



EdNet¹⁰
Videoconference Network

Handbook

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Network Overview

The EdNet¹⁰ Videoconference Network provides live, two-way audio and video communication to school district and college members in Collin, Dallas, Denton, Ellis, Fannin, Grayson, Hunt, Kaufman, Lamar, Rockwall, Tarrant and Van Zandt counties. This allows students, teachers, and administrators to participate in distance learning, virtual field trips, credit courses, workshops, and meetings.

The network operates in accordance with H.320 and H.323 videoconference standards. Broadband T-1 circuits connect all sites and are voice-activated switched by three multipoint control units (MCUs) located at Region 10 Education Service Center. Each member of the EdNet¹⁰ Videoconference Network has one or more sites equipped with a videoconference system.

Videoconferences can be scheduled either as point-to-point (two sites) or multi-point (three to ten sites) conferences. During point-to-point videoconferences, you always hear and see the other site. During a multi-point videoconference, you always hear whoever speaks, but it takes a few seconds for the video to switch, so you hear a person before you see them.

SITE STAFFING

Site Manager

A district staff person, usually assisted by Alternate Site Managers, is the primary contact person ultimately responsible for the videoconference equipment, room, event scheduling and support for the district. The Site Manager is either designated by the district superintendent or has volunteered for this critical position for the success of the videoconference network.

Alternate Site Manager

One or more district staff that the district superintendent has designated, or who has volunteered to assume Site Manager duties when the Site Manager is unavailable.

Host

The host is the event coordinator and responsible for scheduling the event, the content, the participant registration and logistics. This person is normally the “Contact” listed for the event in the Schedule of Activities.

Event Facilitator

It is recommended that an Event Facilitator be at each site during a videoconference. The Event Facilitator is often a participant, who is familiar with the content and is requested by the Host to assist at a site. An Event Facilitator may also be a Region 10 staff member for special or high profile videoconference events. The Event Facilitator is not responsible for technical support.

Site Manager and Alternates

A Site Manager and Alternate Site Managers are essential to the daily operation of the EdNet¹⁰ Videoconference Network. Each EdNet¹⁰ videoconference site must have a Site Manager appointed by the district. The operation of site equipment and success of events is a shared responsibility among the local Site Manager, Alternates and the EdNet¹⁰ Videoconference Network technical staff.

The Site Manager will monitor the site to report concerns and issues to the Help Desk 972 348-1670. All site managers and alternates are provided training on the operation of the videoconference system, using the Schedule of Activities scheduling system and videoconference network procedures and policies.

The Site Manager may schedule events for district staff using the on-line Schedule of Activities system at the URL: <http://events.ednet10.net/> .

Scheduling a Conference

The schedule for all videoconferences may be viewed and searched by date at the URL: <http://events.ednet10.net/> . Videoconferences must be scheduled a minimum of two working days in advance of the event. ISDN or TETN events must be scheduled a minimum of five working days in advance to allow for site testing. The Videoconference Network Manager must approve any deviation from these practices.

If for any reason, you as a site manager or alternate site manager, are not be able to prepare a site for a scheduled conference, please call the EdNet¹⁰ Help Desk at 972 348-1670 as soon as possible so we can make other arrangements or remove your site from the schedule. The participants who do attend conferences at your site rely on your support.

Activities

Daily

1. Check your email regularly for messages regarding scheduling, approval, denial or cancellation notifications.
2. Check the on-line schedule of activities at URL: <http://events.ednet10.net/> for any last minute changes affecting your site.

Before a scheduled conference

1. Unlock the videoconferencing room and turn on the lights
2. Power up the videoconference system at least 30 minutes prior to the scheduled start of the event
3. Check to make sure the touch panel or tablet will switch to the class camera, document camera, VCR, computer, and the instructor camera if you have one.
4. Make sure the sign-in sheets and evaluation sheets, are available for participants (these documents are available on-line at: <http://www.ednet10.net/>)
5. For those sites that are required to dial into the videoconference network for an event, dial in 15 minutes prior to the scheduled start time of the event. For those that do not have to dial, the bridge should dial your site 15 minutes before the scheduled event start time.

6. If your site does not connect to or, is not dialed by the bridge, contact the Help Desk immediately (972 348-1670).
7. Let participants know how to contact you and the Help Desk in case of a technical problem. (We suggest you post the Site Manager and Alternates telephone and pager numbers beside the room telephone or FAX machine for easy access. The EdNet¹⁰ Help Desk number should also be posted.)
8. Please be in the room when the conference begins and stay a few minutes to confirm it is running properly and participants are comfortable with the operation of the microphones and equipment.
9. If you encounter any difficulties contact the Help Desk immediately at 972 348-1670

After the last conference

1. Turn off the videoconference equipment components as instructed during training. (Most classroom systems require only the monitors and document camera lighting be turned off.)
2. FAX any sign in sheets, evaluations and waiver forms to the event host
3. Turn off the room lights and lock the room

Monthly

1. Check the microphone and camera presets and adjust camera framing as required
2. Check the camera remote control/s to see if they operate properly. If you need batteries please request them from the Help Desk
3. Check to make sure you have sign-in sheets and evaluations forms available in the room. If you need more of these documents, download them at: <http://www.ednet10.net/> and then make copies.
4. Check the room lighting and follow district procedure for light bulb replacement
5. Check the equipment in general and report any issues to the Help Desk

Host

The host of a videoconference schedules the day, time and sites included in an event or series of events. The host arranges for a presenter, the content and any materials. The host delivers the materials to each site prior to the event including any special sign-in sheets. The host should also arrange for an event facilitator, which may be one of the participants.

Scheduling a Conference

The schedule for all videoconferences may be viewed and searched by date at the URL: <http://events.ednet10.net/>. Videoconferences must be scheduled a minimum of two working days in advance of the event. ISDN or TETN events must be scheduled a minimum of five working days in advance to allow for site testing. The Videoconference Network Manager must approve any deviation from these practices.

If a district Site Manager cannot prepare a site for a scheduled conference, they will contact the EdNet¹⁰ Help Desk and in turn the Help Desk will notify the Host. The Host will then be responsible to make other arrangements or select another site.

