This is a Distance Education (DE) class. You will be taught by an instructor who may be at a different CWU location and connected to students in other classrooms through a video conference. Here are some things you should know about how the DE technology works, expectations for classroom behavior, and how to report a problem:

How DE Works:

- The cameras in the front of the room focus on whoever is speaking.
- When you speak, the camera will focus on you, and your classroom will be displayed to the instructor and students at other locations. There may be a slight delay in audio transmission.
- The monitors in the front of the room display your instructor or students in other classrooms.
- The projector screen displays the class content that is being shared with you.

Behavior Expectations:

- Please select a seat in the classroom where you can see the monitors and be seen by the cameras so your instructor and students at other locations can see you when you speak.
- When class starts, make sure the classroom door is shut. The instructor and students at other locations may hear any noises coming from the hallway outside your classroom.
- If you have a question, please raise your hand and verbally inform the instructor. Speak up to be heard as the instructor may not see you raise your hand. State your name and location.
- Unless you have a question, please remain quiet. All sounds from your classroom are transmitted to the classrooms at other locations, so please avoid side conversations.
- Keep your phone on silent and be courteous if you are eating in class. Any noise is a distraction not only to students in your classroom, but to those in the remote locations, as well.

How to Report a Problem:

- DE operators assist with each class and will tell you their location at the start of the quarter.
- If there are any problems receiving audio, video, or class content, please inform your instructor and alert the DE operator immediately.
- The DE operators will work to resolve the issue and inform you of the estimated time until the issue is resolved.
- DE sessions are recorded for archival purposes, so your instructor may make the recording available to students to review after class.

CWU Center Contact Information:

- CWU – Des Moines: cwu_desmoines@cwu.edu
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