

ITV Faculty Handbook

updated 2008
<http://www.hawaii.edu/dl>

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Introduction

This handbook has been written to familiarize you with teaching a distance learning course via two-way interactive video. Information and procedures are constantly being revised as the system continues to evolve, therefore, it is a good idea to check the UH Distance Learning website (<http://www.hawaii.edu/dl>) for the most current information.

Distance Learning

“Distance learning” occurs when students are physically separated from their instructor but connected via technology. Students in multiple locations interact with the instructor and their fellow classmates using technology.

Why do we have distance learning programs?

Our island geography imposes formidable barriers of space between students and campuses. Many potential students have limited access to educational programs where they live. Telecommunications technology can break down the barriers that limit the University’s ability to serve the entire state. With distance learning programs, greater educational equity is available for all residents of the State of Hawaii.

What is ITV?

ITV usually refers to Interactive TV or Interactive Video. We also believe it should be informational, interesting, innovative, inspiring and intelligent TV. ITV simulates face-to-face classroom-based instruction using two-way video technology to deliver one or more locations (receive sites or remote sites).

How are ITV courses delivered?

ITV courses are delivered using the University of Hawaii’s HITS2 service. It is an interactive video service that rides on the UHNET, a wide area Internet Protocol network linking the 10 campuses and 5 education centers of the University of Hawaii. HITS2 connects ITV classrooms on each campus equipped with mpeg2 codecs to allow for secure interactivity between each classroom on the network.

ITV classrooms are located on the following campuses: Honolulu Community College, Kapiolani Community College, Kauai Community College, Leeward Community College, LCC Waianae/Nanakuli Education Center, Maui Community College, MCC Hana Education Center, MCC Lanai Education Center, MCC Molokai Education Center, Maui Resource Tech Center, University of Hawaii at Hilo, University of Hawaii at Manoa, UH Center at West Hawaii and Windward Community College.

Faculty Development

The key to a successful experience in distance education is preparation. The University of Hawaii offers faculty development opportunities as well as multiple support services to help aid current and prospective distance learning faculty in preparing their course(s) for ITV instruction.

TALENT <http://www.hawaii.edu/talent/>

The success of UH's distance learning activities can be in part attributed to the emphasis in faculty development. **T**eaching **a**nd **L**earning with **N**etworked **T**echnologies (TALENT) is the faculty development program currently supported by all campuses of the UH system. TALENT provides instructional sessions to interested faculty throughout the academic year. In addition, each spring, the Academic Technologies (AT) group of Information Technology Services hosts the TALENT Show - a mini conference showcasing the work of current UH faculty teaching with technology. Each summer, the TALENT Summer Institute provides interested faculty an opportunity to prepare the course materials for distance delivery. The Summer Institute has faculty as on-line students in a month-long TALENT 101 course that introduces them to the issues of distance learning.

Interactive Television (ITV) Workshop

Before the semester begins, faculty teaching ITV courses are encouraged to attend an ITV Orientation and Training Workshop at various UH campuses. Media Center staff offer one-to-one training or workshops for the faculty at their campus. Academic Technologies (AT) offers an ITV Faculty workshop for faculty originating their ITV course from the Academic Technologies ITV classrooms located on the UH Manoa campus. Topics covered in these workshops include introduction of support staff, tour of the ITV classroom, demonstration of the use of instructional media in an ITV classroom, and material and site coordination guidelines. Workshops may also include instructional design strategies for an ITV learning environment such as interactive strategies, designing graphics for ITV, etc.

Library Support

The level of support provided at each library varies. Therefore, it is critical to plan early and carefully for library needs. Every student will need a library card for any transaction. Contact the librarians at the receive campus to discuss library needs for your students.

Distance Education Librarians Directory

Location	Librarian	Phone	FAX	Email
Hawaii Community College	Lari-Anne Au	(808) 974-7577	(808) 974-7785	larianne@hawaii.edu
Honolulu Community College	Janet Garcia	(808) 845-9194	(808) 845-3618	garciaja@hcc.hawaii.edu
Kapiolani Community College	Susan Murata	(808) 734-9267	(808) 734-9453	smurata@hawaii.edu
Kauai Community College	Ann McKenna	(808) 245-8374	(808) 245-8294	mckenna@hawaii.edu
Leeward Community College	Junie Hayashi	(808) 455-0378	(808) 453-6729	junie@hawaii.edu
Maui Community College	Lillian Mangum	(808) 984-3584	(808) 244-9644	magnum@hawaii.edu
MCC Education Centers (Hana, Lanai, Lahaina, Molokai)	Please make arrangements with the MCC DL Librarian for interlibrary loan procedures	(see above)	(see above)	(see above)
UH Center at West Hawaii	Laurel Gregory	(808) 322-4858	(808) 322-4859	lgregory@hawaii.edu
University of Hawaii at Hilo	Amy Saxton	(808) 974-7733	(808) 974-7329	saxton@hawaii.edu
University of Hawaii at Manoa	Wil Frost	(808) 956-5424	(808) 956-5968	wilfrost@hawaii.edu
University of Hawaii at UH West Oahu	Margot Hanson	(808) 455-0497	(808) 456-7819	mdhanson@hawaii.edu

(updated December 2008)

Proctoring

Receive site coordinators and technicians are not responsible for proctoring exams during the interactive class session. Instructors are able to proctor exams by monitoring receive site students on the television monitors and at the originating classroom.

Outreach College

The University of Hawaii at Manoa Outreach College provides proctoring arrangements for UH Manoa ITV faculty at the various receive sites. Please contact Lei Wakayama at (808) 956-0835 or leiw@hawaii.edu

University Centers

The University Centers may provide proctoring arrangements for UHWO and UHH ITV faculty on Kauai, Maui and West Hawaii.

