

Procedures For Use Of Shared Labs In Rogers Communications Centre

Purpose of Document

This document has been put together as a resource for faculty, teaching assistants, students and staff and its purpose is to outline the procedures (standards and practices) when making use of the Rogers Communications Centre's shared labs and facilities.

The facilities addressed in this report include;

- RCC-357 Hybrid Computing Lab
- RCC-359B Visual Computing Lab
- RCC-224 Apple Learning Lab
- RCC-361 EFP Production and Practice Lab
- RCC-152/154 Television Studio C

More complete information on the Rogers Communications Centre can be found at <http://www.rcc.ryerson.ca>

Fall 2007 Operation

From the perspective of the Rogers Communications Centre the launch and reconfigure of the third floor labs, the rebuild of the Apple Learning Lab and the operation of TV Studio C for the Fall 2007 semester went exceedingly well.

With the exception of the problems associated with activating one-card for 24 hour access, classroom delivery --for the most part-- went quite smoothly. For the RCC whenever the operation fell short on an academic deliverable the situation was reviewed internally and corrective action was taken to avoid a reoccurrence. We thank our entire Faculty for their understanding and ongoing support especially relating to the Mixed Reality Production Cluster during its first semester of operation.

One Card Access

For the record the Rogers Communications Centre does not operate the One Card system that's employed in the Centre. It's the system that is employed by the University to provide 24-hour access to our labs. The problems experienced in the Fall 2007 semester for the most part was two-fold; they were the result of the late installation of card access readers for the various mixed reality labs and an activation backlog that occurred within the One Card Office.

24 Hour Access To RCC Labs using One Card

During the 2007 Fall semester the process of identifying and activating the cards for students who required access to the shared labs varied from school to school. This at times did not work to the best interests of the students involved. When problems were reported it was hard to identify what school the students belonged to and if access had been arranged with the One Card Office. In the end we had to leave labs unlocked on evenings and weekends to ensure student access and this is not a situation we will be repeating this semester. As such we are currently refining the card activation process in conjunction with all of our FCAD schools. Once this has been completed Faculty will find the procedure documented at <http://www.rcc.ryerson.ca/media/onecardaccess.pdf>

In a nutshell Faculty should understand the points below and are required to follow the process below if their classes require 24 hour access. The process is as follows;

- Faculty should not assume automatic 24-hour access to labs.
- Faculty must send the required information about their class --including their own request for access -- to their schools designated One Card representative. The process will be documented and placed on-line at <http://www.rcc.ryerson.ca/media/onecardaccess.pdf> during the weekend of January 6, 2008.
- The Schools “One Card” representative will be outlined in the document that will be posted during the weekend of January 6, 2008 at <http://www.rcc.ryerson.ca/media/onecardaccess.pdf>
 - The “One Card” representative will work with the Rogers Communications Centre to ensure that the proper information gets to the One Card office so card access can be activated. Requests for class access usually get to the One Card Office in less than 24 hours once it arrives in the Rogers Communications Centre.
 - Please note that the Rogers Communications Centre will only accept requests from the designated “One Card” representative in your school.
- Faculty are advised to start this process prior to or at the start of the semester. Depending on their workload it may take the One Card office some weeks to activate cards.
- Faculty should note that the Rogers Communications Centre staff cannot speed up the One Card Office no matter what the circumstance is.
- Faculty should have their students check that their cards open all required labs in advance of the last six weeks of the semester. This way they can avoid access problems later in the semester when 24-hour lab access becomes a necessity due to project deadlines. Faculty should note that it could take the One Card Office some weeks to resolve access card issues.
- **DO NOT** send individual students to the RCC’s Video Post area or to the RCC for resolution to card access failure problems; instead direct them to your schools “One Card” representative or the One Card Office to resolve any ongoing issues.

