

## Teaching Facility Instructions Urban Affairs and Liberal Arts

Instructor Packet  
Last Updated: 8/2013



### **Primary Support:** 8am-5pm (Monday-Friday)

Computer Facility Supervisor:  
Darrell Lutey  
Email: [darrell.lutey@unlv.edu](mailto:darrell.lutey@unlv.edu)  
Phone: 702-895-0763

### **Secondary Support:** After Hours (8am-12am 7 days)

OIT Helpdesk - <http://oit.unlv.edu/help/it-help-desk>  
[ithelp@unlv.edu](mailto:ithelp@unlv.edu)  
702-895-0777

### **Audio Visual Support:** (Monday-Friday 8am-10pm):

Classroom Technology Services –  
<http://oit.unlv.edu/classroom-technology/classroom-technology-services>  
702-895-0771

### **Guest Computer Login/Passwords for the Teaching Facility:**

#### **Faculty**

Login: oit-instructor  
Password: Instructor

#### **Students**

Login: oit-student  
Password: Student

Welcome to the Teaching Facilities, operated and maintained by the Computer Labs unit with the Office of Information Technology. The teaching facilities are designed to meet the academic needs of students and faculty by providing them with the tools and technology that are used in their fields of study. The purpose of this packet is to provide faculty who utilize the Teaching Facilities with a brief overview of the facilities, what resources are available, and whom to contact for support. If you have questions which are not covered in the packet, please direct them to the facility supervisor "Darrell Lutey" listed on the front cover. Information contained in this packet includes:

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## **ACE** Instructor Account Information

Any instructor assigned to one of our teaching facilities is encouraged to activate and utilize their ACE account to provide computer access. Faculty scheduled to teach in our facilities have their ACE accounts automatically granted access to the teaching facilities every semester by our Helpdesk. With your ACE account, you will be able to login to the teaching facilities, and utilize the printers.

To activate your ACE account, simply browse to: <http://ace.unlv.edu>. You will need to login with your MyUNLV credentials, and setup your secret questions/answers for password recovery. Once activated, you will be provided with full access to teaching labs.

\*\*Note: Students may activate ACE accounts at: <http://ace.unlv.edu/> as well.

### **Instructor ACE account features:**

- Storage - 1 Gigabyte of storage in “Y” our personal home Directory (Y:\ Drive)  
When logging into a lab computer your personal home directory will be automatically mapped to the “Y” drive.
- Printing - <sup>UNLV</sup> **RebelPrint**  
Instructors are not charged for printing inside the teaching facilities if they utilize their ACE account. However, we ask that all printing be limited to the academic needs of the course and typically only one copy should be printed. Students will be charged for printing (3 cents per page). Faculty should always print directly from the instructor station (in which case they won't be charged). For information on printing, please see <http://oit.unlv.edu/student-printing>
- Classes Directory (File Distribution)  
If you need to distribute files to your students, you can ask the helpdesk to create a “classes directory” for your class. The directory can be seen by all students on campus, but is an easy way to distribute large sets of files. The directory is automatically mounted on lab computers and is located at the following drive/path location x:\classes\
- Group Storage (Class Collaborative Storage) –  
If you would like to share files with your students, and let your students modify, or upload files and work together collaboratively, you can request a group storage directory from the helpdesk. You need to provide the helpdesk with your class roster. The directory is automatically mounted on lab computers and is located at the following drive/path location x:\groups\  
\*\* Please consider using Google apps/drive as an alternative.
- Rebelfiles.unlv.edu (web based file storage) <sup>UNLV</sup> **RebelFiles**  
Access your home directory from a web browser at rebelfiles.unlv.edu. Simply login using your ACE account, and you can download and upload files to your home directory, or collaborative storage.
- Rebelsites.unlv.edu (Web Publishing) <sup>UNLV</sup> **RebelSites**  
Faculty can create a website, or have their students create a website within their home directory. Simply create a public\_html directory on the root of your home directory (Y: drive), and put html files in that directory. Your home page on the web will be <http://rebelsites.unlv.edu/~ACEUSERNAME>

## **ACE** Student Account Information

Students are provided an ACE account to access the Computer Teaching Facilities and General-Purpose Computing Labs on campus. You are encouraged to have students activate their ACE accounts for use in the teaching facilities at <http://ace.unlv.edu>. Student ACE accounts are granted access to the labs when they are “currently” enrolled. If students don’t attend classes for a semester, their access to the labs is revoked.

### Student Account features

- Storage – 100 MB of storage in “Y”our personal home Directory (Y:\ Drive)

When logging into a lab computer the students home directory will be automatically mapped to the “Y” drive. Any student needing additional storage may contact the helpdesk. Additional file space needs to be for academic purposes.

