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Using Technology in the Classrooms

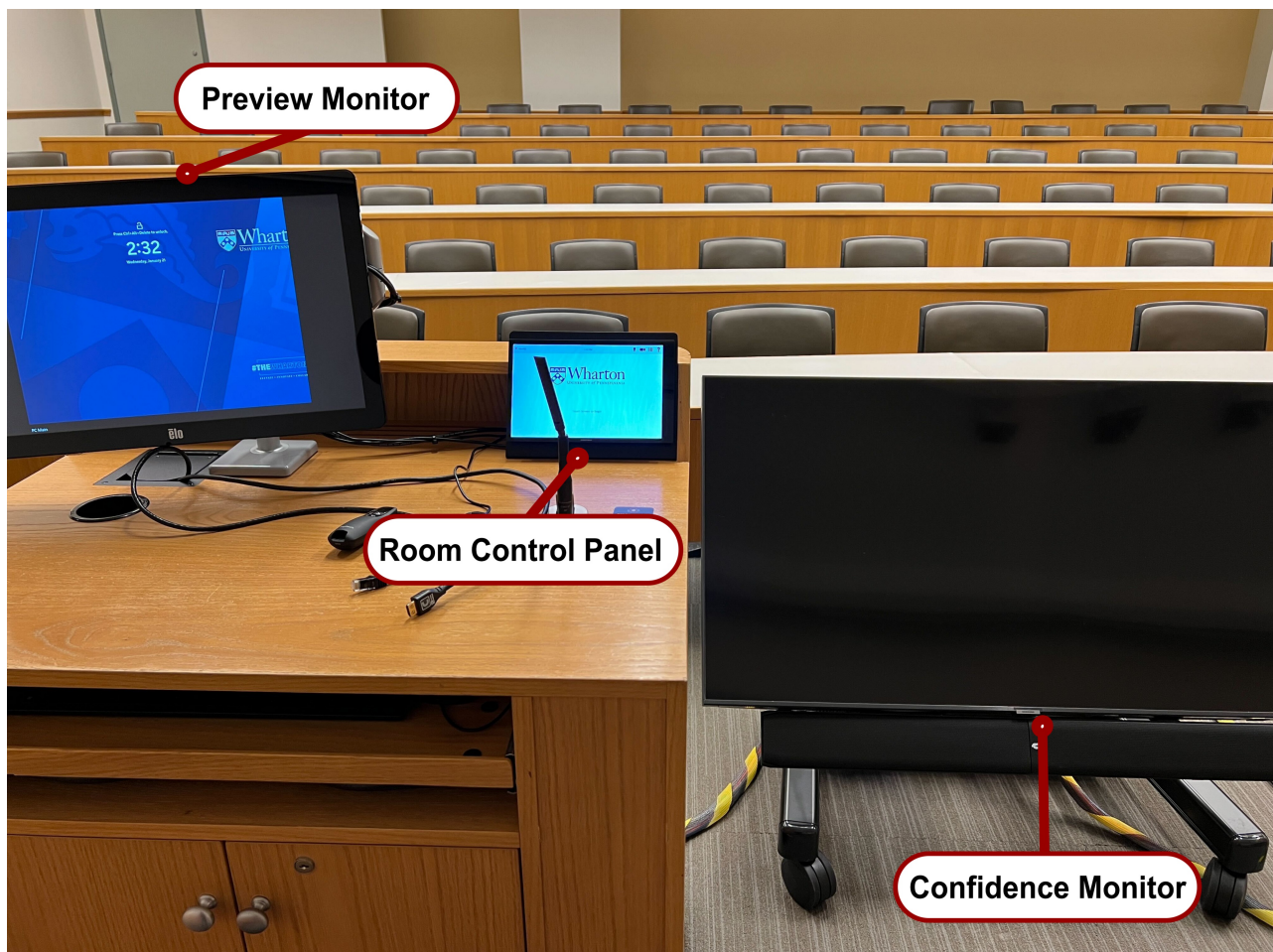
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Wharton's classrooms are equipped with a wide range of technologies to support various teaching needs. If you don't find the option you're looking for, let us know.

Table of Contents:

- [The Classroom Setup](#)
- [Starting the System](#)
 - [Using Guest Mode](#)
- [Using the Classroom Interface](#)
 - [Advanced Options](#)
 - [Recording](#)
 - [Adjusting the camera](#)
 - [Audio Controls](#)
 - [Detailed Audio Controls](#)
- [Privacy Mode](#)
- [Questions?](#)

The Classroom Setup



Walking into all classrooms you'll see two displays on top of the classroom lectern: the Preview Monitor and the Room Control Panel. In tiered classrooms you'll see the Confidence Monitor on the floor.

Each monitor serves a particular purpose:

- The **Preview Monitor** is attached to the classroom computer. Logging into this computer starts the Classroom System, and you can then present from the classroom computer if you like.
 - The Preview Monitor can be tapped to change the size of selected displays to show one or two image previews.
 - The classroom computer is running Windows 11.
- The **Room Control Panel** (RCP) is a touch panel used to control the physical elements of the Classroom System. You'll use this panel to choose where your content is being displayed, arrange the position of the screens, and more.
- The **Confidence Monitor** lets you see important information as you teach. You can set this monitor up to display whatever you're projecting in front of the class (the default), see your presentation notes, and many more options. Tiered classrooms are all equipped with Confidence Monitors.

[Top](#)

Starting the System

To start the classroom system:

1. Tap the **Preview Monitor** on the lectern, tap the **Room Control Panel** to *Touch to Begin*, or press any key on the keyboard.
2. Log into the classroom computer using your PennKey credentials (all PennKey credentials should work,

regardless of Wharton/school affiliation).

Once you're logged in, the Preview Monitor will display a familiar Windows desktop. The Room Control Panel (RCP) displays the Classroom Interface, where you can control the physical classroom environment.

