

WORLD STUDIES MEDIA CENTER
Virginia Commonwealth University

Faculty Handbook
2006-2007

GENERAL INFORMATION

World Studies Media Center
900 Park Ave.
Richmond, VA 23284

Website: <http://www.has.vcu.edu/wld/lab/index.html>

Phone: 804-828-2320

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Room 423: Director's office

Room 424: Classroom computer lab

Room 425: Student worker office

Room 426: Secondary computer lab, ideal for independent study or small study groups

Hours of Operation

Monday - Thursday: 8:00am - 9:00pm

Friday: 8:00am - 5:00pm

Saturday: Noon - 5:00pm

Sunday: Closed

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WSMC Overview

a) Lab policies & procedures:

Equipment

1. No equipment may be removed from the Language Learning Center without the prior approval of the Director of the WSMC or the Chair of the Department of Foreign Languages.
2. Any equipment removed from the WSMC without permission which becomes damaged while away from the WSMC will be repaired at the borrower's expense.
3. The following equipment only may be reserved in advance by faculty (a sign-up sheet is provided in the WSMC) and removed from the WSMC:
 - o slide projector
 - o overhead projector
 - o VCR/DVD Player/LaserDisc/TV on rolling cart
 - o portable cassette recorder
 - o video camera
4. No DVDs, CDs, video or audio tapes may removed from the WSMC by faculty without signing the appropriate sign-up sheet.
5. No DVDs, CDs, video or audio tapes belonging to the WSMC may be removed from the WSMC by students.
6. Software and CD-roms cannot be removed from the WSMC by anyone (copyrights!)

Use

1. Food and drinks are not allowed in the WSMC. Students and faculty members can leave their food and drinks at the front desk while they use the WSMC and get them back when they leave.
2. Students must sign in. This helps us evaluate the WSMC needs (hours to keep the Lab open, number of assistants to hire, what equipment to upgrade, which additional resources to acquire, etc.)
3. Proper dress code and decent language are required in the WSMC. VCU Security will be immediately notified of any improper conduct or suspicious behavior.
4. The WSMC is to be used by any member of the Department of Foreign Languages. In addition, the WSMC is to be used by students currently enrolled in foreign language classes and English Language Program classes. Any others wishing to use the WSMC may do so only with the permission of the Director.
5. Any faculty member wishing to teach in the WSMC should sign up in advance on the appropriate sign up sheet. Room reservation works on a "first come-first served" basis.
6. In the event that the WSMC is full due to the scheduling of several classes, precedence will automatically be given to those classes. Walk-in traffic may then use the WSMC as space becomes available.

7. Instructors must accompany classes to the WSMC (both the Tandberg Lab and the Mac Lab) except under extenuating circumstances, in which case special arrangements must be made in advance (if possible) with the Director of the WSMC.
8. No classes may be scheduled when the WSMC is closed.
9. In order to safeguard the equipment, any faculty member wishing to use the WSMC after hours must make prior arrangements with the Director. No faculty member should remove or install any hardware or software.

Printer

1. The printer is to be used by students currently enrolled in a foreign language class or an English Language Program class to print foreign language-related and ELP-related materials only.
2. The faculty in the Department of Foreign Languages may use the printer at any time.

Privileges

-Any student found to abuse the above guidelines and policies may be asked to leave the WSMC and subsequently lose the right to use the facilities.

b) Sign-in, sign-up, and sign-out sheets:

- All students must sign in, even if they are with a class or taking a placement test.
- Teachers can reserve the lab by signing up in the "Faculty Lab Reservation Sign-ups" binder.
- Only teachers may check out equipment (laptops, slide projectors, cameras, videos, DVDs, etc.)
- All movies and/or equipment must be signed out in the burgundy "VHS/DVD & Equipment Sign-Out" binder. Please be advised that we are in the process of creating a barcode system which will make checking out and tracking resources much more efficient and reliable. Until all that is in place we will continue to use the binder.
- Students may *never* check anything out of the lab!

c) Tell Me More v7:

- Please refer to the Tell Me More v7 Instructional Manual for a detailed program description and instructions.

d) Creating audio / data CDs:

- Students can burn their documents or projects to data CDs using Sonic RecordNow! Plus, provided they bring their own CDs.
- We can burn copies of CDs, as long as the student brings in his own blank CD. If the CD in question is software, please ask the lab director first, since copyright laws may prevent us from legally making copies.
- Students may borrow and use or listen to a CD in the lab; the student workers will ask for their VCU IDs in exchange.

f) Installing software:

-No software shall be installed unless it has been cleared by the lab director. To install new software, insert the CD into the disc drive and follow the directions. Know ahead of time where you need the program saved (desktop, program list, or otherwise).

g) Printing:

-The WSMC will eventually implement the pay-per-print system for students. Classes taking place in room 424 will have the option to print free of charge if it is part of a class assignment. Room 426 will use a default pay-per-print format.

Lab: How To...

