Videoconferencing

The videoconferencing suite in **Arundel** is available to staff for business purposes. The equipment in this room can be used to connect to remote sites with similar facilities.

Staff may also use Adobe ConnectPro for web-based videoconferencing from their own office or using the equipped rooms in **Fulton 104**, **201** and **203**. There is no need to register for this service, staff can simply login with their normal username and password to host or join video conferences with colleagues.

For more information please see the videoconferencing page online at:

sussex.ac.uk/its/services/
staffservices/videoconferencing

Skype

Remember also that *Skype* is also available as an alternative for more informal videoconferencing. For settings and information please see:

sussex.ac.uk/its/help/faq1234

Text alerts

To receive text alert notifications of issues that may affect teaching, subscribe to ITS Text alerts via Sussex Direct. For full details please see:

sussex.ac.uk/its/help/faq1441

Windows 7

All PCs in lecture and seminar rooms use *Windows 7*. Information is available in a booklet that can be obtained from the IT Service Desk in **Shawcross** or ITS Help Point in the **Library**. This information is also online at:

sussex.ac.uk/its/windows7

Contact Details

To help you decide who you might need to talk to, audio-visual training is provided by Technology Enhanced Learning and the technical support is provided by IT Services.

University of Sussex Technology Enhanced Learning
Essex House, Falmer
Brighton BN1 9QT

Email:	tel@sussex.ac.uk
Website:	sussex.ac.uk/tel
Blog:	blogs.sussex.ac.uk/tel

University of Sussex IT Services
Shawcross, Falmer
Brighton BN1 9RH

Email:	support@its.sussex.ac.uk
Website:	sussex.ac.uk/its
Blog:	blogs.sussex.ac.uk/its
FAQs:	sussex.ac.uk/its/helpdesk
Online support:	sussex.ac.uk/its/help
Telephone (AV support):	**8022**
Request training:	its-training@sussex.ac.uk
GTS fault reports:	gts-faults@sussex.ac.uk
Book additional equipment:	gts-bookings@sussex.ac.uk
Videoconferencing help:	videoconf@sussex.ac.uk

Support availability
Monday - Friday: 9.00am - 5.30pm

Audiovisual services and training

IT Services provide technical support to all staff who need to use the PC and audio-visual equipment in the Sussex lecture theatres and seminar rooms. Training is provided by Technology Enhanced Learning.

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Audio-visual equipment training in lecture theatres or seminar rooms

The Technology Enhanced Learning (TEL) team, based in Essex House, provides proactive guidance, training and support to staff on the effective use of technology to enhance teaching, learning and the quality of the student learning experience.

Part of the TEL workshop programme includes training sessions for new or experienced teaching and support staff at Sussex who are interested in developing their practice for effective use of audio-visual and IT presentation equipment in lecture theatres and seminar rooms. The workshop aims to enable staff to teach with greater confidence using the range of equipment at Sussex.

Course Content:
There are two workshops available, for either lecture theatres or seminar rooms. Both provide hands-on opportunities to use the following:

* Lectern PC
* Interactive Whiteboard (or stylus in lecture theatres)
* Lecture capture
* Document camera
* Lights and sound control
* Microphones
* Your own laptop or mobile device

How to book:
Sessions are available throughout the year. See the Technology Enhanced Learning website for details of dates and bookings:

www.sussex.ac.uk/tel

Lecture Capture

Lecture capture is available in all of the lecture theatres on the campus and many seminar rooms too. For a full list and more details on making and viewing recordings, see the IT Services website:

sussex.ac.uk/its/lecturerecording

Frequently Asked questions

You may also find these questions and answers on our website useful.

How can I capture my lectures for Podcasting?

sussex.ac.uk/its/help/faq1604

How do I add a recorded lecture to my Study Direct course site?

sussex.ac.uk/its/help/faq1609

Problem solving

Typical problems are:

- **No sound**
  amplifier off or switched to the wrong source
- **No image projected**
  incorrect source selected on wall or Extron source control
- **Can't login**
  network cable unplugged or try logging in as
  .\localguest (ring 8022 for password)

PowerPoint Tips

Jump to a specific slide whilst running the presentation:

1. Run the presentation
2. Right click on the screen
3. Choose **Go to Slide**

Add notations to a slide whilst running the presentation:

1. Run the presentation
2. Right click on the screen
3. Choose **Pointer Option**
4. Switch to **pen** or **highlighter**
5. Repeat steps 2 & 3 and choose **arrow** to return to normal operation

When you close the presentation you can choose whether to save the annotations.

ITS offer PowerPoint Introductory and Intermediate courses:

sussex.ac.uk/its/training