Using Guest Mode

If you don't have a PennKey login, tap the **Guest Access** button on the Room Control Panel to access the Classroom Interface.

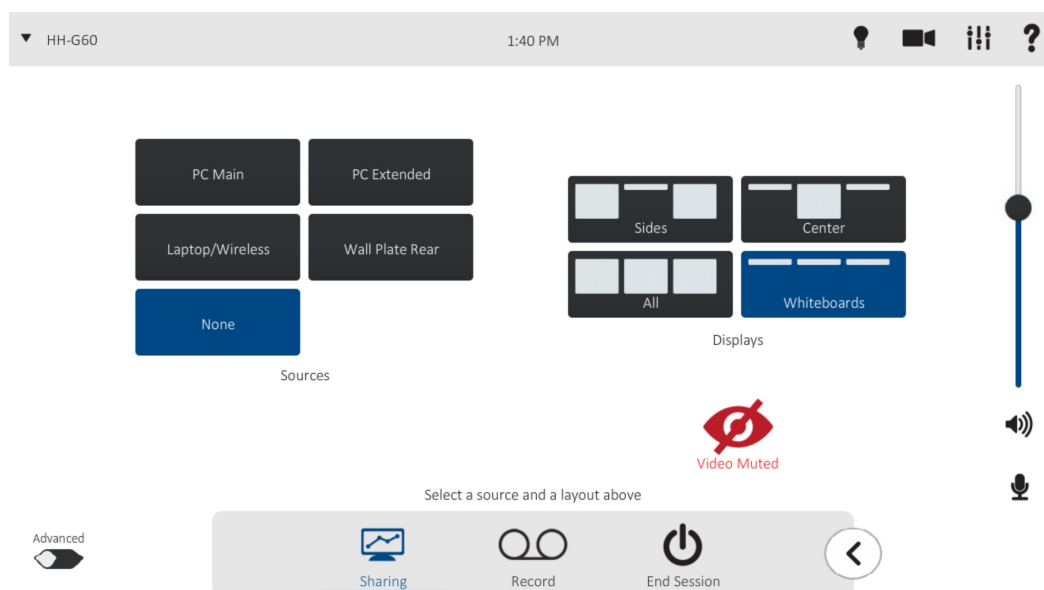
You'll need to connect your own device when presenting as a guest, since you won't be able to log into the classroom computer without a PennKey login.

Using the Classroom Interface

[Top](#)

Once activated, either by logging into the classroom computer or using Guest Access, the Room Control Panel (RCP) displays a default classroom layout:

- **Sources** (things you want to display from) on the left of the RCP.
- **Displays** (things you want to display on) on the right.
- **Volume** at the far right.
- **Basic controls** at the bottom.



To select a Source and Display on the RCP:

- **Choose the Source.** Tap the appropriate Source button on the left side of the RCP:
 - **PC Main** - Displays whatever is showing on the classroom computer's main display (the Preview Monitor).
 - **PC Extended** - Select this source to show the contents of the extended display (classroom computers are all set up to use an Extended Display).
 - **Laptop/Wireless** - Use this option to either:
 - connect a device to the HDMI cable at the lectern to display that device on the Display you pick in

the next step.

- allow people in the classroom to share their device wirelessly using **AirServer**. Instructions to connect will be shown on the Display you pick in the next step.

NOTE: you cannot use both the Wireless and Laptop (HDMI) at the same time.

- **Wall Plate Rear** - Each classroom includes a rear wall plate that allows you to hook up a device for presenting. If you're using that plate, press this button.
- **None** - Audio and video will be cleared from the projector and speakers and nothing will be displayed.
- **Choose the Display.** Once you have selected a Source, tap one of the **Displays** section buttons to tell the system where to display that source:
 - **Sides** - The left and right screens will lower and display the selected source; the center whiteboard is available in this setup.
 - **Center** - The center screen is lowered and displays the selected source.
 - **All** - All screens are lowered and display the selected source.
 - **Whiteboards** - All the screens are raised and no video is displayed. This is a quick way to write on the whiteboards.

The selected screens will lower and the projectors will turn on as soon as you tap your desired **Displays** button. To display more than one source at a time, see Advanced Options.

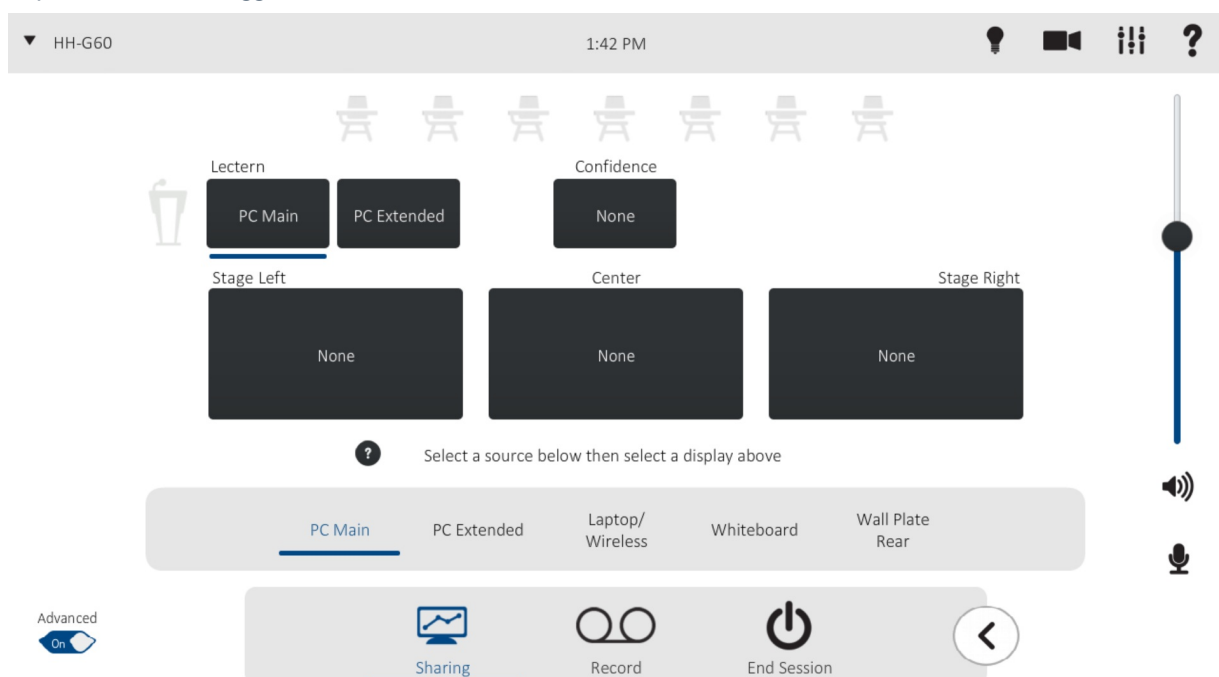
Tap the **Mute Video** button to temporarily stop sharing your display. Tap it again to resume sharing.

