

system and their hardware configuration consists of Pentium M, 1.73 GHz, 1.5 GB RAM, 14" display, and floppy drive **OR** CD-RW/DVD-ROM drive. The laptops also have a second battery available (which swaps out with the floppy drive or CD-RW drive) for longer class sessions. Battery chargers for use in a powered classroom are available, as well as 2 portable laser printers. The software package is the same as what is available in the open computer lab.

Instructional Television and Videoconferencing

The Instructional Television (ITV) program is utilized for 2-way interactive broadcasting of classes. It takes place in specially designed videoconferencing classrooms.

Rooms 109, 305, 309, 318, and 319 are designated as ITV classrooms on the Sugar Land campus. They contain an instructor workstation, complete with a computer, document camera, and DVD/VCR player. The cameras, monitors, and electronic equipment are all controlled by a touch panel or remote control. Room 305 also has an LCD projector and projection screen while Room 318 has an LCD projector and projection board.

The rooms have different seating capacities, ranging from as few as 10 students to as many as 32. The Telecom Analyst and other technical staff provide full-time support and training for the videoconferencing network. If you are interested in teaching your class by ITV, talk with your department chairperson or dean.

Faculty can also schedule videoconferences between their home university and the Sugar Land campus. The online reservation form is on the Sugar Land website.

Technology Scheduling

Some of the technology on the Sugar Land campus is scheduled online. For a listing of the resources that needs to be scheduled, you can access the information at:

www.sugarland.uh.edu/schedule

When a reservation is received, the Technology Scheduler will schedule the requested technology and send an e-mail to the instructor, confirming the reservation. **If you do not receive a confirmation e-mail within 24 hours of your reservation request (not counting weekends and holidays), contact the Technology Scheduler immediately at (281) 275-3321.**

Computer User Accounts

To access the network and the Internet at UHSSL, you must log on with an individual user account. You may log on to your home university domain and use your individual

computer account while at the Sugar Land campus. If you are new to your home university and need to create a temporary 60 day user account until your home account is ready, go to www.sugarland.uh.edu/technology/account. **While most accounts can be created in 2 hours, it may take up to 24 hours (not including weekends or holidays) to create a temporary UHSSL account.**

If you get a temporary account, your User Name and Password, as well as other account information, will be e-mailed to you.

Faculty Workstations, E-mail, and Voicemail

Seven computer workstations for instructor use are located in the workroom of the Faculty Lounge (Room 107) and seven computer workstations are located in the Faculty Suite (Room 110). The Faculty Lounge and Faculty Suite are on the first floor of the George Building. Instructors are also welcome to use the workstations in the open computer lab in Room 303. There is also a laser printer and copy machine in both the Faculty Lounge and Faculty Suite.

Faculty may also check their home campus e-mail from UHSSL. Please talk with the technical staff if you need assistance in setting up your e-mail access.

A limited number of voicemail boxes are available for faculty. Voicemail boxes are assigned on a first come, first served basis. To request a voicemail box, go to www.sugarland.uh.edu/voicemail.

Information Technology Staff

The Information Technology staff provides support for all technology-related equipment and services. Their offices are in the Help Desk area on the 3rd floor. **Their primary responsibility is to make sure that all technology resources are operational and available for use by the faculty and students.** Training or instruction in all of the technology resources is also provided by the staff.

Help Desk - (281) 275-3328 | sltech@uh.edu



Technology Services for Faculty



UH SYSTEM SUGAR LAND

Information Technology Department
14000 University Boulevard
Sugar Land, Texas 77479
(281) 275-3328 Help Desk
(281) 275-3320 Help Desk Fax
sltech@uh.edu

UH System Information Technology Services for Faculty at Sugar Land

The University of Houston System at Sugar Land (UHSSL) provides technology services to the UH System community in support of instruction, research, and administrative activities.

Because UHSSL is a teaching center, the technology services are decentralized from the activities at the four UH universities. Policies and procedures have been established at the Sugar Land campus to ensure consistency among the universities and to meet their special needs. The Technical Services Manager is responsible for enforcing the policies and procedures at the UHSSL campus.

UHSSL has a variety of technology for use by faculty with their classes. This technology includes computing, multimedia, audiovisual, and videoconferencing resources. The Information Technology Department is responsible for operating and maintaining the technology and assisting the faculty with its use. Information on all the technology services can be found online at:

www.sugarland.uh.edu/technology

The following sections describe the types of technology available and the policies and procedures that govern its use.

Media for the Classroom

All of the classrooms have a projector, pull down screens, PC with CD or DVD burners, a DVD/VCR player, and connections for a laptop computer. In addition, some rooms have an electric screen, speakers, and a control system that activates and runs the equipment.

There are also 3 powered classrooms that have

electric connections at the tables to provide power for personal laptops or when using the Mobile Computer Lab. If you wish to teach in a powered classroom, please talk with the Program Coordinator in the Administrative Office.

