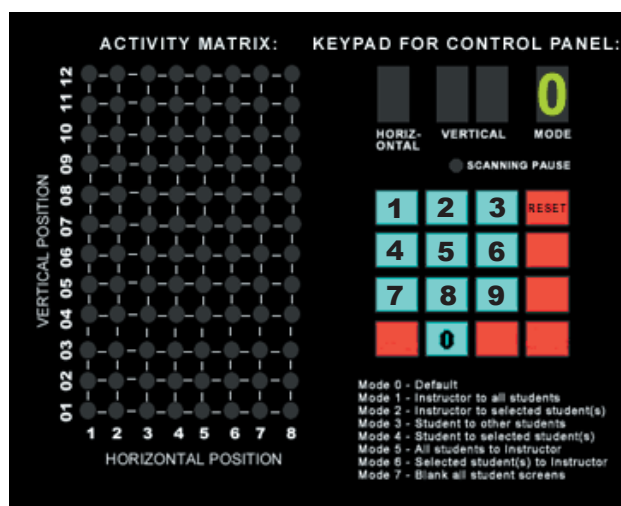


Using Comweb



Comweb is available in the following Emerson College computer labs:

Newsroom

120 Boylston Street W628

Journalism Lab (JRL)

120 Boylston Street W638

Comweb is a collection of hardware consisting of a system controller, student units for each computer, a teacher control panel, and connecting cables which lets you control the displays of all monitors in a computer lab through one teacher control panel. You can present your computer's display on the student monitors, blank the student monitors to focus attention, or showcase the work of one student on all the classroom monitors.

The Comweb control panel consists of a keypad that is used for entering information and an Activity Matrix (a grid of lights) which shows the status of each computer. Please note: when the monitors enter "sleep" mode, they will have to be reactivated for Comweb to control them. You can do this by pressing the space bar at the sleeping workstation.

Basic Operation

Mode 1 : Transmit the instructor screen to all student monitors.

- Press **Reset**, then **1** on the Keypad Control Panel.
- Press **Reset** to return control of the monitors to the individual workstations.

Mode 2 : Transmit the instructor screen to selected student monitor(s).

- Press **Reset**, then **2** on the Keypad Control Panel.
- Select the student monitors you want your information to be displayed on by typing in the code numbers of the desired monitors, based on their horizontal and vertical position in the Activity Matrix.
- Press **Add** after each monitor code has been entered; press **Add** again to include additional monitors.
- Press **Reset** to return control of the monitors to the individual workstations.

Mode 3 : Transmit a student screen to all student monitors.

- Press **Reset**, then **3** on the Keypad Control Panel.
- The mode number will show up on the control panel.
- Type in the coordinates of the selected student monitor and hit the **Add** button. This will automatically transfer the video signal from that computer to all monitors included in the Comweb system.
- Press **Reset** to return control of the monitors to the individual workstations.

Mode 4 : Transmit whatever is on a student screen to selected student(s)

- Press **Reset**, then **4** on the Keypad Control Panel.
- Type in the coordinates of the selected student monitor and hit the **Add** button. Your screen will display the video signal of the student workstation you have selected.
- Select the student monitors you want your information to be displayed on by typing in the code numbers of the desired monitors, based on their horizontal and vertical position in the Activity Matrix.
- Press **Reset** to return control of the monitors to the individual workstations.

Using Comweb | continued

Basic Operation - Continued

Mode 5 : Transmit whatever is on a student's screen to the instructor.

- Press **Reset**, then **5** on the Keypad Control Panel.
- Type in the coordinates of the selected student monitor and hit the **Add** button. Your screen will display the video signal of the student workstation you have selected.
- Press **Reset** to return control of the monitors to the individual workstations.

Mode 6 : Transmit selected students to the instructor

- Press **Reset**, then **6** on the Keypad Control Panel.
- Select the student monitors you want to be displayed on the instructor's monitor on by typing in the code numbers of the desired monitors, based on their horizontal and vertical position in the Activity Matrix.
- Press **Add** after each monitor code has been entered; press **Add** again to include additional monitors. Selected student video signals will cycle at the instructor station monitor.
- Press **Reset** to end the cycle of student workstation displays.

Mode 7 : Blank all student screens.

- Press **Reset**, then **7** on the Keypad Control Panel.
- Press **Reset** to return control of the monitors to the individual workstations.

Tips and Tricks

- The **Reset** button returns Comweb to its default state. If the system fails to respond, try pressing the **Reset** button before proceeding.
- The Activity Matrix indicates only the monitors in the room that are under Comweb control at that moment. If you are adding monitors to a mode that involves multiple specific workstations, refer to the Comweb Activity Matrix map at the instructor workstation.
- If you are having any difficulty with the Comweb system, or ANYTHING else in the computer lab, please contact the Lab Assistant at ext. 8080.

For additional information please contact the IT Help Desk at 617-824-8080

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