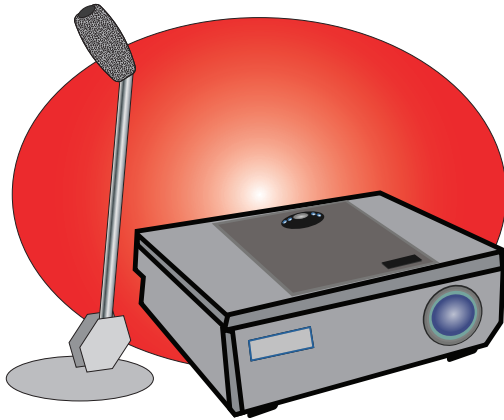


Audiovisual services and training

IT Services offer training to all staff who need to use the PC and the Audiovisual equipment in the Sussex lecture theatres and seminar rooms.



SmartBoard training

Training on the use of the Interactive Whiteboards, as well as other teaching technology, is available from TLDU:

T: **01273 678543**
E: **tldu@sussex.ac.uk**
W: **www.sussex.ac.uk/tldu/**

Introductory training

IT Services offer sessions to introduce teaching and support staff to the basic functions of AV equipment in lecture theatres and seminar rooms.

The course aims to enable staff to deliver lectures and presentations smoothly and with greater confidence whether they have never used lecture theatre equipment before or just want to become familiar with the equipment used at Sussex.

Course contents:

There are two courses available, for either lecture theatres or seminar rooms. Both provide a hands on opportunity to practice.

- Use of the lectern PC
- Connecting your own laptop
- Switching between modes of projection (PC/data, dvd, vhs, document camera)
- Using the document camera
- Use the lights and sound control*
- Lecture capture for use with Study Direct*
- Using microphones*
- Basic troubleshooting
- Checking the Interactive whiteboard activation**

* lecture theatre only

** seminar room only

How to book:

Sessions are advertised at the beginning of each term and are bookable via Sussex Direct, Personal menu, Staff Development, Staff Development Course Listings and Booking Facility, Information Technology, Audio Visual Technology. Where required individual sessions can be organised, please email

its-training@sussex.ac.uk

Lecture Capture

Lecture capture is available in the following lecture theatres:

- **Arts A1, A2, C133**
- **Chichester 1**
- **Fulton A & B**
- **JMS (Biology)**
- **Pevensey 1A6 & 1A7**
- **Richmond (AS2)**
- **Silverstone SB121**

Recording of audio only available in:

- **Arts A5, A103, A4D**
- **Richmond (AS3)**
- **Arundel 401**

A summary of AV equipment can be found online at:

sussex.ac.uk/its/avresources

More information on using the capture facilities is available online at:

sussex.ac.uk/its/~lecturecapture

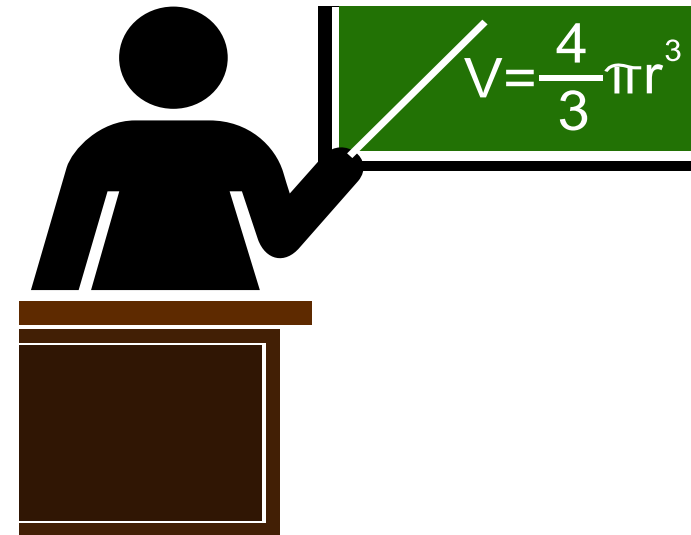
ITS FAQs

1604: How can I capture my lectures for Podcasting?

sussex.ac.uk/its/help/faq1604

1069: How do I add a recorded lecture to my Study Direct course site?

sussex.ac.uk/its/help/faq1609



Problem solving

Typical problems are:

- **No sound**
amplifier off or switched to the wrong source
- **No image projected**
incorrect source selected on wall or Extron source control
- **Can't login**
*network cable unplugged or try logging in as `.\localguest` (ring **8022** for password)*



PowerPoint Tips

Jump to a specific slide whilst running the presentation:

1. Run the presentation
2. Right click on the screen
3. Choose **Go to Slide**

Add notations to a slide whilst running the presentation:

1. Run the presentation
2. Right click on the screen
3. Choose **Pointer Option**
4. Switch to **pen** or **highlighter**
5. Repeat steps 2 & 3 and choose **arrow** to return to normal operation

When you close the presentation you can choose whether to save the annotations.

ITS offer PowerPoint Introductory and Intermediate courses:

sussex.ac.uk/its/training

Videoconferencing

The videoconferencing suite in **Arundel** is available to staff for business purposes. The equipment in this room can be used to connect to remote sites with similar facilities.

Staff may also use Adobe ConnectPro for web-based videoconferencing from their own office or using the equipped rooms in **Fulton 104, 201** and **203**. There is no need to register for this service, staff can simply login with their normal username and password to host or join video conferences with colleagues.

For more information please see the videoconferencing page online at:

[sussex.ac.uk/its/services/
staffservices/videoconferencing](http://sussex.ac.uk/its/services/staffservices/videoconferencing)

Skype

Remember also that *Skype* is also available as an alternative for more informal videoconferencing. For settings and information please see:

sussex.ac.uk/its/help/faq1234

Text alerts

To receive text alert notifications of issues that may affect teaching, subscribe to ITS Text alerts via Sussex Direct. For full details please see:

sussex.ac.uk/its/help/faq1441

Windows 7

The majority of PCs in lecture and seminar rooms now use *Windows 7*. Information is available in a booklet that can be obtained from the IT Service Desk in **Shawcross** or ITS Help Point in the **Library**. This information is also online at:

sussex.ac.uk/its/windows7

University of Sussex IT Services

Shawcross, Falmer
Brighton BN1 9QT

Web site:
FAQs:
Online support:

sussex.ac.uk/its
sussex.ac.uk/its/helpdesk
sussex.ac.uk/its/help

Telephone:

8022

Request training:

its-training@sussex.ac.uk

GTS fault reports:

gts-faults@sussex.ac.uk

Book additional equipment:

gts-bookings@sussex.ac.uk

Videoconferencing help:

videoconf@sussex.ac.uk

Support availability

Monday - Friday:

9.00am - 5.30pm

US

University of Sussex

IT Services

January 2012

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