Training Agenda

Welcome & Introductions

1. Technology Overview – CETL Representative (1 Hour)
   a. Blackboard Resources
      i. Telepresence Portal
      ii. Faculty Telepresence Video via Blackboard
      iii. Student Telepresence Video via Blackboard
   b. Discussion
      i. Starting and Ending a Telepresence Class
      ii. Room Technology Specifications
      iii. Additional Faculty Resources
         1. TelePresence Handouts & Downloads
            http://madisoncollege.edu/in/telepresence-services
         2. CETL Registration Database
            http://cetl.madisoncollege.edu/registration/
         3. TelePresence Portal
   c. Test Drive
      i. Toggle Displays Between Laptop & Document Camera
      ii. Try Out the Document Camera

Break (10 Minutes)

Classroom Pedagogy – Faculty Fellow (1 Hour)

1. TelePresence Teaching Basics
   a. Prior to Your First Day
   b. Your First Day
2. What Your Students Need to Know on Day 1
3. Best Practices
4. Test Drive
   a. Review Any Skills
   b. Open Q/A
   c. Schedule a Mentor or Trainer for Your First Day

Additional Questions (10 minutes)

Introduction to Blackboard (1 hour)

1. Introduction to Blackboard

NOTE: This is scheduled an hour before or immediately after Telepresence Training.
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Video Info Here

**Door**
The door auto unlocks 10 minutes prior to class.
The door auto locks (for entering the room) 5 minutes after class end time.

All TelePresence Instructors will have OneCard access to the TelePresence room they are teaching from.

If an Instructor doesn’t have OneCard access to the TelePresence room, they will need to contact Lori Sebranek, Director of Operations, Learner Success, at 608-243-4185 or at lsebranek@madisoncollege.edu.

**Lighting**
Use the Scene 1 setting on the Light Switch for your Telepresence class.

Do not use the Maintenance setting, as this will make the room too bright for the TelePresence Cameras.

The Shroud around the unit lights up automatically at the start of class. It also turns off automatically shortly after the end of class.

**Sound**
The beige Wall Panels are acoustical panels that control the sound quality in the room.

Do not mount anything to or on the acoustical panels.

Be sure the door is shut when class starts as this will add to the sound quality in the room.

**Microphones**
There is a Microphone in each section of each row.

The Mute Button, located under the Microphone, will mute the entire room.

The light under the Microphone will turn red and a Mute Symbol will appear on the middle plasma display when the Mute Button is engaged.

Note: Nothing displays to alert the other connection(s) that you are muted.

You can only mute the room you are in.

**Speakers**
The sound from the other room comes through speakers at the front under the three plasma displays.
The three speakers will project sound in accordance with where the speaker is sitting.

**Volume Control via Touch Display**
Control the volume coming from the speakers via the Volume Button on the base of the Touch Display. The “-” and “+” Buttons will lower and raise the volume of the room respectively. The Mute Button is the button furthest on the right on the base of the Touch Display.

Be careful not to accidently disconnect the call by hitting the Phone Button (highlighted in red), located to the immediate left of the Volume Buttons (highlighted in blue).

**Volume Control Via Touch Display – Portage, 10 Seat, Rm 123**
The Mute and Volume Buttons are along the right side of the Touch Display.
Customizations from Cisco for Classroom Instruction

Instructor Workstation
The Instructor Workstation Desktop can be projected to the Auxiliary Displays.

No printer or fax machine connected to the workstation or in the classroom.

Touch Display
The Touch Display is used to connect the TelePresence Classrooms, to share your Desktop or Document Camera, to control the Volume of the Room and to reestablish a lost TelePresence connection.

Auxiliary Displays
Side Monitors x 2
Two side monitors located to the left and to the right of the Telepresence Plasma Displays. They must remain on at all times.

Projector Unit x 1
Located under the middle Plasma Display.

The projector may be turned off. To turn on the projector, you must find the remote to turn it back on (or contact the help desk via the secondary phone). The remote is located in a cabinet to the left plasma display. Please the projector on for the duration of the semester.

The Auxiliary Displays will display the Instructor Workstation Desktop or the Document Camera image.

The Instructor Workstation Desktop or the Document Camera can be projected from any connected TelePresence location.

