Classroom Etiquette

Simply follow this rule of thumb: conduct yourself in a technology-delivered instruction classroom just as you would if the instructor were physically present in the classroom.

**STUDENTS MUST TURN OFF CELL PHONES AND PAGERS DURING CLASS OR HAVE THEM SET TO VIBRATE MODE.**

Remember that disruptive behavior in the classroom is a violation of the Code of Student Conduct at Old Dominion University and may be reported to the Office of Judicial Affairs via the Classroom Disruption Report.

*Do not jeopardize your academic record with unacceptable behavior.*

If your classmates are disruptive while the instructor is lecturing, please inform an ODU-VB staff member in the Meyera Oberndorf Learning Commons - room 146. If you are uncomfortable speaking to someone in person, you may inform us of the problem anonymously by completing a prepaid “Student Request For Assistance Postcard” located in the front of each classroom.

Accessing Technology-Delivered Course Syllabi

Course syllabi are located on the class Blackboard page. From the ODU homepage, you can click on **Current Students** and under **Online/Technology** click on **Blackboard**. Click on Monarch-Key Login. Log into your Blackboard account using your MIDAS ID and password.

Once in the Blackboard environment click on the appropriate course under the **My Courses** tab, and click on **Class Information** to access the syllabus.

Submitting Class Assignments

You must submit all assignments (except for proctored quizzes, tests and exams) to the Information Desk located in the Learning Commons—room 146. Do not leave any work or attendance sheets in the classroom.

A completed cover sheet must be attached to each item that you wish to submit to your instructor, and work must be placed in the Outgoing Technology Delivered Course Work Box at the Learning Commons Desk.

*Do NOT staple opscan sheets.*

ODU - Virginia Beach staff cannot accept work without a cover sheet. Please write as legibly as possible to ensure receiving credit for your work. Many instructors use e-mail as the primary means of receiving assignments. If your instructor utilizes this technology, be sure that you properly identify your work and your assigned ODU e-mail address.

Required information includes your name, the course subject prefix and number, and your site: **site # 223 VBHEC (Virginia Beach Higher Education Center.)**
Student Computing Accounts

ODU provides accounts necessary for students to access critical computing resources. All student computing accounts are activated and managed through MIDAS (Monarch IDentification and Authorization System). Activation is completed online through the University’s web page (www.odu.edu) - select Current Students, click on myODU Login, or go directly to midas.odu.edu. After activating the MIDAS account, which also provides access to the University portal, you will be shown a list of services (accounts) for which you are eligible. The following accounts will be activated automatically:

*Student Monarch-Key Web Login* - required to access PCs in the University’s public computer labs and the ITS maintained departmental computer labs on the main campus and at the higher education centers. These are individual student computing accounts on the University’s network.

*University student e-mail account* - required to access all Blackboard, videostreaming, and FSCS (Faculty/Staff Communication System) class content as well as to receive official communications from the University concerning financial aid, tuition, graduation, and other important information.

*Footprints* - allows faculty, staff and students to submit technology questions and/or problems online (fp.odu.edu or go to its.odu.edu → SUPPORT → Report A Problem).

If You Miss A Class

To access your archived class on the web from the ODU homepage (www.odu.edu), click on Distance Learning Student Support, then click Class Access & Archives and click on Web Conference Launch Pages scroll down to click on your class. Enter your MIDAS ID and password and then press the play button for the appropriate class session date you wish to watch. You may view an archived recording using a computer in the Learning Commons during our normal operating hours: Monday through Friday 8 am to 10 pm and Saturday 8 am to 5:30 pm.

You may bring your own headphones or request a set at the Learning Commons Information Desk.

***Remember that interaction with your instructor is a large part of the learning process and that some instructors prohibit viewing recorded class sessions. Viewing a recorded class session should primarily be either a review strategy or a last resort if you must miss a class.***

Taking Tests at ODU-VB

You must be enrolled in the ODU-VB section of the course to take tests, quizzes and exams.

Testing Exceptions

With the preapproved written permission of your instructor, students may make alternate arrangements for unavoidably missed tests or examinations. Make-up testing will be administered in the Learning Commons in a special testing room where you will be proctored. Students must have their instructor forward written permission to Joe Blanchard (Testing Coordinator) at vbhec@odu.edu. The e-mail should reference your name, the course prefix and number and the day and time your instructor has designated as your testing period. To insure timely receipt of the instructor’s permission, this must be done well in advance of the scheduled test date.