Location	Contact	Phone	Fax	Email
Kauai UC	Marla Pua Larson	(808) 245-8330	(808) 245-8232	marlapua@hawaii.edu
Maui UC	Karen Muraoka	(808) 984-3525	(808) 984-3201	kmuraoka@hawaii.edu
West Hawaii UC	Milton Leslie	(808) 322-4850	(808) 322-4855	lesliemi@hawaii.edu

Proctoring Offices

Instructors interested in having their students take their exams at a proctoring office on a UH campus should contact the campus proctoring office for arrangements or go to

<http://www.hawaii.edu/dl/faculty/prep/proctoringprocedures.html>

ITV Support Staff

The operation support staff will provide you with technical and training support before, during, and after your classes. Staff includes:

- The **program producer** prepares the instructor for teaching on television through training workshops or on an individual basis. Throughout the semester, the program producer assists you with technical and instructional classroom support. The program producer also supervises student technicians during the class and communicates your class needs to the other site coordinators to insure that the sites have what you need.
- The **site coordinators** at remote locations work with the originating campus' operations staff in the distribution and collection of materials and operations of cameras and instructional media. They are also available to provide logistical support to students. When you travel and teach from other sites, the site coordinators will be your contact.

ITV Classroom Support Staff Directory

Location	ITV Staff	Phone	FAX	Email
Honolulu Community College	Harold Miyazaki	(808) 845-9455	(808) 847-2679	miyazaki@hcc.hawaii.edu
Kapiolani Community College	Joy Shirokane	(808) 734-9857	(808) 734-9287	joy@hawaii.edu
Kauai Community College	Pat Watase	(808) 245-8357	(808) 245-8232	pwatase@hawaii.edu
Leeward Community College	Kytia Casella	(808) 455-0675	(808) 455-0473	kytia@hawaii.edu
LCC Waianae/ Nanakuli Education Center (LCCW)	Emi Chang	(808) 696-6378	(808) 696-4024	emic@hawaii.edu
Maui Community College	Jeremy Gray	(808) 984-3611	(808) 984-3251	jeremygr@hawaii.edu
	Todd Mizomi	(808) 984-3610	same	mizomi@hawaii.edu
	Deanna Reece	(808) 984-3607	same	dkamakee@hawaii.edu
MCC Hana Education Center	Brenda Pua	(808) 248-7380	(808) 248-7392	bpua@hawaii.edu
MCC Lanai Education Center	Pam Alconcel	(808) 565-7266	(808) 565-7269	palconce@hawaii.edu
MCC Lahaina Education Center	Julia Daliva	(808) 661-7900	(808) 661-7908	daliva@hawaii.edu
MCC Molokai Education Center	Sue Hasegawa	(808) 553-4490 ext. 25	(808) 553-4495	suehaseg@hawaii.edu
Maui Resource Technology Center (MRTC)	Marty-Jean Bender	(808) 875-5979	(808) 244-6595	mjbender@hawaii.edu
University Center at West Hawaii	Chuck Connor Nadine Price	(808) 322-4865	(808) 322-4866	Whmedia-l@hawaii.edu
University of Hawaii at Hilo	Dave Baptiste	(808) 974-7573	(808) 974-7725	dbaptist@hawaii.edu
University of Hawaii at Manoa (ITS Academic Technologies)	Glynis Berndt	(808) 956-2409	(808) 956-9966	glynis@hawaii.edu
	Eric Basa	(808) 956-9732	same	basae@hawaii.edu
	Catherine Kawada	(808) 956-9664	same	cua@hawaii.edu
	Renee Richardson	(808) 956-9662	same	reneer@hawaii.edu
Windward Community College	Michael Bowles	(808) 235-7300	(808) 247-5362	bowles@hawaii.edu

ITV Facilities

<http://www.hawaii.edu/dl/location/>

When you walk into the classroom you will see cameras, video monitors, microphones, and other instructional media. This technology allows everyone in one location to see and hear everyone in other location(s).

Monitors

In each ITV classroom there are two video monitors in the front of the classroom. One monitor will show the instructor at all times. The second monitor will show another ITV classroom. This view will switch as students talk. In ITV classrooms where the instructor originates the course, there may be monitors in the back of the room for instructor to view receive site(s).

Cameras

Cameras in most ITV classrooms are either remote controlled or pre-set to a wide shot of the classroom. At some locations, the cameras are either remote controlled by a site technician in a control room or remote controlled to pan and zoom to a particular area in the room when a student turns on his or her microphone. The quantity of cameras in a classroom may vary at each location from one to two cameras. At locations with an instructor's teaching area, there may be three cameras.

Audio Communication

As the instructor, you will have a microphone. When wearing a microphone, speak normally, avoid hitting your chest (and wearing anything that will impact on the microphone) and avoid excessive shuffling of papers.

Wireless Microphone

The wireless microphone will allow you to walk anywhere in the room. A lapel clip will be clipped to you and a small battery pack will be attached to your belt or put in your pocket.

Wired Microphone

The wired microphone is used for presenters who generally remain in one area. You may sit, stand, or walk in a limited area.

Student Microphones

Students must also use microphones in order for everyone to hear them. There are different types of microphones used throughout the system. Please remind your students to use them in order for their fellow classmates to hear them.

Instructional Media

Instructional media are multimedia equipment in the classroom that supplement instruction. **Available instructional media will vary at each location.** Some sites may not have any instructional media. Most ITV classrooms have one or more of the following instructional media: document camera, VCR, and computer. For current listing of instructional media at each site check the ITV Locations web page (<http://www.hawaii.edu/dl/location/>)

Document Camera

The document camera is instructor operated and is used to show graphics, books, or small items. The instructor arranges the material, adjusts the lenses by zooming in and out and focusing. The preview monitor allows the instructor to view what will be on air. The document camera can also be used for handwritten information, demonstrations and three-dimensional showing objects.

Video Cassette Recorder

VCR's are located in the control room. Technicians should be notified prior to your program as to what kind of tape you would be using. The program producer should also know when to play the tape and where to start and end the tape. Playback formats vary at each location.

