



Department of Natural Resources Information Technology Training Facility

Usage Policies and Guidelines

About the Facility

The DNR Information Technology Training Facility is located in Room 1172 of the LaSalle Office Building. When exiting the elevators, turn towards the south, towards the Information Technology Division, and then to your left.

The Facility is equipped as follows:

- 33 Dell Optiplex PCs with 17" flat-panel displays, one for the instructor and 32 for students, all with Internet connections
- high-resolution computer- and/or video-driven projector (ceiling mounted)
- sound system with ceiling-mounted speakers, and clip-on wireless microphones
- stereo VCR
- podium, instructor's stool and laser pointer
- powered drop-down 8' projection screen
- erasable whiteboard
- movable whiteboard and flip-chart
- dimmable overhead lighting

The facility is primarily used by the DNR IT Division for classroom-style training but can also be reserved (if available) by other entities within DNR who need a training or meeting facility requiring network-connected computers.

PC Configuration and Software

If you plan to use a particular software application on the computers during your training, it is recommended that you verify well in advance (at least two weeks) that the computers are configured to use that software. In addition, it is recommended that you visit the classroom at least 30 minutes prior to your training meeting to verify that the Facility's resources are in order.

Because the Training Facility computers are used to support a wide range of training needs, their proper working order is critical. Therefore, in order to reduce the chance of the computers becoming inoperable, ***their configuration cannot be significantly altered***. If you have special software requirements for your training or meeting, be sure to mention them when making your reservation request for the Facility.

Note, however, that the IT Division reserves the right to deny the installation of software products which might conflict with established, standardized PC configurations in the Facility, or compromise DNR network security policies, standards, and virus protection mechanisms.

The availability and good working order of the Training Facility depends on the cooperation of all of its users. In order to keep a clean, safe, and functional environment, it is imperative that the Facility be maintained properly. Therefore, these policies and guidelines have been established for those reserving the facility.

Essentially, the goal is to remind everyone to leave the room exactly the way it was found.

The individual who reserves the Training Facility is responsible for its condition, the equipment in the room, and for the enforcement of these policies within the training session.

If you encounter a problem or need assistance with the Facility, please contact [John Harrell](#) at 225.342.1448, or someone on the staff of IT Technical Services.

Food and Beverages

Food and beverages are not allowed. An exception is made for the instructor/speaker, who may have a covered bottle of water.



Whiteboards

The Training Facility is equipped with a large wall-mounted whiteboard and a smaller mobile whiteboard. In order to avoid permanent staining of the boards, they are to be erased thoroughly when training is complete.

Audio/Video Equipment

The ceiling-mounted projector in the Training Facility is part of an audio/visual system that includes speakers embedded in the ceiling, a stereo VCR, two wireless microphones, and the instructor's PC. **Volume output has been carefully set to the optimum levels**, although variations in input may require volume adjustment.

Instructor Desktop Configuration

The instructor PC is connected to a wireless keyboard/mouse combination and to the audio/video system. ***Under no circumstance should the A/V system be connected to a student desktop PC.*** If there is a need to attach the video output to a PC or laptop brought in for the class, please ask for assistance. ***NOTE: spare batteries for the keyboard/mouse are stored in the black cabinet.***

Student Desktop Configuration

Each student desktop PC should be left as it was found. Monitors, keyboard, mice, chairs, and tables should be left in the configuration they were in before the training was conducted. Because the integrity of the cabling supplying power between the student tables is sensitive to their movement, it is important that the tables not be shifted.

Department of Natural Resources
Information Technology Training Facility

Instructor / Meeting Coordinator Checklist

Name of Class Instructor or Presentation Coordinator:

Office/Division:

Date and Time of the Scheduled Event:



Before the Event	Completed?
Read, understand, and agree to the Facility's Usage Policies and Guidelines	
Reserve the room, and state your requirements (at least 3-4 weeks before the event, depending on your requirements)	
Arrive at least 30 minutes before your event to make sure all is in working order and the Facility is configured as you need it	
Remind the attendees about "no eating and no drinking rules"; point out the signs to that effect posted in the Facility	
Remind the attendees about fire and emergency evacuation procedures	

After the Event	Completed?
Turn off portable wireless MICs and return to their original location in their leather cases	
Turn off the overhead projector	
Erase the markerboards	
Turn off all PCs	
Return all flat panel displays, keyboards and mice to their original position	
Return all tables and chairs to their original position/location	
Pick up all handouts distributed in the session, place in trash or take them with you	
Return this completed checklist to John Harrell or Ken Freeman, or alternatively leave on Instructor's Desk in the Training Facility	