Information for FY Composition Teachers  
Teaching in the Residence Halls  
Fall 2015 - Spring 2016

The following might be helpful information as you try to maximize your time in the ResTech / Housing & Dining Computer Labs and Smart Classrooms:

- Information about Office 365 and Anywhere Labs (Apps, Files, and Printing) can be found here: [http://doit.niu.edu/doit/anywhere/index.shtml](http://doit.niu.edu/doit/anywhere/index.shtml)
  - Teachers can print, copy, or scan on the Anywhere Printers using department issued credit or debit cards.

- Except for Grant South, ResTech / Housing labs are open 24/7 and are not staffed throughout the day. Should you want additional time in the lab outside your regularly scheduled time, please contact me ahead of time so I can check availability and notify our staff. Please note that if we are not able to schedule staff to work at your requested time, you may need to ask other students to leave the lab area.

- Last year we collaborated with the Provost and the PAL/ACCESS program to open a lab, Smart Classroom and Tutoring Center in Grant South. Over the summer we have completed a number of upgrades in the lobby to create a space we hope students will use to study alone and with groups. This past year we also had several Peer Advocates who used the space for regular workshops. I hope you'll check out the space and find ways to take advantage of the services we're offering there, if you have any questions about the space please feel free to contact me. The space features:
  - NIU Wireless throughout;
  - Tutoring Center in the lower level;
  - A computer lab classroom, hosting First Year Composition classes - this lab is open to all students when classes are not in session;
  - A new MediaScape group study table, lounge furniture and tables with power for laptop users, vending machines, and an Anywhere Printer in the 1st floor lobby.
  - Teachers will need an NIU proximity OneCard to access Grant South.
  - Teachers can check out a key for the Grant South Lab and Smart Classroom at NIU Key Control.

- Please call our Helpdesk at 753-6267 if you experience any technical problems, whether in the labs or in the smart classroom in Grant South. Phones are available for your use. Often our Helpdesk Technicians can fix the problem immediately, if not they will create a trouble ticket so the problem can be addressed as soon as possible. In some instances we will have to refer these problems to NIU Technical Media Services.

- Information about Audio in the Labs:
The Neptune Lab teacher station has a speaker bar on the monitor; Grant South Lab and Smart Classroom have speakers connected to the computer.

Teachers may experience very poor audio quality if they use video clips from certain sites; this is most likely due to the site’s terms of use rather than a problem with the equipment. Media Services recommends that teachers use DVDs or web sites that permit the showing of videos for educational purposes.

Please do not use the open area of the lab if another class is using the classroom area as that inconveniences other residents of the halls (the open areas of the lab are for their use); my staff have been instructed not to permit this. It is acceptable to send individual students to the lab open area while another class is in session, for example, to print or to do work in small groups that requires discussion, provided there are available computers and that they are not disturbing other students working in the lab.

Please feel free to contact me if you have any requests, questions or concerns.

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