Computers

Computers (Windows and Mac) may be available for presentations or demonstrations. You must make prior arrangements with your program producer to insure what you want is feasible. Be aware that you may need to bring your own software.

Technical Difficulties

With the use of technology, technical problems occur at unforeseen times. If problems should arise, check with your remote sites as to what they have seen and heard. The program producer or student technician will advise you as to whether class will continue to be transmitted. If not, you may continue to conduct class. The program producer will arrange to have a technical back-up tape sent to the receive site coordinators for students to view at a later date. Receive sites students should check with their site coordinators about the technical back-up tape.

Recording

Courses will not be recorded for instructor and student view, unless requested by instructor. Please be aware that due to the design of the ITV network, the recording will include originating site video and mixed-audio of all sites. In other words, when viewing the tape/DVD, the viewer will not be able to see video of the receive sites (only the originating site) but will be able to hear audio from all sites.

Student Review Copy

If the instructor would like a copy of each class session available on tape/DVD for students to view, then the instructor must fill out an agreement form prior to the start of the semester and submit to the program producer. It is the responsibility of the instructor to notify students of the following:

- One copy of the class session will be made for student use and held at the library or education center for a minimum of one-week. Students must abide to the library or education center lending policies.
- No personal copies of the class will be made for individual student requests. If students are unable to view the library or education center copy, they should make arrangements with their classmates for class notes or contact their instructor for missed content.

Instructor Copy

If the instructor would like a copy of the entire semester, videotapes or DVDs must be provided to their program producer before classes begin. The origination site will not provide the tapes..

Materials

Distribution of materials and handouts to receive site students is the responsibility of the instructor. Materials may be distributed electronically or by U.S. postal. Please keep in mind that it will take advanced planning and preparation on your part to get your materials in your receive site students hands in time when needed.

Electronically

More and more, ITV instructors are distributing their materials electronically and directly to their students. This allows students a way to receive their materials faster than by U.S. postal mail and avoids having to check with site coordinators on whether the materials arrived. There are many electronic options that the instructor can implement in their course: course mailing list, course webpage, and web-based tools, and faxing.

Mailing Lists - A mailing list is a tool that provides a way to disseminate information to a group of people using a single e-mail address. To set-up a mailing list, the instructor first needs to find out all of his or her students' email addresses. This is usually done during the first class session when gathering information on each student. Once student emails are collected, the instructor would go to the University of Hawaii website at [<http://www.hawaii.edu/infotech/maillinglists.html>] and set-up a mailing list.

Course Webpage - a course syllabus, links to additional Internet resources, course lecture notes, and instructor vitae are examples of how course webpages are used to disseminate course materials to students. To publish a webpage for your course go to the University of Hawaii Web Publishing website at [<http://www.hawaii.edu/infotech/thewww.html>].

Laulima - Laulima is the course management and collaborative resources tool supported for enhanced/total online teaching and collaborative projects at the University of Hawaii. Laulima is used to distribute learning in an online environment and as an enhancement tool in traditional and ITV courses. Laulima is used to organize and distribute course materials, facilitate communication, and administer your course at a distance. For more information, please go to the Laulima FAQ website at [http://www.hawaii.edu/talent/laulima_faculty.htm].

Faxing - At most sites the facsimile machine is located in the office of the media or educational center and used for work other than ITV use. In addition, these offices where the FAX is located may close at 4PM, thus not allowing for last minute faxing the same day the material is needed in class. Materials and handouts should be faxed no later than **5 days prior to the date** needed and must be no more that 10 pages in length (including cover page).

Mailing

Materials and handouts should be mailed **no later than 10 days prior** to the date needed. This will allow for the time your materials are mailed, delivered to campus mailrooms, and received by ITV site coordinators for distribution to your students.

Outreach College

The University of Hawaii at Manoa Outreach College provides administrative support for UH Manoa Distance Learning Programs. They provide assistance with material distribution via faxing and mailing if requested by the instructor. Outreach College may also extend their services to Manoa faculty teaching an ITV course that is not part of an UH distance learning program. If interested, please contact Lei Wakayama at (808) 956-0835 or leiw@hawaii.edu

Preparing materials for Faxing or Mailing

Materials and handouts distributed either through mail or faxing should be labeled with the following information in the upper right corner of each page:

ITV (Course No.)

Instructor's Name

Page ___ of ___

Distribute on: mm/dd/yy

This will help avoid materials and handouts from getting lost upon receipt or placed in the wrong course box at the receive site. In addition for mailings, please include the appropriate number of copies for each site and label the mailing envelope in the lower left-hand corner with the following: "Enclosed: ITV Materials for (Course No.)" This alerts the site coordinator that the package contains course materials and will need immediate attention.

Material Distribution ITV Directory

If mailing or faxing your materials, please send it to the appropriate site coordinators at each ITV location

Location/Mailing Address	ITV Coordinator	Phone/FAX	Email
Honolulu Community College 847 Dillingham Boulevard Honolulu, Hawaii 96817	Janice Peterson	Phone: (808) 845-9151 FAX: (808) 847-9829	janicep@hawaii.edu
Kapiolani Community College CELTT 4303 Diamond Head Road Honolulu, Hawaii 96816	Joy Shirokane	Phone: (808) 734-9857 FAX: (808) 734-9287	joy@hawaii.edu
Kauai Community College Media Center 3-1901 Kaunualii Highway Lihue, Hawaii 96766	Pat Watase	Phone: (808) 245-8357 FAX: (808) 245-8232	pwatase@hawaii.edu
Leeward Community College Media Center 96-045 Ala Ike Pearl City, Hawaii 96782	Kytia Cassella	Phone: (808) 455-0675 FAX: (808) 455-0473	kytia@hawaii.edu
LCC Waianae/Nanakuli Education Center 86-088 Farrington Highway Waianae, Hawaii 96792	Emi Chang	Phone: (808) 696-6378 FAX: (808) 696-4024	emic@hawaii.edu

