

Spring 2005 Student Orientation

Starting at 8:00 pm

*If you do not have a mic on your computer,
please use the Elluminate text chat option
to communicate*

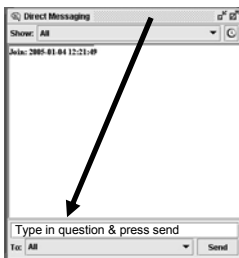
Agenda

- Agenda and Overview
- Welcome from the Director:
 - Kim Scalzo
- Course Developers
 - John Hughes
 - Chris Moore
- Program Operations (student services)
 - Brian Gabriel
- Technical Operations
 - Craig Clawar
- Production
- Questions from Students

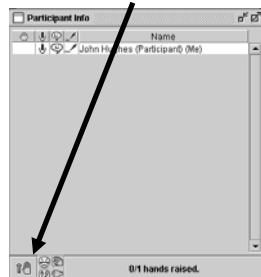
Questions?

To ask a question,

Type in question & press send



Click "Raise Hand" button



Welcome from the Director



Kim Scalzo

Director
Distributed Education and Multimedia

DEM Structure

- **Course Developers**
- **Program Operations (student services)**
- **Tech Operations**
- **Production**

Important Dates (Also in Spring Catalog)

FIRST DAY OF CLASS

Live Schedule	Tuesday, January 18, 2005
Delayed Schedule	Monday, January 24, 2005

ACADEMIC ADD DEADLINE

Live Schedule	Monday, January 31, 2005
Delayed Schedule	Monday, February 7, 2005

FINANCIAL DROP DEADLINE (Full tuition is charged after this point.)

Live Schedule	Friday, February 18, 2005
Delayed Schedule	Friday, February 25, 2005

ACADEMIC DROP DEADLINE (drop by this date, no record of course on transcript.)

Live Schedule	Friday, March 11, 2005
Delayed Schedule	Friday, March 18, 2005

LAST DAY OF CLASS

Live Schedule	Wednesday, May 4, 2005
Delayed Schedule	Wednesday, May 11, 2005

A Word About Cohorts and Visiting Campus

Campus Cohort

- All students admitted to the same degree program are part of the same Campus Cohort
- Schedule of courses planned out for degree or certificate program
- Interaction with the same group of student peers throughout the program
- Occasional class meetings on campus with the cohort

Campus Cohort

Cohort – Group of students in a degree program progressing through their courses together

Benefits

- Schedule of courses planned out for degree or certificate program to ensure that you graduate on time
- Interaction with the same group of student peers from course to course
- Interaction with campus students and access to campus facilities
- Network of colleagues to support you throughout the program and after graduation

Distributed Delivery How does it work?

Online Component

- Synchronous online sessions using Elluminate Live!
- Asynchronous content delivery, communication and collaboration, as well as access to online course materials using WebCT and CDs

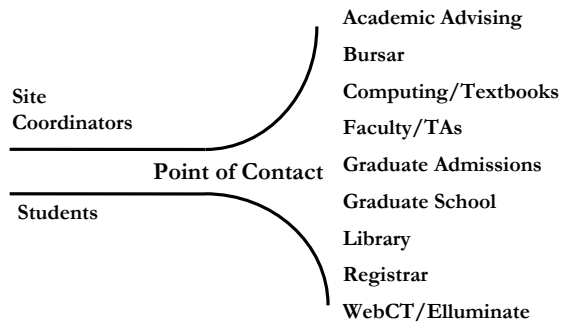
Campus Component

- Guaranteed Face-to-Face access to faculty in every course
- Students attend 2-4 class meetings on campus per semester – specific dates determined by faculty

Faculty visits to sites

- For students a corporate partner sites with sufficient enrollments
- Coordinated with site administrators

Centralized Student Services



Course Developer

Work with faculty to organize course for distance delivery. Primarily responsible for maintaining course Web CT sites.

