

**We have videographers assigned during class capture to assist you with the recording process. It is important to stay in contact with your videographer and to let him or her know if you have any questions, specific recommendations or changes on how you need him or her to capture your class, or if you are planning to not record a class. We have photo identification sheets posted in each DL room to allow you to easily recognize each of them.**

### **How do I operate the computer in the classroom?**

If you are a DL instructor, when you enter the classroom, the computer will usually be on. If not, press the power button on the machine and the monitor. The mouse and keyboard are wireless and no installation is needed; we periodically replace batteries in these, but if you notice any lack of responsiveness, let us know so we can immediately change these out for you.

A username and password will be required to use each instructional station. Typically, these accounts will also be already logged in for you. If they are not, use the username and password scheme that was explained in the DL-teacher training session. The SmartNotebook software, to be used with the SmartBoard and symposium, will open automatically; if you do not need this application, you may easily exit out of it to close it down. The computer has Internet and local network access. If you need to use an application not installed on the machine, please contact **Dr. Sherri Restauri Carson**, Distance Learning Operations Manager, to install this software prior to the first class period in which you will be using it.

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### **How do I operate the SmartBoard/Symposium in the classroom?**

The SmartBoard will be on for you when you enter the classroom. The SmartBoard should always be set to display the same output as the computer monitor, unless you have individually requested a separate configuration for your class. The SmartNotebook software opens automatically at the instructional station computer once the operating system is booted. If this program does NOT load, you may activate it by going to the start menu, clicking on programs, and selecting the SmartNotebook application; this will open the program for you. You may use either the SmartBoard (mounted to the front of the room) with the 4 provided SmartPens and eraser, or the Symposium (flat screen with stylus at the instructional station) to annotate. A 100-slide template is provided for you, in both PPT and in the SmartNotebook format. You may use either of these that you choose to, or you may annotate in any program that you are presenting from. Please note that using the SmartNotebook software requires conversion to an alternate format prior to posting these annotated notes for students. Also see the DL Faculty Support webpage (<http://www.engdl.uah.edu/dlfaq.php>) for additional training documents on using these tools, and for coordinating these tools with programs such as PowerPoint and Excel.

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### **What can I do if the SmartBoard is not operating properly?**

Check that all markers are in the correct position. Check that the eraser is in the correct position. Only one item should be picked up at one time from the SmartBoard console, as it recognizes empty containers to activate the items housed in that location. For other problems, please contact your videographer.

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## **How do I import my PowerPoint presentation to the Smart Notebook software?**

Open Smart Notebook. Click Insert, select Print Capture. Browse for your PPT file. Choose the PPT file you want. A new box will appear. Under Printer, select "SMART Notebook Print Capture." Click OK. Your PPT presentation should load to the Smart Notebook. You may then annotate using the in-built tools within the SmartNotebook software.

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## **How do I save the changes I made to my slides during class using Smart Notebook?**

Click on File, select Save, and select the location that you would like to save the file. I recommend saving to the instructional folder created for your individual DL class; there should be a shortcut to it on the desktop of the instructional station in the room in which you teach. Please note that when saving, these slides will be saved as JPEG images.

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## **How do I operate the Document Camera?**

The Document Camera can display transparencies, three dimensional objects (such as calculators), or paper documents on the classroom monitors. To display a transparency, make sure the "base lamp" is selected on the lamp section to activate the bottom lit bulb. To display a paper document, select the "upper lamp" from the lamp section. To zoom in or out on your document press the W (wide) or N (narrow) buttons on the zoom section of the Document Camera. The videographer will make your document display on the classroom monitors.

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## **Where do I get markers for the whiteboard?**

Markers and an eraser should be already in your classroom when you arrive at every class session. If they are not there, you may request markers and erasers available from the videographers, who will be in the control room. Please use only black and blue markers to write text on the whiteboard, as this is best when capturing your writing to video. Please do NOT use the whiteboard markers on the SmartBoard, as this will damage it.

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## **Can I use PowerPoint slides?**

Yes. PowerPoint slides can be used, and work very well for lecture capture. All PowerPoint slides need to have a dark background with light text. This is the color scheme that works best for the digital versions of your lectures (CDs, DVDs, and Internet delivery). If you anticipate needing some preformatted slides with your content but also plan to annotate, I recommend that you include some blank slides (again, with dark background) in your PowerPoint for writing purposes. If you would like to save the annotations from the SmartBoard or Sympodium, make sure to do so as a new file by selecting File, Save As, then creating a new name (such as Lecture1\_annotated) for it. You are welcome to store your files in your assigned class folder at the instructional station throughout the semester. Upon saving the annotations, many faculty then like to post this file to Angel for students to review along with the video and other content. Please

note that any content displayed from the computer (i.e., PowerPoints, Excel, webpages, etc.) will be captured alongside your video for student review as IMAGES, rather than in the original software formats. Students may therefore only download PowerPoints of your lectures if you provide those to them through Angel.