Standards and Practices When Using Rogers Communications Centre's Shared Labs

Having set high levels of service relating to lab delivery in the Fall 2007 semester, it is the Centre's long-term goal to keep the rooms as clean, as orderly and as flexible as possible. The labs are used by as many as six different FCAD schools at both an Undergraduate and Graduate level. In order to operate the facilities in this manner we have established practices and standards, in conjunction with the RCC Operations Committee, that require the to be returned to a "home" position at the conclusion of each class. This practice is a requirement to ensure that the next class in the lab has a reasonable expectation of a suitable teaching environment to conduct a class..

Checklist System

Included with this document are a series of sheets that outline the expectations relating to returning the various shared labs to their "home" position. Fall 2007 users might have noted that the same documents are posted in their respective labs for on-sight review. The Rogers Communications Centre has implemented a follow-up procedure with the labs being monitored six days a week and a checklist system is employed to ensure we maintain those standards.

By employing this system we note where classes and users that fall short. Where we find regular shortfalls it is our practice to follow up directly with the classroom instructors. This includes instances where a student has made an individual booking in a room and does not reset the facility or lab accordingly. Faculty should note that in these cases we seek resolution through the instructor, not the individual student. It's the responsibility of the Faculty member to ensure their students are aware of their responsibilities prior to any individual room bookings in any of the RCC shared labs.

Beyond resetting the labs there are a couple other areas where Faculty can be of help in maintaining an orderly environment.

Please Cancel Bookings When Circumstances Change

In order for us to maintain the maximum flexibility and accommodate as much activity as possible in the cluster of labs, we need to be advised when lab bookings are not going to be used. In the Fall 2007 we noted a number of bookings that went unused. On more than one occasion we had gone to grandiose extents to accommodate a variety of short notice activities only to discover a class not showing up for a booked lab that could have easily accommodated the activity. Hence, in order to keep the facility as flexible as possible, including accommodating short notice activity, it is to everybody's advantage if Faculty cancels unused reservations in advance with as much lead notice as possible.

“Snarfing” Classroom Furniture

Faculty should note that the practice of "snarfing" items like furniture and chairs out of shared labs is a serious infraction in the Rogers Communications Centre. This occurs on occasion by all community members where items are sometimes employed in other locations for other activities. The Rogers Communications Centre operates on the premise that our Faculty expects the posted inventory of chairs and desks to be in place when they start their classes. Hence the culture of "snarfing" is discouraged and is treated seriously by the Rogers Communications Centre through administrative practice. As everyone can appreciate, it is necessary to operate this way --which may differ from facilities operated by your school-- because of the multi-school shared environment that the labs operate under.

No Food/Drink and Green Policies

The Rogers Communications Centre requires Faculty to enforce no food, drink and green policies in place in the labs. Enforcing the "No Food and Drink policy is not a popular thing amongst the students but many of the labs have electrical connections both on the work surfaces and embedded in the specialized floor boxes. A beverage sitting on the floor, knocked over could flood a floor box creating a potentially hazardous situation. Faculty are encouraged to get their students into the habit of not bringing drinks to class, and having them pick up around their workstation area and powering down the lab computers at the conclusion of class.

Vacuum Available For Physical Computing Classes

Physical Computing Faculty should note that a stand-up vacuum cleaner is available for their classes. Its purpose is to clean the carpet as required and its use should be employed based on the type of classroom activity. The expectation here is that a class should leave the lab in the state that they found it in.

Interactive Whiteboard in RCC-357 – Visual Computing Lab

Faculty should be aware that the interactive whiteboard and corresponding SynchronEyes classroom software is fully functional in the Visual Computing Lab. Information on how to use both technologies has been placed on the wall adjacent to the whiteboard.

- The whiteboard is fully operational from the tray area so Faculty are asked to turn its projection function off at the end of class.
- Sound to the whiteboard has been integrated with the Instructor Computer so audio playback now works from the projector.
- The extra video/audio inputs are now active to the projection system so bring in your own DVD or VHS player and it will integrate with the whiteboard projector.

Weekly Classroom Schedules Are Posted Online

In addition to the printed version posted at the entrance to each lab, weekly lab schedules are now posted on-line.