Document Camera
The Document Camera is a High Definition Document Camera.

Turn on the Document Camera by:
1 - Pressing the Power Button located to the right side of the base of the unit or
2 - Pressing the Power Button on the Touch Display

Adjust the Focus and Zoom by:
1 - Using the controls on the camera head or
2 - Using the controls on the Touch Display

TelePresence Phone
A Phone is in the room for security reasons, contact the Help Desk and to make non-TelePresence Phone Calls. It is located to the left of the Document Camera and Instructor Workstation.
Switching Auxiliary Displays Using the Touch Display

This section explains how to switch the TelePresence Auxiliary Displays between the Instructors’ Laptop, the Document Camera and then back to the Instructor’s Laptop.

Sharing the Instructor Workstation - Preferred Method
Turn on your Computer and take a look at the Touch Display. You should see a “Presentation Privacy Alert.”

Tap the Everyone Button.

Manually Share the Instructor Workstation
If the Preferred Method doesn’t work, follow these steps to share your screen.

2. In the lower right hand corner of the Computer icon, tap Share.

Switching to the Document Camera
To share the Document Camera, turn it on. The image of the Document Camera should appear on the Auxiliary Displays.

Switching between the Document Camera and the Instructor Workstation
On the Touch Display, tap Presentations
The large icon in the center is what will be shared. To the left of the center icon is a smaller icon.

Tap the smaller icon. This will bring it to the middle of the Touch Display.

If the Auxiliary Displays are not showing your Computer or Document Camera, tap Share located in the lower right hand corner of the large, center icon.
Troubleshooting Auxiliary Display Switching
This guide steps you through the process of troubleshooting Auxiliary Display Switching.

If you continue to experience this issue, Dial x6666 (Help Desk) on TelePresence Phone for further assistance or to report a TelePresence Room Bug.

Check Instructor Workstation
Is the Instructor Station Laptop on?
If not, turn it on.
Wait until the Instruction Workstation Laptop loads to the Log-In Screen before sharing your display.

Check Touch Display
Does the image below appear on the TelePresence Touch Display?

![Presentation Privacy Alert Screen](image)

This is the Presentation Privacy Alert screen.
Tap the “Everyone” button on the screen.

Check Document Camera
Is the document camera off?
If not, turn it off.
Check the Touch Display to see if the Presentation Privacy Alert is on screen. If so, tap the “Everyone” button on the screen.

Check If You’re In Duplicate Mode
Is the laptop set to ‘Duplicate’ its screen?
To check, perform the following shortcut:
Windows Key + P

The Windows Key is located to the left of the Space Bar. Hold down the Windows key and tap the letter ‘P’ (for Presentation). Left click on “Duplicate” in “Projection options”.
Wait 5 seconds.
Your screen should appear on the Auxiliary Displays

Check to See the Other Side Has Control
Does the other side have control over the auxiliary displays?
If so, turn the document camera in your location on and then off again.
This will prompt the Touch Screen with the “Presentation Privacy Alert” message.
Tap the “Everyone” button on the Touch Display to share your Document Camera or Computer.

The Nuclear Option
Did you go through the previous steps?
If so, turn off the Instructor Station Laptop and Document Camera.
Wait 5 seconds.
Turn Instructor Station Laptop on. Wait until the Instruction Station Laptop loads to the Log-In Screen before sharing your display.
Call Help Desk if problem persists.
Reestablishing A Lost TelePresence Connection

How A TelePresence Connection Be Lost
A TelePresence Connection can be lost through no fault of your own. There may be an internet outage, update the to the system, a TelePresence System reboot and other factors that can cause your connection to drop.

However, you may lose your connection by accidently ending the call.
You can end the call by pushing the Phone Button. Unfortunately, the Phone Button is directly to the left of the Volume Button on the Touch Display. Pushing this button will end your TelePresence Class.

Reestablishing A TelePresence Connection
If you accidently end the TelePresence Connection, follow these steps to reconnect your classes.

1. On the Touch Display, tap Call then Favorites.
2. Tap the TelePresence Class you want to connect to and then tap the green Call Button.
3. Once the Class is connected, you’ll be asked to share your display. Tap Everyone or No One.