Advanced Options

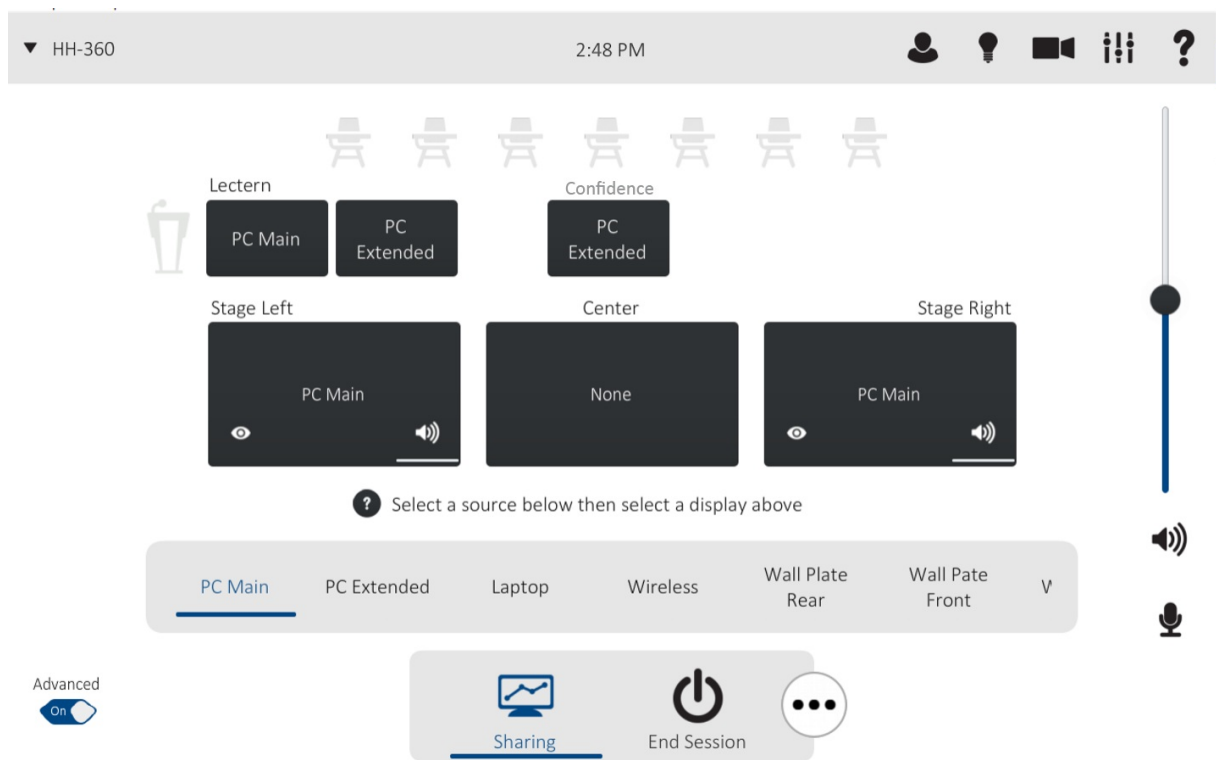
The Advanced Options allow you to send a mixture of sources to a variety of displays. For example, you could display the PC Main (aka the classroom computer) on the left screen in the front of the class and use the right screen to display Wireless. This would allow students in the room to display their content onto the right screen while you use the left.

To access Advanced Options and route the displays:

1. Tap the **Advanced** toggle at the lower left of the Room Control Panel (RCP).



- The Advanced Options are now displayed on the RCP. You'll notice that all available Displays are on top and all available Sources are in the gray bar below. Swipe on the bar to scroll through the Sources.



- Tap the Source you want to display. In our above example we'd tap on **Wireless**.
- Tap the **source Display** you want; continuing the example we'd tap on **Stage Left**.
- Repeat until all your desired sources are displayed.

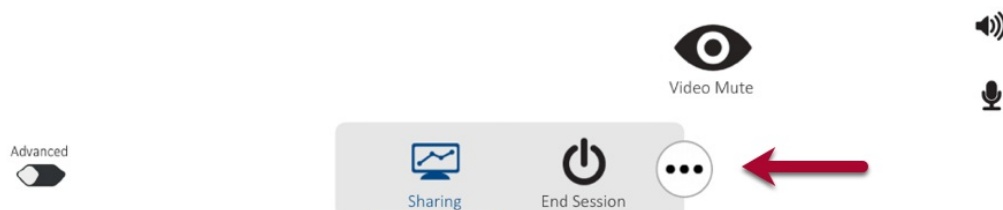
The Sources are sent to the displays as you tap.