The direct links are;

- RCC-357 Hybrid Computing Lab - <http://www.rcc.ryerson.ca/classes/hcl.pdf>
- RCC-359B Visual Computing Lab - <http://www.rcc.ryerson.ca/classes/vcl.pdf>
- RCC-224 Apple Learning Lab - <http://www.rcc.ryerson.ca/classes/all.pdf>
- RCC-361 EFP Production and Practice Lab
<http://www.rcc.ryerson.ca/classes/efp.pdf>
- RCC-152/154 Television Studio C - <http://www.rcc.ryerson.ca/classes/studioc.pdf>

The schedules are normally updated on Friday afternoons and you'll also find links to the schedule on the labs webpage. (Details Below)

Each Lab Is Extensively Documented

You'll find extensive documentation on the technology for each lab at - <http://www.rcc.ryerson.ca/technology/index.htm>

The direct links are;

- RCC-357 Hybrid Computing Lab - <http://www.rcc.ryerson.ca/technology/rcc-357.htm>
- RCC-359B Visual Computing Lab - <http://www.rcc.ryerson.ca/technology/rcc-359B.htm>
- RCC-224 Apple Learning Lab - <http://www.rcc.ryerson.ca/technology/rcc-224.htm>
- RCC-361 EFP Production and Practice Lab - <http://www.rcc.ryerson.ca/technology/rcc-361.htm>
- RCC-152/154 Television Studio C - <http://www.rcc.ryerson.ca/technology/tvstudioc.htm>

Arranging AV Support

Faculty who have booked a lab and are wondering what kind of Presentation Technology comes with the lab and/or wants to book equipment are to consult the link at <http://www.rcc.ryerson.ca/technology/presentationssystem.htm>. It will explain the presentation systems both available and inherent to the labs and includes specific suggestions relating to the equipment to ask for that will cover most teaching configurations associated with specific labs.

TELEVISION STUDIO C CONTROL ROOM CLOSE DOWN



Television Studio C is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of TV Studio C's Control Room return its furnishings and technology to its home position at the end of each booking as pictured above. **Returning the room to its home position includes;**

- Powering off main Sharp monitors using remote control.
- Powering off all CPU monitors (Teleprompter, Audio playback, iNews, Inscrubber, multi and Mseries)
- Powering off Tech monitor
- Power off DVCPRO, SVHS and DVD recorder
- Bring down master L/R faders and all channels on audio board
- Powering off DVD player
- Setting ROSS switcher Program and PST to Black
- Turning off all talk and listen buttons on intercom panel
- Setting Iris to CL on CCU but leave power on.
- Pushing all chairs neatly into position
- Removing and disposing of all left over papers etc.

To report room not returned to “home” state or report any missing room inventory, please contact Kevin Cordick, Television Studio Lab Assistant at 2167

