
How do I operate the computer in the classroom?

The computer will usually be on. If not, press the power button on the machine and the monitor. If the keyboard and mouse are not in the classroom, they are in the control room, at the corresponding studio. The mouse and keyboard are wireless and no installation is needed. A username and password will be required. The username will be automatically provided. Type the password as explained in the DL-teacher training session. The SmartNotebook software will open automatically, if you do not need this application, please 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, or your videographer regarding your needs.

How do I operate the SmartBoard in the classroom?

Turn on the computer in the classroom (refer to computer instructions). To turn on the SmartBoard go to the control room and get the remote control from the window at studio #2. Room N140 will have the remote control on the SmartBoard console. Point the remote control to the video projector on the ceiling and press the power button once. The projector lamp will warm up in about 30 seconds, after this it will start working properly. Room N140: point the remote to the SmartBoard. All other instructions are the same. The SmartBoard should display the same output as the computer monitor. The SmartNotebook software opens automatically. If this does not happen, go to the start menu, click on programs, and look for the SmartNotebook application.

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. For other problems contact your videographer.

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.

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

Click on File, select Save. The slides will be saved as JPEG images.

How do I operate the Document Camera (ELMO)?

The Document Camera, called ELMO, can display transparencies or paper documents on the classroom monitors. To display a transparency, make sure the "base lamp" is selected on the lamp section. To display a paper document select the "upper lamp" from the lamp section. To zoom in or out on your

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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.

Where do I get markers for the whiteboard?

Your videographer should put new markers in your classroom every class session. If they are not there, you can find markers and erasers available in the control room. Please use only black and blue markers to write text.

Can I use PowerPoint slides?

Yes. PowerPoint slides should be made available to the DL office before class. 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 and Internet delivery).

Can I show a video during lecture?

Yes you can. All videos should be made available to the DL office at least 24 hours in advance. Your video will be digitized for better viewing on CDs and Internet delivery.

What types of students are there and what are their privileges?

In-class students should attend class every session. For excused absences, students can access the viewing carrels at ISEEM computer 1QL. Local DL students work or live in Huntsville. These students pick up their tapes/CDs at school. Remote DL students live and work outside of Huntsville. These students get their CDs via FedEx.

How much extra time should I give DL students for homework and Exams?

3 days for local DL students. 1 week for remote DL students. All DL students should not be more than a week behind. If your department has stricter rules, you may implement them. However, you may not allow more time than the time specified above.

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

Professors are responsible for contacting students about late homework/exams.

Where can I get the control forms?

Control forms are on our website.

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Do I need a control form if I am giving an exam?

Yes, you do. For exams you will need to fill an exam control form and a class control form for the day.

Where can I find the exam control form?

The exam control form can be found in .doc format [here](#).

I can't find the answer to my question here. Whom do I contact?

For DL program questions, change of address or phone number, classroom availability, equipment problems during capture, or proctor information, contact [Dr. Sherri Restauri Carson](#), the DL Program Coordinator. For registration issues regarding DL students, contact [Ms. Dottie Luke](#).

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