

**Student Information  
Compressed Video Distance Learning  
University Center  
Arkansas Northeastern College**

**Student Orientation**

***Before you read the information that follows, you **MUST** remember that the only way a problem (ANY problem including students who talk while the Instructor teaches) can be resolved in your compressed video class is to notify the Facilitator, Patsy or Candice!***

As a student in a non-traditional classroom setting, basic information will assist in the use of this educational system. Three compressed video distance learning systems are in place at Arkansas Northeastern College. Arkansas State University provides two in conjunction with Arkansas Northeastern College. The original ASU classroom is located in A112 on the Main Concourse of the ANC Blytheville campus. The second ASU CVN room is in C201. The third unit is provided by ANC and is located in Room C202 on the main Arkansas Northeastern College Blytheville campus with the T-1 line connection provided by ANC. The fourth compressed video unit is in C203 and was provided with ADTEC funding as our second ADTEC CVN unit located at the ANC Crisp Center. Arkansas Northeastern College's other two compressed video distance learning classrooms are located on the ANC Burdette and Paragould campuses.

A landline system via telephone is used rather than satellite allowing students access to a two-way Video/Audio system. Using cameras the picture is compressed sent by fiber optic lines and decompressed at the remote site. Your instructor and facilitator have been trained in the use of this equipment. The instructor controls the camera panel, using the facilitator only when assistance is needed. Faculty is encouraged to visit all sites receiving courses at least once during the semester.

The use of this educational system is to provide easy access for students to attend University programs through the Arkansas Northeastern College University Center. The success of the program depends upon the commitment of the faculty and students in the course. This commitment requires the students in each classroom to do their part in assuring success of the program. As a student, we are requesting you comply with the following:

1. Avoid opening the classroom window in C201, C202 & C203. Adverse weather conditions may damage the equipment.
2. Touch the equipment ***only if directed by staff.***
3. Do not move the furniture. Cameras are set in advance and this requires further technical modifications. Microphones and wiring are often attached to the tables.
4. Avoid shuffling of papers because the ultra sensitive microphones. Because the system is sound activated, **noise of any degree causes the site from which the noise originates to be "on camera"**. You are encouraged ***to ask***

**questions as you would in a regular classroom! Please remember, the microphones are always on unless the instructor requests that they are muted.**

5. When the Compressed Video (CV) staff or the instructor is working with the equipment, refrain from talking.
6. During class speak loudly enough to be heard by remote site students. You do not need to yell; just speak in a clear distinct voice.
7. Refrain from bringing **food or drinks** into the classroom.
8. If the instructor or facilitator does anything that distracts you, please feel free to notify the instructor or contact the DL office. (Example: rattling papers in front of the microphone during testing.)
9. After the eleventh day of each Distance Learning course, you will be asked to evaluate the technology providing important feedback.
10. Papers/tests should be returned to all classes at the same time. Two weeks are often required for grading and returning papers.
11. Do not hesitate to ask questions during class-time. Enter in to class discussions taking care to wait until the person has stopped speaking.
12. Do not hesitate to request time to visit with the instructor at the end of class via compressed video. If it is not convenient at that time, request a time to speak. Please remember that all compressed video classes are scheduled in to begin and end at specific times. If the class ends before you have a chance to visit with your instructor, you may contact them by phone or email.
13. **Remember....** you need to pay attention in class not only to learn but also to **not disturb** other class members both at the Arkansas Northeastern College site and the remote sites. **Your class is being seen just as the remote class is being observed.**
14. If problems arise with the system and the facilitator is not in the classroom or in the University Center office, call the following for assistance:

**Arkansas Northeastern College Compressed Video Technical Support:  
Patsy Smith (870) 762-3136.**

**Arkansas State University (870) 972-2532. Ask for Mike Bowman during the day & Susan in the evening.**

**ANC University Center Coordinator, Patsy Smith, and Instructional Facilitator, Candice Jackson, provide academic assistance. The UC's extension is 1107, 1113 or direct line (870) 762-3137.**

In the event that the class is disrupted either by power failure of the system or by inclement weather, the instructor will be instructed to have the class taped. Videostreaming is available on the ASU website [www.astate.edu](http://www.astate.edu) in order for students to see ASU CVN classes that are missed due to technical difficulties only. **Tapes cannot be made for students who are absent.**

15. Please remember that the Facilitator is there to properly maintain the equipment. **Please do not ask your Facilitator to make copies for you. The Distance Learning Department and the University Center do not have student requested copies budgeted.**

16. The Facilitator will often be responsible for more than one compressed video class room at the same time and will not always be available in your class room the entire time of your class except during tests. Your facilitator serves as proctor for each test or quiz.
17. Please notify the staff if you have a presentation scheduled in ample time to be trained or have a facilitator assist you.
18. ***Probably the most important recommendation is **PATIENCE** on your part when there are problems with the compressed video equipment. Your Facilitator has been trained to deal with problems but the solution usually comes from St. Louis or Little Rock. The instructors expect students to wait for the equipment problems to be corrected. They will typically call your classroom to let you know when class is dismissed. They do not want you to leave until the instructor sends word to the Facilitator.***

Ideally, students should feel like you are part of one big class and feel as comfortable talking with fellow students at remote sites as you do your own. **This process takes time, however. If you feel uncomfortable and would like to visit with Patsy Smith, Coordinator of the Arkansas Northeastern College University Center, please schedule an appointment to discuss your concerns or Kesha Smith, ASU Degree Center Coordinator at ANC.**

The University Center office number is (870) 762-3137 or extension 1113.  
Kesha Smith's office number at ANC is (870) 780-1257 or extension 1052.

***Please remember, your Arkansas Northeastern College University Center Staff is here to help you have the best learning experience possible!! We are here for you, but you must let us know if there are problems so we can help you find solutions!***

***Patsy Smith***  
***Extension 1107 or office 762-3136***

***Candice Jackson***  
***Extension 1113 or office 762-3137***

***Kesha Smith***  
***Extension 1052 or office 780-1257***