

### **Directions for Use of the Space**

- On the day of class, allow around 15-30 minutes to do the following:
  - Go to the Circulation Desk to obtain the keys to the laptop cart and lectern, containing the markers and eraser accompanying the Smartboard. You will be asked to temporarily provide a University ID in exchange for the keys. If the faculty member does not have a University ID, a different picture ID will need to be submitted and held until the keys are returned.\*\*
  - Set up the student laptops -- taking them out of the cart and booting them up.
  - Hook up a personal laptop to the Smartboard (for projection only) OR Hook-up the instructor laptop (in laptop cart) to the Smartboard for use of annotation, touch-screen and whiteboard functions.
  - NOTE: These laptops are not for use outside of the LIS area
  - Calibrate the Smartboard in order for the annotation features to work effectively. The orientation session will review how to do this.
  
- At the close of class, the following are the responsibility of the instructor:
  - Make sure that all laptops (including the instructor laptop, if used) are returned to the laptop cart in the properly numbered slots and connected to each power source.
  - Lock the laptop cart.
  - Return the Smartboard markers and eraser to the lectern and lock the drawer.
  - Turn the Smartboard off.
  - Return the laptop cart and lectern key to the Circulation Desk; retrieve University or picture ID

\*\* A sign in/out checksheet will be maintained at the Circulation Desk for student workers or other Circ. Desk staff to record name, time of key-pick up and ID submission, and time for key and ID return.