



Student Guidelines

Welcome to EDUCAST Interactive Class (EIC)...whether located on the Educast campus or one of our Extended Educast campuses or a remote site location, this class is not much different from a “LIVE” class. You attend. You speak directly with the instructor. You take exams. And hopefully you pass the course. The important thing is that you participate in the learning process and that you allow others to learn as well.

In other ways, however, it differs. Using telecommunications equipment and relying on extensive network connections, visual or audio connections may be temporarily lost or disrupted and sometimes technical difficulties may require cancellation of a class meeting. There may also be an occasional delay in the return of completed assignments from the instructor. With a recent improvement, you now have the opportunity to record each class.

If you have any problems or educational needs involving your EIC course, discuss it with your EIC faculty member or, if you happen to participate from one of the Extended Educast campuses, the Extended Educast campus staff.

Please take a few minutes to review the Student Guidelines below and keep in mind that given the sensitivity of the EIC equipment, we also require that you abide by two specific rules at all times:

- **Turn off all cell phones and pagers before entering the EIC classroom. Even in ‘mute’ or ‘silence’ mode, these electronic devices will interfere with the class audio.**
- **NO FOOD or BEVERAGES other than water is allowed in any EIC classroom.**

Here are some guidelines for your class:

1. We expect mature behavior which includes courtesy, attentiveness, and respect not only for the faculty member but the other students located in both your classroom and the other distant sites. Talking in the classroom is inappropriate when the faculty member is talking-- just like in a traditional classroom. Even though your site microphone may be muted, unnecessary noise or activity distracts others.



2. Either the faculty or a staff member will monitor all tests, quizzes and exams. The expectation is that you will not engage in any type of behavior that would compromise the absolute integrity of the quizzes and the examinations.
3. Cheating will be dealt with immediately and the penalty incurred for cheating will be at the direction of the faculty member and in compliance with the policy.
4. You are expected to attend, participate, and learn. Roll will be taken at each of the sites. Do NOT sign the roll sheet and then leave, or sign the roll for someone not in attendance. This behavior is unacceptable in a live class; it is unacceptable in an EIC class as well. The roll sheets are collected and sent to the faculty member.
5. The audio and video delivery on the EIC system will be set in a variety of modes depending upon the instructional needs of the faculty member and the students:
 - **“Lecture” mode with site scan:** the system is set so that all receiving sites can view the person teaching the class. A student who speaks from a remote site is also seen by all sites. The instructor can see all sites for the duration of the broadcast. When you speak from your center, you will be heard by all participants.
 - **“Voice-Activated” mode:** the video will change to the site where someone is speaking. The video will stay on that location until someone at another site speaks. The audio signal will be transmitted instantly but it will take about four seconds for the video to change locations. Do not be concerned. Just speak and the video change will happen automatically.
6. **To ask a question or respond to the instructor:**
 - Be courteous and aware when others are speaking. When you activate the microphone, other sites can hear you talking.
 - It’s okay to interrupt. Communication in this electronic system does require a different style of conversation. There is a short delay (4-5 seconds) from the time you begin speaking from the far end and the time the instructor can hear you. If you activate the microphone waiting for acknowledgement, the instructor may not notice your face on his/her monitor. The instructor cannot always see students at the far end, so the distant student may need to interrupt the class proceedings to state a question.



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- Activate the microphone in front of you. Speak in a normal voice and everyone at each of the other sites will hear you. When you are finished speaking turn the mic off. Open microphones (activated but not being used) can be disruptive to the faculty member and other students in the class.
7. REMEMBER, the cameras are live at all times. Other people will be able to see and hear you.
 8. Disruptive behavior of any kind will not be tolerated (and will be recorded). Also, please show respect for your classroom by not placing your feet on any of the furnishings.
 9. The EIC system is a closed video network. Even though you will see yourself and other students at various sites, the signal is not being telecasted elsewhere.
 10. Faculty members can be contacted for assistance outside of class time by a variety of means, including telephone and E-mail. Check your class syllabus.
 11. If you have any concerns or need assistance with any matter regarding the EIC system, please call the Educast Office on the main campus or send an e-mail to EIC, support@educast.co.uk.
 12. All Classes are recorded at Server side, which can later be viewed by students after 12 hours of the class, its web link, user id & Password shall be provided to registered students only.

The EIC system can be a positive experience and will, with few exceptions, be similar to that of a traditional classroom. It does require that you attend, participate, and learn.