The Host may schedule events using the on-line Schedule of Activities system at URL: <http://events.ednet10.net/>.

Scheduling Changes

Any change in the schedule shall be made by the event Host using the on-line Schedule of Activities system at the URL: <http://events.ednet10.net/>. Help with event scheduling, changes or cancellation assistance is available by calling 972-348-1164.

Activities

Weekly

The host shall monitor the registration of participants and cancel or remove a site from an event that has no participants 48 hours before the event. Please release a site or sites as early as you know you will not have participants.

Before a scheduled conference

1. Practice your presentation in the videoconference room or make sure the presenter is familiar with the videoconference room and the operation of the equipment
2. Email materials to each participant or deliver materials to each site or request them to download them from the EdNet¹⁰ website: <http://www.ednet10.net/>
3. Arrange for one participant at each site to act as the Event Facilitator for your videoconference or arrange for a Region 10 staff to assist at a site or sites
4. If your event requires a special sign-in sheet, make sure it is delivered to each site
5. If you encounter a problem call the Help Desk immediately at 972 348-1670

During Event

1. Arrive 30-60 minutes early to set camera presets, connect laptop, cue videotape etc.
2. During roll call check to see that each site is connected and operating properly
3. Start the VCR to record your presentation if you want a copy
4. Review the "ground rules," and any special instructions for participants including how to use their microphone and to leave them off unless talking.
5. Maintain eye contact with participants by looking at the TV at the back of the room
6. Watch the clock to make sure you have time for questions and end on schedule
7. If you encounter a problem call the Help Desk at 972 348-1670
8. Have a back up plan if a major problem arises so there are options for the participants to 1) take a short break; 2) discuss the topic at their site; 3) have a date planned for rescheduling of the conference

At the end of the conference

1. Remind Event Facilitators to FAX or return sign-in sheets
2. DO NOT turn off any equipment, just leave the room orderly at end of a conference

Event Facilitator

The Event Facilitators act on behalf of the event Host or presenter during the conference making sure participants have materials and that the presentation runs as planned. The Event Facilitator is not responsible for technical support.

Activities

Before a scheduled conference

1. Arrive to the videoconferencing room fifteen minutes early
2. Distribute the sign-in sheets
3. Distribute materials as requested by the event Host
4. Let participants know you are the Event Facilitator for that event
5. If you encounter a problem call the Help Desk immediately at 972 348-1670

After the last conference

1. FAX or send the sign-in sheets and evaluations to the event Host
2. Make sure the room is orderly at end of a conference - DO NOT turn off equipment, just leave the room orderly at end of a conference

Contacts

Videoconference Help Desk

972-348-1670

Operation & Planning

Videoconference Network Manager - Bob Barnes

Email - barnesb@esc10.ednet10.net

Phone - 972-348-1610 Pager - 214-581-4908 Fax - 972-348-1018

Cell - 214-729-2399 (after hours only)

Assistant Director Telecommunications/EdNet¹⁰ - Gary Bowers

Email - bowersg@esc10.ednet10.net

Phone - 972-348-1336 Fax - 972-348-1337

Instructional

Program Coordinator Instructional Technology - Barbara Smith

Email - smithba@esc10.ednet10.net

Phone 972-348-1440

- Oversee the instructional use of the network

Distance Learning Principal - Diane Wilcox

Email - wilcoxd@esc10.ednet10.net

Phone - 972-348-1514

- Facilitator of high school and dual-credit courses with colleges
- Coordinator of special student events
- Facilitator of graduate courses for teachers

Scheduling

The videoconference network year begins September first. The generic framework schedule below is used to plan the next school year prior to June first.

Weekly Scheduling Framework

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 – 9:30 am high school courses	7:00 – 9:30 am high school courses	7:00 – 9:30 am high school courses	7:00 – 9:30 am high school courses	7:00 – 9:30 am high school courses	
9:45am-3:30pm teacher, student, or administrator activities	9:45am-3:30pm teacher, student, or administrator activities	9:45am-3:30pm teacher, student, or administrator activities	9:45am-3:30pm teacher, student, or administrator activities	9:45am-3:30pm teacher, student, or administrator activities	8:00 am-5:00pm teacher, student, graduate course or administrator activities
4:00 pm – 8:00 pm high school or graduate courses	4:00 pm – 8:00 pm high school or graduate courses	4:00 pm – 8:00 pm high school or graduate courses	4:00 pm – 8:00 pm high school or graduate courses	4:00 pm – 8:00 pm high school or graduate courses	

1. EdNet¹⁰ Videoconference Network sites are scheduled on a first come, first served basis. District-owned videoconference sites have the right of refusal for use of their site. If you schedule a district site that district's site manager will receive an email notifying them of your request. The site manager then logs in and approves or disapproves the request.
2. ALL videoconference events MUST use the pre-registration option on the scheduling system and MUST have registered participants for each site.
3. If a site does not have any participants 24 hours prior to the event, it is the Host's responsibility to log-in to the on-line scheduling system at URL: <http://events.ednet10.net/> and remove the site or sites without participants. Remember, the Site Managers are depending on this information to be able to properly manage their site.
4. Videoconference sites are connected 15 minutes prior to the scheduled conference start time and will disconnect at the stop time requested. This time is needed by the Help Desk staff to ensure all sites are connected and to check the equipment settings at all of the sites before the planned start time. This set-up time may be use by the host to preset the camera, and prepare presentation materials.
5. During a videoconference occasionally check the room clock to make sure you are one schedule. Once the conference is over, it will not be restarted.
6. A videoconference should begin as near as possible to the scheduled start time. A roll call of sites may begin prior to the scheduled start time during the 15 minute set-up. This can allow you time to report problems to the Help Desk staff.

Scheduling Priorities/Resolution

1. District-owned videoconference sites will resolve scheduling conflicts within the district. District sites maintain ownership and have the right to refuse requests to use their room.
2. EdNet¹⁰ staff will resolve scheduling conflicts in cooperation with scheduled sites. The scheduling system should not allow conflicts, but if they occur, the following priorities will prevail:
 - Delivery of student courses and college/university courses
 - Professional development
 - Collaborative meetings
 - Network and system testing
3. The master schedule for the delivery of credit courses will be published by August 1st for the fall semester and November 30th for the spring semester. Summer credit course requests must be completed by May 15th.

Planning Event Size and Number of Sites

Planning for the size of an event will vary when considering:

- Participants (student grade level; adult)
- Nature of topic
- Interaction required between participants and the presenter
- Number of microphones required
- Capacity of the room
- Total expected participants among all sites

It is often better to schedule several events with fewer participants than one large event.

For student courses and events with a high need for interaction, a maximum of three sites is recommended with up to 15 participants at each site.

For other videoconference events, the network policy restricts the number of sites included to ten. If you need to schedule more than ten sites, first contact the Videoconference Network Manager for approval.

Procedures for Scheduling

Videoconferences may be scheduled with network sites, or sites outside the network using ISDN or TETN. Any site in the world with ISDN dial-up services or connectivity with Internet2 can connect in a videoconference.

Prior to scheduling a videoconferencing event a Site Manager must participate in an orientation to EdNet¹⁰ policies and procedures and learn how to use their videoconferencing system. Contact the Scheduling Help Desk – 972 348-1164 for information on available training dates. Upon completion of the training, you will be given rights to access the scheduling system, using your EdNet¹⁰ login.

1. You decide that a videoconference is the appropriate for a meeting, workshop, or classroom learning experience such as a virtual field trip

2. Send your request to the Site Manager to schedule the videoconference, providing the day, time, sites, name of the event and the host name and contact information.
3. Site Manager checks the on-line videoconferencing schedule for available dates and times and schedules the event
4. EdNet¹⁰ Scheduling system notifies all site managers of scheduled events by email as they are scheduled
5. Site Manager send the confirmation for the scheduled event to the Host
6. The Host notifies all participants of the pertinent information on the event, including directions to their videoconferencing site
7. The Host designates an event facilitator for each site and communicates with them regarding:
 - transporting Network Sign-in and evaluation forms
 - handouts
 - special directions on facilitation needs (leading discussion, etc.)
8. If a site does not have any participants 48 hours prior to the event, it is the Host's responsibility to log-in to the on-line schedule <http://events.ednet10.net/> and remove the site or sites without registered participants so those sites are released for others to use.
9. Within two weeks after the event, the Host shall send the Network Use Forms to Gary Bowers or FAX them to 972 348-1337.
10. If you need to make ANY changes, (such as adding sites, date changes, cancellations etc.) they MUST be done by login to the on-line schedule <http://events.ednet10.net>

Procedures for Scheduling - ISDN

ISDN is often used for virtual field trips with museums, zoos and videoconference sites in other states or foreign countries. Long distance charges are incurred for an ISDN call outside the North Texas LATA. The following charges and procedures apply for each ISDN videoconference scheduled.

There is a \$15.00 set-up fee for each ISDN call, which includes a 15-minute test conference with the site. The set-up fee for an international ISDN call is \$35.00.

The cost for ISDN calls at 384 Kbps within the United States is \$60.00 per hour and will be billed in 15-minute increments.

The cost for ISDN calls to international sites varies by country and connection speed, which is often 128 Kbps rather than 384 Kbps to lower the cost per hour.

A copy of your school district Purchase Order must be received ten days prior to the scheduled event by the EdNet¹⁰ Videoconference Network Operations Center.

An ISDN event will be scheduled without receipt of a Purchase Order. For assistance call Vickie Sullivan at 972 348-1164 and FAX Purchase Orders to 972 348-1165.

Procedures for Scheduling - TETN services

The Texas Education Telecommunications Network provides two videoconference services, Mode B and Mode E conferences. Mode B allows you to participate in a TETN event at an EdNet¹⁰ videoconference site rather than driving to Region 10.

Mode E allows you to conference with another school district in Texas using the TETN network between the Education Service Centers or any site in the world connected to Internet2. See the Appendix for "Instructions for a Mode E Request". For more information, read below or <http://www.ednet10.net/>

1. You decide to schedule TETN services to attend a TETN meeting, workshop, or use Mode E for a virtual field trip or a classroom project.
2. **To attend a TETN conference by Mode B** email a request to the Region 10 TETN Site Manager, Gary Bowers, bowersg@esc10.ednet10.net providing the TETN event name and date as well as the district videoconference site where participants will be located. The TETN Site Manager will schedule the Mode B with TETN and the EdNet¹⁰ Videoconference Network and send you a confirmation.
3. **For a Mode E conference**, enter the requested information in a TETN Mode E Request (see appendix) and send it to the TETN Site Manager, Gary Bowers, bowersg@esc10.ednet10.net. A confirmation will be sent to you and the District Site Manager after it is scheduled with TETN, the participating school district site/s in the other ESC regional network and the EdNet¹⁰ Videoconference Network.
4. Before filling out the TETN Mode E Request, confirm the scheduled date and time with the participating school district and confirm that their site is available.
5. Depending on your school district's scheduling procedure, you may send your request to the your District Site Manager to schedule the videoconference.
6. The District Site Manager sends the scheduling information to the TETN Site Manager at Region 10, Gary Bowers, bowersg@esc10.ednet10.net
7. TETN Site Manager schedules the TETN Mode E request and sends a confirmation to the your District Site Manager
8. The District Site Manager confirms the event is scheduled on your school district MCU (if one is involved in the videoconference)
9. The District Site Manager confirms the event is scheduled on the participating school district MCU (if one is involved in the videoconference)
10. The District Site Manager coordinates event schedule changes with the Region 10 TETN Site Manager
11. EdNet¹⁰ Scheduling system notifies all site managers of scheduled events by email as they are scheduled
12. The District Site Manager sends the confirmation for the scheduled event to you, the Host
13. The Host notifies all participants of the pertinent information on the event, including directions to their videoconferencing site
14. The Host designates an event facilitator for each site and communicates with them regarding:

- transporting Network Sign-in and evaluation forms
 - handouts
 - special directions on facilitation needs (leading discussion, etc.)
15. If a site does not have any participants 48 hours prior to the event, it is the Host's responsibility to log-in to the on-line schedule <http://events.ednet10.net/> and remove the site or sites without registered participants so those sites are released for others to use.
 16. If the event must be canceled the Site Manager must notify the TETN Site Manager and all sites scheduled for the event
 17. Within two weeks after the event, the Host faxes the Network Use Forms to 972 348-1337
 18. If you need to make ANY changes, (such as adding sites, the date, cancellations etc.) they MUST be done by login to the on-line schedule: <http://events.ednet10.net>

How to get an EdNet¹⁰ Login

In order to access the variety of programs available, such as videoconference scheduling, and workshop registration it is necessary to obtain a login on-line.

