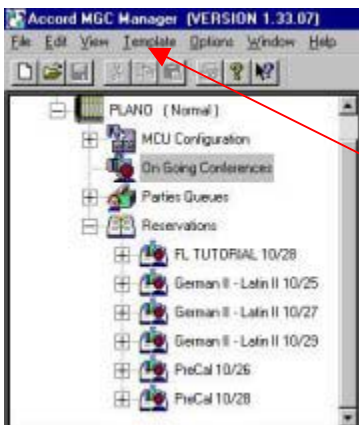


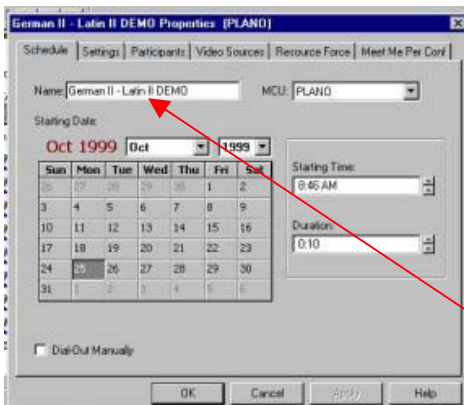
# Distance Learning Lab MGC Scheduling Software

## Log in:



1. Start the computer; click "Cancel" at the login screen.
2. Double click on the MGC icon
3. Double click on the Plano icon
4. Enter the password
5. Click on the Template menu; choose Conferences

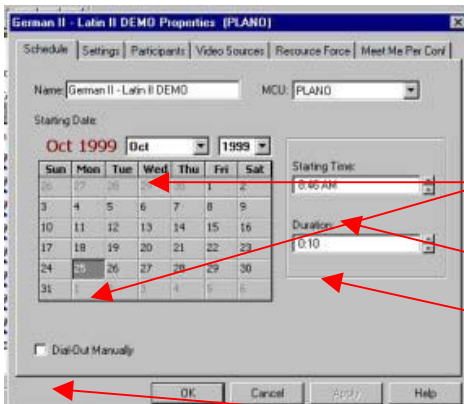
## To create a new session:



You should see the session template: Precalc. This session is set for all five high schools.

1. Select the template you wish to copy; RIGHT click.
2. Choose Copy As
3. Rename the session (add the date). Each session must have a unique name.
4. Click OK.

## To schedule the session:



1. Select the template you just created; RIGHT click.
2. Click Start
3. Check the date (two places).
4. Check the starting time.
5. The duration should be for the amount of time scheduled--not the ending time!
6. Check to make sure the Dial Out Manually box is NOT checked.

Click OK. SAVE the session schedule!

## To check the session schedule:



5. Select the reservation you wish to see (see the list above); RIGHT click.
6. Choose Properties (last item on the list)
7. Check the date and starting time.
8. The duration should be for the amount of time scheduled--not the ending time!
9. Check to make sure the Dial Out Manually box is NOT checked.

NOTE: You cannot make changes at this screen--you can only view the settings for the session reservation. To make a change, you must delete or terminate this session and reschedule.



### To monitor the session:

1. Select the On Going Conference you wish to monitor; RIGHT click.
2. Choose Monitor

A list of the conference participants will display at the bottom of the screen. See the example below.



In the example above, you can see the name of the On Going Conference, the participating schools, and details of the connection. To see these details, you must choose to monitor the On Going Conference. Use the trouble shooting list below to check for problems that we have encountered in the past.

<b>If the Status displays "Disconnected"</b>	Right click on the <u>School Name</u> ; choose "Reconnect"
<b>If "Reconnect" does not work--and all other sites are still connected</b>	Ask the facilitator to turn off the monitors and unplug the electricity; this resets the CODEC. . After she plugs back to electricity, reconnect that school.
<b>If a slash (/) appears through the icon in front of the school name</b>	The site has muted sound; you cannot mute or unmute sound from a remote site. Call to have the facilitator change the condition. Or, use the VID to display a written message to the site!
<b>If you (or a remote site) can hear but cannot see other sites</b>	Try restoring the video by reconnecting from the software, unplugging and replugging the unit at the site, and clicking "Self View" on the remote. If none of these work, call!
<b>If the remote site can see and hear other sites, but cannot see themselves</b>	Check the S-Video cable on the back of the student-view monitor. When this cable is disconnected, everything works except the students cannot see themselves!
<b>If the remote site can see themselves, but not in color</b>	Check the S-Video cable on the back of the student-view monitor. When this cable is only partially connected, color will be lost.
<b>If the MGC time is not correct</b>	Right click on the Plano icon; choose MGC time.