John Hughes
Course Developer
Professional and Distance Education

Web CT

On-line platform for course materials and information. Access to:

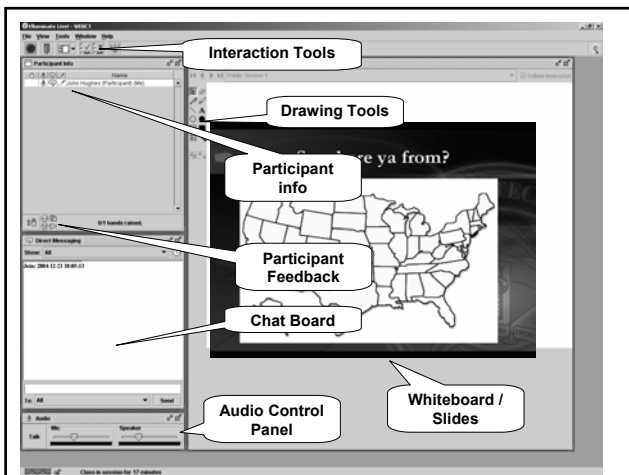
- Course home page
- Video stream links
- Syllabus
- Schedule
- Course materials (notes, articles, assignments)
- Contacts
- Video page
- Elluminate Sessions



Elluminate

Tool for live, on-line interaction with faculty and other members of your class:

- > Live Class Delivery
- > Office hours
- > Student Presentations
- > Team Work

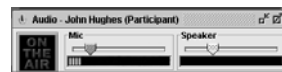


Elluminate Audio

Pay Attention to audio levels: Adjust with Mic Slider bar
TIP 1: Check "Mic Boost" menu option – Tools – Audio – Mic Boost
TIP 2: Check out the elluminate.com Configuration Room/Audio Wizard



Too Loud – Note the meter is in Red Zone. Occasional red ok, should not stay there.



Too Soft – Meter stays on left. Never gets to yellow.



Just right – Meter modulates between high green and yellow. Occasional red.

So where ya from?



Questions?

Click Raise Hand button 

Academic Support



Brian Gabriel
Coordinator for Program Operations
Distributed Education and Multimedia

Academic Support

Provides logistical support for distance students. Contact for:

- Any problem in receiving ordered software and/or textbooks
- Exam date change requests
- Receipt of homework/exams submitted hard copy/fax through PDE office
- Any administrative questions
- General RSVP program questions

Academic Support

Textbook ordering information:

- Order through RPI bookstore, or another source such as Amazon.Com
- RPI Bookstore order page URL:
- Remember when you fill out form to properly fill in following information
 - Which campus; Troy or Hartford
 - Indicate you are a distance student
 - Indicate which department the course is from
- Course Packs can only be ordered through bookstore

Bookstore Website

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Select Your Campus
Select Your Campus [Next]

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Faculty Services

Textbooks > Select by Course

Select Your Campus
DISTANCE LEARNING

Select Term
Spring 2005

Select Department
Select Your Department [Next]

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Textbooks > Select by Course

Select Your Campus
Distance Learning

Select Term
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Select Department
DSES

Select Course
Select Your Course [Next]

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Academic Support

Exam/Quiz Types:

- A WebCT-based exam/quiz
- An electronic version via E-mail
- A hard copy proctored exam
- A hard copy take home exam

Academic Support

Exam Proctoring Procedures

- Site Administrator
- Designated Exam Proctor
- Sealed Exam Packets sent via UPS Shipping
- Exam Exceptions

Academic Support

Academic and Exam Integrity

- Exam Restrictions
- Open-notes
- Open-book
- Closed-notes
- Closed book
- No Laptops, etc.
- Attestation Statement

EXAM LIAISON APPROVAL FORM

STUDENT'S NAME _____

Thank you for your interest in assuming the responsibilities of an Exam Liaison for the above named Rensselaer student. Rensselaer will send you information outlining your roles and responsibilities as an exam liaison along with a short questionnaire. The student's request to have you as a liaison will be removed once we receive the completed form.

Below is a quick summary of the responsibilities of an Exam Liaison:

- If you are currently a Rensselaer student or plan to be in the future we ask that you not be an exam liaison.
- Receive and monitor exams and ensure academic integrity by following the guidelines established by the faculty committee and the attached Academic Dishonesty policy. Exam guidelines are clearly indicated on the exam cover sheet that is sent to you with the exam. Questions may be directed to Exam_Guests@gaia00ps.edu. Note: your signature is required on the exam cover sheet.
- Return exams to Rensselaer's Education for Working Professionals office by the due date listed on the exam cover sheet that is taped on the outside envelope that contains the exam. Attach the provided cover sheet on the first page of all mailings to faculty. Materials should be made return to the below indicated address when they are returned on the exam cover sheet.