Recording

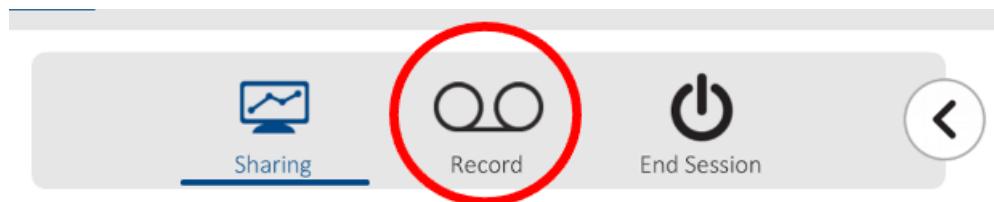
All regularly scheduled academic classes are recorded by default. Recordings are uploaded to the class' Canvas site within 2 hours. **Make sure to log into the classroom PC to unmute the microphones**, to ensure your recording will have sound.

Check the status of a recording from the Room Control Panel (RCP):

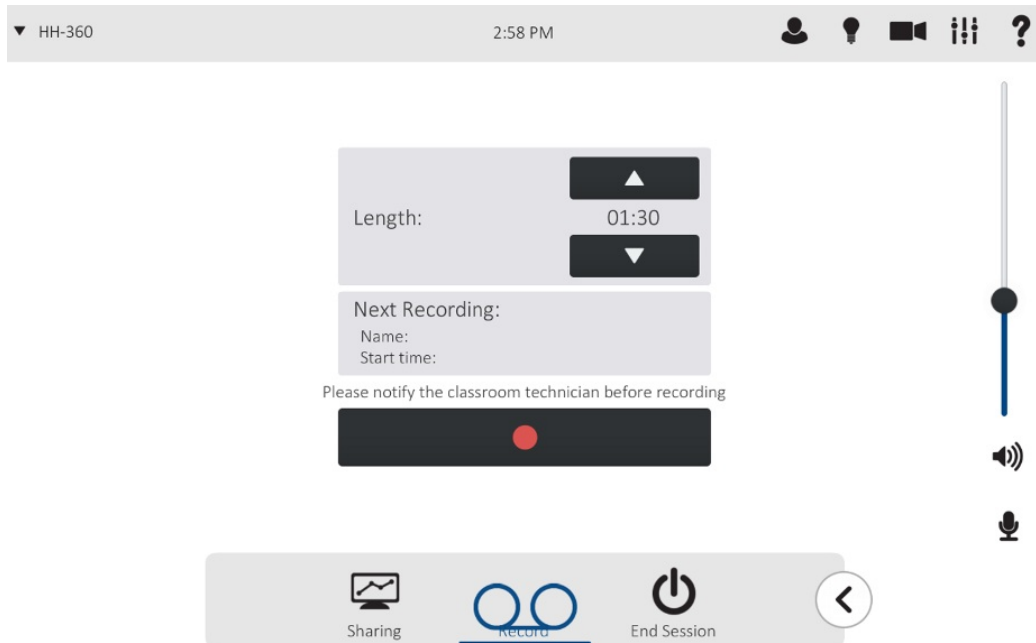
- Tap on the ellipsis button (...) at the bottom of the RCP.



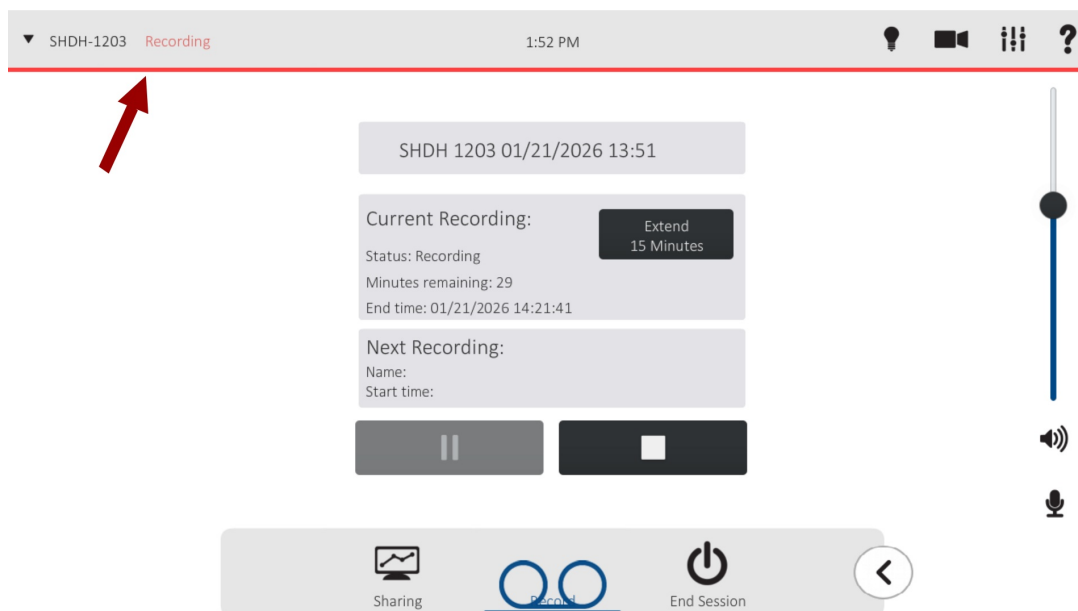
- Tap on the Record button that is now displayed.



