# OIT Managed Teaching Facility

*Instructor Guide - updated 01/2020*

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Support:

Primary Support: Gregory Shuler
   Title: Computer Facilities Supervisor
   Office: WRI C215
   Phone: x50726 (o) – forwards to cell
   email: gregory.shuler@unlv.edu

Secondary Support: IT Help Desk
   Phone: (702)895-0777
   email: ithelp@unlv.edu
   http://oit.unlv.edu/help/it-help-desk

Audio Visual Support: Classroom Technology Services
   Phone: (702)895-0771
   https://oit.unlv.edu/classroom-technology/classroom-technology-services

Computer Accounts:

Faculty/Students:
Computers in this facility authenticate to the OIT managed Active Directory. In order to login on facility computers, Faculty and Students may use their ACE account. To activate your ACE account, visit the lab and follow the directions on the login wallpaper, or visit http://ace.unlv.edu. You will need to login with your MyUNLV credentials and will need to setup your secret questions/answers for later password recovery. Once activated, you may restart the system to login with your new credentials.

Guests:
Contact Gregory Shuler (above) for guest account credentials for this facility. Additionally, they may be posted in the classroom for student and instructor logins.

Facility Overview:
This facility is used primarily for scheduled UNLV academic courses, and is not intended for student use outside of scheduled class time. If students need access to a computer facility to complete homework assignments, please direct them to a nearby General Use Computer Lab.

Rules and Responsibilities:
In order to maintain the facility and ensure availability as well as usability, Instructors are expected to enforce the following:
   • Instructor should be present at all times while the facility is in use
   • No unsealed food or unsealed drinks are allowed in the facility
- Before leaving the room, turn off the projector and lights
- Ensure the lab is locked and secure when leaving (all students must vacate)
- Students should pick up after themselves when they vacate
- Report computer and/or facility problems to Gregory Shuler (gregory.shuler@unlv.edu)
- Follow UNLV and NSHE computing policies:
  - Computer lab rules
  - UNLV Computer Use Policy
  - NSHE Computer Use Policy

**Software:**
A list of installed software can be found at [https://www.it.unlv.edu/computer-labs/labs-directory](https://www.it.unlv.edu/computer-labs/labs-directory) To request a new software installation, please contact Gregory Shuler at gregory.shuler@unlv.edu, prior to acquisition of software.

- Please make new software requests 3 weeks prior to intended use. Proper licensing will be verified before installations can commence.
- Gregory Shuler can assist in identifying proper licensing for the computer lab environment, prior to any purchases.
- Network licensing is preferred. If purchasing standalone licensing, expect to purchase a license for each computer in the facility where the software is expected to be used.

**Printing:**
Paper is supplied, for this facility, by OIT. Please contact Gregory Shuler (895-0726) for immediate paper refills. If after 5PM, calls will forward to Gregory's cell phone.

This facility is equipped with a black/White Laser printer, which is capable of only 8.5x11 printouts. For 11x17, please direct students to TBE-A311.

Students are charged $0.03 per page, $0.06 for double sided copies ($0.03 per side). Costs for student printing is automatically deducted from the $1.00 print credit they receive upon initial account activation (one time only), after which it will draw from their RebelCard. They may add money to their RebelCard online at [http://rebelcard.unlv.edu](http://rebelcard.unlv.edu), or at pay stations in the library or Student Union.

If for any reason printing does not work as expected, please contact Gregory Shuler immediately. (895-0726)

**Marlok Access:**
Departmental Admin Assistants will ensure you have access to the teaching facility, if you are scheduled to teach there. You should not request access for any students other than those who will be instructing classes. Students may use the General Use Computer Labs for non-class times, rather than computer
teaching facilities. Please contact your departmental Administrative Assistant prior to teaching in a computer teaching facility, to request access.

Appendix:

**Insight (classroom control software) This is currently only used and licensed in the following labs: TBE-B367**

Insight is a computer program that allows instructors to “control” the student stations in the lab. If you would like a full demo of the software, contact Gregory Shuler.

Many of the Insight features are self-explanatory and can be accessed by right clicking on the “owl” icon in the system tray (lower right corner) of the instructor computer after logging on. Select “Insight Console...” to open the full program. Select the computers you would like to manage and subsequent menu selections will affect selected computers. It is recommended to attempt this on a station students are not using, to get acclimated.
A/V guide if your facility is equipped with the proper hardware: