

## Health Sciences and Human Services Library (HS/HSL) How-To Guide for Classroom LL03 & LL04

### Room Keys & Remote Control for the Projector

- Check these out at the Information Services Desk on the first floor.

### Overhead Projector

- Press the pink **POWER** button once to turn the projector on.
- The projector takes about 45 seconds to warm up.

### Turning on the Computers



- **POWER** on the Instructor station first. After it has booted, a program called SMART sync will automatically start. Click on OK to accept the default. Minimize this window, and on the Desktop, click "**TURN ON COMPUTERS**" to start the boot process for the student computers.

### Broadcasting with Smart Sync



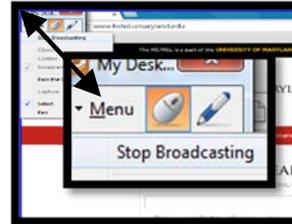
- Wait until all student computers have completely booted.
- To control the student computers, use the Smart Sync software to broadcast your screen to each student.



- Click on "Broadcast" from the top menu. 



- The window you have open from your screen will be broadcast to each student.



- To end the broadcast, click on "Menu", then on "Stop Broadcasting".

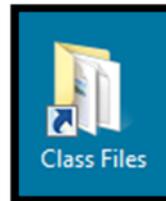
### Desktop Folders

On the desktop, there are two folders named "Instructor Folder" and "Class Files" folder.



#### Instructor Folder

- This folder allows the instructor to place files needed for a class in a "safe place." Any files within this folder will remain there if the computer is rebooted.
- When your class has ended, please remove any files from this folder.



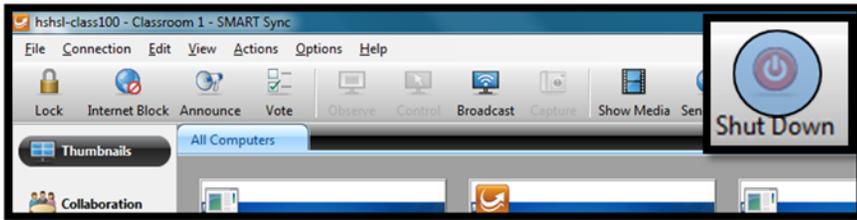
#### Class Files Folder

- This folder allows students to access any files needed specific to your class. Students cannot add or edit files in this folder. Only instructors can.
- Students who want to edit files in this folder should copy and save them to their own flash drive first.

**N.B. Files on the PCs except what is contained within the Instructor or the Class Files folders will be deleted upon computer shut-down or restart.**

**When your class is over:**

- To shut down the student computers at once, press the SHUT DOWN button shown below using the SMART sync software.
- **DO NOT** turn the monitors off.



- Please shut down the instructor computer by clicking on **START>SHUT DOWN**. **DO NOT** turn the monitor off.
- If you have used the overhead projector, please use the remote control to power it off by clicking on the **POWER** button **TWICE**.
- Please erase the whiteboard if you have used it.
- When you are ready to exit the classroom, please make sure that nothing is left behind, such as handouts, bags, backpacks, pens, pencils, USB flash drives, etc.
- Please place any trashcans just outside of the door.
- Please turn off all the lights and lock the door behind you.
- Return the classroom key and remote to the Information Services Desk as well as any found items students may have left behind.

**Class Registration/Reservation Contact**

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**Orientations and Technical Support**

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**Classroom Guide – Rooms LL03 and LL04**