

## Overview to Moffitt Classroom 550c

### 1. Intended Use:

- Flexible classroom, fostering group discussion, sharing, and collaborative learning. Not to be used for meetings. Reserve the room like the other classrooms.
- Room has wireless Internet for use with laptops. PCs in the room are not wireless.
- The room should always be left in the standard configuration (see below). If you plan to use the room in any other configuration, please schedule the room allowing yourself time before and after your class to restore it to standard configuration.

**Standard Configuration of 550c Furniture:** The five rectangular tables are in the center, adjoining, forming a large rectangle, headed by the Instructor's Station. The projector, projector stand, and Teamboard should be placed in the pink markings. The individual tables should be arranged with their long dimension parallel to the walls.

### 2. Furniture

- **Center Discussion Tables:** The tables in the center are designed to foster group discussion apart from use of the computers located on the oval tables. They offer electrical outlets, hidden in the gray panel, which pops up if gently depressed.  
**Moving the Discussion Tables.** These tables can be moved. Their tops tilt and they can be nested out of the way. They are connected to one another electrically, however. Take care to put them back the way they are wired if you move them.
- **Oval Computer Tables:** 12 student PCs, on oval tables which are designed so they can be moved. They function like wheelbarrows, with wheels on one end. Lift the un-wheeled end to move easily. They can each move a couple of feet from the wall and could be clustered into groups of two or three.  
**Teams of Two.** Designed for use by one or two people. To make sufficient work surface on the oval tables, put the monitors on top of the computers.  
**Left or Right Handed.** To accommodate left- or right-handed use, use the other side of the table and rotate the monitor.
- **Chairs:** There are 22 chairs. Their seats tilt up and they nest compactly. Two chairs could fit at each oval table to make it possible for up to 22 people to work in pairs.
- **Instructor's Table:** The instructor's station table is electric. To raise or lower, use the switch on the left corner of the keyboard tray. To adjust the keyboard tray, lift the lever on the right corner of the keyboard tray. In general, it should be kept low (about at the level of the other tables) to keep clear the line of sight to the Teamboard.
- **Printer:** The printer is in the projector cart. It is networked to all the computers. Paper is in the bottom supply cabinet drawer.
- **Whiteboards & Dry-erase markers:** Whiteboard panels can be moved around, used on both sides, and set up to partition the room if needed. Be sure to use water-based markers, kept in the top drawer of the supply cabinet behind the Teamboard. Clean the whiteboards when you are done. Use Windex and paper towels.
- **Pin-Boards:** The walls are a type of fabric-covered soft bulletin board, and there are push pins in the supply cabinet behind the Teamboard.
- **Office Supply Cabinet:** Supplies are in the small cabinet behind the Teamboard. Dry-erase markers, push pins, staples/stapler, and printer paper (bottom drawer).
- **Projector:** Instructions for operating the projector are attached to the instructor's work station. In the event the projector bulb gets dim or is burned out, contact the IS Admin. Asst at 3-9959.

### 3. The Teamboard

- **Teamboard with Projector:** The large screen is a special type of projection screen, containing a sensitive membrane and wireless communication with the Instructor's computer that enables you to be a touch screen and enables you to mark up presentations using special Teamboard software called Draw. Please see instructions for using this equipment.
- **Teamboard As Whiteboard.** If you are not using the projector, the Teamboard can be used with dry-erase markers as another whiteboard. To write on the Teamboard during projection, use the Teamboard's Draw program.