

Procedures for CaTS Workshops, Training, and Computer Classrooms

Computing and Telecommunications Services strives to enhance the academic and administrative environments at Wright State University. The computer classrooms are available for all faculty, staff, and students of the university for instructional and educational use. Limited resources, software license restrictions, and demand for the open time necessitate the following procedures and policies:

Specialty Workshops

Faculty and staff may request specific workshops for their classes and/or departments. A minimum of two weeks' notice is required to schedule a CaTS-conducted workshop. Instructional handouts will be provided; however, the faculty/staff's department who requested the workshop is responsible for any duplicating costs. Please contact CaTS at (937) 775-4827 for information on specific workshops.

Atomic Learning: Online Video Tutorials

Atomic Learning offers video tutorials on current and popular software titles, including Microsoft Office and products from Adobe. All university faculty, staff, and students have access to the full library of videos included in Atomic Learning. To get started, visit <http://www.wright.edu/cats/train/> and click on the "Atomic Learning for Wright State University" link. You'll need to login with your campus username and password to access the site.

Online Computer Classroom Schedules

For your convenience, CaTS has put the weekly schedule for each of our computer classrooms online. Now you can simply and easily check the availability by visiting the following website: <http://www.wright.edu/cats/labs/>. These pages can also be accessed through the CaTS website at <http://www.wright.edu/cats/>.

Basic Information for Using the Computer Classrooms

- ❖ Hours are posted on the doors and online, including open times and scheduled classes.
- ❖ ABSOLUTELY NO FOOD OR DRINK IN THE COMPUTER CLASSROOMS.
- ❖ Restart the PCs and Macs before using them. Someone before you might have used a disk with a virus, and you won't know unless you reboot the machine to start the virus scan.
- ❖ At the login screen, type your campus username and password to log into the machine.
- ❖ Quality printing is available through PrintWright. A Wright1 card with money in a flex account is required to print from a PrintWright station. Printing via PrintWright is 6 cents for black and white and 50 cents for color.
- ❖ BE SURE TO LOG OFF WHEN YOU ARE FINISHED! You are responsible for any activity that occurs with your account. Protect yourself!

Wright State University provides computing resources for authorized academic, administrative, and research purposes. The above procedures must be followed.

Procedures for CaTS Workshops, Training, and Computer Classrooms

Installing Special Software

If specific software required for a class is not available on the network or in the CaTS computer classrooms, a **two month notice** is required for installing, testing, and training on the new software. **All software requests are to be made by faculty only.** CaTS is committed to upholding copyright laws; therefore, all software must be accompanied by the appropriate licensing agreements.

Scheduling Computer Classrooms for One-time Events

On July 1, 2011, CaTS transitioned the responsibility of scheduling computer labs for academic and non-academic one-time events. Previously, clients contacted the CaTS Help Desk for computer lab reservations. In accordance with the existing guidelines for reserving classroom space, the Student Union Administrative Office will now reserve computer labs for non-academic events and the Registrar's Office will now reserve computer labs for academic events (including academic class sections and any associated review sessions, supplemental instruction, break-out sessions, etc.).

To allow adequate time for processing, requests should be received at least 72 hours before the scheduled event. If special software required for a class is not available on the network, please contact CaTS a minimum of **two months** in advance to allow adequate time for installation and testing. CaTS is committed to upholding copyright laws; therefore, all software must be accompanied by the appropriate licensing agreements.

See below for specific contact information for your college or department. Please note: dedicated computer labs will still be scheduled by the department to which they belong.

Non-Academic Event Requests

Student Union Administrative Office at 937-775-5512 or access the online request form at <http://www.wright.edu/admin/eventservices/>

Academic Event Requests

College of Education and Human Services and College of Engineering should contact:

Jennifer Cox

(937) 775-5588

jennifer.cox@wright.edu

College of Science and Mathematics and College of Liberal Arts should contact:

Michelle Dixon

(937)775-5587

michelle.dixon@wright.edu

College of Nursing, College of Business, and all other departments not already listed should contact:

Stacy Hendry

(937)775-5590

stacy.hendry@wright.edu