

OIT Managed Teaching Facility

Instructor Guide – GRA 243

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Support:

Primary Support: David Montgomery-Blake

Title: Computer Facilities Supervisor

Office: ARC 173

Phone: 702-895-3618 – Forwards to cell (702-885-3003)

E-mail: david.montgomery-blake@unlv.edu

Secondary Support: IT Help Desk

Phone: (702)895-0777

email: ithelp@unlv.edu

<http://oit.unlv.edu/help/it-help-desk>

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. If your ACE accounts has not been setup, please contact your department's administrative assistant to start the process. While they are setting up the account, call David Montgomery-Blake to receive a temporary login for the instructor station and any students that do not have their ACE accounts.

Guests

Contact David Montgomery-Blake for guest account credentials for this facility.

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 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 David Montgomery-Blake

- 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 by selecting the lab at <https://oit.unlv.edu/labs> To request a new software installation, please contact David Montgomery-Blake at david.montgomery-blake@unlv.edu, prior to acquisition of software.

- Please make new software requests 4 weeks prior to intended use. Proper licensing will be verified before installations can commence.
- David Montgomery-Blake 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

All printing is to be directed to GRA 246.

Proximity Card 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.

Alarm Code Access

Speak with your departmental administrative assistant to get an alarm code for the facility. They will contact the alarm shop and you will be able to select your own four-digit alarm code for the space. If you need immediate assistance with an alarm, please contact David Montgomery-Blake.

Audio/Visual Equipment Usage

You can find detailed information on the usage of the Crestron A/V touch panel system in the following locations:

- [Crestron – Detailed User Guide](#)
- [Crestron – Quick Start Guide](#)
- [Crestron – Touch Panel Quick Start Guide](#)