1. Go to <http://www.ednet10.net>
2. Place your cursor over the Login menu and click on CREATE AN ACCOUNT
3. Fill in the form with all required information (marked by yellow dots). Please choose a user name. A user name can have no spaces or special characters.
4. Click on the light bulb icon for availability of user names
5. Click on the "Submit" button to complete your New User Registration

NOTE: Upon completion of your videoconference network training, email your user name to the Vickie Sullivan sullivanv@esc10.ednet10.net, to activate your access to the scheduling system.

Trouble Resolution Procedure

- Site Manager determines what the problem may be and correct it if is a simple issue described in the technical training
- If the problem is not corrected then contact the Technical Help desk, 972 348-1670
- Please describe the problem in detail based on your initial troubleshooting
- Assist the technician over the telephone if requested to immediately correct the problem
- If a problem cannot be resolved, then inform the participants their options, which may be attending at another site or attending the next event when it is offered
- The Technical Help Desk will open a Repair Ticket for a problem that cannot be resolved immediately and a technician will be dispatched to correct the problem as soon as possible

Credit Courses

Student Guidelines

- Students enrolling in courses offered by a college or university must meet TASP requirements or be TASP exempt.
- All students must meet all eligibility requirements established by their district.
- Prior to enrolling in any course delivered by another district or by a college or university, students and their parent/guardians (if minors) will be provided communication regarding grading procedures, class requirements, and excerpt from local policies regarding the computation of grade point averages.
- Students must participate in an orientation session provided by the site where attending prior to beginning the delivery of programming.

District Guidelines

- EdNet¹⁰ requires that if districts decide to share courses between and/or among each other a written agreement be developed. The agreement will detail the share services including, but not limited to: holiday/professional development days when classes will be cancelled, delivery options when holidays/professional development day conflicts occur, grading procedures, transfer of funds (if any), textbook issues, reproduction costs, postage costs, and courier service procedures.
- All districts, other than the Host site, are responsible for designating an individual to be designated as site manager. (Host sites have already accomplished this with a signed agreement) Site managers will receive training regarding their roles and responsibilities. At a minimum, the Site Manager must be available to open room, turn on the system, verify equipment operation and be in close proximity should assistance be required.
- Local school districts are to ensure that all instructors have completed a professional development program on teaching by videoconference prior to the start of classes.

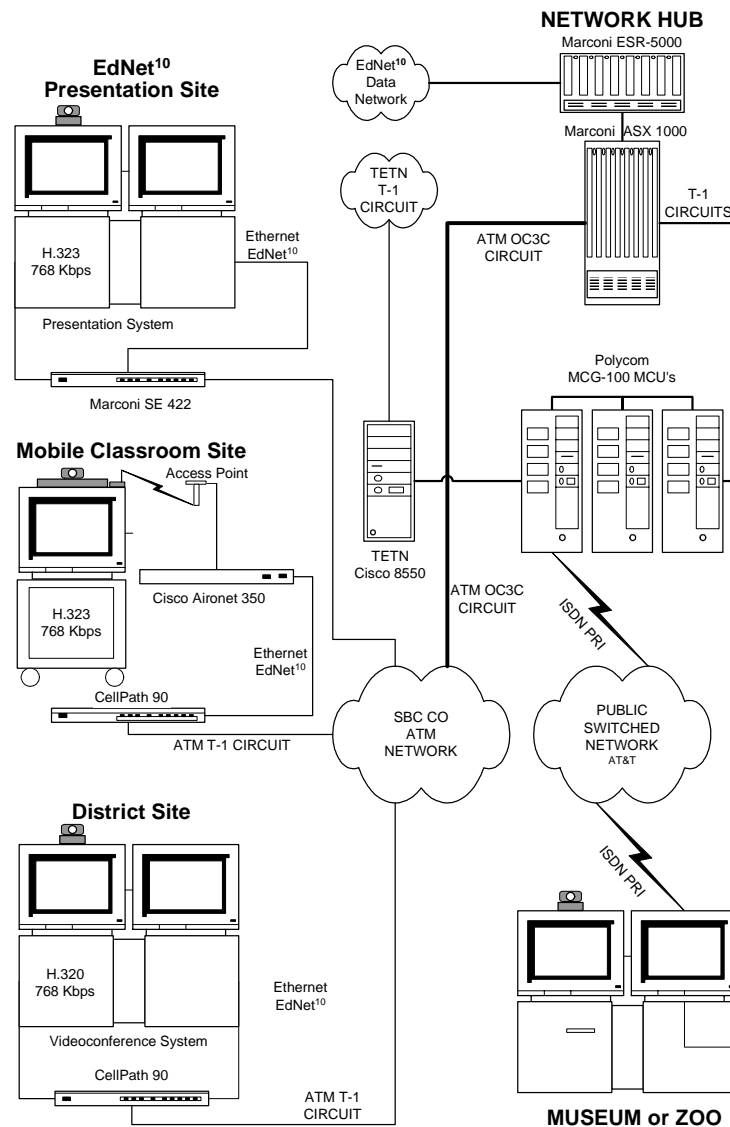
College and University Guidelines

- All faculties should participate in videoconference training prior to delivering instruction on the system.
- Course syllabi should be furnished to the local school districts at least six weeks prior to registration.
- Each college/university should furnish a single point of contact with admission requirements and registration procedures at least one semester in advance of scheduling.
- Colleges/universities should provide a list of courses to be taught twelve weeks prior to the start of the next semester
- Colleges/universities will see that the delivery of courses complies with Coordinating Board requirements.
- College/university faculty will follow established EdNet¹⁰ procedures for the transfer of materials to the school districts. Any emergency reproduction of