If you are connecting only to 1 class, you are done. If you’re in an Active Presence Class, follow the below steps to bring in your additional classes.

4. To bring in the 3rd class, tap Call then Favorites.
5. Tap the TelePresence Class you want to connect to and then tap the green Add to Meeting Button.
6. A new button will appear. Tap the green Merge Button.
7. Once the Class is connected, you’ll be asked to share your display. Tap Everyone or No One.
8. Repeat Steps 4 through 7 to connect additional classes.
Telepresence Resources

Discussion points:
Have you taught this course before?
Have you used Blackboard for a course?
Are you new to Madison College?

Required Course:
Getting Started with Blackboard 9.1 (Online)

Facilitators
Blackboard Mentors

Dates
Every month, starts on the first of the month
100% Online

You will learn how to use Blackboard to post announcements on the web, place content in text areas, setup and use groups, use Bb email features, use external links and archive your course. Workload will require 15-20 hours of your time, depending greatly upon your previous knowledge of Blackboard and general computer use.

To register, please visit: http://cetl.madisoncollege.edu/registration.

Blackboard Resources
Available Resources include Quick Start Guides, a list of Blackboard Mentors, How-to Tutorials, and 1-to-1 consultations.
http://madisoncollege.edu/in/blackboard-support/help

Blackboard Training Videos
http://ondemand.blackboard.com

File Management Resources
Every student and staff is allowed storage space on Madison College servers. This is called the H-Drive. You can log into your H-Drive from the web as well as having it available to you when you log into a Madison College computer on campus.
http://madisoncollege.edu/in/h-drive-access

TelePresence Portal Blackboard On-Demand Resource Site
CETL will support TelePresence via a Blackboard Course that all TelePresence Users will have access to.

To begin with the course will provide access to all TelePresence Training Documents, an FAQ section detailing answers to common questions, and a Discussion Thread mechanism to raise new issues. We will add to this resource as new ideas and information is generated.

TelePresence Fellows and Mentors
CETL plans to support a set of mentors and fellows across the college who can provide “guide-at-your-side” service for users.

Kristine (Kris) Held, Fellow
920-568-7232

Michelle Andersen, Mentor
608-745-3136
mmanderson1@madisoncollege.edu

Carrie Andersen, Mentor
920-568-7233
andersen@madisoncollege.edu

Anyone is welcome to become a Fellow or Mentor once they have taught on TelePresence for a minimum of 1 year and successfully used Blackboard to support their course.

If you are interested in becoming a Fellow or Mentor, please contact Kristine Held at 920 – 568 – 7232, Alan Natachu at 608 – 246 – 6050 or Patrick Barlow at 608 – 246 – 6910.

TelePresence Technology Training for Faculty
Organized by Alan Natachu at CETL, 608 – 246 – 6050. TelePresence Training occurs at the beginning of the Fall, Spring and Summer Semesters. These trainings are open to all new and current Faculty teaching in the TelePresence classroom. Current training offerings and registration can be found at http://www.madisoncollege.edu/cetl.
All resources mentioned in this document are located on the Madison College website, [http://madisoncollege.edu/in/telepresence-services](http://madisoncollege.edu/in/telepresence-services)

Other Resources available to you –

**HelpDesk**
608-246-6666
helpdesk@madisoncollege.edu

**CETL**
608-246-6646
[http://madisoncollege.edu/cetl](http://madisoncollege.edu/cetl)
Truax, Rm B2208

**TelePresence Portal Blackboard Site** features multimedia-training resources. Login at [https://blackboard.madisoncollege.edu](https://blackboard.madisoncollege.edu)

This section of the document is maintained by TelePresence Faculty Fellows.

**Email**

1. You are required to communicate with your students using your @madisoncollege.edu email address.
   a. If you are unsure how to access your Madison College email, please contact the Help Desk or CETL for assistance.
   b. Be sure to use proper English and grammar in emails and handouts and tell students you expect the same of them. This is an electronic-based course, but proper writing is still appropriate.

2. Tell students that you will only be using their Madison College student email account. Include this note in your syllabus.

**Help Desk**

- Report all room-related issues to the Help Desk.
  - This includes hardware, software, repair, cleaning, temperature control, furniture and any other issues.
  - If you have questions on how to use a piece of equipment in the classroom, contact the help desk at x6666.