- a. To log onto **Novell**, click on the Start menu and click on Novell Login. Enter “Forlab” into the username box (it’s usually already there); there is no password. Logging into Novell will allow you to access the W drive, which is available throughout the VCU network.
- b. What used to be the L drive is now the **W drive**. As long as you are logged onto Novell, you will have access to the network. The teacher folders that used to be on the L drive are now located under Student → student resources → teachers.
- c. **Tell Me More** version 7.0 is located on the desktop of each workstation. Please refer to the Tell Me More Instructional Manual for detailed user information.
- d. If **Tell Me More cannot hear the student**, double-click on the volume icon at the bottom right of the task bar. (If you are in the program and cannot see the task bar, minimize Tell Me More – or – press the second button from the bottom left on the keyboard (the windows button) to bring up the task bar.) Click on “options” → Click on “properties” → Click the circle for “recording” → Click “OK” → Click the square for “mic volume” → Minimize the volume window to keep changes after returning to the program.
- e. To make **voice recordings** using Sanako Media Assistant, Duo must be launched. This can either be done through the console (meaning all could be launched at once) or at the individual workstations. The latter is more useful if students come in outside of class to record oral reports. If it’s not on the desktop, Duo will be located under the Start menu, Lab Applications, Sanako Media Assistant Duo. To begin recording, put on the headset and click on the red record button. The buttons work like a standard tape recorder. When the recording is ready to be saved, go to File, Save As, and select the destination to save the file.
- f. **Videos** are located in the black cabinets, 1 and 2. The films are in order by catalog number, not necessarily alphabetically. Foreign language **software** is also in the cabinets. Certain programs are installed on each student workstation. Some will be on the desktop while others are in the Start menu under Lab Applications, and others within the All Programs list. The cabinets are kept locked; please ask a student worker for assistance.

- g. If you or a student can't find a movie, ask for both the foreign and English title, since the title we have in our database depends on the version we get. You can use the online database to see if we have what you're looking for and what the call number is.
- h. We have a **searchable video database** online under "Resources." This database can either be browsed or searched if only part of the title, the language, director, or year is known. This will always be the most updated list of films/documentaries the lab owns, so if any students or teachers need to see what we have, they should be directed to this website. A similar database is in the works for the software.
- i. In order to get **accent marks** and other characters in Word, go to Insert, Symbol, scroll down until you find what you need, and click on "Insert." If this is a character that you will need frequently, you can assign a Shortcut Key to it. The Shortcut Key lets you assign a combination of keys, such as Alt+a (which would show up as Alt+a) for ä. There are also sheets posted around the room for the international ASCII codes.
- j. In order to **change the language** packs in Word, go to Tools, Language, Set Language, and choose the one you need. Sometimes if you start writing in the foreign language it will automatically switch over.
- k. To **burn data or audio** onto a CD, go to the Start menu, Programs, Multimedia, Sonic, RecordNow! Plus, RecordNow! Plus. If you are not sure how to use this program, ask a student worker to show you, consult the Sonic Help print outs that are posted in the lab, or click on the Help button within the program. Be sure you have a blank CD or one with enough free space for what you need.
- l. To get to the **online accompaniment** for Vistas, Ventanas, Na Klar, Voila, Collage, Espaces, or Parliamo Italiano, go to the VCU homepage, VCU A-Z, World Studies..., Resources, World Studies Media Center, Audio. The username is "vcustudent" and the password is "hibbs424." Video content can be obtained the same way. There may be a link on the WSMC computer desktops that goes straight to the audio log in, but students may want to know how to access these pages from home.
- m. If the **sound does not work** on the student workstations when students access the online lab material or when they're working on other programs with sound, check to see if the console is turned on; it's the green switch on the left hand side.

Tandberg Console: How To...

- a. The **console** is the teacher station at the front of the classroom.

- b. To **turn on the console**, you must flip the green switch on the left-hand side of the desk, turn on both monitors, and the computer at the console. To start the Sanako, click on “Sanako Lab 300” on the desktop.
- c. To place students into **groups of 2, 3, or 4**, click on the grouping icon to the left of the red box labeled A. This lets you choose who is part of the class by color-coding group A red, group B orange, etc. Once the class has been grouped (to ensure no one is paired with an empty workstation), click on the pair conference button to the right of the red phone on the top bar. You can either choose who works together yourself, or the computer can group students randomly. Click on the letter of the group within which you wish to make pairs. Up to four people can be grouped together within a class. Each workstation icon will indicate the number of the other workstation(s) in that group.
- d. Assume there is a class of 10 students who will be watching a video. Those ten must be placed into a group to keep them separate from the rest of the workstations. To select students for grouping, click on the grouping button next to A; each student workstation must be clicked individually to make it part of the group. **Multiple classes** can take place at the same time, which allows one group (red A) to watch video while another (blue B) to listen to an audio cassette, for example.
- e. To **model a student**, select the group control (A, B, C, or D) in which he is. Click on his workstation, then on “model student,” and then on “transfer.” This lets everyone in the class see what this student has on his desktop. “Teacher” works in reverse and will show all members of the group the teacher’s screen.
- f. To **monitor one student’s screen**, click the student whom you wish to monitor. Click on “remote PC,” and the student’s screen will appear on the teacher’s monitor. To monitor every student’s screen, click “automonitor” and the teacher screen will cycle through all desktops within the group.
- g. To **set up DUO**, the students must first be grouped into A, B, C, or D. When their group is selected, click on “DUO launch” to start the application on their computers. DUO can be teacher-controlled, meaning students would not be able to close it or make any adjustments to it. DUO is needed if there is any audio to be heard.
- h. To **speak to one student** through the headset, select that student with a mouse click and then click on “intercom.” This also lets you control his/her Duo, so you can record the conversation between teacher and student.
- i. To **speak to a whole group** through the headsets, click on the “all call” icon in the upper right hand corner of the window.
- j. To **show VHS, DVD, or SCOLA** on student screens, insert the VHS or DVD, and click on the letter of the group to whom the media is to be shown. Scroll down under “source” for the appropriate one (SCOLA is the default if there is no VHS). Students must open their WinTV applications on their workstation computer, located on the taskbar. Before students