Location/Mailing Address	ITV Coordinator	Phone/FAX	Email
<p>Maui Community College</p> <p>Media Center 310 Kaahumanu Avenue Kahului, Hawaii 96732</p> <p>University Center at Maui 310 Kaahumna Avenue Kahului, Hawaii 96732</p> <p>Maui Outreach 310 Kaahumanu Avenue Kahului, Hawaii 96732</p>	<p>(for UHCC courses) Jeremy Gray</p> <p>(for UHH/UHWO courses) Karen Muraoka</p> <p>(for UHM courses) Eric Mizomi</p>	<p>Phone: (808) 984-3611</p> <p>FAX: (808) 984-3251</p> <p>Phone: (808) 984-3527</p> <p>FAX: (808) 244-6595</p> <p>Phone: (808) 984-3444</p> <p>FAX: 244-8032</p>	<p>jeremygr@hawaii.edu</p> <p>kmuraoka@hawaii.edu</p> <p>emizomi@hawaii.edu</p>
<p>MCC Hana Education Center</p> <p>P.O. Box 70 Hana, Hawaii 96713</p>	Brenda Pua	<p>Phone: (808) 248-7380</p> <p>FAX: (808) 248-7392</p>	bpua@hawaii.edu
<p>MCC Lanai Education Center</p> <p>P.O. Box 630648 Lanai City, Hawaii 96763</p>	Pam Alconcel	<p>Phone: (808) 565-7266</p> <p>FAX: (808) 565-7269</p>	palconce@hawaii.edu
<p>MCC Lahaina Education Center</p>	Julia Daliva	<p>Phone: (808) 661-7900</p> <p>FAX: (808) 661-7908</p>	daliva@hawaii.edu
<p>MCC Molokai Education Center</p> <p>P.O. Box 440 Kaunakakai, Hawaii 96748</p>	Sue Hasegawa	<p>Phone: (808) 553-4490 ext. 25</p> <p>FAX: (808) 553-4495</p>	suehaseg@hawaii.edu

Location/Mailing Address	ITV Coordinator	Phone/FAX	Email
Maui Resource Technology Center (MRTC) University Center at Maui 310 Kaahumanu Avenue Kahului, Hawaii 96732	Karen Muraoka	Phone: (808) 984-3527 FAX: (808) 244-6595	kmuraoka@hawaii.edu
University Center at West Hawaii 81-964 Halekii Street Kealahou, Hawaii 96750	Chuck Connor Nadine Price	Phone: (808) 322-4865 FAX: (808) 322-4866	WHmedia-l@hawaii.edu
University of Hawaii at Hilo Media Services 200 West Kawili Street Hilo, Hawaii 96720-4091	Dave Baptiste	Phone: (808) 974-7573 FAX: (808) 974-7725	dbaptist@hawaii.edu
University of Hawaii at Manoa Academic Technologies 2532 Correa Road, Bldg 37 Honolulu, Hawaii 96822	Catherine Kawada	Phone: (808) 956-9664 FAX: (808) 956-9966	cua@hawaii.edu
Windward Community College Media Center 45-720 Kealahou Road Kaneohe, HI 96744	Elizabeth Ratliffe	Phone: (808) 235-7302 FAX: (808) 236-9202	braffet@hawaii.edu

Receiving Student Course Work

For the return of any course work, please provide your Program Producer with mailing information. Your Program Producer will make sure this information will be disseminated to the site coordinators.

Student Presentations

If students intend to include a handout for their classmates as a supplement to their in-class presentation, they should allow for pre-planning and advance mailings of their handouts. Receive site coordinators are not responsible for duplicating student produced handouts. Therefore there will be no faxing or duplication of student

produced handouts. Please remind the student to include enough copies of their handouts in their mailings to each site.

Guest Presenters

Guest presenters are welcomed and are encouraged to participate in your classes. When guest speakers are scheduled, the operations staff should be informed at the beginning of the semester or at least 2 weeks in advance. An orientation and practice session can then be scheduled for the guest speaker in the studio. This way the guest speaker can practice using the document camera and other equipment necessary for the presentation.

Travel to Other Sites

It is recommended that you visit your students at the other sites at least once a semester. This helps make communication between instructor and receive site students over television a lot easier by being able to associate a "live body" with a name and face. Here are some examples how instructors plan their site visitations:

- Instructors schedule their site visits at the beginning of the semester to establish a relationship with their students from the start.
- Instructors arrange their sites visits during student presentations
- Instructors make arrangements to travel to a particular site, outside of class, to hold office hours

To check if there are available funds and to make arrangements for travel please check with your department distance learning coordinator. If your course is part of a UH Manoa distance learning program, please contact Lei Wakayama at (808) 956-0835 or leiw@hawaii.edu

Camera Delivery Tips

The best advice for teaching on camera is to be natural and be yourself. The camera may be thought of as a student, because when you look directly at the camera, the students at the receive site will get the impression that you are talking directly to them.

- ❑ Look at the camera once in a while and especially when you are talking to a receive site student.
- ❑ Do not stand in back of the document camera (check the program monitor).
- ❑ Avoid sudden movements.

Make-Up

Wearing make-up is a personal preference. For women, make-up helps to avoid looking “washed-out.” Facial powder may be used for shiny foreheads

Dressing for Television

Choose clothes that are comfortable and simple in design. Avoid bulky clothing since this will add weight to your televised image. Clothing with fine detail such as polka dots, herringbone, stripes, checks, or plaids should also be avoided, as these tend to vibrate on television. Select medium or pastel shades and avoid all white or all black color schemes.

Big, shiny jewelry should not be worn as it can cause distracting reflections. Necklaces can also get caught on the microphone or rub against the microphone and cause distracting sounds.

Eyeglasses may cause reflections, however, if you need them, use them. Contact lenses or non-reflective glasses are options.

