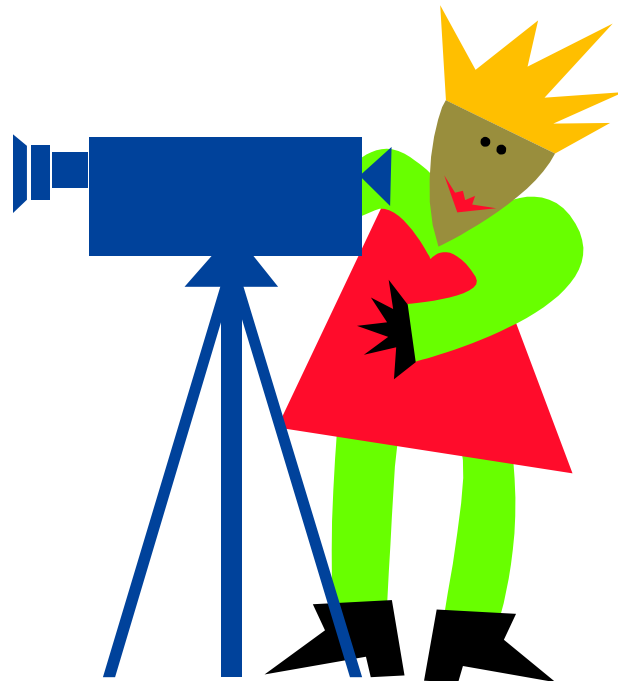


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## Panola College Interactive Television Class Facilitator Packet

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Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

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## Facilitators/Tech Support Personnel

### *Before Class Begins*

- Have the tech support person or another qualified individual familiarize you with the ITV equipment.
- If at all possible, you should have your room powered on and someone available for audio testing at least 15 minutes prior to start time. This will allow you to work out technical issues before the event begins.
- As soon as you come in, if you see and hear the host site, open a mic and check audio.
- Check that all cameras are working.

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## Technical Difficulties

- If your site is experiencing problems, contact your local technical support person first.
- Know how to contact technical support before the event begins. The first line of contact will be your local tech support, followed by NETnet at (903) 877-5660. Instructional Technology Support at Panola College is Tina Duncan, 903-693-2024 or (cell) 903-692-2578 or by email at [tduncan@panola.edu](mailto:tduncan@panola.edu).
- Panola College can record each class as a backup in case technical difficulties prevent transmission of class. A copy of the recorded class will be provided to your students for viewing.
- Helpful names and telephone numbers are listed on this web page:  
[http://www.panola.edu/instruction/dl/itv/ITV\\_contacts.pdf](http://www.panola.edu/instruction/dl/itv/ITV_contacts.pdf)

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## Class Cancellation

In the event that a class is canceled by Panola College or if technical difficulties have arisen that make it impossible to provide the class, the professor will notify the facilitator or the students. ITV classes can be recorded at their host site and arrangements made to provide the recording to the facilitator.

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## Starting the Class

The following information will help you start the class. **It is important to set the stage for what is going to happen during the videoconference.**

On the first day of class, welcome the students and introduce yourself and explain your responsibilities as facilitator. Explain class protocol (how to participate) in an Interactive Television class with a brief student orientation to ITV.

### *ITV Orientation for Students*

- Students will be able to interact with the students and the professor at the remote sites by using their microphones.
- The room microphones are push-and-hold to talk. When the mic is pressed, a red light will indicate that the mic is on. When a participant presses the microphone to speak, the student camera automatically tracks to the person speaking and displays that site/person

on the screen. The site that spoke last is the site displayed on screen until someone at another site presses the mic.

- To participate, students should face forward, press and hold down the mic button, enunciate and speak in a relaxed, normal tone of voice (no need to shout) so they can be heard distinctly at all the sites. To account for the lag time in transmission, pause about 2 seconds after pressing the mic, then speak. When finished speaking, wait a second before releasing the mic.
- Students should allow the onscreen site to finish speaking before responding.
- Students should sit within view of the cameras and as close as possible to the front of the room.
- Students need to avoid conversations, tapping, shuffling noises, etc.
- Students should not bring cell phones, food, drinks, etc. to class.
- Provide students with professor's contact information (email, office phone number, etc.).
- Provide students with a copy of the Panola College Interactive Television Student Handbook online at [http://www.panola.edu/instruction/dl/itv/ITV\\_student\\_handbook.pdf](http://www.panola.edu/instruction/dl/itv/ITV_student_handbook.pdf).

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## **Checklist – Before Class**

Review the following checklist to make sure you are ready for the first day of class ITV class.