**Prior to First Day of Class**

1. Learn where all campus locations are for your class, the host location and the remote location(s).

2. Refer to each location’s “Campus Contacts & Info” guide and verify all information. This guide is available online at the TelePresence Portal Blackboard Site and in the TelePresence Classroom.

3. Use the Paper Form or PDF to order Books from the Bookstore. Visit the “Ordering Books” section of this document for more information.

4. DVDs and Online Videos can be played in the TelePresence Classroom.
   If you have course materials on VHS, you will need to contact the Help Desk about possible conversion from VHS to DVD. We strongly suggest you purchase updated materials from the publisher.

   Copyright and ADA captioning laws need to be obeyed.

5. Prepare a printed copy of the course syllabus, the “TelePresence Student Information” handout located on the Madison College website and other first day materials.
   Send these through the school mail at least one week before the first class.
6. Prepare a Blackboard shell for your course. There are many resources for Blackboard at the Madison College website (A-Z index, ‘B’ for Blackboard). A Blackboard shell can be used for the following:
   a. Deliver student handouts
   b. Deliver announcements
   c. Have students submit assignments
   d. Post deadline dates
   e. Allows students the opportunity to see their grades

7. If you have two shells for the two TelePresence locations, request that they be merged into one (see the TelePresence Portal Blackboard course for instructions on how to do this under ‘Tech Resources’, then ‘How to request a Blackboard shell for a TelePresence Class’).


9. You are strongly encouraged to stay in contact with the TelePresence Fellows, Mentors and Trainers throughout your 1st TelePresence class.

**First Day of Class**

1. The doors will automatically unlock 10 minutes prior to the scheduled class time at all locations.
2. The doors will automatically lock 5 minutes after class is scheduled to end.
3. Plan to be there when the doors open or to stay a few minutes after each class. This time can be used for students to come with questions.
4. Announce to the class on the first day that for private conversations they can call you outside of class time.
5. Plan time to go over the course syllabus.
6. Plan an hour to go over the following items:
   a. Explaining the technology in the room and what will be required of the students at each site.
      i. Room security - Find two students to assist with this at your remote and host locations (in case you decide to show up at the other location).
   b. Seating choice – last seats to fill should be the two seats directly behind the instructor station
   c. Room etiquette:
      i. Food and drink policy
   d. Sensitivity of noise (clarity of the audio feed):
      i. Rustling paper, clicking of pens, removing paper from spirals, etc.
      ii. The need for sick students to sit in the back row of chairs.
      iii. Avoid touching the microphones.
      iv. Avoid placing textbooks and papers on the microphones.
   e. Placement of backpacks on the floor to increase the table area, decrease noise and to avoid turning off microphones.
   f. Caution students about the clarity of the High Definition Cameras in the room. Go over topics like clothing choices, mannerisms, etc.
   g. Note to students that the notebook computers must remain closed unless you are told otherwise by the instructor.

7. Blackboard is one of the most important elements to a successful distance learning course. Over the course of the first several classes, explain and demonstrate how Blackboard will be used for the course:
   a. To access web links, video links, PowerPoints, handouts, and other documents.
   b. To submit work via Blackboard using the Assignment feature.
   c. To access student grades.

   Encourage them to email all questions on grades prior to the start of class.
d. To view the announcements for current course information.
e. To view deadline dates.

8. Select a day and time each week that your Blackboard shell will be updated and notify your students to check this prior to class.

9. Explain the level of participation expected of students.

   They might need to use the document camera, computer, etc. during the course of the class for presentations.

10. Make an effort at the beginning of the course to let students know that this is their class and that their input is important.

   Students will find that discussion seems more open based on the design of the room.

Starting Class To Do List
1. Turn on lights.
2. Turn on the Instructor Workstation.
3. Wait the TelePresence connection to start automatically.

Ending Class To Do List
1. Make sure the Document Camera is powered off and lowered.
2. Log off instructor workstation.
   a. If you’re the last class of the day, turn off the Instructor Workstation.
3. Straighten all of the chairs.
4. Clean up any trash in the room.
5. Turn the room lights off.
6. When you leave, make sure the door is securely closed.

