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 three large 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 three 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 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.

### 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 2010, find much more detail at [http://madisoncollege.edu/email-new](http://madisoncollege.edu/email-new)
- Open the Madison College website: [http://madisoncollege.edu](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 (Windows Key + E). There is no printer in the room (recommend printing to PDF or XPS if needed).
Logging in to Blackboard

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

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 back edge of the table.