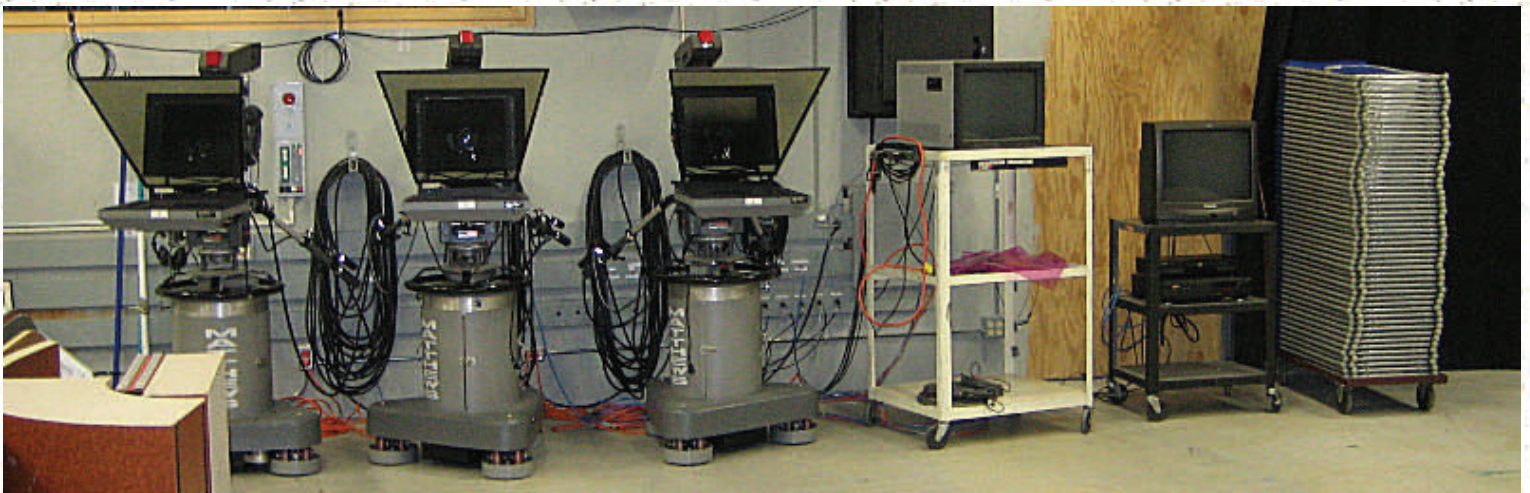
TELEVISION STUDIO C CLOSE DOWN

Television Studio C is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the studio we ask that users of TV Studio C's Control Room return its furnishings and technology to its home position at the end of each booking as pictured. **Returning the room to its home position includes;**

- Leave camera power switch ON
- Coil camera cable on wall holder, push cameras up to wall facing outwards
- Engage pedestal head locks
- Leave all pan and tilt locks loose, do not tighten them down
- Leave all pan and tilt frictions loose, do not tighten them down
- Store intercom head sets on top of camera and turn headset mic off
- Turn off teleprompter heads
- Coil teleprompter AC and BNC cables neatly beside each camera
- Coil floor director cable and hang on wall hook with headset and beltpack
- Turn off all wireless mic receivers
- Close and lock receiver cabinet
- Remove batteries from mic transmitters and store in mic box
- Store all handheld and body pack mics in storage room
- Turn off floor monitors, DVD and VHS players
- Push monitors back against wall
- On lighting board make sure Grand Master is down and board is not in Black Out before turning power off
- Power off lighting monitor
- All spare lights should be hung in grid
- Sweep floor, throw out any leftover papers, pull up any unnecessary spike tape
- If morning class is a Journalism class:
 - Store all Uniset carts against west wall
 - Stack all blue chairs and store on cart against west wall
- If morning class is not Journalism:
 - Store all Uniset carts around news set
 - Stack all blue chairs and store on cart stage right of news set
 - Roll up small section of set backdrop
- Store ladder upright against north wall

To report room not returned to “home” state or report any missing room inventory, please contact Kevin Cordick, Television Studio Lab Assistant at 2167

TELEVISION STUDIO C CLOSE DOWN



APPLE LEARNING LAB SET-UP



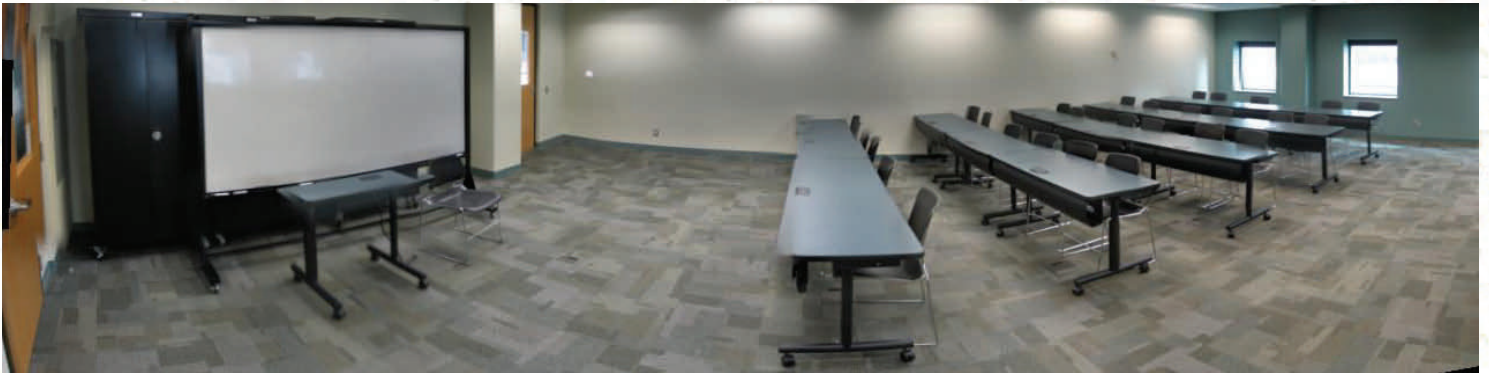
The Apple Learning Lab is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of the room return its furnishings to their home position at the end of each booking as pictured above. **Returning the room to its home position includes;**