Cancellations
To cancel classes in TelePresence rooms, the following procedures should be followed:

- Contact whomever you would as spelled out in your labor agreement or academic school office policies.
- Send an email to: TP-Manager@madisoncollege.edu or call the Learner Success Hub at (608) 246-6435 to ensure that the Help Desk and Outlook calendars are updated
- The Hub will call Help Desk, (608) 246-6666 or x6666 on campus.
- If the course is on a regional campus, contact the office at the regional campus (check the Campus Contacts in the TelePresence Portal or the printed document).
- Consider placing the following text in your syllabus: “Weather issues - if one location closes for weather, the other location(s) will not be meeting that day either.”

Laptop Usage
1. Laptops are available in the TelePresence rooms so students can access Madison College email and Blackboard.
2. The TelePresence rooms are not designed to be computer labs, so limited software is available on the laptops. Be sure to check the computers before doing a classroom activity to make sure that the laptop computers will meet your needs.
3. As noted in the student handout, students need to follow your direction on the use of laptops during class time.
4. Require students to shut down laptops at the end of class and place the laptops near the back edge of the table.

Phones
1. The TelePresence Phone in the room can be used to call TelePresence classrooms, contact the Help Desk and to make non-TelePresence class.
1. Spend time on the first day of class to introduce the TelePresence room and talk about its various features and how things are the same and different than regular classrooms, use the Student Informational video inside the TelePresence Portal and the handout.

2. Close the door when class starts. The acoustics in the room are designed for optimal sound when the door is closed.

3. Use bookshelf at the front of the room to leave handouts for students who were absent.

4. When it is necessary for a teacher or students at a remote location to take control over the side monitors, have them turn the laptop on. If it is already on, have them turn the document camera on then off, then press “Everyone” on the TelePresence Touch Display.

5. Use the instructor’s swivel chair to maintain eye contact with all students in the class, including those at your site and those students sitting behind you. The chair becomes your feet and allows you to shift your attention around the rooms.

6. Make eye contact with connecting classes. When a teacher or student looks directly at people at the remote location, he or she may appear to be looking past the people and toward the wall. To avoid this, it is necessary to look at the center cameras while talking to a specific person. Sometimes it is more appropriate to continue looking at the person you are speaking with, even if the eye contact does not properly line up.

7. When doing small group work, using the mute option on the microphones will provide a quieter learning environment.

8. Some documents or web pages may display too small on the side monitors for students to easily see from the center of the back row. Consider using the zoom functions of the MS Office programs and your web browser for easier viewing.

9. If you need to stop sharing your desktop with the class in order to lookup grades or view something that you do not want others at either location to see, go to the TelePresence Touch Display and tap Presentation. Look at the Large Icon in the center of the Touch Display. Tap UnShare, located in the lower right hand corner of the Large Icon.

10. If you have trouble with the document camera constantly focusing on your hand rather than the text you are writing, try this: adjust the zoom and focus so the letters on the paper are clear and then turn off the auto-focus.

11. By using Blackboard, assessments that do not need to be proctored can be taken outside of class. You may also wish to have students take online assessments prior to coming to class so they have a better understanding of the material and can be more deeply involved in class discussions.

12. The high-quality audio and video of the TelePresence environment allows instructors to effectively monitor in-class testing. You may wish to have students at the remote location sit in the front row so you can see what they are doing better.

TelePresence Assessment Best Practices

- Can be available only during certain days and times

- Paper tests can be used. Because of the clear resolution and excellent sound quality, student cheating is difficult.

- At regional campuses, tests can often be delivered and/or picked up. Contact the office staff to arrange this in advance.

- Proctoring of exams is not available at remote locations. You are expected to proctor the exam yourself using the capability of the TelePresence system.

Returning Graded Exams and Papers to Students

- Return via interoffice envelope and staple a blank sheet of paper to the front of the document to hide everything but the name. Or fold the paper up and staple so only the name is visible.

- Instructors can use a Multi-Function Printer (MFP) or scanner to scan graded exams and email them back to students. These electronic documents can also be attached in Blackboard to the score that is entered in the grade book.

- Use Adobe Acrobat (http://adobe.com/acrobat) to review electronic documents and provide comments and feedback. PDF files can be emailed back to students or attached in Blackboard.

