



**BALL STATE
UNIVERSITY**

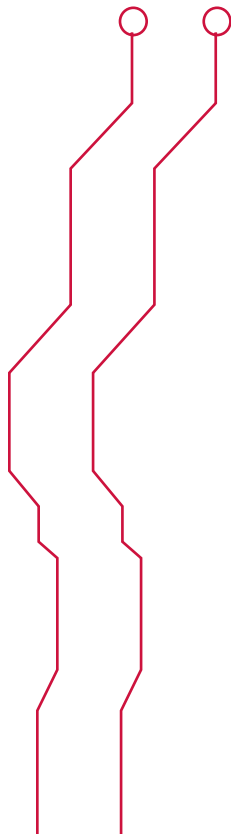
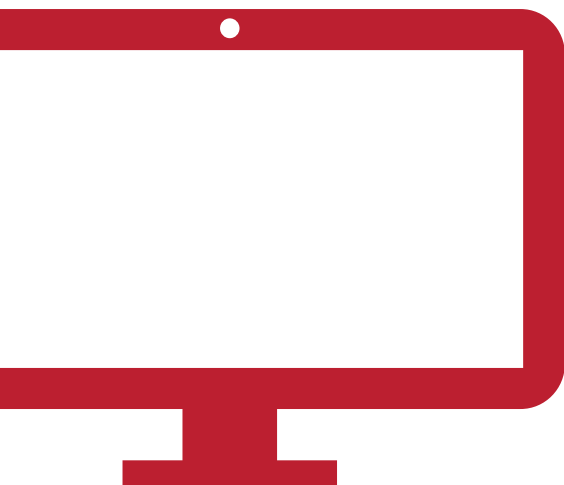
Information Technology

Classroom Technology

A BALL STATE UNIVERSITY GUIDE TO CLASSROOM RESOURCES

Introduction

Ball State University offers many different services to assist its faculty in the classroom. These services range from physical tools to online platforms that can enhance your classroom experience. This guide provides a helpful list of technologies with examples on how you can use them in your classroom. While some of these services directly benefit students, it is important for staff and faculty to understand how they can use these technologies to further education. For more information on how to use the provided tools, see <https://www.bsu.edu/helpdesk>.



HelpDesk

The Technology HelpDesk provides a variety of IT support to Ball State University faculty, staff, and students. From the HelpDesk, individuals can request different services, learn more about available tech, and report issues with technology.

CLASSROOM USES:

- The HelpDesk can assist with all technologies detailed in this guide.
 - For more information, visit <http://bsu.edu/helpdesk>.
- Requesting further Canvas instruction
 - Click the “Request Services” link followed by the “Consulting and Training” link



Zoom

Zoom allows for a variety of features including chat, file sharing, screensharing, and more. For more on Zoom, visit My BSU and navigate to the Zoom link under Remote Teaching and Working or visit <https://bsu.edu/zoomhelp>.

CLASSROOM USES:

- Screen sharing to display PowerPoints, videos, etc.
- Hosting online class meetings
 - Check out the guide to using Zoom for more information

Canvas

Canvas is a learning management system used for strategic learning at Ball State. Students and faculty use Canvas to manage classroom events, assignments, discussions, and announcements.

For more help with Canvas, visit the BSU Online and Strategic Learning website.

CLASSROOM USES:

- Posting and grading assignments
- Creating discussion posts for students to interact with
- Uploading files

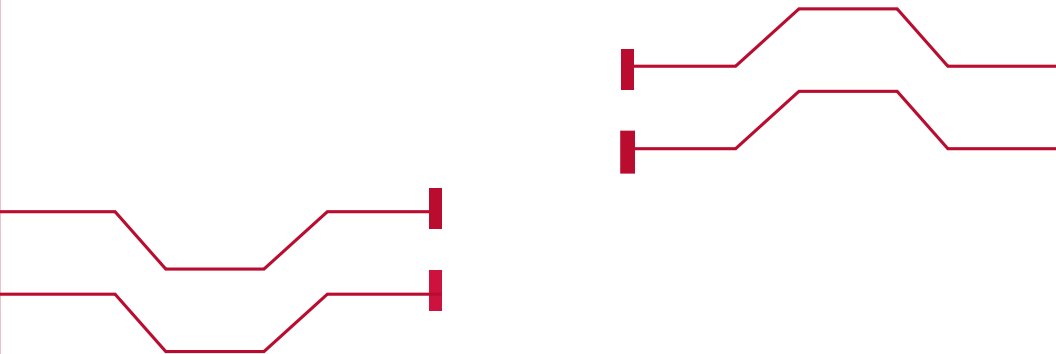
Microsoft Teams

Microsoft Teams is an online unified communications and collaboration software that allows for video conferencing, instant messaging, file sharing, and more. You can use your Ball State Microsoft account to access Microsoft Teams and collaborate with coworkers and students.

CLASSROOM USES:

- Communicating with students and faculty asynchronously
- Fostering collaboration on digital projects
- Connecting classroom members, whether online or in-person

For more information about how to use Microsoft Teams, visit the <https://bsu.edu/msteamshelp> for guides on how to use, install, and create meetings using Microsoft Teams.



iClicker

These handheld devices allow students to participate in classroom events such as quizzes or surveys without accessing a laptop or mobile device. iClickers allow you to ask questions to large groups of students, assess in-class participation, and make quizzes and surveys easier.

