

OIT Managed Teaching Facility

Instructor Guide – TBE B350 - updated 12/2013

Table of Contents

Support:	2
Primary Support: Matthew Buk	2
Secondary Support: IT Help Desk.....	2
Computer Accounts:	2
Faculty/Students:.....	2
Guests:	2
Facility Overview:.....	2
Rules and Responsibilities:.....	2
Software:.....	3
Printing:.....	3
Marlok Access:	3

Support:

Primary Support: Matthew Buk

Title: Computer Facilities Supervisor, Lead
Office: BEH 239a
Phone: (702)895-52459 (o) – forwards to cell
email: matthew.buk@unlv.edu

Secondary Support: IT Help Desk

Phone: (702)895-0777
email: ithelp@unlv.edu
<http://oit.unlv.edu/help/it-help-desk>

Computer Accounts:

Faculty/Students:

Computers in this facility authenticate to the OIT managed Active Directory. In order to login on facility computers, Faculty and Students may use their ACE account. To activate you ACE account, visit the lab and follow the directions on the login wallpaper, or visit <http://ace.unlv.edu>. You will need to login with your MyUNLV credentials and will need to setup your secret questions/answers for later password recovery. Once activated, you may restart the system to login with you new credentials.

Guests:

Contact Matthew Buk (above) for guest account credentials for this facility.

Facility Overview:

This facility is used primarily for scheduled UNLV academic courses, and is available for student use during Electrical Engineering department determined open hours. If students need access to an additional computer facility to complete homework assignments, please direct them to a nearby [General Use Computer Lab](#).

Rules and Responsibilities:

In order to maintain the facility and ensure availability as well as usability, Instructors are expected to enforce the following:

- Instructor should be present at all times while the facility is in use during class time
- No unsealed food or unsealed drinks are allowed in the facility
- Before leaving the room, turn off the lights if no one else is using it
- Ensure the lab is locked and secure when leaving if you are the last to leave
- Students should pick up after themselves when they vacate

- Report computer and/or facility problems to Matthew Buk (matthew.buk@unlv.edu)
- Follow UNLV and NSHE computing policies:
 - [Computer lab rules](#)
 - [UNLV Computer Use Policy](#)
 - [NSHE Computer Use Policy](#)

Software:

A list of installed software can be found by selecting the lab at <https://oit.unlv.edu/labs>

To request a new software installation, please contact Matthew Buk at matthew.buk@unlv.edu, prior to acquisition of software.

- Please make new software requests 3 weeks prior to intended use. Proper licensing will be verified before installations can commence.
- Matthew Buk can assist in identifying proper licensing for the computer lab environment, prior to any purchases.
- Network licensing is preferred. If purchasing standalone licensing, expect to purchase a license for each computer in the facility where the software is expected to be used.

Printing:

Contact Matthew Buk (895-2459) for immediate paper refills. If after 5PM, calls will forward to Matthew's cell phone.

This facility is equipped with a black/White Laser printer, which is capable of only 8.5x11 printouts. For 11x17, please direct students to TBE-A311.

Students are charged \$0.03 per page, \$0.06 for double sided copies (\$0.03 per side) where applicable. Costs for student printing is automatically deducted from the \$1.00 print credit they receive upon initial account activation (one time only), after which it will draw from their RebelCard. They may add money to their RebelCard online at <http://rebelcard.unlv.edu>, or at pay stations in the library or Student Union.

If for any reason printing does not work as expected, please contact Matthew Buk immediately. (895-2459)

Marlok Access:

Departmental Admin Assistants will ensure you have access to the teaching facility, if you are scheduled to teach there. You should not request access for any students other than those who will be instructing classes. Students may use the General Use Computer Labs for non-class times, rather than computer teaching facilities. Please contact your departmental Administrative Assistant prior to teaching in a computer teaching facility, to request access.