

Student Guide

Audio & the Microphones.

- The microphones in front of you are very sensitive and can "pick up" tapping on the table, paper rustling, and whispering. Be careful not to make unnecessary noise.
- Do not set books, papers, or other articles over the microphones.
- The microphones also control the camera position so be aware that if your making unnecessary noise everyone is probably watching you!
- When speaking is class just talk normally as you would in a regular classroom.
- Do not touch or move the microphones.
- It has been recommended to your instructors that they establish some type of protocol that allows you to interrupt and get his or her attention.
- Do interrupt the instructor if you cannot hear or see what is happening. If more than two sites are connected the instructor may not be able to see you to know that you have a question. Also you need to let the instructors know if they are talking too fast or if the type on the supporting graphics is too small or hard to see.
- When you ask a question or interrupt the instructor it is best to state your name and your site location. For instance, "Dr. Hartman, this is Bill Smith in Mandaree and I have a question."
- There is usually a two or three second delay in the audio and video. If no one is speaking you may want to mute the microphone (especially there is allot of background at your site).

Cameras & Video

Sometimes the instructor will control the camera classrooms. Mostly a technician will operate the cameras. The cameras may also be on Auto, where they will point wherever there is noise.

Assignments.

Since more than one site may be connected for a given course, label all you work with your site, course title and your name, so that you will get credit for your work and will get your work back. E-mail and faxes may be used for sending assignments to your instructor. Keep backup copies of your assignments.

Instructor Contact.

If you have questions concerning class or other individual matters, you should contact your instructor outside of class time. Usually the office hours and method of communication with the instructor are published in the course syllabus.

Serving as an Assistant.

As in a conventional classroom, you may be asked to help the instructor by collecting assignments at your site or handing our materials. Your help will be appreciated.

Only authorized technicians and qualified instructors & students are to be operating the CLAN equipment