3. The length of the recording and when the next is scheduled to begin are shown.



4. To be sure that your recording is working properly, confirm that you can see the red recording line:

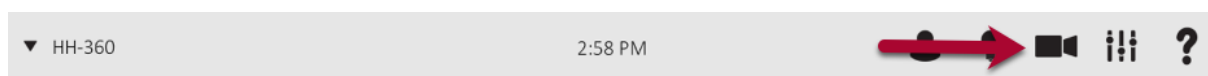


You can also initiate a recording from this screen, but you should schedule recordings ahead of time. This allows Wharton Computing to manage the process and permissions in a more timely way. If you aren't able to schedule ahead of time, be sure to alert a classroom technician that you'd like to record, call us from the classroom phone, or let us know after your session has ended to help us get your recording to you.

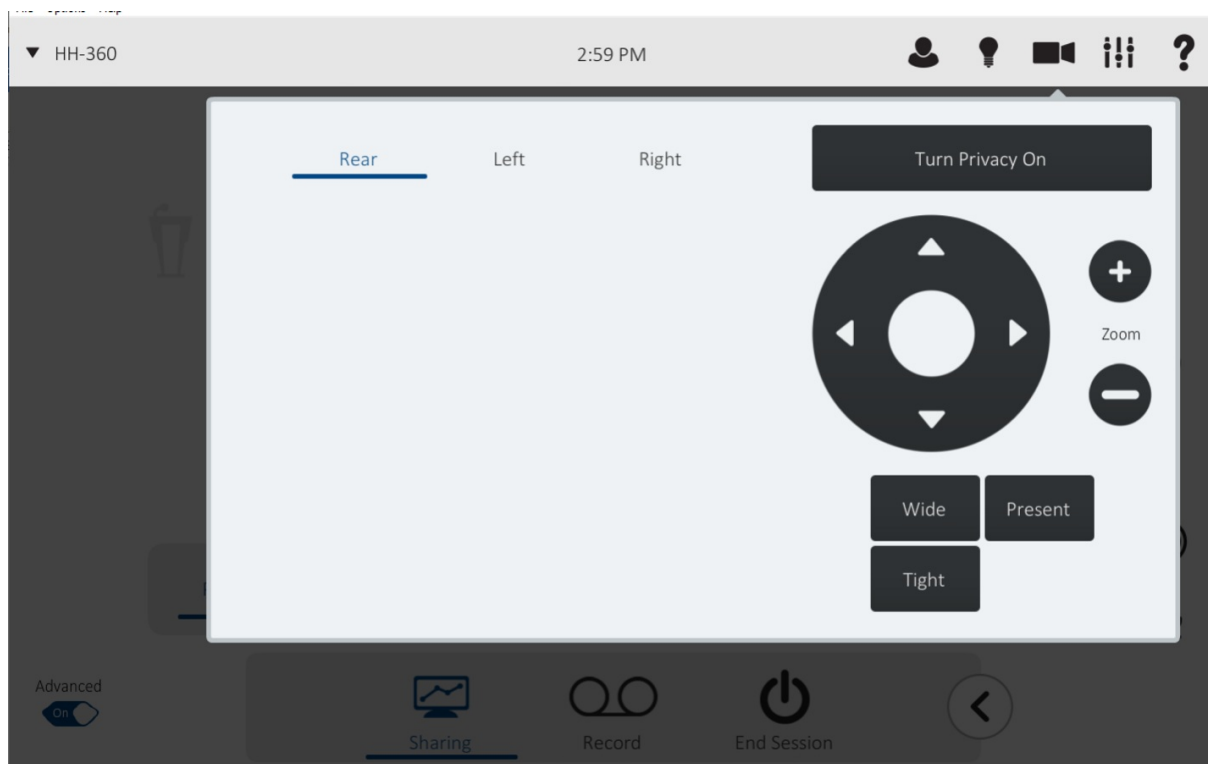
Adjusting the camera

Each classroom has cameras that move to a default position when a recording starts. You can change the position of the cameras, if you like, using the Room Control Panel (RCP).

1. Once you have access to the Room Control Panel, tap the camera icon on the upper right hand corner of the RCP.



2. Camera controls appear on the RCP and a camera preview displays on the preview monitor (not populated in the screenshot below, but it will show a preview of what the selected camera sees) .

