



# Procedures for CaTS Workshops, Training, and Computer Classrooms

## *A Guide for Faculty/Staff of WSU*

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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:

### **Scheduling 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.**

### **Requested Training**

Training can be requested and tailored for a group, department, or class. Public workshops are also available and a comprehensive listing can be found in *KeyClicks* and on the web at:

<http://www.wright.edu/cats/train/>

Various training resources, such as videos and manuals, can also be checked out from **Current Periodicals & Media Collections** in the Dunbar Library.

### **Scheduling Computer Classrooms**

A **minimum of one month** is required to reserve a CaTS computer classroom for regularly scheduled classes, and a **minimum of two weeks** is required for workshops. Reservations are on a first come, first serve basis. **Instructors will receive a confirmation e-mail from CaTS indicating the reservation information.** Since computer classrooms are in such high demand, please be prompt in canceling any of your reservations. Due to the demand for resources such as training instructors and classroom space, CaTS has instituted a non-attendance/usage fee. Any person who does not cancel scheduled training or computer classroom use at least **two days prior** to a workshop or class will be charged \$25.00. *Computer classrooms should be used for **instructor-lead** classes and workshops **only**.*

## **Installing Special Software**

If specific software required for a class is not available of 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.

## **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, you can view the schedule of your choice: <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 Novell 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.*

**Please contact 775-3376 for reservations, training, or software updates for computer classroom machines.**