

Helpful Hints

Here are a few tips to help you get the most out of your videoconferencing session:

◆ **Be on time!**

Classroom connections will begin and end at the established scheduled time with all participating sites. If you are late, the camera will focus on you as noises are picked up easily by the microphones.

◆ **Speak clearly in a natural tone.**

Microphones are strategically placed throughout the classroom to allow for normal conversation. Speak as you would in a traditional classroom. It is not necessary to lean forward to speak, but avoid leaning backward.

◆ **Avoid chit chat and other low noises.**

The microphones are very sensitive and will activate the camera to focus on any individual making noise. Avoid pen tapping and paper shuffling.

◆ **Food and drink policy.**

Follow your classroom's guidelines for food and beverage. Usually bottled or covered containers will be allowed for water, pop or coffee.

◆ **Cell phones.**

Turn off cell phones before the start of your class. If you need to make a call on your phone, please do so outside the classroom.

Inclement Weather

Find out from your instructor how closing announcements will be relayed to the class – whether it be on the campus website, e-mail or within a course learning management system such as Blackboard, Moodle, or e-College.

It is important to note that poor weather may not be affecting all parts of the state. However, you must make your own decision regarding travel. If an IVN event is held but your campus is closed or if you are unable to make it, please contact your instructor who can make alternative arrangements with the host location.

Updated August 2011



Student Guide

Website: <http://alt.ndus.edu>

Phone: 701-777-6486

PO Box 8384

Grand Forks, ND 58202





Welcome to the North Dakota Interactive Video Network (IVN)

IVN is dedicated to providing high quality audio and video for classroom instruction. State-of-the-art technologies allow IVN to connect two or more locations to create one classroom environment. These guidelines will help make your IVN classroom experience more productive.

IVN Personnel

The *site coordinator* handles the local arrangements for interactive video classes and other videoconferencing events. The site coordinator provides a link among students, instructors, campus personnel and community leaders with the rest of the network.

A *classroom technician* may be available for your event. The classroom technician assists with videoconferencing support duties and will be readily available if technical problems occur. The classroom technician also assists students and instructors by distributing materials, collecting assignments, and sometimes proctoring examinations.

Instructor Contact

Unlike traditional classes, it is not as easy to visit with an instructor before or after a class. As a component in a distance education course, your instructor should provide you with contact information including how and when to contact him/her.

Student Services

Contact the Site Coordinator for an explanation of the support services available for distance students. These services include registration, financial aid, library, computer resources, computer labs, bookstore, disability, support services and tutoring.

Class Schedules

Check your campus course scheduling catalog for a listing of other course offerings via IVN. For daily a listing of classes and locations, check out the ALT website at <http://alt.ndus.edu> - click on Quick Links>Today's Events.

Recorded Class

A class may be recorded for temporary use for sites that encountered technical problems or for students who missed the class (seek instructor's permission to record in event of missed absence). Instructors may also record a class for archival purposes or later instructional use.

Classroom Protocol:

◆ Microphones.

Microphones in all IVN classrooms are turned off (muted) at the start of the class. Once unmuted, the system will detect a person speaking and the network video automatically switches to the speaker's site. The video will remain at the speaker's site until someone at another site begins talking.

◆ Getting the instructor's attention.

The instructor will establish some form of protocol that allows you to get their attention. It is helpful to say, "This is (your name) at (site). e.g. "This is Dave at Minot". There will be a short delay before the video switches to the speaker, so talk long enough for the system to switch to your site.

◆ Technical problems.

If you cannot see or hear during an event, please bring the problem to the attention of the instructor or classroom technician immediately.

Class Presentations

If you plan to connect YOUR laptop to the IVN system for a presentation:

- Check with your campus for any policies or procedures on allowing personal computers – in case they need to be checked prior to use.
- Set screen resolution to 1024 x 768 before it is connected.
- It is recommended to bring in your laptop ahead of time to conduct a trial connection.
- Some campuses may provide computers in the classroom for you to use. Check to see if you are allowed to bring in a jump drive with the information to be shown.

Examinations and Assignments

If you are absent from an exam you will have to make arrangements with the instructor to take the missed test. When the classroom technician collects examinations and assignments he/she is responsible for forwarding your work to the instructor. Materials from the instructor will be returned electronically by the instructor or in class by the classroom technician.

Always label your work with **your full name, site, course title/number, and instructor's name**. It is advised that you retain a copy of each assignment until your grade is received.