OIT Managed Teaching Facility

Instructor Guide - updated 01/2020

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Support:

Primary Support: Gregory Shuler
        Title: Computer Facilities Supervisor
        Office: WRI C215
        Phone: x50726 (o) – forwards to cell
        email: gregory.shuler@unlv.edu

Secondary Support: IT Help Desk
        Phone: (702)895-0777
        email: ithelp@unlv.edu
        http://oit.unlv.edu/help/it-help-desk

Audio Visual Support: Classroom Technology Services
        Phone: (702)895-0771
        https://oit.unlv.edu/classroom-technology/classroom-technology-services

Computer Accounts:

Faculty/Students:
Computers in this facility authenticate to the OIT managed Active Directory. In order to login on facility computers, Faculty and Students may use their ACE account. To activate you ACE account, visit the lab and follow the directions on the login wallpaper, or visit http://ace.unlv.edu. You will need to login with your MyUNLV credentials and will need to setup your secret questions/answers for later password recovery. Once activated, you may restart the system to login with you new credentials.

Guests:
Contact Gregory Shuler (above) for guest account credentials for this facility. Additionally, they may be posted in the classroom for student and instructor logins.

Facility Overview:
This facility is used primarily for scheduled UNLV academic courses, and is not intended for student use outside of scheduled class time. If students need access to a computer facility to complete homework assignments, please direct them to a nearby General Use Computer Lab.

Rules and Responsibilities:
In order to maintain the facility and ensure availability as well as usability, Instructors are expected to enforce the following:
- Instructor should be present at all times while the facility is in use
- No unsealed food or unsealed drinks are allowed in the facility

- Before leaving the room, turn off the projector and lights
- Ensure the lab is locked and secure when leaving (all students must vacate)
- Students should pick up after themselves when they vacate
- Report computer and/or facility problems to Gregory Shuler (gregory.shuler@unlv.edu)
- Follow UNLV and NSHE computing policies:
    - Computer lab rules
    - UNLV Computer Use Policy
    - NSHE Computer Use Policy

Software:

A list of installed software can be found at https://www.it.unlv.edu/computer-labs/labs-directory To request a new software installation, please contact Gregory Shuler at gregory.shuler@unlv.edu, prior to acquisition of software.

- Please make new software requests 3 weeks prior to intended use. Proper licensing will be verified before installations can commence.
- Gregory Shuler can assist in identifying proper licensing for the computer lab environment, prior to any purchases.
- Network licensing is preferred. If purchasing standalone licensing, expect to purchase a license for each computer in the facility where the software is expected to be used.

Printing:

Paper is supplied, for this facility, by OIT. Please contact Gregory Shuler (895-0726) for immediate paper refills. If after 5PM, calls will forward to Gregory's cell phone.

This facility is equipped with a black/White Laser printer, which is capable of only 8.5x11 printouts. For 11x17, please direct students to TBE-A311.

Students are charged $0.03 per page, $0.06 for double sided copies ($0.03 per side). Costs for student printing is automatically deducted from the $1.00 print credit they receive upon initial account activation (one time only), after which it will draw from their RebelCard. They may add money to their RebelCard online at http://rebelcard.unlv.edu, or at pay stations in the library or Student Union.

If for any reason printing does not work as expected, please contact Gregory Shuler immediately. (895-0726)

Marlok Access:

Departmental Admin Assistants will ensure you have access to the teaching facility, if you are scheduled to teach there. You should not request access for any students other than those who will be instructing classes. Students may use the General Use Computer Labs for non-class times, rather than computer

teaching facilities. Please contact your departmental Administrative Assistant prior to teaching in a computer teaching facility, to request access.

Appendix:

Insight (classroom control software) This is currently only used and licensed in the following labs: TBE-B367

Insight is a computer program that allows instructors to "control" the student stations in the lab. If you would like a full demo of the software, contact Gregory Shuler.

Many of the Insight features are self-explanatory and can be accessed by right clicking on the "owl" icon in the system tray (lower right corner) of the instructor computer after logging on. Select "Insight Console…" to open the full program. Select the computers you would like to manage and subsequent menu selections will affect selected computers. It is recommended to attempt this on a station students are not using, to get acclimated.

A/V guide if your facility is equipped with the proper hardware:

EXTRON CONTROL SYSTEM

HOW TO...

For a manual and more information, visit: ott.unlv.edu/labs-classrooms/tecs. If you need immediate assistance, contact Classroom Support at 895-0711.
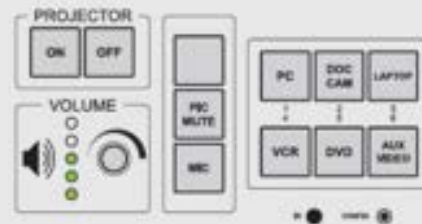
USE THE MULTIMEDIA PROJECTOR

1. On the control panel, under **Projector**, select **On**.
2. Select **Off** when done.

ADJUST THE VOLUME IN THE ROOM

On control panel, under **Volume**, turn **knob** to desired volume level.

SHOW THE COMPUTER SCREEN

1. Make sure the computer is turned on.
2. On the control panel, select **PC**.

SHOW THE DOCUMENT CAMERA

1. Turn on the document camera (switch is on upper right hand corner) and unfold the arms.
2. On control panel, select **Doc Cam**.

USE THE VCR

1. Turn on VCR.
2. Insert and play tape.
3. On the control panel, select **VCR**.

SHOW A DVD

1. Turn on DVD player.
2. Insert and play DVD.
3. On control panel, select **DVD**.

CONNECT A LAPTOP

VGA CONNECTOR   **DVI - D**

1. Determine whether or not you have a **VGA** or **DVI-D** connection on your laptop. **Most PCs are VGA. Many Macs are DVI and require a user supplied adapter.**
2. Plug in **VGA** or user supplied Mac **DVI** connector into your laptop VGA port or video port adapter.
3. Plug in the mini audio cable into the headphone port of your laptop.
4. On the control panel, select **Laptop**.

CONNECT OTHER DEVICES

iPOD

1. Connect the audio mini plug to the headphone port on your device.

   You will need to provide an adaptor if using a first generation iPhone. Other adaptors may be necessary.

2. On the control panel, select **Laptop**.

LASERDISC or VIDEO CAMERA

1. Plug in the yellow-taped video cord and the red-taped and white-taped audio cords. If you only need one audio cord, plug in either one of the audio cords.

   VIDEO
   RIGHT-SIDE AUDIO
   LEFT-SIDE AUDIO

2. On the control panel, select **Aux Video**.