

ITV Student Hint List

Sound:

- * Look up and speak toward a microphone.
- * Do not tap pens/fingers or rustle papers.
- * Avoid private conversations during class as they just add noise and are NOT always private!

Video:

- * Always sit in view of the camera.
- * Adjust student camera at beginning of class (Zoom in to fill frame with people, not desks!)

Papers for Faxing (Grading):

- * Use dark ink only
- * Use white theme paper (no frayed edges)
- * Write well within the margins, as not all the paper gets transmitted
- * Write your last name and page number on all pages.
- * Use only ONE side of the paper.
- * Write legibly or type when possible.

General Hints:

- * Tell the teacher immediately when you can NOT see or hear any sites.
- * Call the origination site if you are having problems with sound or video.
- * Write down audio mixer markings for future reference.

Troubleshooting:

- * Feedback (very annoying high pitch sound, loud squeal).
 - Turn down master volume on remote mixer.
 - Make sure incoming volume is not too high
 - Make sure if you see yourself on back monitors that the corresponding audio is turned down to zero.

- * If you can't hear one site, see if others can. If the other sites can hear the problem site and you can't, then the problem is at your site.

Always try to see if the problem exists for all sites or just your site before moving any controls!