



SAKAMAKI INNOVATION ZONE

D101
D102
D103

Faculty Guidebook

In Fall 2011, the Office of Faculty Development and Academic Support (OFDAS) organized focus groups of Mānoa faculty to brainstorm the kinds of spaces and features that would facilitate engaged, rigorous, and innovative sets of teaching practices and learning outcomes. Common thematic and innovative insights were collated to guide the development of the Sakamaki Innovation Zone (SIZ). Design and

pedagogical challenges involved aligned design with agile teaching practices. Since its Spring 2014 opening, responses of prior colleagues and students in SIZ have impacted on the arrangement of furniture and equipment in the three spaces, and have generated the guidelines you find here. Please respect the grounded considerations that have gone into what follows. Mahalo.

Collegial Behavior in the Zone

- No eating or drinking in the Zone!
- Upon entry, please remove shoes outside
- Rubbish cans are located outside the rooms so that no trash enters or remains in the classroom.

Based on experiences by faculty who beta-tested The Zone in past semesters:

- These rooms change the dynamics of students and faculty and as a result, students may stay after class to talk to you and to others. This caused problems for the next faculty entering to prepare to start their class. Be thoughtful of one another, exit by halfway

through the gap time by moving conversations to the courtyard.

- Cleaning writing surfaces well for the next person is your *kuleana*, so please remove the residue left by you and your students' writing. Faculty and students ahead of you will be doing the same on your behalf. Students can and do assist in the cleaning of the writing surfaces in The Zone.

Windows

- If any window is cracked open, the air conditioning shuts off. AC will not turn back on until all windows are closed.
- Make sure all windows are secured before leaving class, even if you didn't open them.

Doors

- At end of class, verify all students are out of room before securing door.
- Do not let students for next class enter. Their own instructor will do so.

Key Cards

- Do not share keycards with anyone.
- System tracks entry dates and times of each key card.

Lights

Proximity sensor turns on lights upon entry and shuts off 20 minutes after vacated.

Writing Areas (3)

1. Sliding glass surfaces along windows
2. White boards on backside of credenza monitors
3. Wall-mounted white boards

Dry-erase Markers and Clean Up

Supplies are stored on or in credenza. Check slide out shelf or inside lower credenza cabinet on the HDTV side.

- Use only dry erase markers—they are provided. Let CTE know if they become dried out.
- Use erasers for light clean up only—do not use spray cleaner with erasers.

- Clean up at end of class with spray cleaner and micro-fiber cloths provided.
- Wall writing requires end of class clean up with spray and micro cloths.
- Clipboards are stored in credenza for use by students to support writing without tables.

For your own use, you may purchase from Amazon for about \$9 whiteboard markers* recommended by faculty who found that green, orange, blue and black work best.

*Pilot BeGreen V Board Master Whiteboard Markers, Chisel Point, 5-Pack, Assorted Colors (VBMC5001-P)

TECHNOLOGY

Media Credenza

- Remote control for the TV is attached to right side of credenza with Velcro.
- VGA cable with audio and HDMI cable are provided beneath slide out shelf for laptop connection.
- Use the remote control INPUT button to select between HDMI (INPUT 1) and VGA (PC IN) cables.
- Laptop resolution should not exceed 1920 x 1080 (HDTV does not support higher resolutions).
- If computer display appears cut off, use remote control's "View Mode" button to set selection to "Dot by Dot."

Data Projector (D102, D103 only)

- Remote control for the data projector located in a basket below the projection screen switch.
- VGA cable with audio and HDMI cable is located in corner of room to for laptop connections. Please coil and return cable.
- If you do not see your device's display projected, even after you've attached the proper cable or enabled AirPlay, please check that the correct input source is in use. Press the SOURCE button on the remote to switch inputs.
- Adaptors to VGA or HDMI cables available through CIS, maximum 24-hour checkout.

Smart Interactive Display (D101 only)

- A VGA cable and HDMI cable is available to connect your laptop.
- Use the INPUT button located on the Smart Interactive Display pen tray to select desired input:
 1. HDMI cable (HDMI 1)
 2. AppleTV (HDMI 2)
 3. VGA cable (VGA 1)
- While the SMART interactive display can support higher resolutions for best image quality, laptops should be set to 1280 x 800.
- The USB cable bundled with both the HDMI and VGA cable is necessary in order to use the SMART Notebook software. The USB bundled with the VGA cable also carries audio to the projector.
- Adaptors to the VGA or HDMI cables are available through CIS for a maximum 24-hour checkout.
- Do not use the SMART interactive board as a white board.

Electrical Outlets

- Electrical wall outlets can be used by faculty and students.
- Media credenza has four outlets below slide out shelf on the HDTV side.
- Floor boxes with electrical outlets are scattered around the room. If students use these outlets, caution them to be mindful of cords and unclosed outlet covers as tripping hazards.

AppleTV & AirPlay

An AppleTV has been installed for Mac, iPad, iPhone, or Windows users with compatible apps (like Air Parrot app, \$10) to connect wirelessly through AirPlay.

- D101 Airplay Password is: *lend3546*
- D102 Airplay Password is: *zoot1439*
- D103 Airplay Password is: *arco8079*

? Information and Help

Tech, equipment, lights, a/c, key cards:	cis@hawaii.edu	956-8075	Kuykendall 103
Schedule and SIZ furniture:	siz.cte@gmail.com	956-6978	Kuykendall 107
Micro-fiber cloths, markers, spray, erasers:	cte@hawaii.edu	956-6978	Kuykendall 107

Room D101

Capacity: 30+



Room D102

Capacity: 15-18



Room D103

Capacity: 20-24