In-Class Testing

- Blackboard tests are good for multiple choice, short answer, true/false, and other available question types
  - Questions can be randomized
  - Password can be added

- At regional campuses, tests can often be delivered and/or picked up. Contact the office staff to arrange this in advance.

- Proctoring of exams is not available at remote locations. You are expected to proctor the exam yourself using the capability of the TelePresence system.

Take Home Tests

- Can be submitted via Blackboard or brought to class.

- Can be proctored. Some online classes have processes in place for this.
  - Students are required to find their own proctors. The instructor should set up rules about who can be a proctor. The instructor then password protects the exams in Blackboard and emails the password to the proctor. The instructor provides a form to sign and return by the proctor validating that the testing rules were followed.

- If using Blackboard, you can set a timer, make them password protected, or randomize questions.

- Are generally open book, so you can approach testing differently.
  - For example, you can cover more information and be more in-depth to ensure that student study ahead of time.
**Active Presence Quick Reference Guide**

Overall, the experience of an Active Presence Class is the same as the standard 2 location TelePresence Class. Blackboard is still needed to share information. Arrangements still need to be made to communicate with students outside of class via phone, web conferencing or email. Use of the Document Camera and Computers remains the same.

This document serves as a guide to illustrate the major and subtle differences of the Active Presence Classroom.

**What Active Presence Looks Like**

Active Presence is a means of connecting multiple TelePresence connections in one call.

When 3 or more classes connect via TelePresence, small strips of video called the Film Strip appear in the lower portion of the Plasma Displays. These Film Strips show the entire classroom of the other connected locations.

The class that is currently talking or making noise for more than 5 seconds will appear across the 3 Plasma Displays. The other classes will be minimized to the Film Strip.

**Active Presence from a 16 Seat Classroom**

![An Illustration the Film Strip in a 16 Seat Classroom](image)

**Active Presence from a 10 Seat Classroom (Portage Only, Rm 123)**

![An Illustration of the Film Strip in the Portage, Rm 123, 10 Seat Classroom](image)

**How Active Presence Determines Which Location Is Shown**

This is determined by sound. The room that has most recently made a sound will be shown. Active Presence will switch the location that is making the sound. Active Presence will switch between locations depending the on the volume and type of sound. If a student is speaking, the student will need...
to speak for about 5 seconds before the system changes. Loud sounds (like a book being slammed to the floor) will cause Active Presence to switch quicker.

**Automatically Switching Screens in a 16 Person Classroom**

In this example, a Student at Fort Atkinson begins to talk. About 5 seconds later, the screen switches.

Now Fort Atkinson takes over the Plasma Displays while Watertown gets reduced to a Film Strip.

**Automatically Switching Screens in a 10 Seat Classroom (Portage Only, Rm 123)**

In this example, a Student at Fort Atkinson begins to talk. About 3 seconds later, the screen switches.
Now the Student from Fort Atkinson takes over the Plasma Display. The Fort Atkinson Filmstrip still remains in the lower center half of the Plasma Display.

**Instructor Notes About Active Presence**

- There is no need to Start or End a class. All TelePresence Classrooms now have a Touch Display. This Touch Display replaces the TelePresence Phone.
- Spend time on the 1st day talking about the TelePresence Setup and where the other Students are located.
- Ask the students to introduce themselves to demonstrate how Active Presence Switching works. Ask them to note how sensitive the system is.
- You can bring in guest speakers via a conference call. The Touch Display Phone Options work just like the regular Cisco Phones around campus.
- If you’re campus is under construction, close the TelePresence door to reduce construction sounds.
- The Mute Button on the Desks or on the Touch Display work as they normally would.
  - PORTAGE ONLY: To Mute the Room, use the Mute Button on the Touch Tablet.
- Another location can join the TelePresence Connection if the TelePresence Connection is not working.
  1. On the Touch Display, tap **Call** then **Favorites**.
  2. Tap the **TelePresence Class** you want to connect to and then tap the green **Call Button**.
  3. Once the Class is connected, you’ll be asked to share your display. Tap **Everyone** or **No One**.
  4. To bring in the 3rd class, tap **Call** then **Favorites**.
  5. Tap the **TelePresence Class** you want to connect to and then tap the green **Add to Meeting Button**.
  6. A new button will appear. Tap the green **Merge Button**.
  7. Once the Class is connected, you’ll be asked to share your display. Tap **Everyone** or **No One**.
  8. Repeat Steps 4 through 7 to connect additional classes.
  2. If given the option to extend the meeting – DO NOT DO IT. This will interfere with the TelePresence Room Schedule.
  3. Because of the layout of Active Presence, you may find yourself looking down at the rectangles at the bottom of the Plasma Displays. Remember, in order to look like you’re making contact, you will need to look at the camera.

