

How to Project a Video From Your Computer While Still Entering Attendance and Grades



Have you ever noticed someone whose computer looks like the one above? They have one laptop or desktop, but two monitors? Why would they do that? Because it allows you to open multiple programs at one time and move between them while still seeing the other open program! **This is very helpful for a teacher who has a projector in the classroom that can be used as a second monitor. You can show students one thing while doing something else while only having one computer.**

Picture your computer as the main screen and your projected screen as an extension of your laptop screen—either positioned to the right or the left of your screen. You are basically telling your computer to make your screen bigger and show a portion of it on the laptop screen and a portion of it on the projector screen. Now, it may sound scary and technical, but with a little practice and a basic understanding about what is happening, anyone can split their screen and it can allow you to do some cool things.

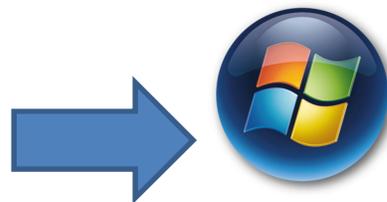
While it is not hard once you are used to it, it will take you some time to get used to working with two screens, so do NOT come in one day and attempt to do it 5 minutes before class starts without having spent time familiarizing yourself with the process!

Step 1: Determine if your computer is running Windows XP or Windows 7



If it does, it is Windows XP!

If it looks like this, it is Windows 7!

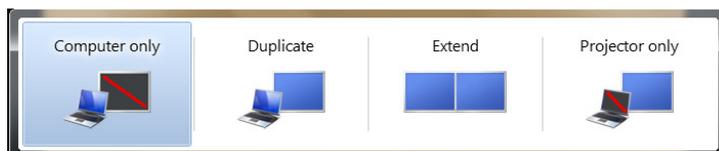


Windows 7 Directions

Pull up the menu by clicking the **Windows Key + the letter P**.



+ P =



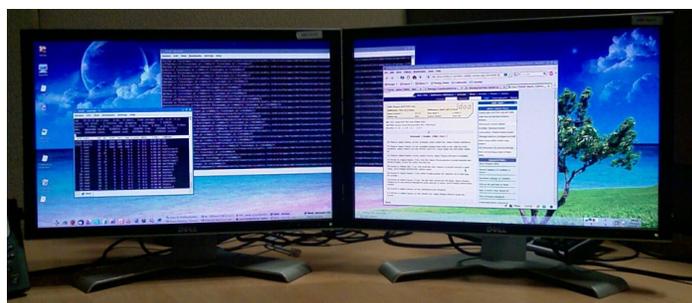
Computer only = don't project my screen at all, I just want it on my laptop!

Duplicate = I want my projector to show the same thing that I can see on my laptop screen.

Projector only = shut off my laptop screen, I only want to see it on the projector!

Extend= Make my screen twice as wide and show half of it on the laptop screen and the other half on the projector screen. Choose this option!

Your projector will now show a version of your desktop background without any of your icons. Your laptop will still have the icons. Picture two screens next to each other, only instead of a second monitor, you have the LCD projecting your screen. Drag the mouse off your laptop screen to your right and it will appear on the second monitor/projector screen. Play with it going back and forth. You have to get familiar with the motion because it can be kind of disorienting when the screens are not next to each other.



Play a DVD or SAFARI Montage/ YouTube on the Projector

Insert your DVD into your laptop and, while looking at your laptop screen, click on "My Computer." Right click on the DVD and tell it to "Play with VLC Media Player." Do not press play on the actual DVD yet, we want to slide the DVD playback screen over to our second monitor first!

OR open Internet Explorer and login to SAFARI Montage or navigate to your video on-line. When you want to show something in SAFARI or YouTube on one screen and access grades or attendance on the other, you need to use one browser (like Internet Explorer) for one task and a different browser (like Google Chrome) for the other task.

