



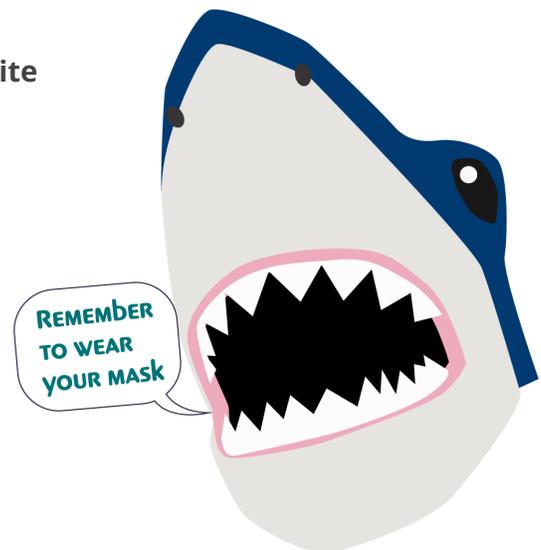
# the ifill college **COMMLab**

## **Updated CommLab Based Faculty Support Guidelines and Information**

This fall we will be rolling out a number of new tools to support the labs, students, faculty and all the logistics that go into the operation of our spaces. Below you will find an evolving list of information. I will let everyone know when things have been updated, added, or changed.

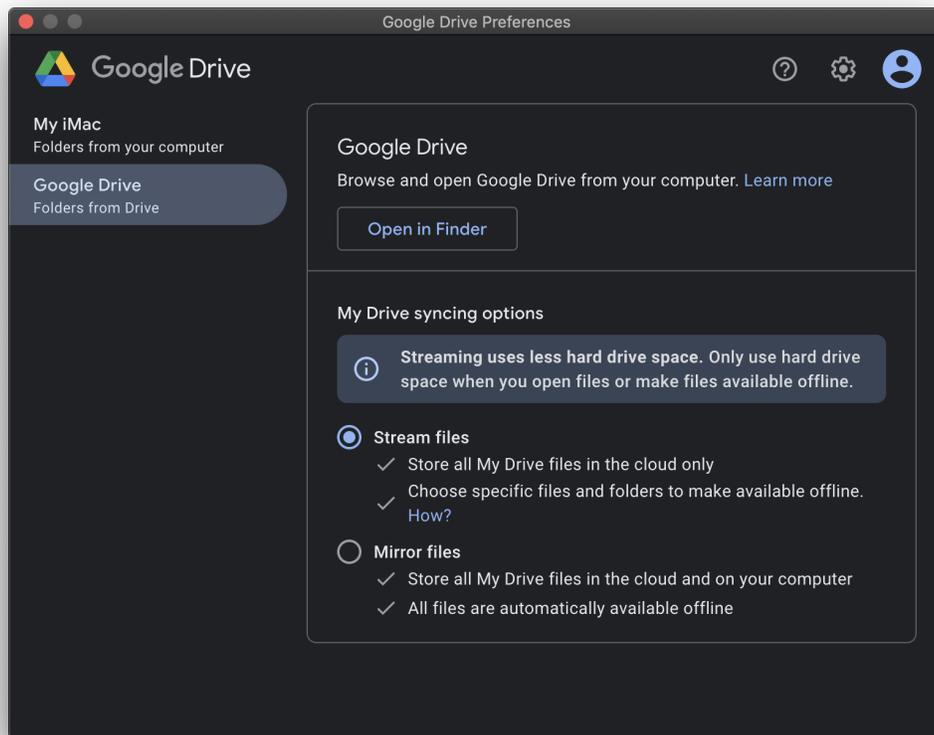
**NOTE:** *You can click the Headers below to take you directly to that information in this document.*

1. **Server**
2. **Scheduling**
3. **\*New\* Lab Protocols**
4. **Office Hours**
5. **\*New\* Lab Orientation**
6. **In-Class Demos**
7. **Google Shared Drives**
8. **Media Project Calendar**
9. **iPad Mobile Cart & Digital Critique Tools**
10. **Resource Post Requests for CommLab website**
11. **Complete Degree Virtual Lab Orientation**
12. **Booking Form**



## 1. Server

We will not be using a local server for the Fall semester as in the past. Students will have access to the [Google Drive desktop app](#) and will be asked to log in and use google drive as their storage location. I will have documentation for this before the start of the semester and it will be explained in the \*New\* Lab Orientation. This also affects course server folders which now can be requested as Google Shared Drives. Students should not back up “Mirror” computer files and google drive files locally on the computers. They should choose to “Stream” files. You all can work with this workflow as well.



## 2. Scheduling

There is a new Faculty only booking calendar. It can be found [here](#) directly and also under a newly created faculty tab on the commlab website, which will be up shortly and I will add the link at that time. Please request all lab orientations, demos, etc. through this booking page for both campus based and Complete Degree sessions. There is an option for In-Person or Virtual. If you choose virtual, remember to add a class Zoom link to the initial request or note that I should create a link for our meeting. . Please see individual categories for booking lead time. My normal working hours are from 10AM-6PM, you may schedule in-class time with me between the hours of 9AM-7PM.