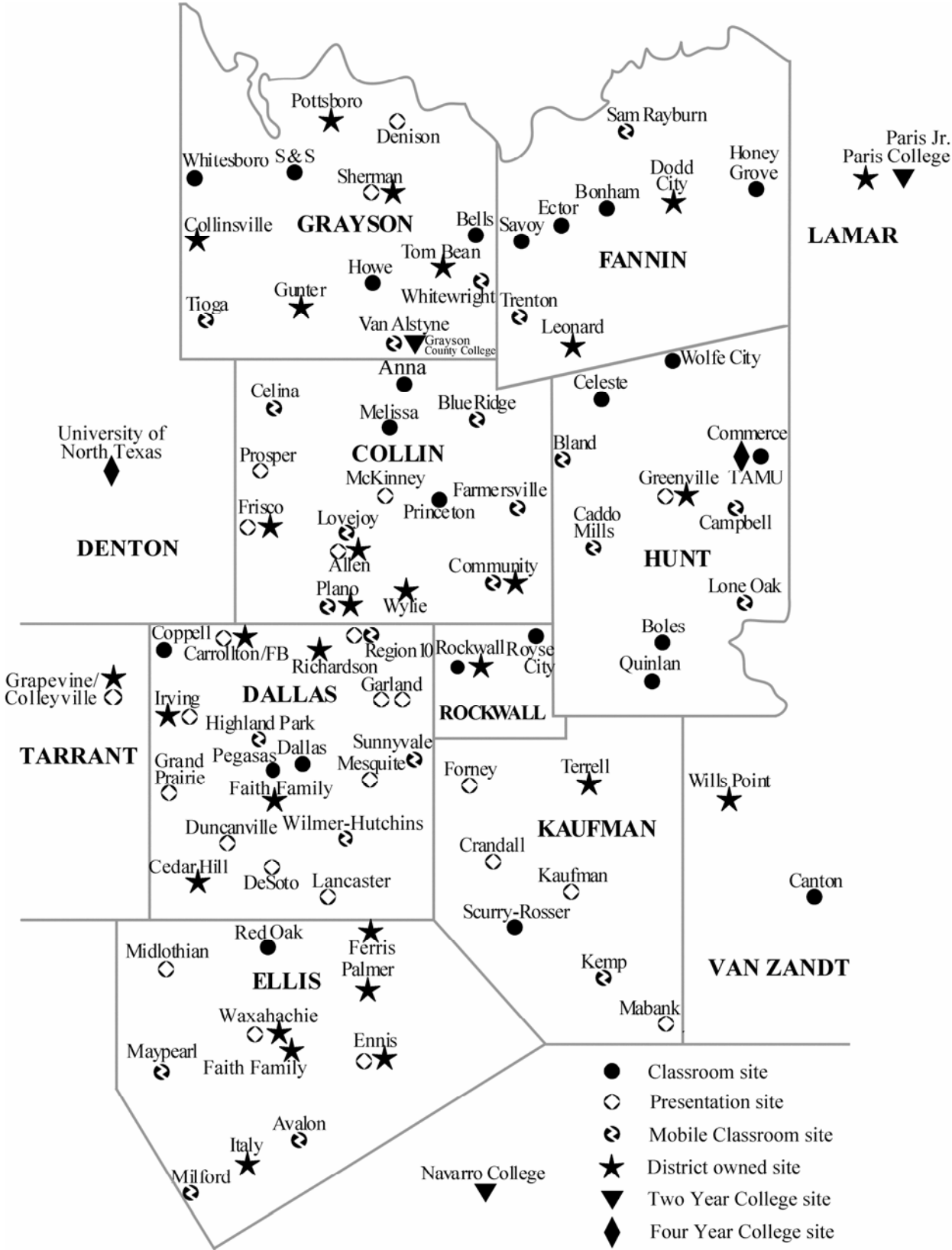
handouts will be charged to the university at the rate established by the school district.

- The calendar used for the delivery of courses will be agreed upon by university/college and participating district in conjunction with the EdNet¹⁰ Videoconference Network Scheduler.
- Any adjustments to the calendar or to scheduled class dates will be reported to the local districts and the single point of contact at the college/university as soon as possible.
- If students are receiving dual credit for the delivery of a course(s) by the college/university, a numerical grade report will be furnished to the high school principal at three-week intervals. A numerical grade must be furnished to the school upon completion of the course.

EdNet¹⁰ Videoconference Network



EdNet¹⁰ Videoconference Network Map



EdNet¹⁰ Videoconference Network Site List

Site Name	Address	City	Zip	Site Building	Room	Capacity	Site Type
Allen	601 E Main	Allen	7501	Allen PDC-Lowrey	A104-DLC	30	Presenter
Anna High School	1201 North Powel Parkway	Anna	7540	Anna High School	307	0	Classroom
Avalon ISD	104 FM 55	Avalon	7662	Avalon School		0	Mobile
Bells HS	1500 Old Ambrose Rd	Bells	7541	High School	101	24	Classroom
Bland ISD	6164 FM 2194	Merit	7545	High School		0	Mobile
Blue Ridge ISD	425 North Church Street	Blue Ridge	7542	Blue Ridge School		20	Mobile
Boles DLC	7071 FM 2101	Quinlan	7547	Sowers Educational Annex	DLC	14	Classroom
Bonham HS	1002 Warpath Dr.	Bonham	7541	High School	124	24	Classroom
C/FB - Creekview HS	3201 Old Denton Road	Carrollton	7500	Creekview HS	D300	18	District
C/FB - Newman-Smith	2335 North Josey Lane	Carrollton	7500	Newman - Smith High School	SE149	30	District
C/FB - R.L. Turner HS	1600 South Josey Lane	Carrollton	7500	R.L. Turner High School	Library	15	District
C/FB -Tech Center	2427 Carrick Street	Farmers	7523	PDC / Technology Center		30	Presenter
Caddo Mills ISD	2710 Gilmer Street	Caddo Mills	7513	Caddo Mills High School		0	Mobile
Campbell ISD	#1 North Street	Campbell	7542	Campbell High School		0	Mobile
Canton Admin Bldg	225 West Elm	Canton	7510	Canton Admin Bldg	Classroom	20	Classroom
Cedar Hill - HS	#1 Longhorn Blvd.	Cedar Hill	7510	Cedar Hill HS	407	0	District
Cedar Hill - Permenter	431 West Parkerville Road	Cedar Hill	7510	Permenter MS	405	29	District
Celeste HS	200 South Fifth Street	Celeste	7542	Celeste High School	115	18	Classroom
Celina HS	710 East Pecan	Celina	7500	Annex across from		0	Mobile
Collinsville HS	200 North Broadway	Collinsville	7623	Collinsville High School	Library	9	District
Commerce HS	3800 County Road 4428	Commerce	7542	Commerce High School	C102	12	Presenter
Community HS	620 FM 1138 North	Nevada	7517	Community High School		0	Mobile
Community MS	615 FM 1138 North	Nevada	7517	Community Middle School			District