- Projector powered down
- All computers powered down
- Whiteboard cleaned and parked against west wall at front of class.
- All debris removed from room (paper etc.) and placed in garbage containers.
- All floorbox covers in place with removable covers seated correctly
- Movie screen retracted, scanner cover closed, room blinds open and room lights off.

To report room not returned to “home” state or report any missing room inventory, please contact Tina Collier at 6913

Room Inventory - 19 mobile tables, 27 chairs, 1 whiteboard, 1 projector, 1 scanner, 2 dry erase markers, and 1 whiteboard eraser.

HYBRID COMPUTING LAB SET-UP



The Hybrid Computing Lab is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of the room return its furnishings to their home position at the end of each booking as pictured above. **Returning the room to its home position includes;**

- All tables in classroom formation (Five Rows, Six Chairs Per Row)
- All table based electrical connections disconnected from floorboxes.
- All floorbox covers in place with removable covers seated correctly
- Movie screen retracted, room blinds open and room lights off.
- Locked cabinets and placing them in store position against north wall.
- Whiteboard cleaned and parked in front of cabinets along north wall
- Instructor table and chair parked in front of whiteboard.
- All debris removed from room (paper, building materials etc.) and placed in hallway garbage containers.
- Protective floor materials picked up and arranged for storage.

To arrange for the delivery of projector carts in advance of class, report room not returned to "home" state or report any missing room inventory, please contact Jeremy Littler, New Media Lead at 2222

Room Inventory - 10 mobile tables, 31 chairs, 1 whiteboard, 2 dry erase markers, 1 whiteboard eraser, three cabinets and 1 instructional desk

Please note protective floor and desk materials must be in place when soldering

MIXED REALITY EXTENSION LAB SET-UP



The Mixed Reality Extension Lab is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of the room return its furnishings to their home position at the end of each booking as pictured above. **Returning the room to its home position includes;**

- All tables in classroom formation (Six Rows, Six Chairs Per Row)
- All table based electrical connections disconnected from floorboxes
- All floorbox covers in place with removable covers seated correctly
- Movie screen retracted, room blinds open and room lights off.
- Whiteboard cleaned and parked against west wall at front of class.
- Lectern and instructor chair parked against front east wall
- All debris removed from room (paper etc.) and placed in hallway garbage containers.

To arrange for the delivery of projector carts in advance of class, report room not returned to "home" state or report any missing room inventory, please contact Jeremy Littler, New Media Lead at 2222

Room Inventory - 12 mobile tables, 37 chairs, 1 whiteboard, 2 dry erase markers, 1 whiteboard eraser and 1 instructional lectern

VISUAL COMPUTING LAB SET-UP



The Visual Computing Lab is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of the room return its furnishings to their home position at the end of each booking as pictured above. **Returning the room to its home position includes;**

- Projector\Whiteboard powered down
- All computers powered down
- All debris removed from room (paper etc.) and placed in garbage containers.
- All floorbox covers in place with removable covers seated correctly

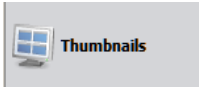
To report room not returned to “home” state or report any missing room inventory, please contact Jeremy Littler, New Media Lead at 2222

Room Inventory - 34 PC's and monitors,, 18 mobile tables, 34 chairs, 1 whiteboard, and 2 scanners

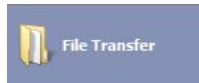
VCL CLASSROOM MANAGEMENT SOFTWARE



- Run SynchronEyes software on Instructor computer to engage classroom management software.



