Goldstein Electronic Classroom Guide for Instructors & Group Leaders

Room 114
Van Pelt-Dietrich Library Center, 1st floor, Weigle Information Commons

Goldstein is a technology-rich space for collaborative learning. From technology to layout, the design facilitates a range of in-class activities: team problem-solving, group discussions, or working with library resources and experts. The room capacity is up to 16.

Location

Facilities

- The room has a number of features designed to enhance group work:
- 1 height-adjustable instructor station and chair
- 8 two-person movable desks and 16 rolling chairs with storage
- Dual multimedia projection system
- A ceiling-mounted camera and microphone for video conferencing
- Whiteboard walls around front perimeter of the room
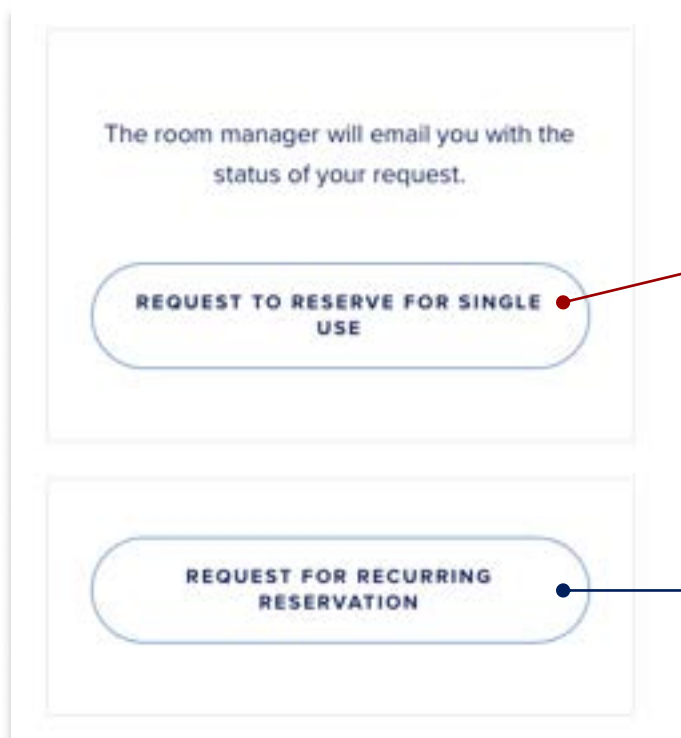- Open cubbies for storage

Reservations

The Goldstein Electronic Classroom ("Goldstein") is open to all Penn faculty, staff, and students. There are two booking options: "request to reserve for individual use" and "request for recurring reservation". These reservations can be made through our self-service scheduler: **http://libcal.library.upenn.edu/booking/goldstein.**

The room manager will email you with the status of your request.

REQUEST TO RESERVE FOR SINGLE USE

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.

REQUEST FOR RECURRING RESERVATION

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**: The room should be open when you arrive at your reservation time. If it is not open, please contact the Building Supervisor on 215-898-1629.
- **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.**

Room Usage Instruction - Computer

- **Dual-Monitor Instructor PC (For instructor)**: Located on the instructor station in the front of the room and connects to 2 ceiling projectors. The information to log in is as follows. Once logged in, the computers are automatically connected to AirPennNet.

Username*	PennKey
Password*	PennKey password

- **16 Dell Laptops:** Each desk is equipped with two Dell laptops. Follow the same login directions as above. Laptops may be unplugged from power sources to rearrange desks. Chargers may be stored in cubbies temporarily. Please reconnect the laptops and chargers before leaving the classroom.

Applications

Equipment

- **HDMI and VGA cable:** HDMI and VGA cables are provided in the room for connecting your personal devices to the projectors.
  a. These are attached to the instructor's PC.
  b. There are two HDMI sources located on either side of the room for connecting personal devices.

Connecting Laptops ⓘ
1. Plug the HDMI or cable into your own device. Cables can be found attached to the instructor's PC at the front of the room.
2. Connect your device to one of the HDMI sources mounted in the walls to left and right of the room.

- **Projector (Continued) :** Once connected to the HDMI port, streaming devices seamlessly establish a connection with both classroom's projectors. This feature empowers instructors to use dual monitors with the high-resolution, brilliantly illuminated projection system, enhancing the educational experience for students.

![Penn Libraries - University of Pennsylvania]

Projector Control ⓘ

You can use the touchscreen panel beside the PC desktop to:

1. "Start" the panel by tapping the center of the screen (even if it appears dark initially)
2. Turn the projector power on or off by selecting the projection mode from the bottom of the screen
3. Select the source screen or screens to display
4. Choose from three display options: a single monitor, a dual extended monitor, or dual separate monitors
5. Control the camera
6. Control the volume of the room's speakers
7. Select "Shutdown," at the left corner of the page, then "Yes" to confirm system shutdown, the projector displays a shutdown confirmation screen.

