



SAKAMAKI INNOVATION ZONE

Student Guidebook

Guide is also available online at:
www.cte.hawaii.edu/Sakamaki/sizstudentguide.html

Courtyard

Although they are also public spaces, the outdoor courtyard tables and chairs were created as extensions of the three Innovation Zone classrooms:

- When you remain after class to continue discussions with your teacher and other students, and if there is a class immediately following yours, we hope you will enjoy moving to the outdoor courtyard tables and chairs. A class immediately following will need time to set up for hand-held devices and laptops, so be thoughtful of one another and head to the courtyard to extend discussions.
- Eating or drinking allowed in courtyard; water only in rooms.
- Expect to wait in courtyard until your teacher arrives and opens your classroom. Teachers have been instructed to leave the rooms empty when they exit.

Windows

- If any window is open, even partially, the air conditioning shuts off.
- The AC will not turn on until all windows are closed.
- Make sure windows are secure, even if you didn't open them.

Collegial Behavior in the Zone

- In D101, D102 and D103, some items or furniture that are movable should be returned to the default arrangement for all the others in the Zone. Heavier furniture should not be moved.
- The furniture in D101 is not intended to provide seating at the standing desks, and are not to be moved to do so. The tables and chairs on the two ends of the space are designed for break-out

group work. Only the small stools in D101 are flexible and made to be moved.

- Upon entry, please remove shoes outside. These are the only classrooms on campus currently designed for the floor to be used for sitting and working.
- Rubbish cans are located outside the rooms. No rubbish enters or remains in the classrooms.

Writing Surfaces

Multiple wall writing spaces were incorporated specifically for student use. *Kuleana*—responsibility—for use during and cleaning at end of class rests with students as well as faculty. Please remove the residue left by your writing. Faculty and students ahead of you are expected to do the same on your behalf.

There are 3 types of writing surfaces:

1. Sliding panels (recycled resin acrylic) along windows
2. White boards on backside of credenza monitors
3. Large walls (not small wall spaces next to doors and windows)

Clipboards are stored in credenza for use by students to support writing in areas without tables. Feel free to use, and leave behind for others.

Dry-erase Markers & Clean Up

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

- Use only the provided dry-erase markers.
- 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 cloths provided.
- Wall writing requires end-of-class clean up with spray and micro cloths.

Electrical Outlets

- There are just a few electrical wall outlets for faculty & students to use.
- Media credenza has four outlets below slide out shelf on the HDTV side.
- Floor boxes with electrical outlets are scattered around the room.

Be mindful of cords and opened outlets as tripping hazards. Please close outlet boxes flat on floor.

- Do not let students for the next class enter. Their own instructor will do so.

SIZ TECHNOLOGY

Media Credenza

- Remote control for the TV is attached to right side of credenza with Velcro.
- VGA cable with audio & HDMI cable are provided beneath slide out shelf to attach laptop.
- Use the remote control (INPUT button) to select between HDMI (INPUT 1) and VGA (PC IN) cable.
- 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 provided in corner of room to attach laptop. Please coil and return cable.
- An AppleTV has been installed for those Mac, iPad, iPhone, or Window users (with the Air Parrot app, \$10) to connect wirelessly through AirPlay.
- If you do not see your computer/ iPad display on the screen once you've attached the proper cable or enabled AirPlay, use the SOURCE button on the remote to switch inputs.
- Adapters to VGA or HDMI cables are available through CTE. Maximum 24-hour checkout.

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.

- D102 Airplay Password is: `zoot1439`
- D103 Airplay Password is: `arco8079`

Interactive Display (D101 only)

- HDMI cable is available to connect your laptop.
- Select an INPUT on the display's touch screen (HDMI 1 or 2, mirror, or Eshare). Note: There are multiple ways to "mirror" a screen from a mobile device or laptop. Follow on-screen prompts for instructions.
- Adapters to HDMI cables are available through CTE for a maximum 24-hour checkout.
- Do not use the interactive board as a white board.
- Touch screen can be used while wearing plastic, latex, or vinyl gloves.
- We recommend use of the stylus to limit the presence of finger prints and smudges that can accumulate on the screen. Please place stylus back onto magnetic tray on the bottom-front of the display's frame.
- A PC is provided in the room at the base of the interactive display cart.

? Information and Help

For schedule, furniture, technology, equipment, lights, a/c, key cards, micro-fiber cloths, markers, spray, erasers:

Sakamaki Innovation Zone
cte.spaces@hawaii.edu
956-6978
Kuykendall 107

For all other inquiries, please contact the Center for Teaching Excellence (CTE) or the Office of Faculty Development and Academic Support:

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