WPH Classroom Audio/Visual Instructions

Extend Computer Displays onto the Classroom Projector/LCD:

Step by step instructions for extending your computers PowerPoint slideshow onto the classroom projector and LCD display

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Benefits of extended displays with speaker notes:

An extended display is essentially a second monitor that can be used by presenters that are connected to the Rossier Classroom A/V system.

Presenters can view speaker notes and a preview of their next slide, while the classroom attendees can only see the full screen PowerPoint.

*** After performing the setup operations once, the BYOD should automatically reproduce the settings for future presentations. ***

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Benefits of extended displays with speaker notes:

Instructors can keep their BYOD monitor private.

Students will not see open tabs, open email or possibly sensitive information from the instructors BYOD displayed on the projector and LCD.

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Extend displays in your BYOD settings:

First, presenters must plug the BYOD into the classroom system with the cables located at the lectern.

*** This process can be performed by plugging into a secondary monitor of your own. ***

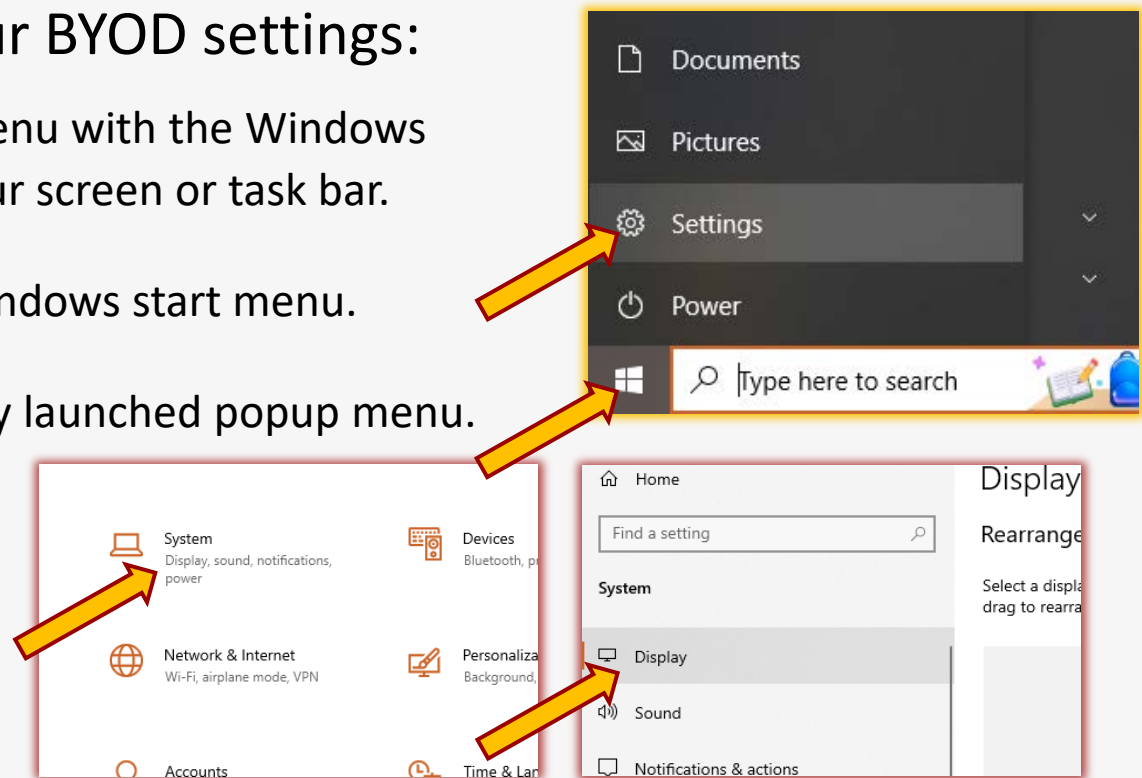# WPH Classroom Audio/Visual Instructions

Extend displays in your BYOD settings:

Access the Windows start menu with the Windows icon in the bottom left of your screen or task bar.

Choose Settings from the Windows start menu.

Select System from the newly launched popup menu.

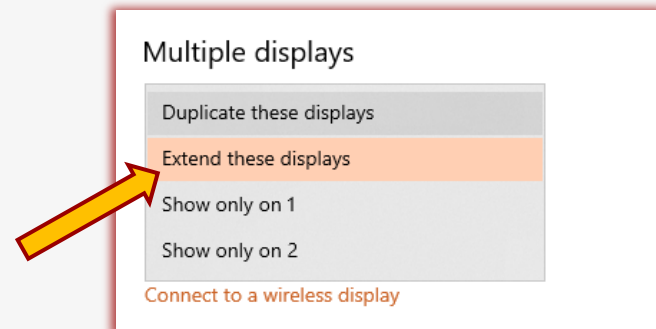Now click Display.
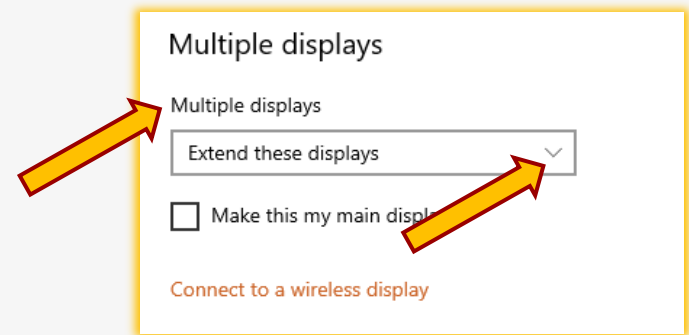
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Extend displays in your BYOD settings:

Scroll down the page and find "Multiple displays."