- Printing (Rebelprint) - <sup>UNLV</sup>**RebelPrint**

Students print using our “pay for print” system called Rebelprint. We have both B/W and color printers in our general-purpose labs. Faculty should become familiar with how printing works in the Teaching Facilities. Students submit a job to print on a lab printer. They then use their ACE account to login to [rebelprint.unlv.edu](http://rebelprint.unlv.edu). Once logged in, students will go to the “jobs pending release” tab and release any jobs to the printer. Students rebelcards (rebelcash) are charged 3 cents for B/W prints and 40 cents for color prints. To learn more about the printing environment go to

<http://oit.unlv.edu/student-printing>

- Classes Directory (File Distribution)

Students have read only access to the all of the classes directories at x:\classes

- Group Storage (Class Collaborative Storage)

Students can request a “group account” for a particular class where they have a group project, or for a student organization. Students need to gather the ACE account names of their group, and submit a request to our helpdesk. All Students in the group will have access to a shared directory at x:\groups\

- [Rebelfiles.unlv.edu](http://rebelfiles.unlv.edu) (web based file storage) <sup>UNLV</sup>**RebelFiles**

Students can access their home directory, or any collaborative storage they have been assigned from a web browser at <http://rebelfiles.unlv.edu>. Students login using their ACE account, and can download and upload files to their home directory, or collaborative storage.

- [Rebelsites.unlv.edu](http://rebelsites.unlv.edu) (Web Publishing) <sup>UNLV</sup>**RebelSites**

Students can create a website within their home directory. Students create a public\_html directory on the root of their home directory (Y: drive), and put html files in that directory. The home page on the web will be <http://rebelsites.unlv.edu/~ACEUSERNAME>

## Computer Teaching Facilities Overview:

The computer labs workgroup within OIT maintains a number of computer teaching facilities - <https://oit.unlv.edu/labs-classrooms/labs/Computer+Teaching+Lab> . Each facility has Internet access, the latest productivity software, class specific software, and Audio Visual capabilities (typically projector, audio system, document camera, VCR/DVD)

## Responsibilities/Rules:

When an instructor utilizes one of our teaching facilities, the following operating procedures are expected to be enforced by the instructor:

- Follow UNLV and NSHE computing policies
  - o Computer Lab Rules - <https://oit.unlv.edu/labs-classrooms/lab-rules>
  - o UNLV Computer Use Policy - <http://oit.unlv.edu/about-oit/student-computer-use-policy>
  - o NSHE Computer Use Policy - [http://www.scs.nevada.edu/tasks/sites/default/assets/File/policies/nshe\\_comp\\_res\\_policy.pdf](http://www.scs.nevada.edu/tasks/sites/default/assets/File/policies/nshe_comp_res_policy.pdf)
- No food or unsealed drinks in the teaching facilities
- Instructor should be present at all times while the facility is in use.
- Before leaving the room, turn off the projector and lights
- Make sure the lab is locked and secure when leaving (students cannot be left unattended in lab)

## Guest Accounts:

We have guest accounts established for our teaching facilities to enable quick computer access at the start of the semester. Faculty and students are encouraged to activate their Ace accounts for computer access to get all the privileges for those accounts. Below is a list of the instructor/student guest accounts:

Faculty	Students
Login: oit-instructor	Login: oit-student
Password: Instructor	Password: Student

## Software:

All of the teaching facilities on campus have standard software listed below:

Microsoft Office  
Internet Explorer (only PC labs)  
Adobe Creative Suite  
SPSS (only PC labs)

To determine what's installed in this teaching facility, go to <https://oit.unlv.edu/labs-classrooms/labs/cbc-c321>

To request a specific software application be installed, contact Darrell Lutey at 895-0763 or [darrell.lutey@unlv.edu](mailto:darrell.lutey@unlv.edu). Please put in your request at least 3 weeks prior to the start of the semester, and we will need proof of licensing for any software installed in the lab. See our software installation policy at: <http://oit.unlv.edu/about-oit/software-installation-computing-facilities>

## Classroom Control Software (Insight):

Students sometimes get off-track when they have a powerful computer at their disposal. Your teaching facility has a software application installed that let's you "control" your classroom.

If you would like to take control of all the students screens, blank all the screens, put a students computer screen on the projector, etc., the Insight Software will let you do that. More information on page X.

### **Printing:**

Each teaching facility is equipped with a B/W laser printer. The only maintenance instructors are required to perform is refilling the paper as necessary (extra paper located x). Only the paper provided may be used.

Students are charged 3 cents per page for printing and must release their jobs at rebelprint.unlv.edu. Instructions for printing can be found at <http://oit.unlv.edu/student-printing>.