Once you have opened what you want to project, you need to move what you want projected off the far right on your laptop screen. You can only move things around on your screen when they are not in full screen. You want to press that middle button in the upper right of your window if needed. Once the window is able to be grabbed, you can **drag it off the side of your screen and it will appear on your projected screen**. You can then press play on the DVD or SAFARI video and maximize the screen before moving your mouse off the left of the projector screen and back to your laptop screen where you can opening your attendance, grades, etc. in a different browser.

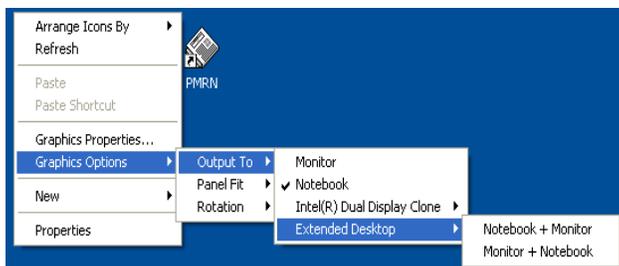


Play a PowerPoint on the Projector

If you try to show a PowerPoint presentation on the second monitor, it will default to your laptop screen as soon as you enter presentation mode. To make it show in full screen on your projector, select the "Slide Show" tab and under "Show Presentation" OR "Monitors" select Monitor 2. Other than that, it is the same as the directions for a DVD or SAFARI.

When you are done, click Win+ P again and it will take you back to the above menu. Choose **Duplicate** and you are back to normal!

Windows XP Directions



Pull up the menu by **right clicking** somewhere on your desktop. Choose: Graphics Options → Output To → Extended Desktop → **Notebook + Monitor**
The laptop screen stays as the main screen with all of the icons and the screen extends off to the right onto the projected screen which usually shows no icons. **This is usually what you want!**

(**Monitor + Notebook** = the projected screen becomes your main screen with all of the icons and your laptop screen becomes the blank extended screen to its right. This is NOT usually what you want.)

Your projector will now show a version of your desktop background without any of your icons. Your laptop will still have the icons. Picture two screens next to each other, only instead of a second monitor, you have the LCD projecting your screen. Drag the mouse off your laptop screen to your right and it will appear on the second monitor/projector screen. Play with it going back and forth. You have to get familiar with the motion because it can be kind of disorienting when the screens are not next to each other.



Play a DVD or SAFARI Montage/ YouTube on the Projector

Insert your DVD into your laptop and, while looking at your laptop screen, click on "My Computer." Right click on the DVD and tell it to "Play with VLC Media Player." Do not press play on the actual DVD yet, we want to slide the DVD playback screen over to our second monitor first!

OR open Internet Explorer and login to SAFARI Montage or navigate to your video on-line. When you want to show something in SAFARI or YouTube on one screen and access grades or attendance on the other, you need to use one browser (like Internet Explorer) for one task and a different browser (like Google Chrome) for the other task.

Once you have opened what you want to project, you need to move what you want projected off the far right on your laptop screen. You can only move things around on your screen when they are not in full screen. You want to press that middle button in the upper right of your window if needed. Once the window is able to be grabbed, you can **drag it off the side of your screen and it will appear on your projected screen**. You can then press play on the DVD or SAFARI video and maximize the screen before moving your mouse off the left of the projector screen and back to your laptop screen where you can opening your attendance, grades, etc. in a different browser.



Play a PowerPoint on the Projector

If you try to show a PowerPoint presentation on the second monitor, it will default to your laptop screen as soon as you enter presentation mode. To make it show in full screen on your projector, select the "Slide Show" tab and under "Show Presentation" OR "Monitors" select Monitor 2. Other than that, it is the same as the directions for a DVD or SAFARI.

When you are done, right click on the desktop again and it will take you back to the above menu. This time choose Graphics Options → Output To → **Intel Dual Display Clone** → **Notebook + Monitor** and you will be back to normal.