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### **Can I show a video during lecture?**

Yes, you can. However, to capture video properly during class, certain changes to the capture station must be made in advance. Because of this, please make sure to notify the DL office at least 24 hours in advance of your planned video showing. Please also be aware of copyright restrictions, and follow all required guidelines for receiving approval for playback prior to showing these videos in your class.

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### **Who are my DL students and how do they access their lecture capture materials?**

In-class students should attend class every session and are not considered Distance Learning students; typically, they are enrolled into a standard course section number, such as 01. Unless your in-class students register as DL students, they do not have access to the DL content.

Local DL students work or live in Huntsville. These students view content via delayed streaming, or they may pick up their CDs or DVDs on the next business day after capture at the DL Mailroom (TH N154).

Remote DL students live and work outside of Huntsville. These students view content via delayed streaming, or through 2-day FedEx of their CDs or DVDs to their designated mailing address.

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### **May I view the lecture capture materials, and if so, how do I do so?**

Yes, and I encourage you to do so. Starting Summer 2010, all faculty members assigned to teach DL classes have been provided with access to their current courses. You will be provided with your log in information during DL training. If you do not know your log in information, please contact [Dr. Sherri Restauri Carson](#).

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### **How much extra time should I give DL students for homework and exams?**

We recommend providing 3 additional days for local DL students, and up to one full week for remote DL students. All DL students should not be more than a week behind at any given time. If your department has stricter rules, you may of course choose to implement these. However, you may not allow more time than the time specified above. It is strongly encouraged that you create a course schedule with due dates and make this available through Angel to your DL students, clearly listing all final due dates for each assignment or examination.

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## **Who is responsible for contacting students/faculty regarding late homework/exams?**

Professors are responsible for contacting students regarding late homework/exams. Should DL students schedule examination proctoring through the DL Office and not complete this work on time, it is the student's individual responsibility to follow up with his or her professor to request an extension or other accommodations.

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## **What is the process for examination administration for my DL students?**

Local students who are registered as DL students are expected to take examinations with the on-campus class, if they normally attend lectures with the live class. Students should gain instructor approval to deviate from this policy. If students require proctoring services from the DL Administration Office, guidelines for local proctoring are as follows:

- a. Daily proctoring is offered M-F, by appointment, at 9:30 am and 1:30 pm. Proctoring of examinations ends by 5:00 p.m. each business day
- b. Students are responsible for scheduling exam dates with the DL Administration Office at (256) 824-6976.
- c. All examinations will begin on time, as indicated in one of the two time slots above, and as agreed up on the reservation made by the student.
- d. Students who are as late as 15 minutes will be allowed to begin but will not be given extra time at the end of the exam.
- e. Students who are later than 15 minutes will be asked to reschedule within the guidelines/deadlines set by the instructor.
- f. The instructor guidelines for proctoring will be closely adhered to, and will follow all instructions provided to the DL Administrative Office on the Exam Control Form; i.e., student will be allowed to take only those materials specified on the control form into the room.
- g. Students are not allowed to bring electronic personal belongings, including but not limited to cell phones, PDA's, and other devices, into the proctoring environment. All students will be asked to leave these devices in a secure environment prior to test administration.
- h. Upon administration of the examination to students, once per day, completed examinations will be given to the administrative assistant of the academic department for which the faculty member teaches. These exams may then be picked up from this individual by the faculty member.

Faculty members should provide the DL Operations Manager with examination schedules at the beginning of each semester, with clear notations on when Videography services will not be needed during that semester.

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## **Where can I get the Exam Control Forms?**

Control forms are on our website, under the DL Faculty Support webpage:  
<http://www.engdl.uah.edu/dlfaq.php>

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## **Do I need an Exam Control Form if I am giving an exam?**

You only need to provide the DL Office with an Exam Control Form if your students are required to complete examinations that must be proctored. (Take home examinations not requiring proctoring do not need to be sent to the DL Administrative Office). For exams requiring a proctor, you will need to complete an Exam Control Form and provide a copy of it, along with a copy of the examination, to the DL Administrative Office at least one day prior to the first day of scheduled testing. All examination materials are maintained in a secure environment prior to and after proctoring, to ensure the utmost level of security and integrity in our proctoring environment.

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## **I can't find the answer to my question about Distance Learning here. Whom do I contact?**

We are constantly updating the Distance Learning Faculty Support webpage: <http://www.engdl.uah.edu/dlfaq.php>, so please check there for answers to your questions. If your question is not answered through this resource, you may contact the DL Program Coordinator, **Dr. Sherri Restauri Carson**, for change of faculty member contact information, DL technology training and instructional design assistance, questions on classroom availability, equipment problems during capture, or other DL procedural information. For registration issues regarding DL students and for proctoring information, please contact **Ms. Dottie Luke**.