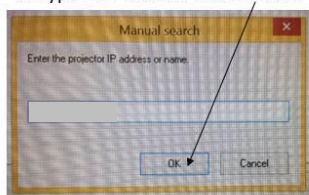


4. With projector set to LAN (on touch panel under "sources"). The blue screen will show you the IP address.

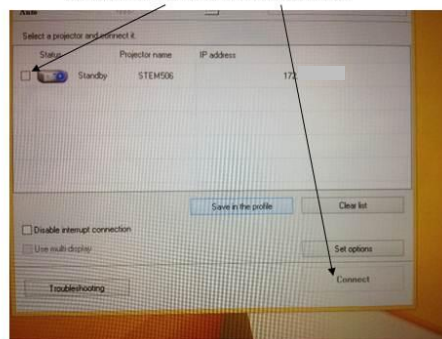


1

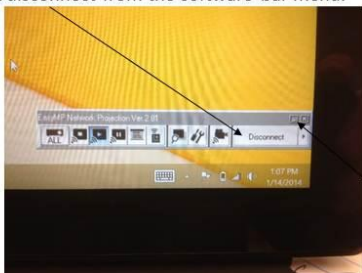
5. Type in IP address and click OK.



6. The software will find the projector.
Click on the box and click connect.



7. You are now projecting wirelessly. To disconnect, click disconnect from the software bar menu.



8. The software menu can be sent to the taskbar by clicking here.

2

Technology Tools

Adobe Connect

Adobe Connect allows you to host, join, collaborate, and share in Adobe Connect meetings, webinars, and training - for true collaboration and mobile learning from anywhere, anytime. HCC pays for a yearly subscription fee for a specific number of accounts. To request an account, please e-mail Dr. Julie Horton at jkhorton@hagerstowncc.edu.

For information on setting-up your Meeting room, please view the Adobe Connect PowerPoint on the HCC Portal, under the Instructional Tech & Online Ed link.

Adobe also provides a daily live training series. To register, please visit <http://www.adobe.com/cfusion/event/index.cfm?event=detail&id=655249>

Training topics include:

1. Getting Started
2. Beyond the Basics
3. 15 Tips and Tricks
4. Event Module Made Easy
5. Reporting and Analytics

Camtasia/Snagit

Camtasia and Snagit are screen-capturing software.

Camtasia is a screen recording software that you can use to record your onscreen activity, audio, and webcam video and narrate existing PowerPoint presentations. You can record, edit, produce and share course content.

Snagit is a screen capture software that allows you to record an image or video of what you see on your computer screen, add effects, and share with anyone.

HCC has a specific number of Camtasia and Snagit licenses.

Full-time staff or faculty, please submit a Track-it to IT trackit@hagerstowncc.edu .

Adjunct instructors, please submit a request to learntech@hagerstowncc.edu .

TechSmith offers free training tutorials:

Camtasia Studio: <http://www.techsmith.com/tutorial-camtasia-current.html>

Snagit: <http://www.techsmith.com/tutorial-snagit.html>

You can use Screencast.com to upload your Camtasia and Snagit presentations for future viewing. Here's the URL to set-up a free 2GB account <http://www.screencast.com/>. If you need more space, TechSmith offers additional hosting options.

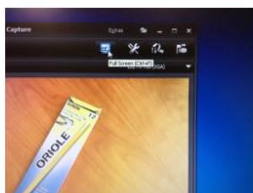
Instructors that will be uploading many videos may choose to host their videos on YouTube. Please see page 19 for instructions on creating a YouTube account.


Epson Document Camera

Using a Document Camera connected to a PC



1. Click on the Epson Document Camera icon on the desktop.



2. Click the  button for Full Screen. You may also use the keyboard shortcut Ctrl + F. Press Esc to exit Full Screen mode.



3. The computer screen will show what is being displayed on the projector.

If you have questions or problems, you may contact **Learning Technology** at 240-500-2587, or email learntech@hagerstowncc.edu.

Using a Document Camera to capture images and video

Start the software. From Programs or All Programs (Windows) or the Applications folder (Mac OS X), select **ArcSoft Application Software for Epson Document Camera**.

Use the application's capture buttons to record a still image, photo burst, time-lapse movie, or video.



For additional information, see the [Epson DC12 Document Camera User Manual](https://files.support.epson.com/pdf/elcdc12/elcdc12ug.pdf) (<https://files.support.epson.com/pdf/elcdc12/elcdc12ug.pdf>).

Interactive Whiteboard

eBeam (if installed)

An interactive tool for use on any whiteboard.

For a quick guide, please visit: <http://www.e-beam.com/support/ebeam-product-tutorials.html#c4420>

Epson Interactive Whiteboard Pens

In classrooms that have the wall-mounted projectors displaying on the whiteboard, you can use the interactive pens to write or draw on the whiteboard projection surface.

For a quick guide, please visit: <https://files.support.epson.com/pdf/bl455wi/bl455wiwugs.pdf>

Respondus

Hagerstown Community College has a campus-wide license for the Respondus test authoring software. Respondus is a Windows application that can be used to enhance the functionality and usability of Moodle's quiz tool.