Site Name	Address	City	Zip	Site Building	Room	Capacity	Site Type
Coppell HS	185 West Parkway Blvd.	Coppell	7501	Coppell HS	C217-B	15	Classroom
Crandall HS	500 West Lewis	Crandall	7511	Crandall High School	308	24	Presenter
Dallas - Nolan Estes	3434 R.L. Thornton Freeway	Dallas	7522	Nolan Estes Plaza	Conf. Room	30	Presenter
Denison - HS	1901 S. Mirick	Denison	7502	Denison HS	103	30	Presenter
DeSoto HS	600 Eagle Drive	DeSoto	7511	DeSoto HS	Library	28	Presenter
Dodd City ISD	602 N Main Street	Dodd City	7543	Main Building	115	20	District
Duncanville - Hyman	8441 Fox Creek Trail	Duncanville	7524	Hyman Elementary School		24	Presenter
Ector HS DLC	301 S. Main	Ector	7543	Ector Cafetorium Building	DLC	24	Classroom
EdNet¹⁰ - Abrams DLC	904 Abrams Road	Richardson	7508	Abrams Building	DLC	24	Presenter
EdNet¹⁰ - Spring Valley	400 East Spring Valley Road	Richardson	7508	Technology & Conference	Rockwall	22	Presenter
Ennis High School	1405 Lake Bardwell Drive	Ennis	7511	Ennis High School	DLC		District
Ennis Jr. High	501 North Gaines	Ennis	7511	Ennis Jr. High School	307	22	Presenter
Farmersville H.S.	499 HWY 78 N	Farmersville	7544	Farmersville High School		0	Mobile
Ferris HS	1006 Eighth Street	Ferris	7512	Ferris High School Tech.	DLC	30	District
FF Services - Dallas	300 West Keist	Dallas	7522	Faith Family Academy			District
FF Services -	701 Ovilla	Waxahachie	7516	Faith Family Academy		24	District
Forney DL Center	600 S Bois d'Arc	Forney	7512	Old Band Hall	DLC	24	Presenter
Frisco-Centennial HS	6901 Coit Road	Frisco	7503	Centennial High School	DLC	18	Presenter
G/Colleyville Heritage	5401 Heritage Avenue	Colleyville	7603	Heritage High School	B109	30	District
G/Colleyville Tech. Ctr.	3051 Ira Wood	Grapevine	7605	Administration Building	A102	20	Presenter
Garland Lakeview HS	3505 Hayman Drive	Garland	7504	Lakeview Centennial High	103	30	Presenter
Garland Tax Ctr - DLC	901 W. State Street	Garland	7504	Tax Building / DLC	DLC	20	Presenter
Grand Prairie - South	301 Warrior Trail	Grand Prairie	7505	South High School	DLC - 2nd		District
Grand Prairie Edu. Ctr.	2602 S. Belt Line	Grand Prairie	7505	Education Center	DLC	30	Presenter
Greenville Admin	3504 King Street	Greenville	7540	Building "B"	Conf. Room	18	Classroom

Site Name	Address	City	Zip	Site Building	Room	Capacity	Site Type
Greenville HS	3515 Lions Lair Road	Greenville	7540	High School	#2223-Blue	24	District
Gunter HS	Highway 289 North	Gunter	7505	Gunter High School	DLC	30	District
Highland Park Admin.	7015 Westchester Drive	Dallas	7520	Administration Building	C105	30	Mobile
Honey Grove	540 North 6th Street	Honey Grove	7544	Honey Grove Learning	DLC	30	Classroom
Howe HS	200 East Ponderosa	Howe	7545	Howe High School	DLC	24	Classroom
Irving - Austin MS	825 East Union Bower	Irving	7506	Stephen F. Austin Middle	204	28	District
Irving - Tech. Ctr.	800 O'Connor Road	Irving	7506	Technology & Staff	DLC	12	Presenter
Irving ISD-Admin	2621 W Airport Frwy	Irving	7506	Administration Building	Training rm	40	District
Italy HS	300 South College Street	Italy	7665	Italy High School	302	30	District
Kaufman HS	4001 South Houston	Kaufman	7514	Kaufman HS	Library	26	Presenter Site
Kemp ISD	1105 Tolosa Road (#1 Yellow	Kemp	7514	Kemp High School		20	Mobile
Lancaster East HS	1005 West Ridge Road	Lancaster	7514	East Campus High School	E100	30	Presenter
Leonard HS	1002 Poplar Street	Leonard	7545	Leonard High School	A-112	24	District
Lone Oak ISD	Highway 69 South	Lone Oak	7545	High School		20	Mobile
Lovejoy ISD	450 Country Club Road	Lucas	7500	Hart Elementary		20	Mobile
Mabank HS	822 West Mason	Mabank	7514	Mabank High School	DLC	30	Presenter
Maypearl ISD	#2 Phillips Street	Maypearl	7606	High School		20	Mobile
McKinney Admin. Bldg.	#1 Duval Street	McKinney	7506	Administration Building	600	20	Presenter
Melissa ISD	1401 W Fannin Road	Melissa	7545	Melissa Junior High		24	District
Mesquite PDC	2600 Motley Drive	Mesquite	7515	Professional Devl. Center	206	24	Presenter
Midlothian - Mills	100 Walter Stephenson Road	Midlothian	7606	Mills 9th Grade Center	301	24	Presenter
Milford ISD	700 South Main	Milford	7667	Milford School		0	Mobile
Palmer HS	118 FM 813	Palmer	7515	Palmer High School Tech.	17	15	District
Paris - Admin Bldg	1920 Clarksville	Paris	7546				District
Paris - Aikin Elm	3100 Pine Mill Rd	Paris	7546				District