If prints begin to fade, printing fails, or have error messages on the printer, please contact your computer facility supervisor – Darrell Lutey, right away.

### **Support:**

- The primary support person for the facility is Darrell Lutey, assigned Computer Facility Supervisor. Typically Darrell is available from 8am-5pm Monday-Friday, [darrell.lutey@unlv.edu](mailto:darrell.lutey@unlv.edu) phone 895-0763.
- Audio Visual support is handled Classroom Technology Services and is available 8am-10pm Monday-Friday. They can be contacted at 895-0771.
- You can also contact the helpdesk at 895-0777 or email [ithelp@unlv.edu](mailto:ithelp@unlv.edu) between 8am-12am 7-days per week throughout the semester.

### **Marlock Card Access:**

Your department will ensure that you have access to the teaching facility. Please ensure you contact your departmental administrative assistant prior to teaching in a teaching facility.

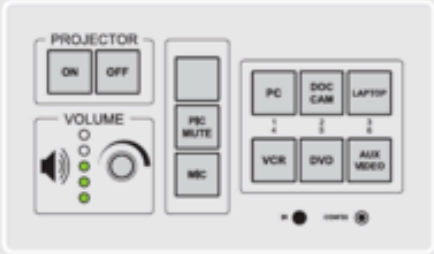
# Audio Visual Support (8am-10pm Monday-Friday):

<http://oit.unlv.edu/classroom-technology/classroom-technology-services>

Classroom Technology Services - is responsible for the Audio Visual (Projector, Document Camera, VCR/DVD, Audio System) in the room. Should you have any problems with the audiovisual system, please contact them at 895-0771. Below are the Basic Instructions for using the audio visual equipment in the room.


## EXTRON CONTROL SYSTEM HOW TO ...

For a manual and more information, visit: [oit.unlv.edu/labs-classrooms/tecs](http://oit.unlv.edu/labs-classrooms/tecs).  
If you need immediate assistance, contact Classroom Support at 895-0711.




### USE THE MULTIMEDIA PROJECTOR

1. On the control panel, under Projector, select On.
2. Select Off when done.




### ADJUST THE VOLUME IN THE ROOM

On control panel, under Volume, turn knob to desired volume level.




### SHOW THE COMPUTER SCREEN

1. Make sure the computer is turned on.
2. On the control panel, select PC.




### SHOW THE DOCUMENT CAMERA

1. Turn on the document camera (switch is on upper right hand corner) and unfold the arms.
2. On control panel, select Doc Cam.




### USE THE VCR

1. Turn on VCR.
2. Insert and play tape.
3. On the control panel, select VCR.




### SHOW A DVD


1. Turn on DVD player.
2. Insert and play DVD.
3. On control panel, select DVD.



### CONNECT A LAPTOP





1. Determine whether or not you have a VGA or DVI-D connection on your laptop. Most PCs are VGA. Many Macs are DVI and require a user supplied adapter.
2. Plug in VGA or user supplied Mac DVI connector into your laptop VGA port or video port adapter.
3. Plug in the mini audio cable into the headphone port of your laptop.
4. On the control panel, select Laptop.



### CONNECT OTHER DEVICES



#### iPOD

1. Connect the audio mini plug to the headphone port on your device.  
*You will need to provide an adaptor if using a first generation iPhone. Other adaptors may be necessary.*
2. On the control panel, select Laptop.



#### LASERDISC or VIDEO CAMERA


1. Plug in the yellow-taped video cord and the red-taped and white-taped audio cords. If you only need one audio cord, plug in either one of the audio cords.
2. On the control panel, select Aux Video.

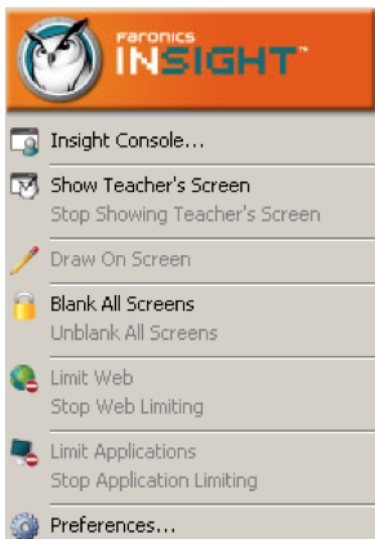




## Insight (Classroom Control Software)

Insight is a computer program that let's your "control" the student stations in the lab. If you would like a full demo of the software, contact Darrell Lutey, but the most common tasks you can use in Insight are described below:


On the instructor computer there is a small insight icon  in the taskbar located at the bottom right hand corner of the screen. Right click on the icon to bring up the Insight Menu (show below) where you can blank students screens or show the teacher screen).