Click the down caret to reveal several choices.

Select "Extend these displays" from the list.

Your computer will now treat the classroom displays as secondary monitors.

Multiple displays

Multiple displays

Extend these displays

☐ Make this my main displ

Connect to a wireless display

Multiple displays

Duplicate these displays

Extend these displays

Show only on 1

Show only on 2

Connect to a wireless display

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Work between multiple displays:

Drag windows from your BYOD screen to the right, to place them on the classroom displays and show entirely different content.

*** Can't find your cursor? Look on the secondary monitor, it's likely over there awaiting commands. ***

Move your cursor back to the far left to see it on your BYOD home screen.

You can also choose to work entirely from the secondary screen.

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On the PowerPoint ribbon display menu:

Select the "Slide Show" option from the top of the screen in the ribbon display menu.

Check the box next to "Use Presenter View"

On the right hand side you should see a box with "Monitor:" that includes a pulldown menu caret with choices.

Click the pulldown caret and choose either "Automatic" or "Monitor 2 Crestron"

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PowerPoint speaker notes and presenter view:

PowerPoint will now display two different views.

The view on your BYOD should include speaker notes and a preview of the next slide in your presentation.

The view on the classroom displays should be only the full screen slideshow.
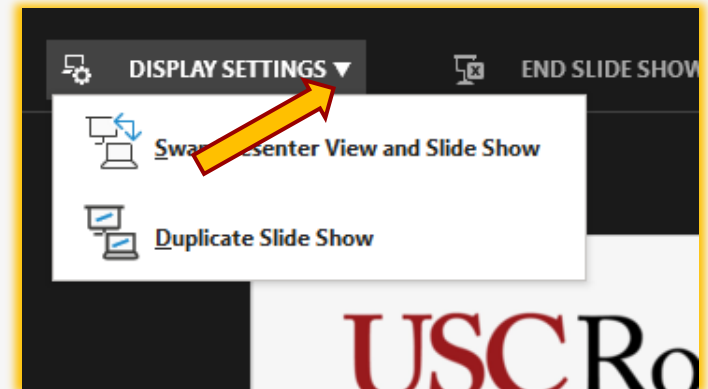
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PowerPoint speaker notes and presenter view:

If the speaker notes and full screen presentation become reversed, you can swap them from the PowerPoint program.

On the top of the screen showing the presenter view, select the down arrow next to Display Settings.
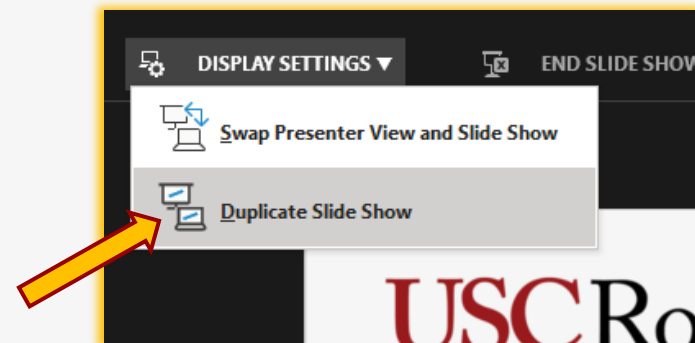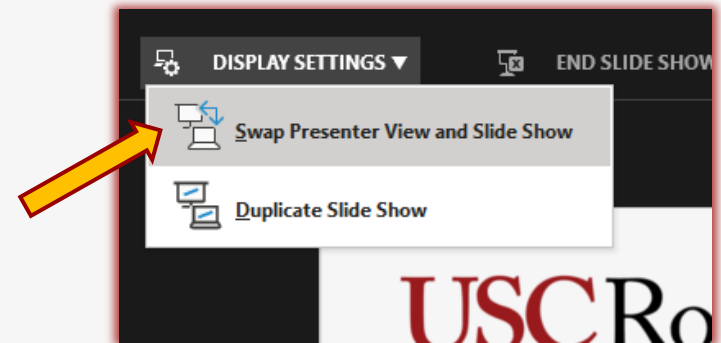
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PowerPoint speaker notes and presenter view:

Presenters can now choose to swap the presenter view and full screen slide show.

Presenters could also choose to show only the full screen slide show on both the BYOD and class displays by selecting "Duplicate Slide Show.

Rossier MIS Classroom A/V Support

In-Person Training and A/V Tech Support:

Hours:

- Monday through Friday - 9:00am until 5:00pm

Video training and downloadable step by step instructions:

- Rossier Support Wiki – rossierportal.usc.edu

Contact:

- Email - rsoesupport@rossier.usc.edu
- Call Rossier Classroom Support at (213) 740-9800.

Scan QR code

MIS Training and Support Wiki