### 3. Lab Protocols

We will have a number of new lab protocols that will be [found here](#) when I am finished writing them.

### 4. Office Hours

I am happy to house your office hours and your google appointment slots on the CommLab website. ([Here](#) PW:FA2021) please send me a list of office hours etc. I will have the page live for the first day of classes at that time it will not have a password. You can use this URL for students if you'd like, as it will be a normal live page.

### 5. \*New\* Lab Orientations (Campus-Based)

Like usual I will offer brief in class lab orientations for on the ground students. They will last about 10-15 minutes and should be scheduled in the first 3 weeks of classes. They will be required for all students using the commlabs and our equipment. **Please schedule them no later than 1-week in advance of when you need the orientation done.** You can use [this](#) scheduling request calendar. If necessary we can offer some drop in sessions or students can schedule a lab orientation with myself or an experienced Lab Agent.

### 6. Demos, Equipment Checkout, In-Class Instruction (*Not Lab Orientation*)

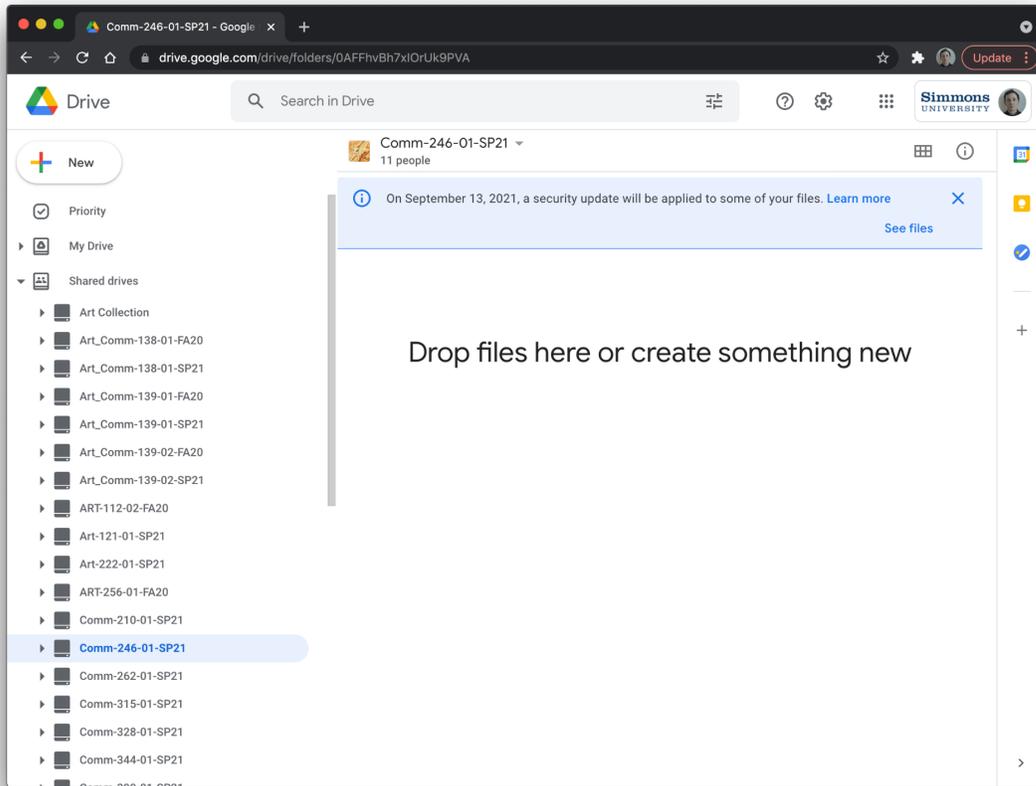
I am still offering in-class demos on software, hardware, or general curricular based practices (mounting and cutting for example) as needed. Please schedule those with these guidelines in mind: **3-week notice for software, 2-week notice for equipment, and 1-week for the dry mount press or cutting/mounting etc.**

I ask that you make a [60-min appointment here](#) and it helps to be as specific as possible in the blank box on the booking. Also if it is related to a specific assignment or something similar please email me the assignment sheet so I can better prepare for the demo.

