Marshall University Information Technology Council

Procedure ITP-11

Marshall University Training Procedure on Teaching in Distance Learning & Technology-Enhanced Classrooms

1. General Information

1.1. Scope:
The purpose of the procedure is to ensure effective use of technology enhanced classrooms.

1.2. Passage Date:
November 2, 2001

1.3. Effective Date:
November 2, 2001

1.4. Revision Date:
August 19, 2019

1.5. Authority:
Marshall University Information Technology Council

2. Procedure

2.1.
The purpose of this procedure is to emphasize Marshall University's commitment to teaching using technologically advanced rooms and provide appropriate training to faculty and staff that will be using these rooms for Marshall University courses, staff training, or other non-teaching activities. For a list of available technology enhanced classrooms, go to www.marshall.edu/it/tec. The Center for Teaching and Learning (CTL) provides instructional and practice opportunities on the pedagogical applications of the available technology. The CTL Can be reached by emailing CTL@marshall.edu or by calling (304) 696-2206.

2.2.

Faculty and staff members assigned to teach or train in the before mentioned rooms, and student assistants supporting those rooms, are required to attend a group or individual training session prior to use. Once training is completed the faculty or staff member will be issued a signed certificate stating they are an authorized user.

2.2.1. Authorized users will abide by institutional policies along with applicable local, state and federal regulations.

2.2.2. Authorized users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.

2.2.3. The University reserves the right to limit access to users when violations or abuse of equipment have occurred.

2.2.4. The maintenance, operation, and security of distance learning resources require University personnel to monitor the system.

2.2.5. Recertification is required after significant changes to classroom technology