Site Name	Address	City	Zip	Site Building	Room	Capacity	Site Type
Paris - Crockett MS	655 S Collegiate	Paris	7546				District
Paris - Givens	655 Martin Luther King Dr	Paris	7546				District
Paris - HS	2400 Jefferson Road	Paris	7546	Paris High School			District
Paris - Justiss Elm	401 NW 18th St	Paris	7546				District
Paris - Lamar County	1350 NE 6th St	Paris	7546				District
Paris - PASS	1513 Lamar Ave	Paris	7546				District
Paris - Programs &	455 Lamar Ave	Paris	7546				District
Paris - Travis JH	3270 Grahman St	Paris	7546				District
Pegasus Charter	601 N. Akard Street	Dallas	7520	Pegasus Charter			Classroom
Plano Sockwell Center	6301 Chapel Hill Blvd.	Plano	7509	Sockwell Center			District
Pottsboro HS	901 Hwy 120, P.O. Box 555	Pottsboro	7507	Pottsboro High School	308	30	District
Princeton Clark MS	301 North 5th Street	Princeton	7540	Clark Middle School		24	Classroom
Prosper MS	605 East 7th Street	Prosper	7507	Prosper Middle School	126	18	Presenter
Quinlan Alt. School	401 East Richmond	Quinlan	7547	Quinlan Alternative Schl.	108	18	Classroom
Red Oak HS	154 Louise Ritter Blvd.	Red Oak	7515	Red Oak High School	8	24	Classroom
Rockwall - Cain MS	6620 FM 3097	Rockwall	7503	Cain Middle School	C110	0	District
Rockwall HS	901 W. Yellowjacket Lane	Rockwall	7508	High School	G217	24	Presenter
Royse City ISD	1310 East Highway 66	Royse City	7518	Royse City High School		24	Classroom
S & S Consolidated HS	FM 901 & SR 82	Sadler	7626	S & S High School	DLC	24	Classroom
Sam Rayburn ISD	FM 273	Ivanhoe	7544	Sam Rayburn High School		0	Mobile
Savoy HS	West Highway 82	Savoy	7547	Savoy High School		12	Classroom
Scurry-Rosser Admin	10705 South State Hwy 34	Scurry	7515	Administration Building	DLC	24	Classroom
Sherman - Dillingham	1701 E. Gallagher	Sherman	7509	Dillingham Intermediate	A6	20	District
Sherman - High School	2201 East Lamar	Sherman	7509	Sherman High School	B29	20	District
Sherman - Jefferson	608 North Lee	Sherman	7509	Jefferson Elementary	210	20	Presenter

Site Name	Address	City	Zip	Site Building	Room	Capacity	Site Type
Sherman - Piner MS	402 West Pecan Street	Sherman	7509	Piner Middle School	212	0	District
Sunnyvale Elementary	417 E Tripp Road	Sunnyvale	7518	Sunnyvale Elementary		0	Mobile
Terrell Langwith Elem.	700 North Catherine	Terrell	7516	J.E. Langwith Elementary	127	0	District
Tioga School	405 North Florence	Tioga	7627	Tioga School		0	Mobile
Tom Bean High School	7719 State Highway 11	Tom Bean	7548	Tom Bean High School		0	District
Trenton HS	500 South Ballentine	Trenton	7549	Trenton High School		12	Mobile
Van Alstyne	2001 N. Waco	Van Alstyne	7549	Van Alstyne High School		0	Mobile
Waxahachie HS	1000 Dallas Highway	Waxahachie	7516	Waxahachie HS	151	30	Presenter
Whitesboro HS	1 Bearcat Drive	Whitesboro	7627	Whitesboro High School	DLC	20	Classroom
Whitewright ISD	304 West Echols Lane	Whitewright	7549	Whitewright High School		0	Mobile
Wills Point Intr.	307 Wingo Way	Wills Point	7516	Wills Point Intermediate	F-9	15	District
Wilmer-Hutchins ISD	5520 Langdon Road	Dallas	7524	Wilmer-Hutchins High		0	Mobile
Wolfe City HS	1049 Highway 34 North	Wolfe City	7549	Wolfe City High School	226	30	Classroom

Acceptable Use Agreement

I understand and will abide by the Federal Copyright Act. If there is any infringement of the copyright laws, I agree to accept sole responsibility for any lawsuits or fines due to my actions and release EdNet¹⁰ and Region 10 ESC from any and all liability caused by such infraction of the copyright laws.

Please Print Name

Signature

Date

Copyright Permission Letter (Sample)

Name

Address

Dear

I am writing for permission to use your (*video, graphic, audiotape, etc.*) entitled (*name of workshop*) which was produced by you on (*date*). This videotape will be used for educational purposes in my course, (*name of workshop*), at the Region 10 Education Service Center. The workshop will be offered at (*dates of workshop*) and your (*video, or graphic, videotape etc.*) will be used as (*how the medium will be used*).

The workshop is being delivered to (*number*) sites by interactive video, with approximately (*number*) students at each. I will use it only (*number*) during the (*number*) class session.

Please indicate your approval on the form below and return a copy to me by mail or fax to (*phone*). Call me at (*phone*) if you need any additional information about the workshop or my use of the video. I thank you in advance for your cooperation and consideration.

Sincerely,

Name of Consultant

Address

Permission granted by

Date

to use

(Title of item)

Check all that apply:

- In originating classroom only.
- One time only over network.
- Duplicate and distribute to sites for one time use.
- As many times as the course is offered in its present form.
- Other conditions for use. Please specify on attached page.