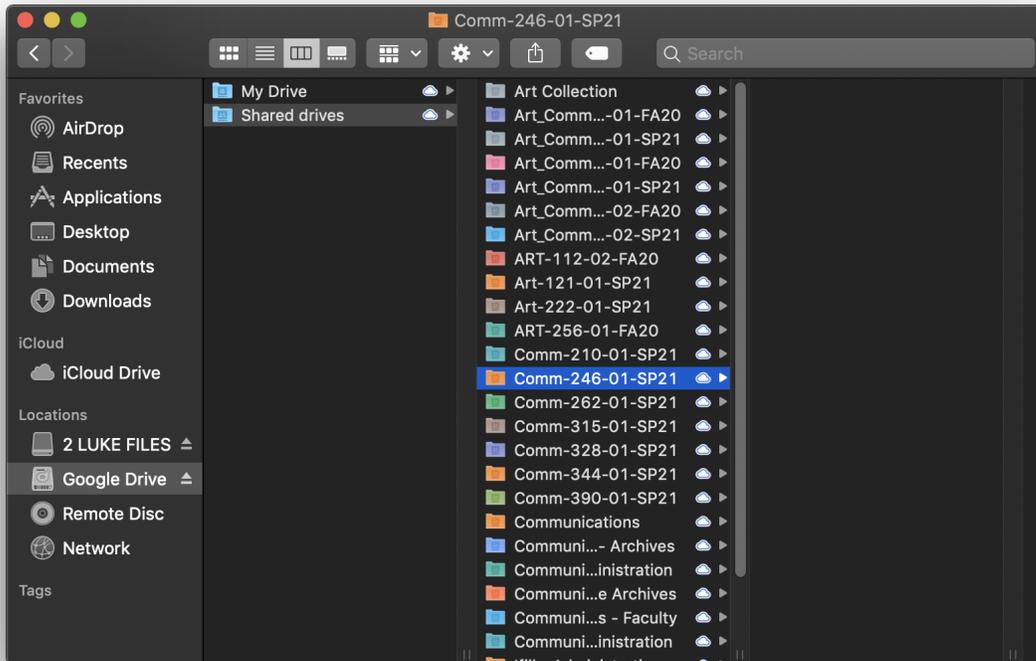
### 7. Google Shared Drives

Again, we will not be using a local server for the Fall semester as in the past. You can request to have a Google Shared created for your course. This would include yourself and all students registered in that class. All folders and documents within can be seen by everyone in the folder, there are no permissions settings available to you. The pros of this are it's great for sharing information, it is easy to find, and it is easily archived, it will be set up for you and all the students will be auto added based on registration.

It would look like this: Top Web based *1a*, Bottom Google Drive App *1b*



1a



1b

## 8. Media Based Projects Calendar (Campus-Based)

I am hoping you will block out time on [this calendar](#) (which you all have edit access to) for any media or lab based projects so that I have some sense of equipment and/or lab use timelines. What I would like to see on this calendar are the following things:

- When a project is assigned and due
- What type of equipment students will need
- What type of software you are requiring

This will help me plan lab use, reserve media equipment for your class, curate resource posts for the website, and highlight tips in the newsletter that are relevant to the current work being done. I can not guarantee that equipment will be available to your students without some of this information.

## 9. iPad Cart & Digital Critique Equipment Requests

Both of these requests can be [scheduled here](#).

We will have the full iPad cart available to be used in-class with 16-18 iPads with Apple Pencils. I created a list of apps we currently have available here. You can request the iPad cart to be delivered to a class period using this calendar. I strongly recommend reserving the cart 10 days in advance so that I have enough time to round up any checked out iPads and update/add additional apps if necessary.

Digital Critique Equipment is a new feature that we will be testing in the coming weeks. This consists of a DSLR, required cables and adapters to connect to computer, a copy stand or tripod. We will be able to use this method to make a larger "docucam" to display student work using the projector. This is an optional measure to help social distance for critique or have more students see the work at once. Please request to have this tech set up at least 2-3 days before you need it. I would also recommend we do a run through together so that you can see how it operates.

## 10. Resource Post requests for the CommLab website

This past year myself and the team of remote student workers tirelessly curated a large collection of useful tips, tricks, tutorials, and resources for students to access directly on the CommLab website. It is sortable by topic, course, etc. [You can view it here](#). We are happy to put up information you want shared with the students, create new search tags, or write up/search for quick tutorials you think the students may find useful. Please submit those requests as they come up and we will get them up as soon as possible. Please note that it may take up to 14 days for them to go live, so submit them as soon as you can.

## 11. Complete Degree Virtual Lab Orientation

They will last about 10-15 minutes and should be scheduled in the first 3 weeks of classes.

**Please schedule them no later than 1-week in advance of when you need the**

**orientation done.** You can use [this](#) scheduling request calendar. Please include your Zoom Classroom link in the initial request.

## 12. Request Form

Text in **RED** explains what to put in the form field.



## Faculty Requests: Lab Support Form

[← Choose a different time](#) **Confirm Booking**

Friday, August 6, 2021  
11:00 AM - 11:15 AM  
🌐 US/Eastern

**First name** (Required)

**Last name**

**Email** (Required)

**Brief description of request, class name, etc.** (Required)  
**In this box please add course number, brief description of needs, and the classroom number of where this orientation will be held. (Ex A111)**

**Duration**

**Service**  
Complete Degree Virtual Lab Orientation

**Service description**  
Use this for Virtual abridged Lab Orientations. Please remember to put the class Zoom link in the calendar invite.

**In Person or Virtual**  
 In Person  
 Virtual  
Remember to add the class Zoom link in the calendar invite.

**Zoom Link for Virtual Sessions:**  
**Add in Zoom Link here if Virtual.**

Please add the class zoom link for you CD sessions or hybrid sessions, if you'd like me to create a zoom link because this is not in the virtual campus note that here as well.

**Confirm Booking**

This form is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.