**Instructor Notes About Active Presence & The 10 Seat Classroom (Portage, Rm 123)**

- Have your Students and the Instructor sit toward the center of the room, preferably in the front row. This will also put your Students closer to the Touch Display to mute the room if you are not physically present in the room class.
- Show Students in Portage that the Mute and Volume Buttons are along the right side of the Touch Display.
• Explain to your Students in Rm 123 that they can only see only 1 section of a TelePresence Classroom at a time. This is because Rm 123 has 1 Plasma Display (see photo example below).

![Photo of TelePresence Classroom](image)

Watertown
(1 Section Only)

Truax
Watertown
Fort Atkinson

• Explain to your Students connecting to Rm 123 that they will appear in the center Plasma Display with the Left and Right Plasma Displays appearing black. This is because Rm 123 has only 1 TelePresence Camera. The illustration below shows how a 16 seat TelePresence Classroom would see Portage, Rm 123.

![Illustration of TelePresence Classroom](image)
Ordering Books

A Note About Ordering Text Books In Fall 2013

Ordering Text Books in the Fall 2013 Semester will be done via Paper Copy. The Madison College Bookstore is currently updating their web ordering software and will not be available for Faculty Use until October 2013. These instructions will change when the web ordering software is in place.

If you need to order books, please use the Paper Forms. The Paper Form is downloadable from the Madison College Website.

To Find the Form:

1. Go to the A-Z Index and click on F
2. Click on Forms/Documents Database
3. While in the Forms/Documents Database, Click on T
4. Click on Textbook Adoption Form – Fall
5. Download the PDF, fill it out and send it the Bookstore.

If you have any questions about filling out the form, contact the Madison College Bookstore at 608-246-6016.

Ordering Text Books

Regional campuses will order all textbooks for part-time staff and course sections that are listed as “Staff.” Full-time faculty need to order their own books.

Check with your program director or course coordinator to see who orders textbooks in your area. Some department heads do all of the ordering; others leave it up to the individual instructors to order. Each department operates in a slightly different manner.

If you are responsible for ordering your own textbooks, follow these procedures:

1. Download the fill out the Textbook Adoption Form. You only need to complete one form, but be sure to include all your class numbers on the form.
2. May a note on the form that you need these books for the TelePresence Classrooms. For example, write the word TelePresence plus the names of the two locations. For example, “TelePresence Watertown and Fort Atkinson.” Write this in the space under the Bookstore’s email address on the form.
3. In the Anticipated Enrollment section, enter the combined number of students in the class that adds the estimated enrollments for all locations.
4. Fill out the Form as needed.
5. Fax or Email the Form to Bookstore.
   email: bookstore@madisoncollege.edu
   fax: 608-246-6067
6. After ordering your textbooks, email the regional campus assuring them that the textbook order has been placed.
TelePresence technology makes it possible to link two (or more) classrooms that are geographically distant from each other. When you enter the TelePresence classroom, you will see large plasma screens at the front of the room, tables and chairs arranged in a semi-circle, and microphones on the desk. At the top of the middle screen you will see a set of cameras. These cameras allow the other location(s) to see what is happening in your room.

There are many ways that TelePresence classes are different than regular classroom classes. This handout will give you some guidelines that will make your classroom experience more productive and effective.

### Food and Drink Policy
- No open drink containers are allowed. These include soda cans and disposable coffee containers.
- Drinks in closed containers, such as a screw-top water bottle or screw-top coffee container, can be brought in and these must be kept on the floor. Make sure that if your beverage container is tipped over, no liquids can escape. This makes coffee and soda cups from the cafeteria or fast food restaurants unacceptable.
- No food is allowed under any circumstances.