- Shows activity on all student computers. Allows for full screen selection on Instructor computer and for projection.



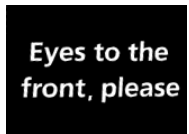
- Transfers data files from Instructor computer to all student computers.



- Can be programmed so only applications required for specific classes will run on student computers.



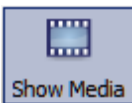
- Switches all student monitors to “Eyes To The Front, Please” mode.



- Stops Internet access to all student computers.



- Broadcasts instructor computer to all student monitors.



- Downloads media file to all student computers. Plays back, pauses, stops under control from Instructor computer.



- Opens website link in browser on all student computers



For More Information On This System Please Visit The Visual Computing Lab Webpage At <http://www.rcc.ryerson.ca/technology/rcc-359B.htm>

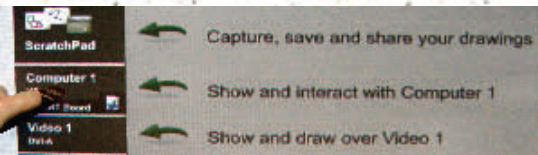


OPERATING INSTRUCTIONS FOR THE SMART TECHNOLOGIES INTERACTIVE WHITEBOARD

To Start Whiteboard/Projector — Press Tray Button Until It Starts Flashing Green and Boot Instructor Computer



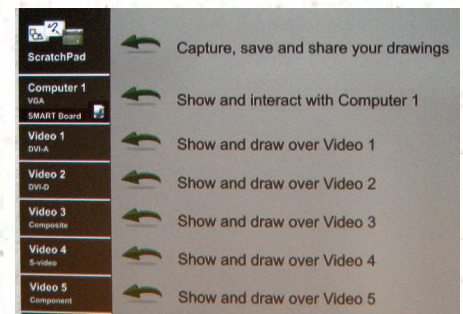
On The Whiteboard Surface— Press Show and interact with Computer 1. This will project the Instructor computer.



To Turn Off Whiteboard/Projector — Press Green Tray Button Until It Turns Red and Projector Will Start Powerdown Process.



To Use Other Projector Inputs — Connect Device To Appropriate Input And Select Source On Startup Screen. Speakers Are Built In To The Projector.



To arrange to borrow coloured markers or for any questions on this system please contact Jeremy Littler, New Media Lead at 2222

For More Information On This System Please Visit The Visual Computing Lab Webpage At <http://www.rcc.ryerson.ca/technology/rcc-359B.htm>

EFP PRODUCTION AND PRACTICE LAB SET-UP



The Electronic Field Production and Practice Lab is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of the room return its furnishings to their home position at the end of each booking as pictured above. **Returning the room to its home position includes;**

- Stacking all folding chairs onto the storage cart and return to --or park storage cart outside of-- storage cupboard.
- Portable movie screen retracted into base case, case snapped shut and returned to --or placed outside of-- storage cupboard.
- Whiteboard cleaned and parked along west wall
- Instructor table and lectern parked along west wall next to whiteboard.
- All debris removed from room (paper, building materials etc.) and placed in hallway garbage containers.
- Ensuring all carpet tiles are seated correctly.
- All room blinds fully opened and room lights off.

To arrange for the delivery of projector carts and/or movie screens in advance of class, report room not returned to "home" state or report any missing room inventory, please contact Jeremy Littler, New Media Lead at 2222

Room Inventory - 40 folding chairs on mobile cart, 1 whiteboard, 2 dry erase markers, 1 whiteboard eraser, and 1 instructional desk.