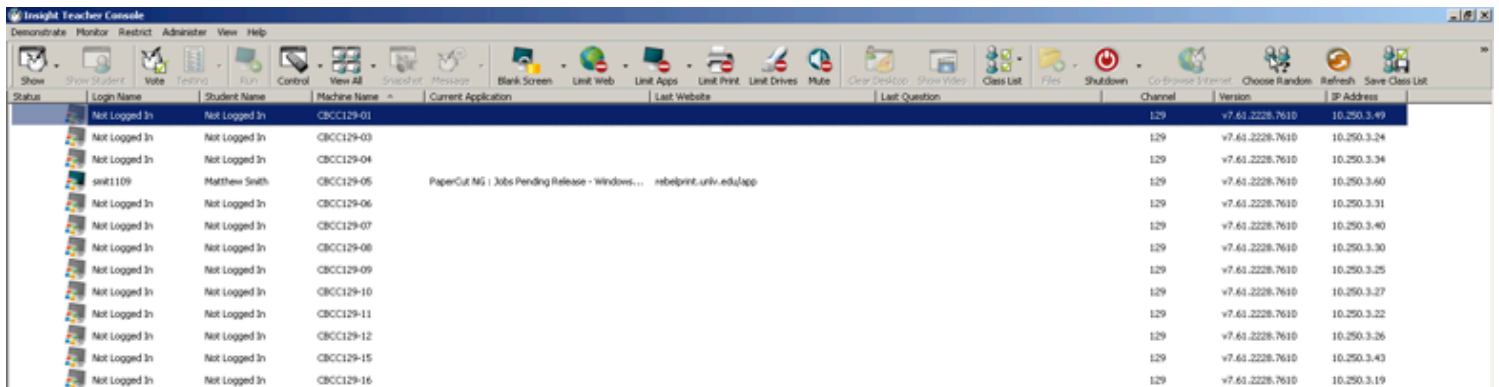
Select "insight console" to bring up the console where other functions can be run

Shows the instructors screen on all students Screens  
Or stops showing the instructors screen

Blanks all student screens  
Or Unblanks them

Double click the Insight  Icon to bring up the Insight Console (show below). From the console you can perform a number of different functions. To get training on these functions, please setup an appointment with your facilities supervisor. For a tutorial video see - <http://www.faronics.com/document-library/document/faronics-insight-tutorial/>

### Insight Console

A screenshot of the Insight Teacher Console interface. The window title is "Insight Teacher Console". The menu bar includes "Demonstrate", "Monitor", "Restrict", "Administer", and "View", "Help". The toolbar contains various icons for functions like "Show Student", "Vote", "Testing", "Run", "Control", "View All", "Snapshot", "Message", "Blank Screen", "Limit web", "Limit Apps", "Limit Print", "Limit Drives", "Mute", "Clear Desktop", "Show Video", "Class List", "Files", "Shutdown", "Configure Internet", "Choose Random", "Refresh", and "Save Class List". The main area is a table with columns: "Status", "Login Name", "Student Name", "Machine Name", "Current Application", "Last Website", "Last Question", "Channel", "Version", and "IP Address".

Status	Login Name	Student Name	Machine Name	Current Application	Last Website	Last Question	Channel	Version	IP Address
Not Logged In		Not Logged In	CBCC129-01				129	v7.61.2228.7610	10.250.3.49
Not Logged In		Not Logged In	CBCC129-03				129	v7.61.2228.7610	10.250.3.24
Not Logged In		Not Logged In	CBCC129-04				129	v7.61.2228.7610	10.250.3.34
Not Logged In	mat1109	Matthew Smith	CBCC129-05	PaperCut NS : Jobs Pending Release - Windows...	rebelprint.univ.edu/app		129	v7.61.2228.7610	10.250.3.60
Not Logged In		Not Logged In	CBCC129-06				129	v7.61.2228.7610	10.250.3.31
Not Logged In		Not Logged In	CBCC129-07				129	v7.61.2228.7610	10.250.3.40
Not Logged In		Not Logged In	CBCC129-08				129	v7.61.2228.7610	10.250.3.30
Not Logged In		Not Logged In	CBCC129-09				129	v7.61.2228.7610	10.250.3.25
Not Logged In		Not Logged In	CBCC129-10				129	v7.61.2228.7610	10.250.3.27
Not Logged In		Not Logged In	CBCC129-11				129	v7.61.2228.7610	10.250.3.22
Not Logged In		Not Logged In	CBCC129-12				129	v7.61.2228.7610	10.250.3.26
Not Logged In		Not Logged In	CBCC129-15				129	v7.61.2228.7610	10.250.3.43
Not Logged In		Not Logged In	CBCC129-16				129	v7.61.2228.7610	10.250.3.19