Ronan O'Connell
Coordinator of Academic Support
Rensselaer Polytechnic Institute
DOC 134.136
110 English Street
Troy, NY 12180-3590

PLEASE COMPLETE THE FOLLOWING

Name (print) _____
Title _____
Address _____

Telephone _____
Facsimile _____
E-mail _____

Please submit a business card along with this form or attach it to your company letterhead.

Please sign below that you agree to perform the responsibilities of Exam Liaison as listed above and return to Rensselaer's Education for Working Professionals Office.

Academic Support

Delayed Schedule

- Some classes use a delayed schedule because of the time it takes to make CDs and streams
- Delayed schedule posted on Web CT
- Check your *Course Information Memo* to confirm which schedule you will be on

Example of a delayed schedule week

<u>On-campus classes</u>	<u>Delayed off-campus class</u>
Mon 1/24 & Thurs 1/27	Both sessions Wed 2/2

Questions?

Click Raise Hand button 

Distributed Technology Operations



Craig Clawar
Assistant Director for Technical Operations
Distributed Education and Multimedia

Distributed Technology Operations

Provides technical support for distance students. Contact for:

- System configuration and network problems
- Web CT technical issues
- Elluminate technical issues

Distributed Technology Operations

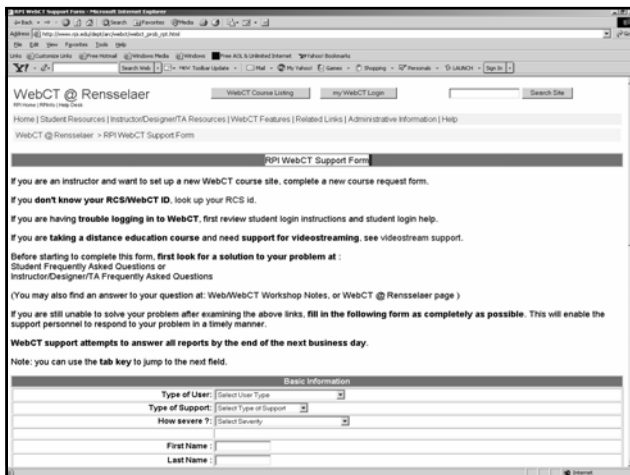
Start-up Issues:

- Web CT Account
- Equipment compatibility
 - CPU over 200 mhz
 - Sound card
 - Headset with mic preferred (Elluminate)
 - Windows, IE, Windows Media Player
- Elluminate configuration
- Personal/Corporate firewall or Proxy

Distributed Technology Operations

How to get help:

- RSVP Tech Support Page
<http://www.rsvp.rpi.edu/services/techsupport/>
- RPI WebCT Support Form (FAQs)
http://www.rpi.edu/dept/arc/webct/webct_prob_rpt.html
- www.illuminate.com/support/
- Call IDL support (518) 276-3098 or e-mail:
idl-support@pde.rpi.edu



The screenshot shows a web browser window displaying the "RPI WebCT Support Form" page. The browser's address bar shows the URL "http://www.rpi.edu/dept/arc/webct/webct_prob_rpt.html". The page content includes a navigation menu with links like "Home", "Student Resources", and "WebCT Features". Below the menu, there are several paragraphs of text providing instructions for users, such as "If you are an instructor and want to set up a new WebCT course site, complete a new course request form." and "If you are still unable to solve your problem after examining the above links, fill in the following form as completely as possible." At the bottom of the page, there is a "Basic Information" section with a form containing fields for "Type of User", "Type of Support", "How severe?", "First Name", and "Last Name".

Questions?

Click Raise Hand button



Production

Provides production of distance classes.

Contact for:

- Technical difficulties with audio/video of courses (both LIVE and Videotaped)
- Questions regarding videoconference participation
- Difficulty accessing videostreams
- Questions/Comments on course productions
- Broadcast Quality Issues

Questions?

Click Raise Hand button 