EdNet¹⁰ Videoconferencing Participant Waiver

I understand that in a Distance Learning Classroom my voice, physical presence, and participation in classroom activities will be transmitted to distance learning sites and will be electronically recorded. I hereby agree that my voice, presence, and participation, and electronic recording of these classes will not be a violation of my personal rights and hereby release any claims for the use of such.

Signature

Date

Please Print Name

Parent Signature (if needed)

Instructor's Signature

Administrator's Signature

Region 10 Internal Use Only

Program Objective Code: _____ - _____ - _____ Service hours: _____ Evaluation Summary: _____

EdNet¹⁰ Videoconference Network Sign-in

Date: _____ Time: _____ - _____ Site: _____

Event Title or Purpose: _____

Initiated By: _____ Region10 _____
Contact Person Campus/District Name

Participant Waiver

I understand that in a Distance Learning Classroom my voice, physical presence and participation in classroom activities will be transmitted to distance learning sites and will be recorded electronically. I hereby agree that my voice, presence and participation, as well as electronic recording of these classes will not be a violation of my personal rights and hereby release any claims for the use of such.

*** In the last column, put the miles you would have driven to attend this meeting at Region 10 in Richardson.**

Participant (Please Print)	Campus	District	Miles
1.			
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Please FAX this form to "Distance Learning Staff" 972-348-1165 or 972-231-3642

Instructions for the TETN Mode E Request

For Mode E-Internet2 requests please note that it is an Internet2 in the number 8. Comments section and please provide the IP address of the site connecting via Internet2.

For credit courses, the Education Service Center for the “Host” content provider (school district or college) is responsible for scheduling the semester class schedule on TETN.

1. Name and location of the TETN Site Manager sending the request to TETN.
2. Enter the title of the conference.
3. Enter the name, email and telephone number of the “ECM Host”- the person located at a school district or college site responsible for delivering the content.
The “ECM Site” is the name of the entity from which the host will conduct the conference, for example: Texas ISD, Texas College or Texas Museum.
Enter the name and telephone number of the “ECM Site Contact”. This is the person who is the primary contact for requesting and supporting conferences.
4. Name, category or job responsibility of the persons attending the conference. This is the audience to whom the host will send an invitation to the conference, or supporting documentation for a credit course. Use titles such as "Special Education Coordinators", or "English I students."
5. Enter the dates and times for the event. Enter the "End Date" for recurring events such as a class. Indicate if the conference is a one-time event, or if continuing, indicate the frequency and days of the week. If the "Other" box is checked use the Comments Section, Item 9 for additional dates.
Indicate if the conference is a “Mode E class”. A Mode E class is a semester course or series of classes in which the participants receive academic credit, certification or a special accreditation at its conclusion. Please enter the name of **each participating school district and its ESC** in item #8, Comments.
6. Mark the ESC’s to be included in the Mode E event up to a maximum of six.
7. “Dial-up Service” is usually not needed. But if you must use an ISDN dial-up connection indicate TETN “Video or Audio Dial-up Service”. The ISDN dial-up speed is 384 Kbps. Please enter a technical “Contact name” & telephone number.
8. In “Comments” summarize the purpose of the conference, including any other information that further explains the purpose or the intended audience such as the ESC and every site involved in a Mode E class.

Definitions

ECM: ESC Connected Member of a videoconference network

ESC: Education Service Center supporting a regional videoconference network

ECM Host: The person located at an ESC-connected site responsible for delivering the content.

Hosting ESC: ESC that is hosting a conference for a member on their network. This is the ESC whose ECM provides content for a Mode E class.

Receiving ESC: ESC who bridges a conference for their school district (ECM). For a Mode E class, it is the “Receiving ESC” whose ECM(s) receives the class.

TETN/ECM Site Contact - The designated person(s) at an ECM site who is the primary contact for requesting ECM conferences, usually the district Site Manager

TETN Mode E Request

Mode E is an event between ECMs (ESC-connected members) located in different regions using the ESC MCUs and the TETN system. **For instructions, highlight a rectangle and press F1.**

1. **TETN/ESC Site Contact:** **ESC/TEA: Select**
A/C and Phone Number:

2. **Conference Title: Mode E-**
Give the event name in no more than 25 characters, including spaces.

3. **ECM Host:** **A/C and Phone Number:**
Email Address: **ECM Site:**
TETN/ECM Site Contact: **A/C and Phone Number:**

4. **Target Audience:**

5. **Event/Start Date: (mm/dd/yy)** **End Date (mm/dd/yy):**
Start Time: **End Time:**

Select one of the following items:

- This is a one-time event. This event will continue for more than one time.
 Daily Weekly Other
 Monday Tuesday Wednesday Thursday Friday

Is this conference a Mode E class? Yes No

If yes, please list in Item 8 all ECMs receiving the class.

6. **Interconnected ESC Sites: (No more than six sites may be included in a conference.)**

- | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> 01 ESC MCU | <input type="checkbox"/> 06 ESC MCU | <input type="checkbox"/> 11 ESC MCU | <input type="checkbox"/> 16 ESC MCU | <input type="checkbox"/> TEA Alternate Room |
| <input type="checkbox"/> 02 ESC MCU | <input type="checkbox"/> 07 ESC MCU | <input type="checkbox"/> 12 ESC MCU | <input type="checkbox"/> 17 ESC MCU | |
| <input type="checkbox"/> 03 ESC MCU | <input type="checkbox"/> 08 ESC MCU | <input type="checkbox"/> 13 ESC MCU | <input type="checkbox"/> 18 ESC MCU | |
| <input type="checkbox"/> 04 ESC MCU | <input type="checkbox"/> 09 ESC MCU | <input type="checkbox"/> 14 ESC MCU | <input type="checkbox"/> 19 ESC MCU | |
| <input type="checkbox"/> 05 ESC MCU | <input type="checkbox"/> 10 ESC MCU | <input type="checkbox"/> 15 ESC MCU | <input type="checkbox"/> 20 ESC MCU | |

7. **Dial-up Service:**

Video Dial-up Service **Audio Only Service**
Site name: **Contact name:** **A/C and Phone:**

8. **Comments:**

Return the completed form to the ESC Site Manager. Confirmation returned in 48 hours.