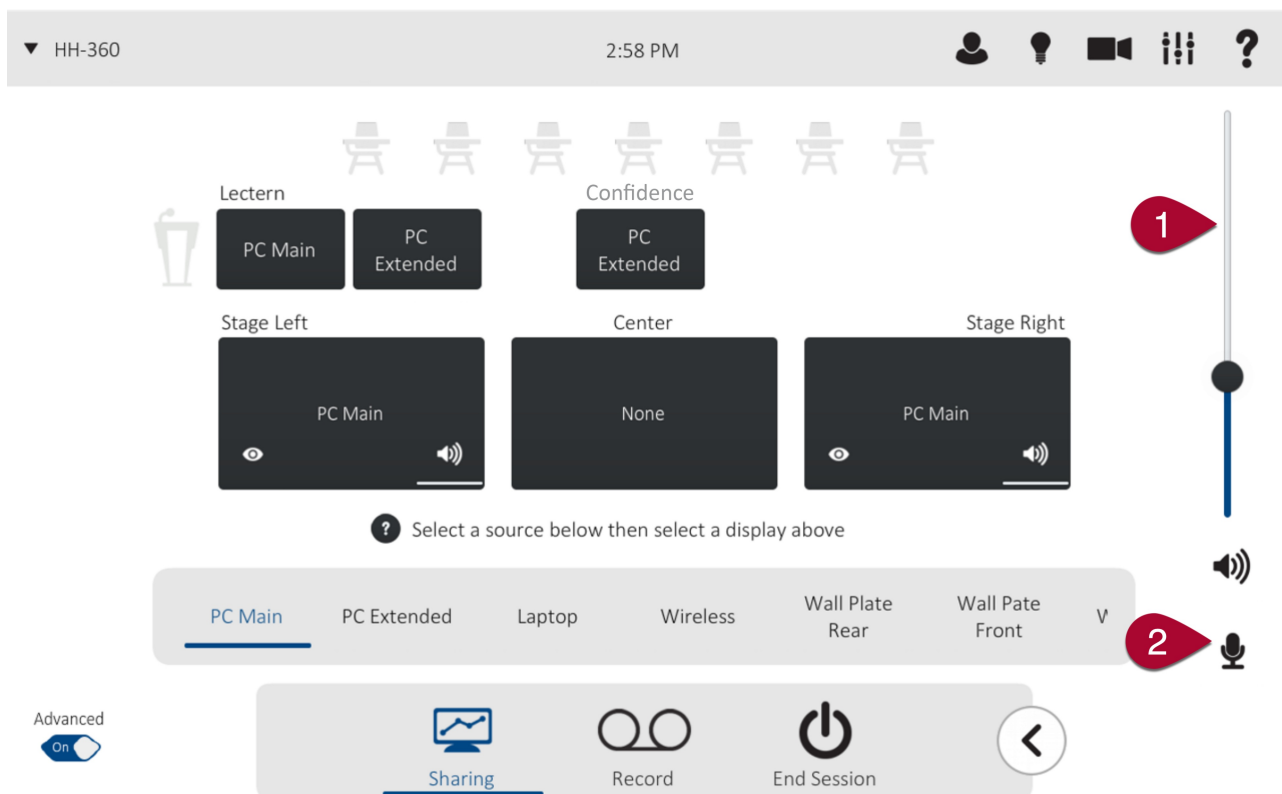


Each camera in the room can be adjusted individually.

- At the top of the camera controls is a list of the available cameras in the room (Rear, Left, and Right in the screenshot above). **Tap on the name** to switch the preview and control to each camera individually.
- **Tap on the directional wheel** to change the camera position.
- You can **adjust the zoom manually** by tapping the + or - buttons, or tap on the **Wide, Present, and Tight** buttons to cycle through those available zoom presets.

Audio Controls

Volume and microphone mute for the entire classroom can be controlled from the Room Control Panel (RCP). On the right side of the screen you'll find the volume slider (1) and the mute button for the microphones (2).



- **Volume** - Slide the volume slider up to increase the level of audio in the classroom, and down to lower.
- **Microphone mute** - Tap to mute the microphones in the room so that the remote audience can't hear you, though the mics will still be audible in the room.

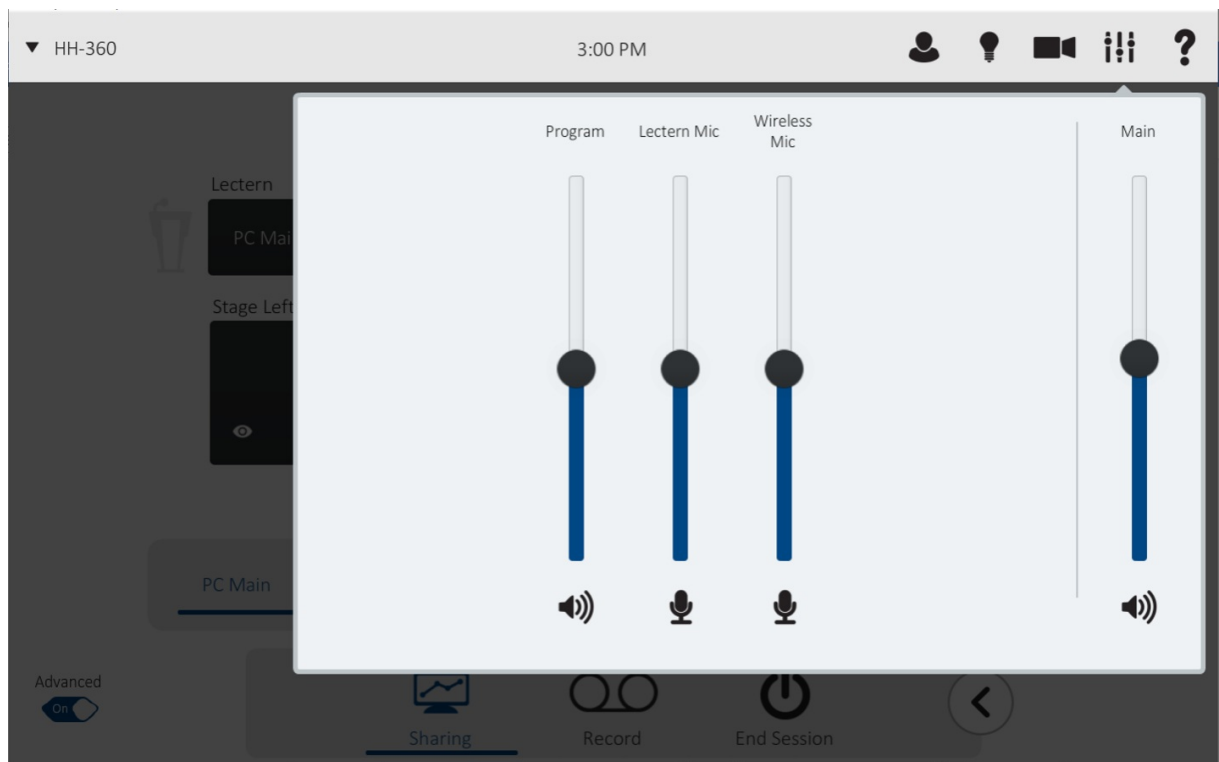
Detailed Audio Controls

The volume slider on the main screen of the Classroom interface controls all of the volume levels in the room at once. To adjust individual microphone levels:

1. **Tap the audio controls** button in the upper right corner:



2. **Move the slider** up or down to adjust the volume individually:



- **Main** controls the overall audio in the classroom.
- **Program** controls the classroom PC audio.
- **Lectern Mic** controls the lectern mic audio.
- **Wireless Mic** controls the wireless mic audio.