Faculty create their own account using registration links in the software. This is most often iClicker Cloud (formerly Reef education) or iClicker Classic. For Ball State University, the learning management system used in association with the iClicker software is Canvas. Students may purchase iClickers from the Ball State University Bookstore.

CREATING AN ICLICKER ACCOUNT:

1. Download the mobile app via the Apple App Store, Google Play, or go to app.reef-education.com. Once installed, open the app and click “Sign-up.”
2. Find the name of your institution and then click “Next”
3. Enter your profile information.
4. Create a password, then click “Create Account.”

CLASSROOM USES:

- Asking questions to large groups of students
- Assessing in-class participation
- Making quizzes and surveys easier

University Media Services

University Media Services (UMS) provides faculty and staff at Ball State University access to state-of-the-art media services. These services include video production, media support for distance education, and equipment installation/repair.

- For more information about video production, see the Video Services page of the Ball State University website.
- The Distance Education page of the BSU website provides more information on media support for distance education.
- See the Ball State University website page for University Media Services Equipment Checkout to learn about equipment services.

CLASSROOM USES:

- Checking out equipment for school projects
 - Includes camera, lights, and audio equipment
- Working with faculty members to coordinate and support the delivery of distanced learning
 - Offer a training process for faculty where they can learn how to effectively teach in a distanced learning environment



Classroom Media Centers

Most Ball State University classrooms are equipped with a projector, a desktop computer, speakers, and a control panel to switch between inputs. For more information on classroom media centers, see the Classroom Technology and Support and Computer Labs pages of the Ball State website.

CLASSROOM DESKTOPS

The classroom desktop computer allows you to access online materials, such as presentations, quizzes, email, and video calling services. Classrooms equipped with technology foster learning and enhance teaching.



CLASSROOM PROJECTOR AND SPEAKERS

The projector and speaker tools in classrooms allow professors to add visual components to lessons. Projectors and speakers make it possible to show videos, present information, display examples, and visually engage students.



CLASSROOM MEDIA INPUT CONTROL PANEL

The media input control panel helps professors manage presentations in the classroom. The control panel controls the projector and speakers, so that you can



choose a visual from either the computer, a laptop, or the document camera. The control panel also allows you to adjust speaker volume and mute the projector. This tool not only helps professors present but is useful for student presentations as well.

INSTRUCTIONAL CLASSROOM SUPPORT SERVICES

ICCS provides faculty with real-time support personnel to assist faculty in the classroom. To receive support, simply call **5-3999** for assistance over the phone. If the problem cannot be solved over the phone, someone will be deployed to the classroom to help in-person.

Qualtrics

Qualtrics is the Ball State supported research and survey management tool. The program takes features common in online survey builders, such as Google Forms or SurveyMonkey, but is equipped with powerful visualization and reporting tools. To sign up for Qualtrics, visit My BSU and navigate to the service under **Additional Tools** or visit **bsu.qualtrics.com**.

CLASSROOM USES:

- Evaluating courses
- Sharing and collaborating on surveys
- Collecting data more easily
- Training students to use the most advanced data collection and analysis solutions in the academic community

PrintSmart

Student PrintSmart allows students at Ball State to print using any on-campus printer they choose, not just those available in Bracken Library. PrintSmart printers are located at various spots around campus, including the Student Center, Robert Bell, the Atrium, and other locations.

Students and faculty can upload their documents to My Print Center, fill in the appropriate printing information, and swipe their Ball State ID to access and print documents at the PrintSmart locations.

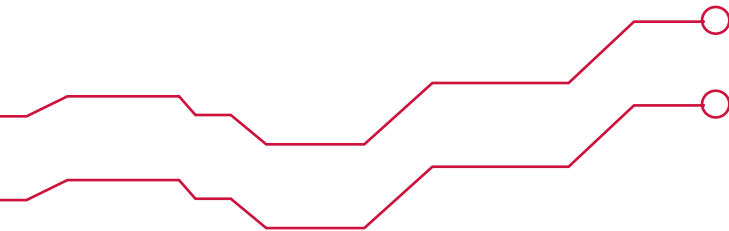
For more on PrintSmart, visit the PrintSmart Remote Printing website.

MediaSite

MediaSite provides access to video lectures and content from Ball State University faculty. After consulting with University Media Services, recorded classroom footage is oftentimes uploaded to Media Site. Learn more about how to use MediaSite from the Distance Education section of the Ball State website.

CLASSROOM USES:

- Recording lectures for asynchronous learning
- Making appointments for a MediaSite Suite to record lectures
- Call (765)-285-1899 to schedule an appointment
- Storing videos in a MediaSite video platform



Need More Help?

BALL STATE HELPDESK

bsu.edu/helpdesk

(765) 285-1517

Bracken Library (BL) 101

Ball State University

Muncie, IN 47306

For more help, visit the **Faculty and Classroom Technology & Support** webpage at bsu.edu/about/administrativeoffices/information-technology/services/faculty-and-classroom-technology-support.

