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ITV FACULTY PROCEDURES HANDBOOK:

General Information

The Interactive Television courses at Murray State University are a tool to reach non-traditional as well as traditional students across county and university dividers. These classes give students the opportunity to experience course offerings and professors to which they normally would not have access. It also provides the faculties of [Murray State University](#) and local high schools that are equipped with ITV facilities with the chance to interact with students of various ages and backgrounds.

The technology in the Interactive Television rooms allows us to gather sound and image data and send the material via telephone lines to remote sites where this information is reproduced as audio and video.

The audio information is compiled from microphones that react to voices from the classroom and other audio sources such as video tape recordings. Visual information is provided by any of the classroom cameras, or from some other video source such as the document camera.

The audio and video signals must be converted from analog to digital form, compressed, and then combined into a composite signal in order to be sent over data-quality telephone lines. The Codec is the computer which is responsible for the coding and decoding of the signals. Audio and video information are decompressed/decoded at the remote site Codec and output through audio speakers and video monitors.

For Instance, each ITV classroom within the **Business Building** on campus contains:

4 student monitors
instructor camera, Cam 1 (mounted at rear)
student camera, Cam 2 (mounted above podium)
ELMO document camera, Cam 3
2 9" preview monitors (installed in podium)
VCR, Cam 4

Push to Talk microphones
Fax machine
Copier
Scan Converter (for use when sending computer images)

Video input may come from four different sources:
the instructor's camera (cam 1),
the classroom camera (cam 2),
ELMO or PC (cam 3),
and the VCR (cam 4).

Cameras one and two are used to send the video images of the instructor at the podium and the students in the classroom. The instructor's camera is the main video source at the site where he or she is teaching.

The document camera can perform several functions in the ITV classroom. It can be used much like a chalkboard, an overhead projector, slide projector, or as another camera. At remote sites the students can use the document camera to place their homework and quizzes under the camera to enable the instructor, or other class members, to give feedback or suggestions.

The document camera can function as an electronic chalkboard, and the professor may write on the document beneath the camera, and send a live image. When using the document camera the instructor can send a live graphic (where the graphic replaces the instructor video, but not the audio) or a still graphic.

The VCR, which is located in the central office, provides videotape playback during a class. The VCR can also record the host site or the remote site video. The tapes of these classes are sent to the circulation desk where they are available for checkout in the Waterfield Library.

Microphones are installed in each of the classrooms, permitting students at all sites to ask questions or make suggestions. Currently, when a student speaks, the picture on the monitors of all sites will switch to the student's site, allowing all sites to see that student. Therefore, all sites would be viewing that student instead of the instructor. If a student at another site responds first, that site then becomes the active remote site. The video source switches to the instructor when he or she resumes the lecture.

There are two kinds of student microphones in our ITV rooms. Some rooms have gated microphones while others have push-to-talk microphones. The microphones are placed on the classroom tables and each one is shared by two students.

With gated microphones, all classroom noises such as air conditioners and fluttering papers can be audible and cause interference unless the sites keep their audio muted. Those sites using push-to-talk microphones do not have to mute their audio. The students just press their microphone when they are ready to talk, and press again to shut it off when they are done speaking.

At the local site, audio and video information from the camera and microphones currently active are converted to a digital signal and compressed by the Codec. This information is then sent via phone lines to the remote sites where a Codec decompresses the data and, in turn, sends it to classroom speakers and television monitors.

The video signal from the current active remote site will be shown on the television monitor in the rear, as well as on the front remote site monitor. The audio is sent to the classroom speakers that have been placed in the ceiling.

The rear monitor allows the instructor to see the remote site, just as the students can, without having to turn away from the local students.

Operating the Tablet

The tablet is a touch responsive unit that makes it possible to:

- Select the video source (ex. cam 1 (instructor), cam 2 (classroom), cam 3 (document camera or PC), or cam 4 (VCR))
- control local site camera movement: pan, tilt, zoom, focus
- send a still graphic from the document camera
- control volume and select mute

The table allows the instructor or students to mute their audio. When mute is selected, no audio is transmitted from that site. When the audio is muted at the local site, "mute" appears on the rear monitor.

Each ITV classroom at Murray State University contains a fax machine and has access to a copier. The rooms also have regular phone lines, allowing instructors to contact students privately during breaks, or before or after class.

Operating the ELMO © (Document Camera)

The ELMO © is positioned to the right of the tablet in each Business Building classroom. The EV-368 model that is in the ITV classrooms has three functioning parts: the base, the arm, and the head.

The base has a power switch, an arm release button, and an input selection panel. The power switch is on the top left-hand corner, and the arm release button is located on the arm itself. The power switch is a toggle switch which contains a red LED light. The arm release button allows the arm of the document camera to be lowered or raised at the point where it connects to the base.

The input selection panel has controls for selecting video input from the document camera or PC. This allows the instructor to switch directly from a slide to use of the PC. There are also controls for the adjustment of the white balance and switching between positive and negative images, for

use with dark papers or photo negative strips. These controls are used with the EV-368 video input.

