

CIV Department

CIV ProDoc Class Guidelines



Class Guidelines

To keep CIV classes a positive learning experience for everyone, please ...

- Look at the camera when speaking to a far site, and sit close to each other within the camera's view.
- Get back from breaks in a timely manner, and do not wander in and out of class.
- Do not engage in private conversations or actions which distract other students, and keep other conversations and table noises (hard typing, rustling papers, etc.) to a minimum when mics are un-muted.
- Bring a light jacket with you, as some CIV rooms can get very cold.

Asking Questions or Making Comments

- Raise your hand when you have a question or comment. The person using the remote control should focus the camera on you and un-mute the microphone.
- If the professor does not notice that you have a question, say "Question in [location]" or "Comment in [location]" during an appropriate pause.
- When the professor recognizes a student, the student should identify him or herself before asking a question or making a comment.
- Raising your hand allows the professor and the other students to see that you wish to speak and helps maintain order.

How to Show a PowerPoint Presentation via CIV

- Set the display resolution on your computer to 1024x768.
- Connect the VGA cord from the Visual Concert (gray, football-shaped thing) to your computer.
- Enable your computer to send a signal to the Visual Concert.
- Press the play button on the Visual Concert.

Getting Help

Call the CIV office or the ProDoc office if you need help or have a question.

Ask for and write down the name and phone number of someone in the office at your site who can help you if you have any questions or problems.

CIV Department

504-816-8431

Prodoc Office

504-282-4455, ext. 3728

Name: _____

Number: _____

Name: _____

Number: _____

CIV Department CIV Remote Control Users' Guide

Ending a Call -

Disconnect the call by hitting the "Call-Hang Up" button on the remote and selecting "Disconnect Video Call" or hitting the "Hang Up" button.

Moving the Camera -

Use the four red arrow buttons on the Polycom remotes to pan the selected camera side to side and tilt it up and down.

Zooming the Camera -

Use the zoom in/out buttons to zoom the camera in or out.

Camera Presets -

Press the number of the preset you want to use, and the video source will automatically switch to the pre-selected view.

Muting and Un-Muting - To mute your microphones, push the "Mute" button. This mutes only your microphones – not your sound or the microphones at the other sites.

A red circle with a line through it will appear over the microphone symbol in the bottom left corner of the screen when any of the sites are muted.

When a far-site is muted the word "far" will appear over the symbol. When your site is muted the word "near" will appear under the mute symbol in the bottom left corner of the screen.

Keep your site muted unless someone at your site is speaking.

Speaker Volume - Use the volume buttons to increase or decrease the speaker volume at your site. Please call the CIV department if you cannot hear one of the sites well.