can see what is playing, you must click “transfer” to get the visual and audio to the workstations. If they only see a blue screen, they should click on “2” and then “1.” This usually resolves the problem. If they still to no get the video or can hear it but the screen isn’t working, have them move to a different computer. Make sure the new computer is also part of the group.

- k.** To **play audio cassettes**, select the group with which you’re working and under program source, “audio cassette” should be the default setting. You can use both the controls of the cassette deck (in the drawer to the left) and the buttons on the screen. You must click on “transfer” to get the audio through the student headsets. When the students are done, click on “transfer” again. A box will pop up saying “source material was digitized, would you like to save it?” you don’t want to save it.
- l.** To **record student conversations** or reports, Duo must be launched. This can either be done through the console (meaning all could be launched at once) or at the individual workstations. The latter is more useful if students come in outside of class to record oral reports. Duo is located under the Start menu, Lab Applications, Sanako Media Assistant Duo. To begin recording, click on the red button. The buttons all work like a standard VRC. When the recording is ready to be saved, go to File, Save As, and select the location to save the file. Faculty folders are no longer accessible to students logged in as “Forlab;” the student should know where the file needs to be saved.
- m.** To burn student **Duo recordings to a CD**, open Sonic RecordNow! Plus, select making a music CD as the project, and find the folder in which the recording has been saved. There is no difference between burning these files to a CD and recording any other kind of music CD.

Projector: How To...

- a.** To **turn on the projector**, point the Sony remote to the unit on the ceiling and push the green button- you’ll know it’s on when “Sony” glows on the underside of the projector. Use the switch on the wall to the left of the white board to bring the projection screen down.
- b.** To **show VHS, DVD, or SCOLA** on the projection screen, click on “media file” and then “videotape/SCOLA” or “DVD player.”
- c.** To **show the teacher screen** on the projection screen, turn on the projector and if necessary, switch the monitor cables (at the computer on the floor). This would be useful if the teacher is trying to navigate to internet pages on the left monitor while keeping Sanako on the right monitor.
- d.** To **turn off the projector**, point the remote at it again. Please remember to turn off the projector and bring the screen back up when you are done.

Camera: How To...

- a. To **set up the camera** in order to show documents or items to the entire classroom via projection screen, lower the screen and unfold the arms of the camera visualizer (instructions are on the camera). Make sure it is plugged in and that the “camera” button in the Sanako program has been pushed. “Program source” needs to be “line 1.” The on switch to the camera is along the left side. Adjustments will most likely have to be made, but everything is labeled. Once the projector has been turned on, teachers can then place magazine/newspaper pages, foreign currency, etc. on the camera platform and it will show on the projection screen.
- b. To get the image on certain **workstation desktops only**, students need to open their WinTV program, located either on the desktop or in the Start menu in Lab Applications. Do everything the same way as mentioned above, but to keep the rest of the room from seeing the image, keep the projector off.

SCOLA: How To...

- We will from now on only tape SCOLA when it has been requested. There will be a password to access all the news up to a week earlier via internet video streaming.
- SCOLA is also available via the international broadcast programming, channel 2 (see below).

International broadcast programming

- One of the Lab’s premiere new features is software and hardware that allow students to watch international programming on our computers. Information is located at www.has.vcu.edu/wld/lab/intlchannels.htm.
- The shortcut to WinTV2000 is located on every WSMC computer desktop; channels 22-37 are the international channels. If WinTV does not automatically show international programming, click on Menu → Display → Tuner. Channels can be adjusted on the left-hand side of the window.

Placement testing:

- Placement testing is offered for French, German, Spanish, Russian, and Latin. All except Latin them consist of an online multiple choice test that varies in difficulty until the student’s level is determined. Students will receive their scores and recommended placement immediately upon completion. The Latin placement test is a hard-copy only worksheet which will need to be graded by hand; results and placement recommendation will be email by a student worker within a couple days.
- Please refer to <http://www.has.vcu.edu/wld/resources/placement.html>.