Projecting the screen from your chosen device
Select the source screen or screens to display

- To project from the dual-monitor instructor PC, select from the projection modes at the bottom of the screen to turn on the projectors and select either "Instructor's PC Main" or "Instructor's PC Extended." You can also select both.
- To project from a laptop, connect the laptop to either the VGA or HDMI cable beneath the table and select "Instructor's Laptop" on the touchscreen.
- To project from one of the wall-mounted HDMI sources, connect laptop with HDMI cable and select "Left Wall Plate" or "Right Wall Plate."
- Please note that the device must be powered on for an image to be displayed by the projector. The projector may take a moment to warm up before displaying your screen.
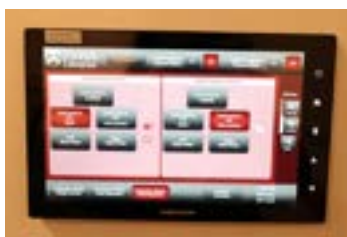
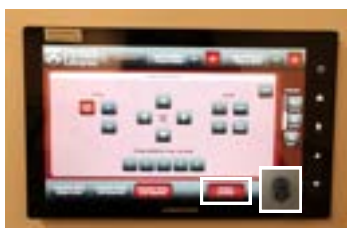| Choosing a projection mode	Try
Select "Single Center" to display a single monitor in center	→
Select "Dual Extended" to display two monitors combined	→
Select "Dual Separate" to display two monitors side by side but separated	→
Camera Controls ⓘ	1. Power the camera on or off. 2. Adjust the camera's focus, zoom, or tilt. 3. Select from available presets or configure your custom settings.

*Note: When you select this option and plan to use audio, you must select (touch) the speaker symbol on the left-hand side panel in order to activate audio from this display
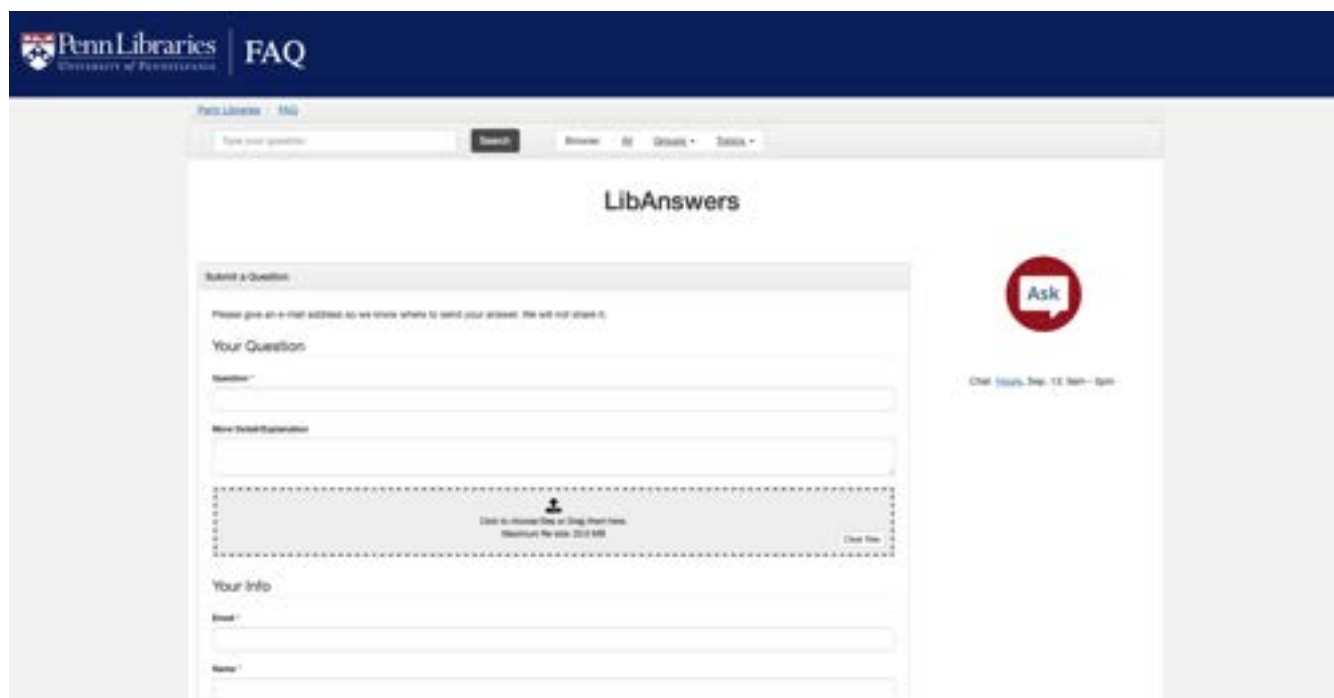
Before you Leave Goldstein

Please carefully review the instructions before you depart

Prior to your departure from Goldstein, 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.
- Reconnect any chargers to a power source and reattach them to the laptops.

Additionally, each individual should remember the following before leaving:

- Power down the projection system using the touchscreen panel.
- 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.
- If you have any questions or concerns about the room, please feel free to visit: **https://faq.library.upenn.edu/ask.** We are here to assist you!