



We're Here For You

Murray State University, 303 Sparks Hall, Murray, KY 42071 (800) 669-7654

ITV SITE FACILITATOR CHECKLIST:

1. At the beginning of the class, be sure to introduce yourself. Let the class know that you are responsible for opening the room, turning on the equipment, proctoring exams, collecting classwork, mailing it, and distributing materials from the professor. In addition, you may also be responsible for taping the classes if needed.
2. Remember to provide an orientation on the operation and control of the video equipment. This includes pointing out how to turn on the equipment as well as how to control the microphones, speakers, and cameras. Doing this will allow the students to understand what needs to be done if the remote sites ask them to "reboot" or "adjust their volume."
3. Orient the students on how to use the fax machine.
4. Inform the students what they should do with materials that need to be mailed to the instructor.
5. Emphasize that if a technical problem occurs and the connection is lost, that Murray needs to be contacted ASAP!
6. Remember to post a listing of phone numbers for MSU and the other sites. This will help the students if they need to fax materials to another location.
7. Also, please indicate a number and a location where you may be reached in the building in the event you are needed. This will help the students easily find you if needed.
8. Please indicate what the students should do in the event that the doors are locked, the equipment isn't turned on, etc. This should include some phone numbers where yourself and MSU personnel may be reached.
9. In the event of incimate weather, the students should probably consult the TV listings or contact MSU directly. Typically if the hosting site closes their facility due to weather, MSU will cancel classes there as well. However, classes at MSU will continue as scheduled!