

# LfA Classroom Technology Checklist

Charles River and Fenway campuses

## Before coming to the classroom

### 1. Familiarize yourself with your classroom's tech details

You can find this information [here](#), using the option for "Quickly skip to a specific room." When you select "View Classroom Details" the site will inform you what type of technology (Basic, Pro, etc.) is available in that classroom and if the room offers a built-in classroom computer. Built-in classroom computers are available in many classrooms on the Charles River and Fenway campuses. Watch the appropriate video(s) [here](#) to learn more about your classroom's technology before your first visit.

### 2. Bring the right adapter if you will be using your laptop

An [adapter guide](#) is available and designed to help faculty identify which adapter is required for their own laptop/room combination. Adapters you may need:

- HDMI or VGA
- USB
- Second USB (if you use a document camera or Wacom)

### 3. Charge your laptop

Bring along your power adapter.

### 4. Charge and bring your Bluetooth headphones

In some cases your Bluetooth headphones will provide the best sound quality. These will need to be paired and connected with your laptop. Practice this process ahead of time.

### 5. Review the instructions listed in the next column

Practice changing microphones, speakers and cameras on Zoom. [See changing mic and cam video.](#)

### 6. Have the Zoom links that you will use for the day handy

### 7. Coordinate with your moderator (if you have one)

Study the [Instructor Guide to Teaching With Moderators](#) and follow the steps detailed therein.

## Troubleshooting

- If you experience any issues with the above steps, ask your classroom moderator for help.
- If you are in a classroom and **experience an issue with the technology** or to report a classroom facilities issue, please call the LETS Hotline at 617-353-3227
- To report a classroom issue or ask a question that is not urgent, email [classrooms@bu.edu](mailto:classrooms@bu.edu) or [complete our request form](#).

## In the classroom

### 1. Turn on the "Crestron" control system

It's the touchscreen on the wall; it takes a little time for the system to warm up and start.

### 2. Set the "Crestron" system to the Wall Interface setting

### 3. Set up your computer

- Find the room HDMI (or VGA) cable
- Find the room USB cable
- Plug these two cables to your adapter (or laptop)
- Plug your adapter to your laptop
- (Optional) If using VGA you will also need to connect the audio cable to your headphone jack
- (Optional) Set up the document camera or Wacom tablet
- (Optional) Connect your Bluetooth headset to your laptop
- Log in to your computer
- Start your Zoom session
- Make sure your computer is displaying on the classroom screen  
*For this to happen the "Crestron" screen should be set to the Wall Interface setting*
- Make sure you can hear your remote students through the classroom audio  
*For this to happen the speaker corresponding to the room's Wall Interface (e.g. "Display Port (Crestron)") must be selected under the Select a speaker section in Zoom*
- Make sure that your remote students can see and hear you  
*If you have issues with audio or video you may need to change the Select a Microphone and Select a Camera selections in Zoom. [See changing mic and cam video.](#)*