The arm of the document camera has two different pieces. One is connected by a locking hinge-joint to the base, and another that is placed inside the lower arm piece and connects it to the head of the camera. The upper part of the arm piece is extendible. To adjust the distance between the camera and the base, the upper release button is pressed.

The head of the camera is connected to the top arm piece by a swivel connector. Pressing the button at this joint allows the head to swivel in a 90 degree arc. This permits the user to display slides behind the document camera. This is sometimes used so that students can share poster presentations via the system.

Located either on the head or on the bottom right-hand corner of the base are buttons that control the zoom and focus of the camera lens. The "T" stands for "tight-shot," while "W" corresponds with "wide-shot."

Faculty Orientation

Becoming familiar with the ITV classrooms and equipment is the first step, but to make an ITV class a successful venture, the instructor needs to consider some logistical issues that can make the class either rewarding or difficult. The following suggestions may help to enhance the students distance learning experience, and may seem to be common sense. Due to the distance between the remote and local sites, some problems in a normal classroom that are easily resolved can become more difficult to deal with at a distance.

Class Material Distribution

Getting materials to remote sites in a timely fashion is a critical facet of successful distance learning. This can be accomplished with careful planning.

Here are some options for class material distribution:

1. Send collated, low-security items such as homework assignments to the third floor of Sparks Hall. Use the mailing labels provided. Mark the materials with the site destination and the date of distribution. These items should be sent four days in advance to insure they will reach the site on time. (Please keep in mind mail and school holidays.)
2. Send materials such as quizzes and exams in envelopes clearly marked "secure items inside." This alerts the remote site contact that sensitive material is enclosed and should be handled accordingly. The instructor may also wish to inform the site that these materials are en route.
3. If materials *must* be sent shortly before or during class, fax machines are available. Please keep in mind while most ITV rooms are equipped with copiers, some are not. If an exam is faxed, have the student worker call the remote site(s) and alert the contact that an exam is being sent.
4. All materials mailed, sent by courier, or faxed should include the following:

- Course Name and Number
- Instructor Name
- Date and Time of Class
- Any Necessary Instructions for Materials

Syllabus

The syllabus should include student guidelines for the ITV classroom, including attendance, student responsibilities, and a plan of action for technical difficulties or severe weather conditions.

Contacts at remote sites need to know in advance when special attention is needed for exams, quizzes, videotapes, class projects, and also when the instructor plans to teach at the remote site. If a visit to the remote site is canceled, the instructor should let the remote site know. Also, the site at Murray State will need special instructions in the professor's absence.

Proctoring of Exams and Quizzes

Technicians and coordinators at Murray State and contacts at remote sites are responsible for proctoring exams and quizzes, provided that they have been informed of the dates.

Copyright Laws

Instructors are expected to abide by the copyright laws of the United States. In relation to copyright use, please consider:

- the use and purpose, involving whether such use is of a commercial nature or is for non-profit purposes
- the nature of the copyrighted work
- the breadth and substantiality of the portion used in relation to the copyrighted work as a whole
- the effect of the use upon the potential commercial market for or value of the copyrighted work

Student Orientation

The instructor should include student guidelines for the ITV course in the syllabus. During the first class meeting, a minimum of 15 minutes should be used to familiarize the students with the equipment and the remaining guidelines. If a class is to be canceled, the instructor should advise the student worker or technician at MSU so that the remote sites and all contacts can also be

notified. If the instructor should like to have office consultations via ITV before or after the scheduled class time, this can be arranged in advance through the master scheduler. If the instructor should choose to incorporate a guest speaker from an extended site, this can also be arranged.

The local site technician or coordinator will work with the instructor to provide assistance in distributing handouts and other materials. It must not be assumed that all remote sites will be able to do so.

The coordinator or technician is the person who assists the instructor in the ITV classroom with technical requirements . This is the person who will be proctoring exams at extended sites, as well as collecting or distributing materials. The instructor should make his or her needs known to this person so they will be better able to assist.

Often, professors will use the Internet to post class instructions and information. To find information regarding general class registration, consult the [Murray State University Home Page](#).

E-mail Accounts

All MSU students are eligible for a free e-mail account through the university. This provides the user with access to electronic mail. Students can obtain an account by filing a request with Academic Computing on the second floor of the Lowry Center here on campus.

Access to Instructors

Often, the students involved with ITV are non-traditional students. They often work full-time and may have difficulty reaching the instructor during daily office hours. We ask instructors to make every effort in making themselves available to their students by providing flexible office hours. An e-mail address will also allow students to leave messages and ask questions which the instructor can access from the office, and often from home.

Technical Problems

At some point in the semester, any given ITV class will encounter technical problems. Instructors should be prepared for this possibility. In the first class session, a plan should be devised for dealing with these problems. The instructor should consider if the class will dismiss, and if so, at all locations? Taking a short break to allow troubleshooting is advised. Remember that all ITV classrooms are equipped with phones and fax machines. The instructor or the student worker can contact the remote sites to advise them of the status of the class in most situations.

Food and Drink Policy

Currently, there is a policy of **no food or drink in the ITV classrooms.** This policy serves to protect the microphones and other sensitive electronic equipment, as well as the carpeting. We ask that instructors help in enforcing this policy to help preserve our rooms.