Guidelines for Preparing Visuals for ITV

Interactive video is a highly visual medium. Effective visuals can motivate and maintain interest. Essential information should be presented in list or outline form. When selecting and producing television visuals (including slides), make sure they conform to the following formats.

Aspect ratio refers to the horizontal shape of the television screen and should be:

- 3 units high x 4 units wide
- placed horizontally

Scanned area contains essential information that is safe from being cropped by the television camera.

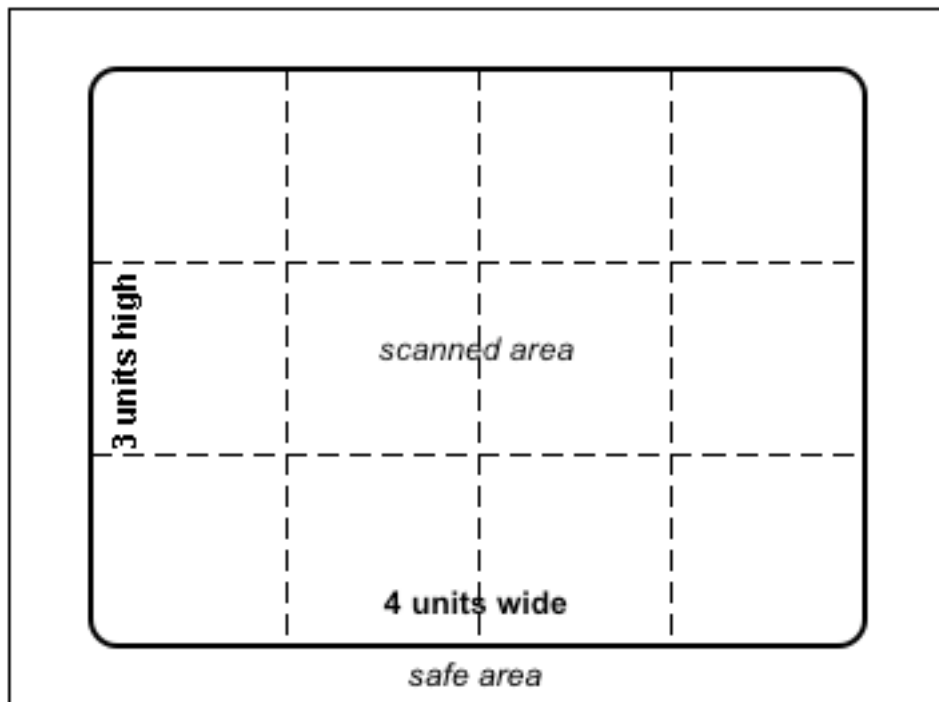
- Safe area refers to the area where information will not show on television.

Readability

- hand produced lettering should be done with broad-tip pens and markers
- a laser printer will produce more effective materials

Text should be:

- in upper/ lower case
- printed in a bold, sans serif font (e.g. Helvetica)
- 36-60 pts for 8 1/2" x 11" sheet of paper
- up to 8 lines per page



Guidelines for Preparing Computer Presentations on TV

Many instructors and presenters prepare presentations on their computers for their televised programs. Due to the variety of software programs and computer formats available, here are some suggestions to consider before preparing any computer graphics for television presentations.

Computers and Software

Computer hardware and software varies at ITV locations. Check with your Site Coordinator or Program Producer on computer availability at your site.

Scan Converters

In order to transmit the computer screen on television, we connect the computer to a scan converter. The scan converter reformats the image from the computer so it is suitable for video transmission. Scan converters work with the following resolutions:

- 640 x 480
- 832 x 624

Our recommended preference is 640 x 480. If you are working with 832x624 or higher resolutions, please work with your program producer and schedule a test time. This insures your computer works properly with our equipment

Laptop Computers

If you prefer to bring your presentation on your own laptop computer, it must have the following features:

- Mac or Windows
- VGA output
- appropriate external monitor out cable/ adapter
- mirroring capabilities

(This allows you to see on your own laptop screen the same image that is being transmitted out of the VGA output. Laptop computers that don't have this will have a blank screen when the VGA output is being used. You may also need to toggle your laptop to display the picture through the VGA output.)

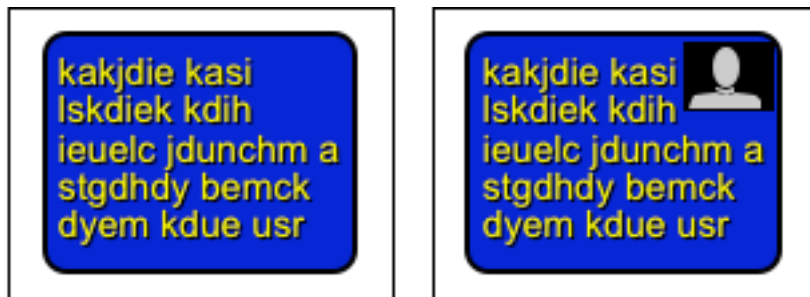
Tips for preparing your presentation

When presenting with a computer, you will be controlling the presentation, advancing each slide or page at your own pace.