[Top](#)

Privacy Mode

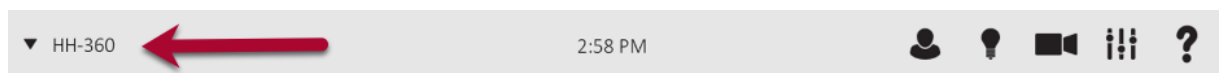
Privacy Mode turns off all the cameras and microphones in the classroom.

Note that with Privacy Mode turned on:

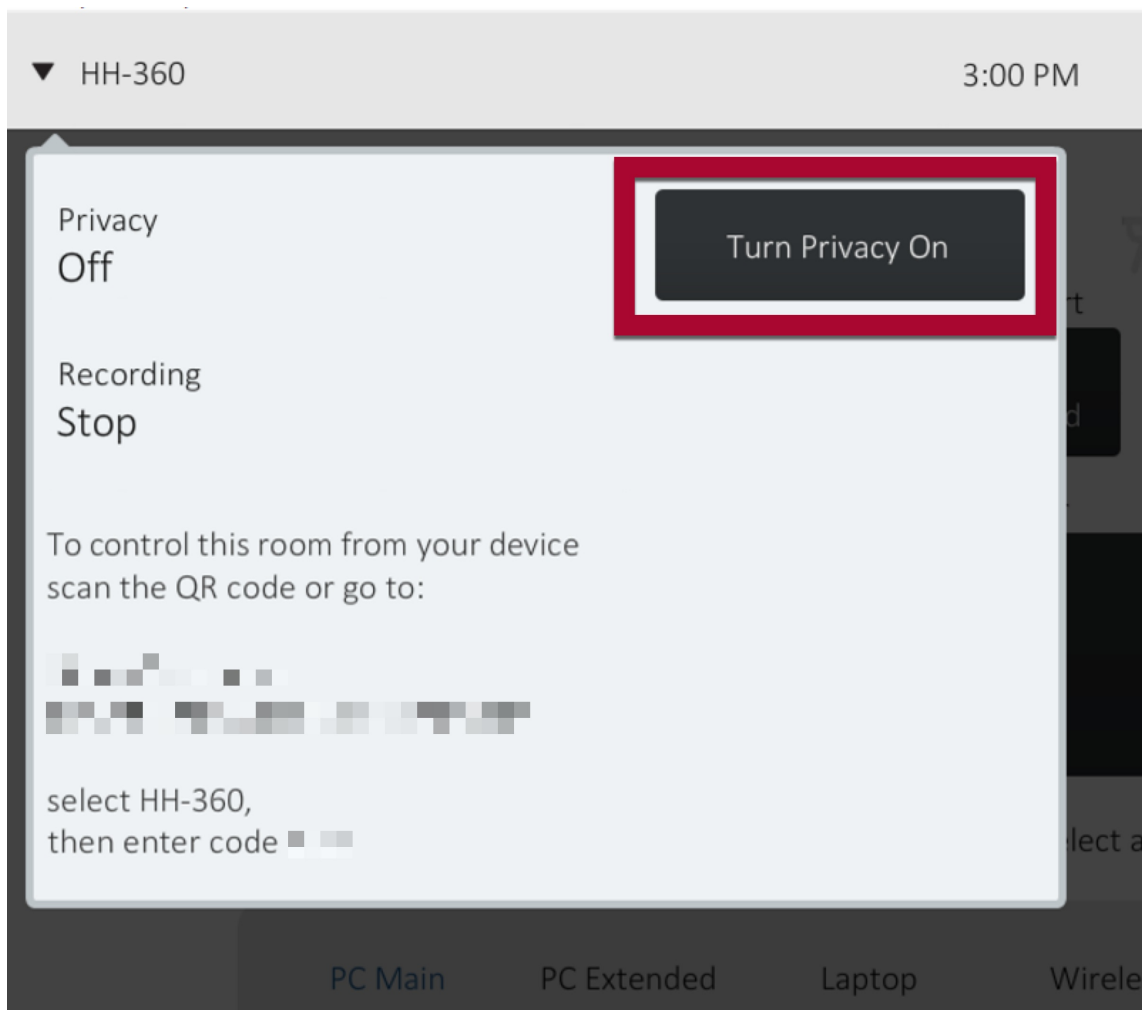
- **Default Recordings continue**, but no audio is recorded and the cameras are turned to the wall.
- **Scheduled recordings will not start** as long as Privacy Mode is on in the classroom.

To turn Privacy Mode on/off:

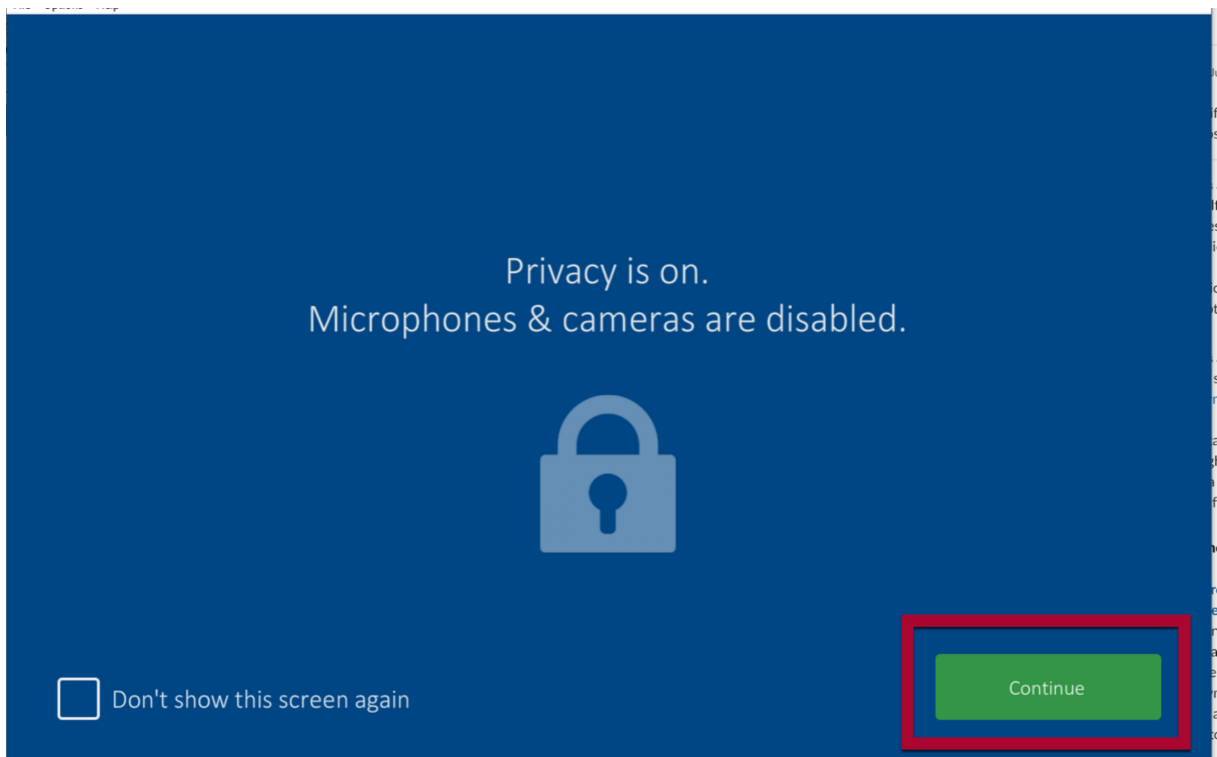
1. Tap the **room number** in the top left corner of the Room Control Panel (RCP).



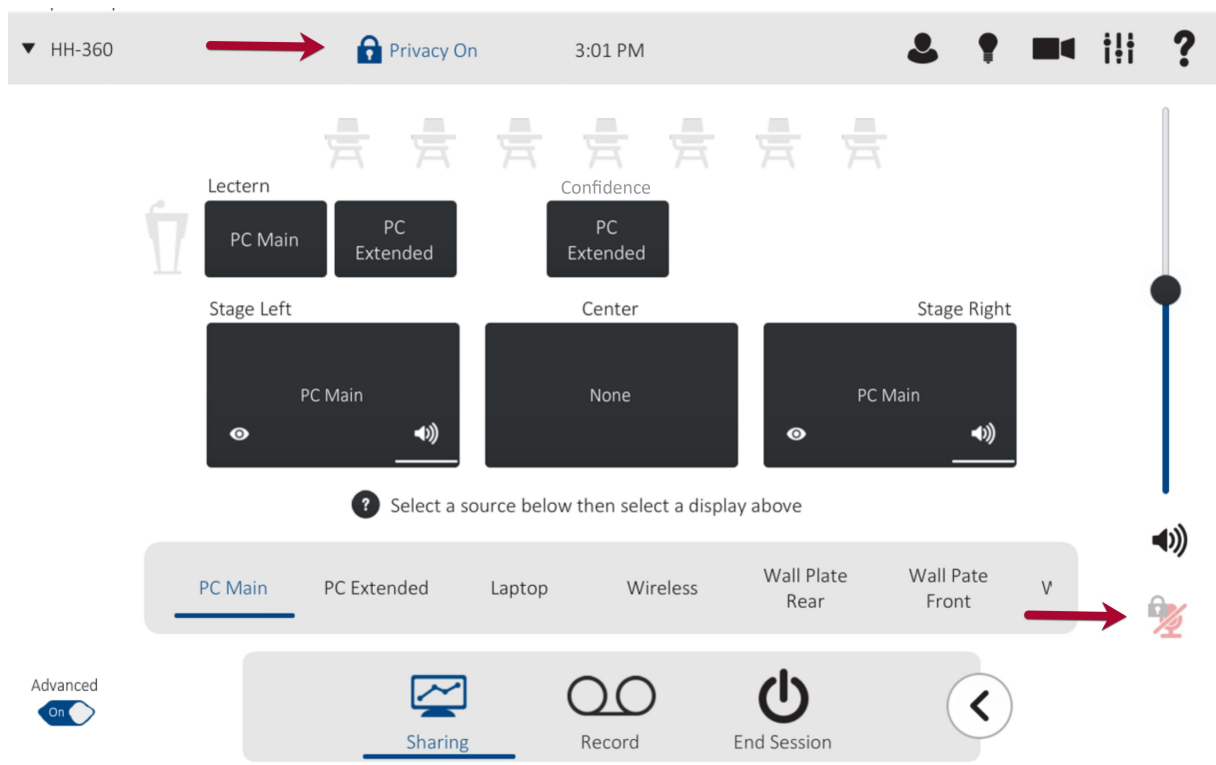
2. Tap the **Turn Privacy On** button.



3. A full-screen notice that Privacy Mode has been turned on is displayed. Tap the green **Continue** button to return to the Classroom Interface (you can also check **Don't show this screen again** if you'll be using Privacy Mode often).



4. Privacy Mode is now on for this room. A notice appears on the RCP's toolbar and the microphones are muted and control is locked from the interface.



To turn Privacy mode off, either:

- Tap the **Privacy On** notification in the RCP toolbar, OR
- Tap the **Room number** in the upper left corner of the screen and then tap the **Privacy Off** button.

Questions?

[Top](#)

The **Classroom Technology team** is available for assistance with all technology features upon request. If you are having an issue with classroom technology, please call (215) 573-0402.