### Where to Sit
- The desk segment in the front of the room with the computer and monitor is reserved for the classroom instructor.
- Please only sit in the seats directly behind the instructor if all remaining seats are filled. If you do sit behind the instructor, be aware that there will be limited interaction with the instructor.
- Portage, Rm 123, 10 Seat Classroom
  Please fill the 1st row of seats first and please sit in the center of rows. This is because there is only 1 TelePresence Camera in the room.

### Instructor Contact
- Using Madison College e-mail and Blackboard are essential for maintaining contact with your instructor. Please see the instructions below about how to gain access to Madison College e-mail and Blackboard.
- You are taking a distance education class at multiple locations so you might not be able to stay after class to confer with the instructor. If this is the case for your class, you will need to contact your instructor outside of class time.
- Your instructor may ask how things are going in relation to your distance learning experience, specifically regarding TelePresence. Don’t be shy! Providing feedback and input will improve your experience and make the path for future students easier.
- Every room has a telephone that your instructor can use to contact your site. Occasionally it may be a technician trying to take care of a problem. If the phone rings in your room someone should answer it.

### Accessing Your Student E-mail
- All college communications to and from your instructor should occur through this account.
- The college uses Outlook Web Access to access email.
  - Open the Madison College website: http://madisoncollege.edu
  - Click the link for Student Email that is on the homepage (link at the top near the center).
  - Enter your user name and password and click the OK button. These are the same pieces of information use to log into school computers, Blackboard and myMadisonCollege.
  - You are now logged into your student email account.

### Accessing Your Files
- It is recommended and in some classes required to have utilize a USB drive for TelePresence courses.
- Access to your student H:/ drive is available via the Windows Explorer.
• There is no printer in the room. However, you can print to PDF or XPS and then save, email or submit this electronic document as you see fit.

Logging in to Blackboard
• Open the Madison College website: http://madisoncollege.edu
  o Click the link for Blackboard that is on the homepage (at the top near the center).
  o Click the User Login button on the left (NOTE: There is links to help for students at this page).
  o Enter your username and password and click the Login button. These are the same pieces of information use to log into school computers and myMadisonCollege.
  o Click the name of your class in the My Courses area of the screen.

• Your Library and the Student Help Desk (x4444) can assist you with Blackboard. If you need further Blackboard assistance, ask your Instructor to refer you to other places and resources for Blackboard help (like the Student Development Center).

Helping Out
• Students at the remote site(s) have to be self-reliant. You may be asked to help by picking up handouts at a designated location, or to drop off assignments to be sent to the instructor.

Classroom Behavior
• Expectation for classroom behavior is the same in a TelePresence room as they are for all other classes.

• Please leave the room in the same condition you found it, including pushing in your chair.

Being Heard
• Sound is excellent in the room thus allowing you to participate in class discussions and ask questions of fellow classmates and the instructor. Participating in the class discussion is an essential part of the learning process.

• Live microphones are on the center of the table in front of you. The microphones will pick up any sound including your speech, shuffling papers, clicking pens, typing on a laptop, someone talking in the hallway, cell phones, and mumbling under your breath. These can all be very distracting. There are no secrets in these classes.

• Side conversations with classmates are especially disturbing during a TelePresence class and there are no private conversations; all conversations are heard by everyone.

• The microphones can be muted by pressing the mute button. To avoid accidentally pressing this button, please place all backpacks and bags on the floor. Also avoid piling books near the microphone.

• Avoid touching the microphone. Handling the microphone will cause noise at the other locations that you may not be able to hear. This includes brushing the microphone with papers or moving a mouse cord over it.

Technical Problems
• From time to time technical problems may arise in your room. Let your instructor know about anything that is not work properly or is making the class less effective.

• If you lose sound or video, let the instructor at the other location know about the problem. You can also call the other location using the phone in the room.

• If you lose sound and video, use the secondary phone to call the instructor at the other location.

Laptop Usage
• Laptops are available in the TelePresence rooms so you can access Madison College email and Blackboard.

• The notebook computers must remain closed unless you are told otherwise by the instructor.

• You are required to Shut Down laptops at the end of class and place the laptops near the top edge of the desk.