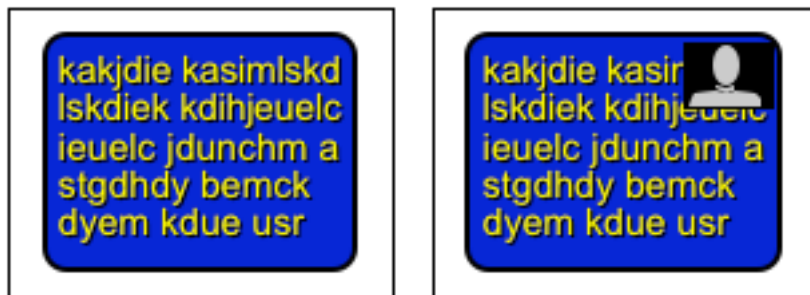
Presentations that look fantastic on the computer screen may not look as great when transmitted. To avoid major discrepancies, keep the following points in mind:

- Keep a border on all four sides of the screen so the edges of your presentation are not cropped off during transmission. No words or pictures should extend into these borders.
- Select a dark colored background; blue tends to work best.
- Text colors that work well are yellow or white. Avoid red fonts.
- Fonts should be at least 36 pt, 48 pt for headers and titles
- Use a sans serif font like Arial or Helvetica

- Text should be bold and shadowed.
- Text should be limited to 6- 8 lines per page and typed in upper and lower case.
- Leave the upper right corner clear so that a picture of you can be inserted into this area.
- Graphics should be prepared in a landscape or horizontal format.
- Pictures, animation or graphs may be incorporated into your presentations.



Adding a space for a corner insert helps make your presentation appear more interactive



Not adding a space for an insert causes the insert to overlap your text

Use of Copyrighted Materials

Copyright law generally protects any expression recorded in tangible form, regardless of the type of work or the recording medium used. Copyright may protect a work whether it is published or unpublished. **Much of the materials used in teaching are protected under copyright law.**

The University of Hawaii *Executive Policy E2.210, Section III (b4)* states that University personnel must comply with United States copyright laws. The University's policy may be viewed at the following URL:

<http://www.hawaii.edu/infotech/policies/itpolicy.html>

The Copyright Act of 1976 includes simple and broad provisions allowing "performances" and "displays" in the face-to-face classroom setting. However, since distance education allows *transmission* of coursework extending outside a face-to-face classroom setting utilizing one or more of the distance learning technologies (such as the Internet, Cable and two-way video) the rules and meaning of copyright law is different.

When selecting materials from among copyrighted works and determining whether permission from the copyright owner is necessary, the following resources may provide additional guidance as you plan for your ITV course:

Copyright

[<http://emedia.leeward.hawaii.edu/teachtech/Copyright.htm>]

Leeward Community College, Teaching with Technology

Copyright and Distance Education

[http://www.copyright.iupui.edu/dist_learning.htm]

Copyright Management Center, Indiana University, Purdue University, Indianapolis (IUPUI)

Regents Guide to Understanding Copyright & Educational Fair Use

[<http://www.usg.edu/legal/copyright/>]

Office of Legal Affairs, Board of Regents of the University System of Georgia

Regents Guide to the TEACH Act

[http://www.usg.edu/legal/copyright/teach_act.phtml]

Office of Legal Affairs, Board of Regents of the University System of Georgia

The TEACH Toolkit

[<http://www.lib.ncsu.edu/scc/legislative/teachkit/>]

North Carolina State University Libraries, Office of Legal Affairs, and Distance Education and Learning Technology Applications.

How to Seek Permission

1. Determine who holds the copyright
 - ❑ Look for the notice of copyright on the work (word “copyright”, the copyright symbol, year of creation or publication, and name of copyright owner.)
2. If the address of the copyright owner does not appear, check the following publications, which may be found in the library.
 - ❑ Audiovisual Marketplace
 - ❑ Literary Marketplace
 - ❑ Code section of the indexes published by The National Information Center for Educational Media (NICEM).
3. Determine what kind of permission you will request
 - ❑ duplication
 - ❑ transmission to occur only once
 - ❑ transmission to occur on a continuing basis
4. Send your letter of request to the copyright owner and enclose the publisher/producer reply form.

You can also get permission to reproduce copyrighted material online at the Copyright Clearing Center [<http://www.copyright.com>]

Sample Request Letter for Copyright Clearance

Date

Copyright Clearance Department
Company
Address
City, State, Zip

Dear Copyright Owner,

I am teaching a distance education course at [where you work]. My course is transmitted using interactive video (ITV) technology. It is closed circuit and only students in my course have access to the class sessions. I would like to use the following material in my ITV class to supplement my instruction:

[Citation with source information]

This request is for the [fall, spring, etc.] semester/term, [year], and for the following course:

[Department]
[Course number and title]
[Section number, if applicable]
[Number of students in the class]

Any use in future semesters/terms will be renegotiated.

If you do not control the copyright on all of the above mentioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address (es). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at:

[Your contact information]

I have enclosed a self-addressed envelope and a copy of this letter for your files. If you agree with the terms as described above, please sign and return the original letter with the self-addressed return envelope I have provided.

Sincerely,

[Signature]
[Typed name]

Copyright Reply Section

Permission

- refused
 granted without exception
 granted with exception listed: _____

Name & Title: _____

Company/Affiliation: _____

Date: _____

Interaction and Planned Student Involvement

If courses are to be truly interactive and are to personally involve each student, interaction must be carefully planned and time must be allowed for such interaction. A minimum of 30% of broadcast time should be allowed for interaction. If interaction time is below 30%, students may become inattentive and tune out. Format lecture segments should be kept short; a guideline to follow is 10-15 minute segments followed by a change element. Change elements are when the center of focus for activities is shifted from the on-camera presenter to other sites, individual students, guest speakers, or an instructional activity.

Activities that may involve the learner are:

- ❖ interviews
- ❖ panel discussions
- ❖ physical or visual demonstration
- ❖ role play
- ❖ case study
- ❖ silent reading
- ❖ brainstorming exercises
- ❖ reading aloud
- ❖ quiz
- ❖ written exercises
- ❖ on-line discussion
- ❖ off-line discussion

Student/ Teacher Interaction

Electronic Mail

It is important that students are able to reach you, whether they are on campus or at a receive site. One of the most economical ways to keep lines of communication open with your students is through electronic mail (e-mail). Students at all campuses can utilize the system at no cost. As long as you are consistent in answering your mail, students will be able to communicate with you at any time.

Phone

Receive site students may phone you during your office hours like other students on campus. This may require your students to pay the toll charge. However, if you are a faculty on the UH Manoa campus, you will want to add the UH Manoa toll free number, 1-866-956-8111, to your syllabus.