### ***Before the First Day of Class***

- \_\_\_ Check the ITV equipment to verify equipment is functioning properly.
- \_\_\_ Contact tech support to confirm connectivity has been tested to remote site.
- \_\_\_ Arrange for local technical support to be available on the first day of class.
- \_\_\_ Keep important tech numbers posted in the room.
- \_\_\_ Make sure the class has been scheduled.
- \_\_\_ Exchange contact information with professor, such as fax, phone numbers, email addresses.
- \_\_\_ Make copies of materials provided by the professor for students.
- \_\_\_ See that name tents are made for students. This is helpful for the first few weeks of class.
- \_\_\_ Make sure the room temperature is comfortable.
- \_\_\_ You and your Administrator must sign the Facilitator Contract (page 6) and return to the Office of Distance Learning at Panola College.

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## **After the Class**

Ask your local tech support for procedures necessary for shutting down your ITV equipment.

Sometime during the semester, you may be required to assist in the evaluation of the Interactive Television class. The professor will provide you with the information for the evaluation process.

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## Checklist of Required Skills for ITV Facilitators

**1. The ITV Facilitator must be able to identify the equipment in the room and explain how the following items are used.**

### Projectors/Monitors

\_\_\_ Projectors/Monitors (Front and Back)

### Cameras

\_\_\_ Instructor Camera

\_\_\_ Student Camera

\_\_\_ Document Camera

### Microphones

\_\_\_ Instructor Microphone

\_\_\_ Push-To-Talk Microphones

### Room Lights

\_\_\_ Location of switches

### Teaching Console

\_\_\_ Equipment Racks

- Interactive Pen
- Playback/Record VCR/DVD
- Instructor PC

### Other Equipment

\_\_\_ Fax/Speaker Phone

**2. A facilitator must know the steps for turning on and turning off equipment in the room and in the console.**

\_\_\_ Play VCR/DVD

\_\_\_ Record VCR

\_\_\_ Instructor PC

\_\_\_ Document Camera

\_\_\_ Codec

**3. Using the Touch Panel, the Facilitator must know how to**

\_\_\_ Logon to Touch Panel

\_\_\_ Turn Up/ Turn Down volume, mute instructor mic or mute room.

\_\_\_ Select Instructor/Student camera, Document camera, Play/Record VCR/DVD and PC.

\_\_\_ Logoff the Touch Panel disconnect connection and enable/disable Auto Answer.

**4. Push-to-Talk Microphones**

\_\_\_ Instruct students how to use the Push to Talk Mics

\_\_\_ Use the instructor Mic

**5. Facilitator will be able to use the VCR to**

- \_\_\_\_\_ Record a classroom presentation using the VCR controls and/or Touch Panel selections.
- \_\_\_\_\_ Playback a Video/DVD using the VCR/DVD controls and/or Touch Panel.

**6. Facilitator will be able to do the following with the Document Camera**

- \_\_\_\_\_ Turn unit on
- \_\_\_\_\_ Use the upper and base lights as needed
- \_\_\_\_\_ Select the proper input INT or AV1
- \_\_\_\_\_ Show either a positive or negative image
- \_\_\_\_\_ Select Color or Black/White
- \_\_\_\_\_ Use Zoom to get a wide or telephone shot as well as use the Preset
- \_\_\_\_\_ Focus the image using the Manual N-F as well as the Auto Focus
- \_\_\_\_\_ Provide instruction on how to use the Document Stand Camera

**7. In case of problems with ITV equipment, the facilitator will:**

- \_\_\_\_\_ Know who to contact in case of problems with the technology.

**8. User will be able to use speaker phones to:**

- \_\_\_\_\_ conduct a class when there are problems with the technology.

Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

## Facilitator Contract

Please sign contract and mail to:  
Patti Rushing, Office of Distance Education  
1109 West Panola Street, Carthage, TX 75633

I, \_\_\_\_\_, agree to the following conditions and standards outlined below for a facilitator in a Distance Learning Interactive Television environment. Because of the medium of instruction being utilized, an awareness of the instructor, facilitator, and student is essential to expedite the delivery of the subject matter content in a professional manner.

Certain standards are expected of me as a facilitator, which include:

- Positive reinforcement of the instructor and facilitation of support materials for the student
- Promotion of the Distance Learning environment with regard to the institution and community
- Punctuality to insure the equipment is in place and functional prior to every presentation
- Ability to perform basic technology trouble-shooting procedures and have an operational understanding of equipment in the Distance Learning environment
- Communication on regular basis to provide feedback to the instructor relative to the success of the presentation to the students
- Act as a proctor for exams
- Maintain appropriate learning environment
- Remain in room with students during class

I understand that the instructor is in full control of all aspects of content delivery and it is my responsibility to work within the framework of his/her design.

Facilitator signature \_\_\_\_\_ Date \_\_\_\_\_

Class \_\_\_\_\_ Day & Time \_\_\_\_\_

High School \_\_\_\_\_

Administrator signature \_\_\_\_\_ Date \_\_\_\_\_

Professor Signature \_\_\_\_\_ Date \_\_\_\_\_