The OTA program at WITC originates from the Ashland campus and connects to Rice Lake and New Richmond via ITV. With the use of technology, all campuses can be connected and participate in discussions in “real time”. Using technology for instruction can be challenging and exciting. Please use the following directives to assist you with your OTA experience.

**ITV (Interactive Television)**

- You will become proficient in the use of ITV equipment (cameras, computer) for class presentations.
- Each location has hanging microphones. These are very sensitive. Student must limit noise such as paper shuffling, package and container opening, eating crunchy foods, and conversation.
- If you are going to eat during class, be aware of decreasing noise as it can be distracting to other learners.
- If technical problems occur, assistance can be provided by the WITC ITV technicians located on each campus.
- Some assignments will be collected at the start or completion of an ITV class. You may be asked to bring these completed assignments to the ITV office on your campus, or place the assignments into an Instructor Folder in the ITV room. Some corrected assignments/handouts may also be located in these Instructor Folders. Please check your Instructor Folder periodically. It is suggested that you keep electronic copies of your work prior to turning in.

**BLACKBOARD**

- All OTA courses have a Blackboard component. You will need to access information via the Internet. You will work with other OTA students using Blackboard.
- If faculty choose to provide PowerPoints they will be provided only on Blackboard. No handouts will be provided in class.
- You will submit assignments via Blackboard. These assignments must be word processed using Microsoft Word.
- Your OTA course outcome summaries including handouts, learning plans and objectives will be provided to you on blackboard.
OTA DISTANCE EDUCATION POLICY

- A student must take an OTA course entirely at the campus they are admitted to. For example, a student admitted to the RL campus must take all ITV courses and lab courses at the RL campus. If the course meets 3 days a week over ITV, students must be at the RL campus for each of the 3 scheduled sessions each week of the semester.

- Each campus has a capacity of 12 students. Students may not change campuses during the semester. If an opening occurs at a campus, a lottery will be conducted to determine priority for any available spots. Changing from one campus to another is only possible at the beginning of a semester. The Program Director will conduct the lottery. Re-entry students have priority over transfer students for available openings on each campus. Students wishing to change campuses must contact the Program Director.