On-Air

You may be able to schedule on air office hours for receive site students. Check with your program producer to see if this is possible, since there may be back-to-back classes scheduled at UHM or at the other receive sites that may prevent this.

Evaluation

Evaluation is an essential part of any lesson or course. At the end of the registration period and at the end of the semester, you and your students will be asked to complete an ITV evaluation instrument. These instruments will help us evaluate the effectiveness of the system; it will tell us what works, what doesn't and how we can improve. The ITV evaluation is in addition to any campus-based course or faculty evaluation that may be performed.

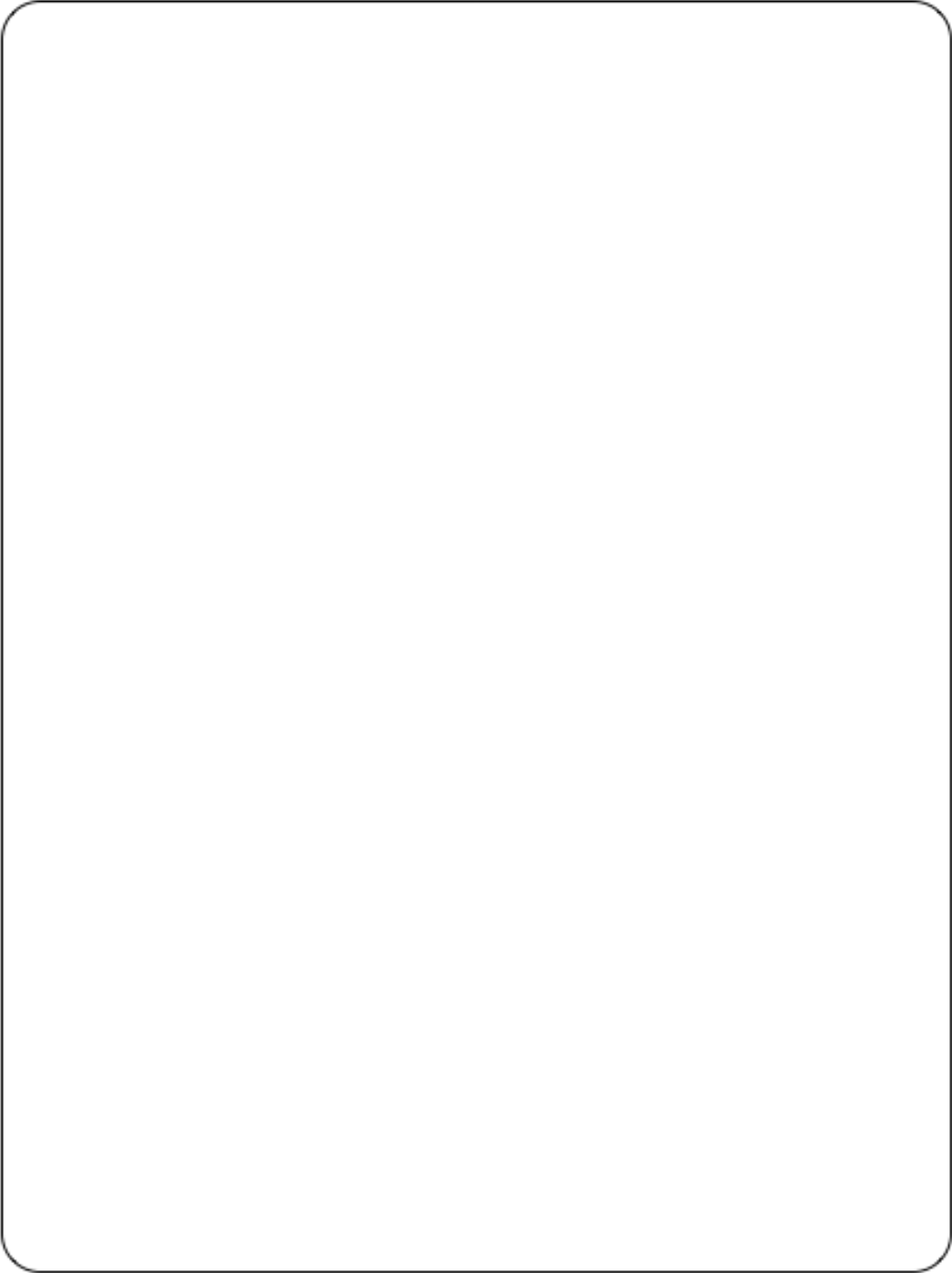
References

Ho, Curtis, Instructional Strategies for Interactive Television, Journal of Special Education Technology, 1991.

Ostendorf, V., Teaching Through Interactive Television, Virginia A. Ostendorf, Inc., Littleton, CO., 1989.

Talab, R.S., Copyright and Instructional Technologies, Association for Educational Communications and Technology, 1989.

Full Page Graphic Template



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Full Page Graphic Template - Font size sample