Information about the Respondus software and the Respondus Test Bank Network (a free service that allows instructors to access Respondus-compatible publisher test banks for the textbooks they have adopted) is available at <http://www.respondus.com/>

You can obtain a copy of the Respondus software by downloading it from the Instructor Resources site on Moodle or from the Interdepartmental (Z:) drive, in the LTDeploy folder, in the Respondus folder (Z:\LTDeploy\Respondus). Installation instructions including the installation password are also available in that folder. These files can also be found on the LT Portal site and in the Instructor Resources site on Moodle.

Context-sensitive help is available throughout the Respondus software by pressing the F1 key. It is also available by selecting "Help" from the pull-down menu on the toolbar. Respondus User Guides (MS Word format) can be downloaded from

<http://www.respondus.com/products/userguide.shtml>. Quick Start Guides with essential

information for getting started with Respondus can be found at

<http://www.respondus.com/quickstart> and demonstration movies are available at

<http://www.respondus.com/demo> .

If you have questions or problems using the Respondus software, you should first consult the online help or Respondus User Guide. If you are still unable to resolve your problem, direct your questions to the following person(s) here at Hagerstown Community College:

Brenda Huffman, Learning Technology, email: bkhuffman@hagerstowncc.edu

Peggy Hutson, Learning Technology, e-mail: pahutson@hagerstowncc.edu

Our license with Respondus, Inc. does NOT permit instructors to obtain support directly from Respondus, Inc. If our staff is unable to solve a particular question or problem, we will contact Respondus, Inc. on your behalf.

Our license DOES permit you to install a copy of the Respondus software on a home computer. However, please note that you are not permitted to provide the Respondus software or the password information to anyone who is not affiliated with our institution. Such an action is a violation of our licensing agreement with Respondus and is also illegal.

Skype

This videoconferencing tool is primarily used for meetings, seminars, instruction, and interviews.

To create a Skype account, please visit: <https://login.skype.com/account/signup-form>

For more information, please visit:

<https://portal.hagerstowncc.edu/teamsites/social/depto/org-oeiss>



TurningPoint5

Turning Technologies' easy-to-use, comprehensive product offering meets the needs of all learning environments. Instructors can deliver self-paced summative assessments and poll students from any Mac or PC. Give students the option to respond with ResponseCard clickers or through ResponseWare via any web-enabled device.

For more information and training guides, please visit:

<http://www.turningtechnologies.com/training-documents>.



YouTube

YouTube is used for uploading videos for instructional purposes.

If you create a YouTube Channel, please inform HCC's Public Information and Government Relations.

<https://support.google.com/youtube/answer/69961?hl=en>

Using your Google Account for YouTube

You need a Google Account to sign into YouTube. A Google Account works across all Google products (e.g. Gmail, Blogger, Maps, YouTube, and [more](#)).

If you've signed into any of these products before, you already have a Google Account. To sign in, enter the email address you entered on those products (if you use Gmail, it's your Gmail username). If you don't have a Google Account, you can create one on YouTube.

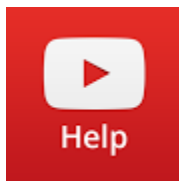
Here are a few important things to remember about Google Accounts and YouTube:

- **You sign into YouTube with your Google Account.** To sign in to YouTube, enter your Google Account email and password. After signing up for YouTube, if you sign in to your Google Account on another Google service, you'll be automatically signed in when you visit YouTube.
- **Deleting your Google Account will delete your YouTube data,** including all videos, comments, and subscriptions. Before you can delete your Google Account, you will have to confirm that you understand that you're permanently deleting your data on all Google services, including YouTube.

Some [older, unused YouTube accounts](#) (created before May 2009) might not be part of a Google Account. They need to be added to one before they can be used.

Signing up

- [Using your Google Account for YouTube](#)
- [Create an account on YouTube](#)
- [Use YouTube with your Google Account](#)
- [Create a new channel](#)
- [Verify your account by phone](#)



YouTube help videos

Subscribe to the [YouTube Help channel](#) for video tips, tricks, and how-to documentation.

Miscellaneous

PC to Duplicate View

Duplicate Display on PC and Projector

If only the Windows logo is displaying on projection screen or there is a static slide, the PC is in Extend view.

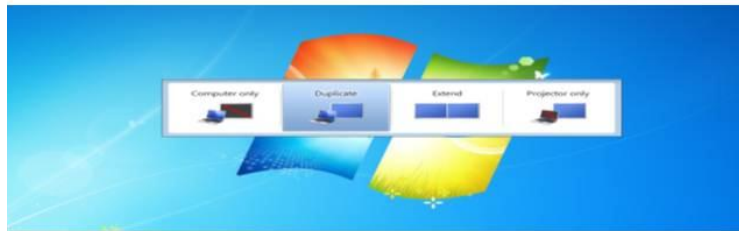


To change the view to Duplicate view:

1. Press Win key + p

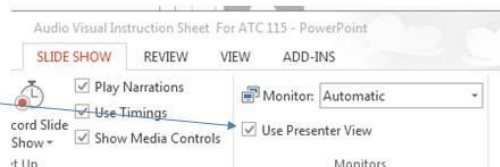


2. Choose "Duplicate" from options.



PowerPoint in Presenter View

Powerpoint 2013 may automatically choose to go into **Extend** view when it senses two monitors (PC and Projector). To manually stop this, when you open your Powerpoint, click on the Slide Show Tab and uncheck Use Presenter view.



You may still need to switch back to Duplicate view.