All of the classroom PCs have the Microsoft Office 2007 Professional Suite (Word, Excel, PowerPoint, Access, Publisher), Visual Studio.NET, Firefox browser, Internet Explorer browser, and other media and utility programs. If you need a software program that is not on the PC, please talk with the technical staff.

Other equipment that can be scheduled for use in the classrooms are:

- **PORTABLE DOCUMENT CAMERA** - The portable document camera ("doc cam") is used to display documents, photos, books or any other 3D object through a digital projector. There are 2 portable doc cam available for use.
- **CAMCORDER AND DIGITAL CAMERA** - There is a camcorder and a digital camera, which are available for taping presentations in the classroom or taking still pictures. Tapes for the camcorder should be provided by the instructor.

The digital camera is a 2 megapixel camera and can take up to 150 high resolution pictures. The pictures are saved on a memory disk and can be downloaded over a USB connection to a computer.

If you have special needs for the classroom that are not addressed here, please talk with the technical staff.

Computer Labs

There are 5 computer labs available on the Sugar Land campus. All of the labs have a high speed connection to the network and the Internet. The first one is an open lab that is available for all students and faculty. The second one is a multimedia lab, which is available to instructors who wish to utilize instructional multimedia with their students. The third and fourth ones are instructional labs, which are used as multipurpose classrooms for general classes and classes needing computing resources. The fifth one is a mobile lab, which utilizes laptop computers and is brought to the instructor's classroom. The multimedia lab, instructional computer lab, and mobile labs must be scheduled for use with the Technology Scheduler.

- **OPEN COMPUTER LAB** - This lab is located on the 3rd floor of the George Building in Room 303. There are 27 workstations in the lab.

The workstations run the Windows XP operating system and their hardware configuration is Pentium D, 2.8 GHz, 1 GB RAM, 17" flat panel monitor, and a DVD+RW drive. 1 workstation is equipped with a scanner for media work.

One workstation is also set up for individuals who need accommodation for physical, visual, or auditory impairments. It is wheelchair-accessible, has a 20" flat panel monitor, headphones, and has the Zoom-Text program installed.

A listing of all available software is posted in the lab. However, a general listing of software packages includes (but is not limited to):

- Microsoft Office 2007 Professional Suite (Word, Excel, PowerPoint, Access, and Publisher)
- Microsoft Visual Studio .NET, which includes Visual Basic, Visual C++, Visual C#, and Visual J#
- Microsoft J++
- Java
- QVTNet (FTP & Terminal services)
- Internet Explorer browser
- Firefox browser

There are 2 high-speed laser printers in the open lab and 1 high-speed laser printer in the print area outside of the open lab. They print up to 45 pages a minute, and can provide duplex printing. A color laser printer is also available in the print area outside the lab. All student computer accounts have a print allowance.

- **MULTIMEDIA LAB** - This lab is also located on the 3rd floor of the George Building in Room 305. There are 28 workstations in the lab with wireless keyboards and mice.

The workstations run the Windows XP operating system and their hardware configuration is Pentium 4, 2.8 GHz, 512 MB RAM, 19" CRT monitor, floppy drive, dual DVD-ROM / DVD+RW drives, and a 250 MB Zip drive. Software programs are the same as what is available in the open lab. A high-speed laser printer is also available in the lab and a color laser printer is

available outside the lab in the print area. Printing is unlimited in the multimedia lab, providing students use the specific account established for the lab.

The workstations are contained in ergonomic flip-top desks, so that the instructor has a clear view of the students at all times. This also allows the instructor to utilize the lab for regular classroom work as well as computer related instruction.

The multimedia lab also has an LCD projector, document camera, projection screen, and two 50" plasma displays.

- **INSTRUCTIONAL COMPUTER LABS** - These labs are also located on the 3rd floor of the George Building in Rooms 302 and 306. There are 30 PC workstations in each lab.

The workstations in both labs run the Windows XP operating system. In Room 302, the hardware configuration consists of Pentium Core 2 Duo, 2.53 GHz, 4 GB RAM, 17" flat panel monitor, and DVD+RW drive. In Room 306, the hardware configuration consists of Pentium Core 2 Duo, 2.2 GHz, 2 GB RAM, 17" flat panel monitor, and DVD+RW drive.

Software packages installed in both labs are the same as what is available in the open computer lab. An instructor computer is located at the front of each lab and the hardware configuration is the same as the student PCs. A black and white and color laser printer are also available in each lab. Printing is unlimited in the instructional labs, providing students use the specific account established for those labs.

The instructional labs also have an LCD projector, connections for a personal laptop, scanner, and DVD/VCR player.

- **MOBILE COMPUTER LAB** - The mobile computer lab consists of 35 laptop computers, which access the network and Internet through wireless technology. The laptops are brought to the instructor's classroom and can be used in a variety of settings.

The laptops run the Windows XP operating