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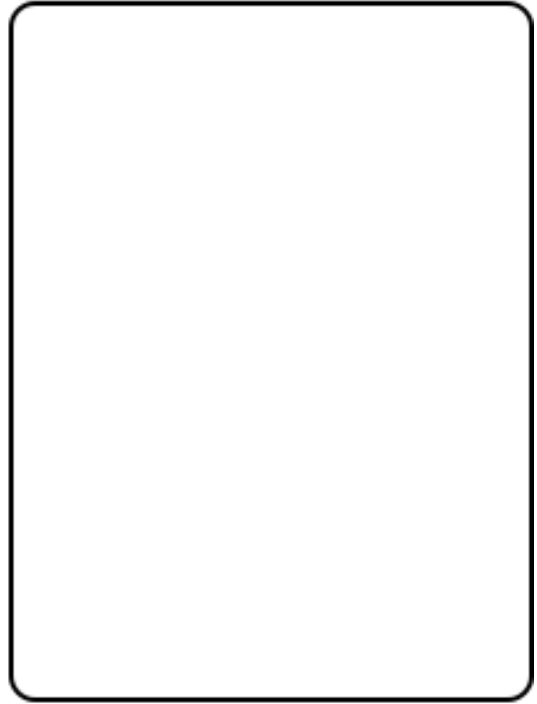
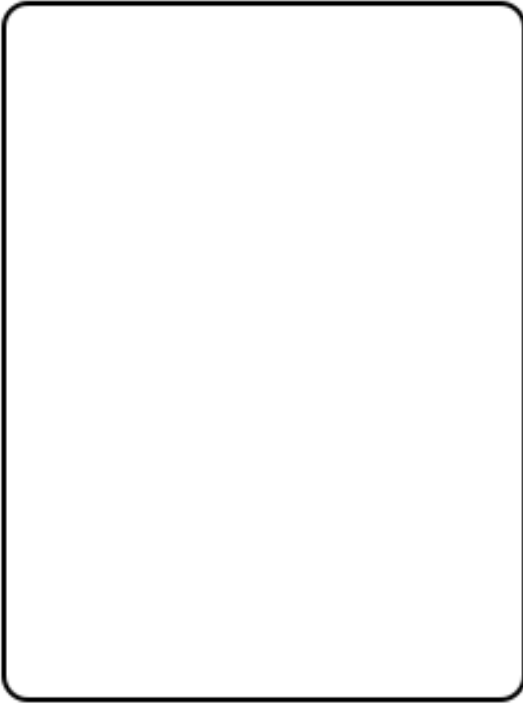
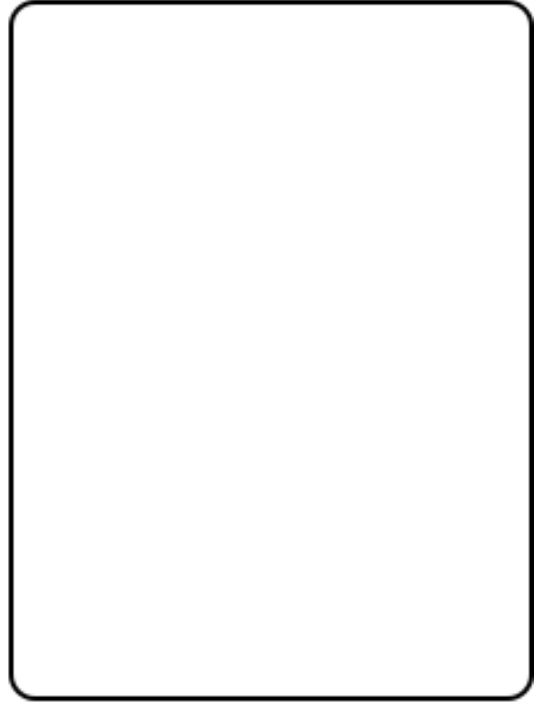
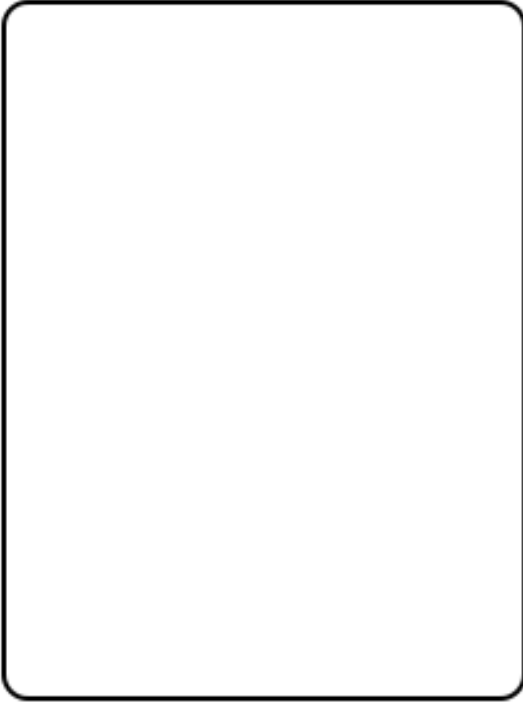
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Please read the video recording guidelines carefully and indicate below whether video recording is requested.

Courses will not be video recorded for instructor and student view, unless requested by instructor. If instructor opt to not having the course videotaped for student view, then it is the instructor's responsibility to inform their students and to have students seek other options to receiving missed course material.

INSTRUCTOR COPY: If the instructor would like a copy of the entire semester, blank DVDs, or tapes, must be provided to their program producer before classes begin. The origination site will not provide the DVDs or tapes. Acceptable videotapes include Sony T120 HG, Fuji 120 Super HG, Maxell HGX Silver, or Maxell HGX Gold.

STUDENT REVIEW COPY: If the instructor would like a copy of each class session available on recorded DVD/tapes for students to review at the receive sites, it is the responsibility of the instructor to notify students of the following:

- One copy of the class session will be made for student use and held at the library or education center for a minimum of one-week. Students must abide to the library or education center lending policies.
- No personal copies of the class will be made for individual student requests. If students are unable to view the library or education center copy, they should make arrangements with their classmates for class notes or contact their instructor for missed content.

Please be aware that due to the design of the ITV network, the recording will include originating site video and mixed-audio of all sites. In other words, when viewing the tape, the viewer will not be able to see video of the receive sites (only the originating site) but will be able to hear audio from all sites.

Check if appropriate:

- I would like to request an instructor set of DVDs/tapes of my course. I will provide DVDs/tapes prior to the beginning of the semester.
- I would like to have a student review copy available at each site. I understand I am responsible to inform my students about the recording guidelines.
- I do not want recordings available for student viewing. I will make sure to inform my students that no recordings will be made and they should contact me for missed course content or check with classmates for notes.

Signature

Date