Remember it is your responsibility to make these arrangements prior to taking your test.

For more information visit:
http://www.odu.edu/ao/vbhec/about/testing.shtml
Contacting Your Instructor During Testing

Often an instructor will allow students to call with questions during an on-air quiz, test or examination. You must leave the classroom and make the telephone call from the Control Room (room 164), or you may use the telephone at the Learning Commons Information Desk (room 146). Make a note of the telephone number the instructor has requested you use to reach the broadcast classroom. If your test is being proctored, you will NOT be allowed to take the test with you when you leave the classroom.

Returned Graded Assignments

Under normal circumstances, returned graded work will be distributed in the classroom by a staff member at the beginning of class as soon as possible after receipt from your instructor. Since we cannot leave graded work unattended, if you arrive late, you may pick up your work at the Information Desk in the Learning Commons - room 146. Our goal is to return your graded work as soon as possible.

Some instructors are unable to return work as rapidly as others due to class volume or the complexity of assignments. If you feel that your instructor consistently fails to return work in a timely manner, please complete a “Student Request For Assistance Postcard” and make the Office of Distance Learning aware of your concerns. On the other hand, if your instructor informs your class that it will be three weeks before you should expect a returned assignment, please allow that amount of time before expecting to receive your work. At the conclusion of each semester, returned work is held for a limited amount of time before it is destroyed. It is in your best interest to pick up your work as soon as possible after it is returned from your instructor. If you attended a technology delivered course during the previous semester and neglected to pick up your returned work, be sure to stop by the Learning Commons Information Desk.

2-Way Classroom Presentations

ODU-Virginia Beach has ten 2-way classrooms: rooms 146G, 151, 153, 155, 157, 158, 159, 160, 161 and 165.

A 2-way classroom is defined as a room where both the instructor and students may appear on screen. If your instructor assigns class presentations, you must schedule a technical assistance session with a Media Specialist well in advance of your presentation date to insure their availability and your operational proficiency with the equipment. Plan ahead as their schedules do not always allow for last minute instructional sessions. You may reach the Media Specialists in the control room at 368-4130 or by email: Rachel Crockett - rrockett@odu.edu or Rick Kemp - rkemp@odu.edu.

Course Evaluations

At the conclusion of the semester, course evaluations will be available online at www.odu.edu/evals. Be sure to complete an evaluation of your course and instructor during the allotted timeframe to ensure the continued excellence of ODU’s Distance Learning.
ODU-VB: A Center or A Site?

Instructors often refer to all students enrolled in technology delivered courses as being at a “distance learning site.” ODU-Virginia Beach is an extension of our main campus in Norfolk. You are attending class at one of the three regional Higher Education Centers, NOT at a Distance Learning site.

Certain operational aspects vary between the University’s local Higher Education Centers and the distant sites. For example, the distant sites utilize Federal Express and a digital sender to send classwork and assignments to and from campus. In contrast, ODU-Virginia Beach has courier service to and from campus each day delivering and picking up assignments and class work. Mail leaves the Center approximately 1:00 pm Monday through Friday, so plan accordingly when submitting class work that is time sensitive. Another important difference is that, as a Center, we have an exciting array of services and activities available. Read the ODU-Virginia Beach Newsletter for more information.

Attendance

Some technology delivered classroom instructors require that students submit an attendance sheet for each class period. If your instructor informs you that you must sign in each class period, attendance sheets are located in trays in each classroom. At the conclusion of your class period (unless the instructor specifies otherwise), it is up to students to be sure that the signed attendance sheet is dropped in the outgoing work box at the Information Desk in the Learning Commons - room 146.

Sign up for ODU Alerts at www.odu.edu/alerts to be notified of official University closings and delays and check your ODU e-mail account for notifications of class meeting cancellations.

Inquire in the Learning Commons - room 146 for further information.

Give Us Your Feedback

Your opinion is invaluable in helping us make adjustments to our procedures to provide better customer service. Please don’t hesitate to share your ideas with our staff in person, by e-mail at vbhec@odu.edu, by phone at 757-368-4100 or you may use our suggestion box located in the Learning Commons. ODU administrators’ business cards are also available at the Information Desk in the Learning Commons - room 146.

Classrooms Are For Currently Enrolled Students ONLY

Children, guests and visitors are NOT permitted in the technology delivered instruction classrooms.