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To Log in to Pine Technical & Community College computers:

Use your StarId and password*.

*Must be 8 or more characters, including 3 types (letters, numbers, special characters). To change your StarID password, go to

StarID self service or click here:

Username
Password

To access your D2L Brightspace, you use your StarID and password as well. The direct link in the event our website is down is:

https://pine.ims.minnstate.edu

Pine Technical and Community College D2L Brightspace Link

It is a good idea to bookmark this page in your favorites.

To access your Pine email:
Go to Outlook either under All Programs of the computer, Microsoft Office folder, Outlook for the desktop application. See IT for help setting this up. For Office 365 Outlook Web Access (OWA) from the Staff and Faculty link on the Pine website, your login name is StarID@minnstate.edu and then your StarID password. This is your email address format firstname.lastname@pine.edu. Use OneDrive to store your documents for ease of access from any computer.

Atomic Learning/Hoonuit is a training tool we use at PTCC to enhance your curriculum and personal learning. Log in with your StarID and password at the Atomic Learning link under the links on the Staff and Faculty page of the PTCC website. It can also be found on the Technology page of the website.

To integrate an Atomic Learning training video into D2L, follow the instructions given in this video: D2L Integration.mp4. Web address is: https://partners.brightspace.com/d2l/le/content/6837/viewContent/99246/view

Be sure to check out what is available here, it is very comprehensive.
**Staff Portal Virtual Private Network**

See Mike Borash’s [video](#) on how to access.

Once authenticated, you will see your personal Desktop

![Desktop Image](image)

From here, you are able to access your personal network drive as well as network Shared drives.

For **E-MAIL**, use the web-based option by opening a browser and going to the Outlook Web Access as outlined above.
Instructions for using classroom equipment:

There are instruction guides in each classroom, if you need assistance, call or email the helpdesk.

Instructions for using the Extron classroom equipment:

Press here to begin button on the touch panel. You may need to touch the screen twice (once to wake up and once to start)

Press power on the PC, Doc Cam, or DVD player. They do not automatically come on with the power button on the Extron.

Choose your desired output, PC, Doc Cam, or DVD. If you want to plug in a laptop or other device, press Auxiliary and use the cable to hook it up. The audio is controlled by the knob. The play, pause, stop, for DVD are controlled here as well.
If you choose Doc Cam (small white ELMO on desk), you will need to change the output to the middle choice on the source selection button for document display, or top button for computer, to toggle back and forth between a document and the computer screen. You also can use it as a camera, to save items, models, etc, and show them on your computer.

To power down at the end of your session, press Display Off and this screen comes up:

![Power Down Screen](image)

Press “Power Down”. Please be sure the projector is turned off at the end of your class, turning off the computer does not turn off the projector. The Extron power does that.

**Using extend screen mode in Windows:**

Seeing the Windows desktop screen on the monitor and a basic Windows logo on the projector or second screen is normal. This is how all of our classrooms and dual monitor desktops are configured.
If you want to see the same content on the monitor as the screen, you need to duplicate the screen. This is done by hitting the "Windows" key on the keyboard at the same time as hitting the "p" key.

The extended screen is connected to the desktop screen and sits just off the right side. To show a window in the extended screen, just click on the title bar of the window and drag it off the right side of the screen. It will be dragged right onto the extended desktop, or the projector, if in the classroom.
**Extended** works best in PowerPoint as the computer monitor will show the speaker notes, a timer, the present slide, and a preview of the next slide. The projector will show the presentation in full screen, without notes.

**For Rooms 50 and 51:**

The touch panel is your control for multiple sources to the monitors. It also powers up the projector and monitors. You can use the extended desktop for your powerpoints, so that you can see your notes on your instructor desk monitor, and the students only see the slides. Main desktop is for other computer uses, like Zoom, documents or websites. DVD’s are only played through the computer in these rooms. For Recording, use Zoom. See guide for help. You must put out microphones on the tables for audio to go out to other sites. The speaker should be wearing the one with the lapel microphone.

Room 50 controls the Divide/Combine feature. 55063 is the password. Room 51 controller should be used for a combined classroom.
Instructions for room 52

Start by turning on PC in the cabinet and log in. NOTE: Make sure the PC button on the Extron controller in bottom shelf of equipment rack in lit up. Projectors will need to be turned on with the remote controls. If your source doesn’t automatically show up, press Source Search.

If you want to use the Doc Cam, turn it on then choose camera option, to display it on the screen, press the Doc Cam button on the Extron box.

If you are in a video conference such as Zoom or ITV, see the room instruction sheet for more information.

Instructions for ITV rooms 90, 91, 92, 95

Press the correct button to begin, depending on if you are teaching an ITV class or Web conference/local presentation.

This will turn on your monitors and the codec system. You need to turn on the PC, Doc Camera and DVD player manually. The PC is located in the rack in 90, 91, and 95, and on the desktop in 92.

Share button sends your desired video source to the off-sites and the front monitors. Your audio is controlled by the audio control button, which raises or lowers the volume of the incoming audio. You also have a privacy mute button, for turning on or off the microphones in the room. The codec source is for ITV connections. The document camera works with the PC, using Visual Presenter in Zoom >Start Video options in 90 and 91, Touch panel source Doc Cam in 92 and 95.
Room 95 also has a desk setup with a laptop and a green background to do video recordings. See the Room Schedule for times to use it.

If you have any questions on the touch panels, see IT staff or call ext. 113.

**Instructions for Equipment in the Auditorium:**

Start by pressing the **blue power button** on the **Epson remote** to turn on the projector. Be sure the volume is turned all the way down on this remote when using a microphone.

There is a laptop on the podium for projecting to the screens. Use the Air Tame icon to send it to the monitors. The audio is from the monitors. See Dustin in room 102 for help if using Zoom for camera setup and broadcasting to another room, or if you want to use the audio amplification/microphones.
Instructions on the equipment in 231:

This room has specialized equipment, with multiple monitors, projectors, microscopes, ITV capable, etc. Press the touch panel options to display on the screens. If you are assigned to this room, see IT staff for training especially for this equipment.

Instructions on the equipment in the Innovation Center Room 107

Press the Press here to begin button on the Extron touch panel, turn on your PC, press PC and Display On to project onto the screen.
**Instructions on the equipment in 800:**

Turn on the computer on the desk, then with the remotes, turn on the monitor towards the back of the room and the projector for the screen in front. Make sure that the power is on in the cabinet. Your audio levels are controlled here also, and you have a DVD/VCR player in the cabinet, but can also play DVD’s in the computer.

**For information on using the Read/Write Software**, see the announcement in D2L/Brightspace.

**For telephones:** PTCC uses **Ring Central**, a soft phone, internet based service, see Dustin for assistance getting it set up. It is also our fax service.

**How to get help:**

See the [Technology Services](#) page on the Pine website for more information.

**E-mail:**

Pine-helpdesk@pine.edu

**Phone:**
ITS (Information Technology Service) is available at 320-629-5113 from 7:30 am to 4:30 pm Monday – Friday. If no answer, leave a message and we will return your call as soon as possible. If you have ITV issues, the Control Room at St. Cloud State is staffed for all scheduled ITV class times. You can reach someone at 320-308-1515. Explain the problem and they should be able to help you.

Walk-up: IT staff are located in the Room 101-102 Suite and the LRTC service desk if no one available in offices.

For other Faculty Resources, be sure to check out the website for further information. See the Staff and Faculty link.

Notes: