

DL Faculty Classroom Guidelines

1. **SAVE YOUR SMARTBOARD/PPT PRESENTATIONS INTO THE CLASS FOLDERS PROVIDED UNDER ON THE DESKTOP AT THE END OF EACH LESSON FOR BACK UP PURPOSES.**
2. **USE THE DEFAULT SMARTBOARD PEN COLORS AND LINE STYLES—DO NOT CHANGE THESE DEFAULTS SO THAT OTHER FACULTY MAY TEACH WITHOUT ADDITIONAL SET UP TIME NEEDED.**
3. **USE THE 100-SLIDE WHITE-ON-BLUE TEMPLATES IN SMARTBOARD OR PPT FORMAT PROVIDED ON EACH COMPUTER STATION'S DESKTOP WHEN LECTURING WITH WRITING FOR ILLUSTRATION—THESE ARE FORMATTED FOR BEST VIEWING WHEN RECORDING. YOU MAY DOWNLOAD THESE FROM OUR DL WEBSITE.**
4. **ALERT DR. SHERRI CARSON (SHERRI.RESTAURI@UAH.EDU) AND YOUR VIDEOGRAPHER WHEN YOUR CLASS MAY NOT BE MEETING OR MAY NOT NEED TO BE RECORDED (DUE TO TESTING OR OTHER REASONS), AS FAR IN ADVANCE AS POSSIBLE.**
5. **BEGIN YOUR CLASSES BY STATING THE DATE—THIS ASSISTS THE DL STUDENTS WITH STAYING ON TRACK AND VERIFYING CORRESPONDING LECTURES WHEN VIEWING ONLINE.**
6. **NOTIFY ME IMMEDIATELY IF YOU EXPERIENCE ANY PROBLEMS DURING YOUR CLASS, NEED ADDITIONAL SUPPORT, OR IF YOU HAVE ANY QUESTIONS.**

*Need additional assistance? Please contact me. Dr. Sherri Restauri Carson
(sheri.restauri@uah.edu or 256-824-7391)*