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At this time campus mail/courier service is not available.

## **CLASS ROSTERS**

<https://banweb.kccd.cc.ca.us> Start with "Log in Secure Area", then "Faculty Services" off the main menu, then "Class Roster". Contact Sue Vaughn, BC's Director of Enrollment Services for your account information. Sue may be reached at 395-4301.

## **MEDIA SERVICES EQUIPMENT**

BC does not have a Media Services staff person at Stockdale High School (STKDH). Please contact the Media Services office directly for more information, concerns or questions at 395-4516.

The following media equipment should be available in all classrooms scheduled for use: an overhead projector, TV or LCD Projector and DVD/VCR. If this equipment is **not** found in the classroom, **please contact the STKDH on-site administrator (see page 9 for the administrator schedule) for assistance.**

Classrooms with LCD projectors also have a small A/B switch box to allow you to connect your laptop to the projector. Below you will find a help guide to assist you in the use of these. Please be diligent and use great care when using Stockdale High School projectors and make sure that the projector is shut off after your class.

## **MEDIA SERVICES EQUIPMENT (continued)**

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### **Operating the projector:**

1. Verify the settings.
2. Connect your laptop's VGA output to a VGA cable that is connected to a 2 port VGA switch and press B. Mac Users will need an adapter that converts that signal from their laptop to VGA in order to use the cable.
3. With the remote, press ON. If it does not turn on, you may have to aim the remote to the projector's infrared sensor window. If the remote will still not power up the projector – contact your STKDH on-site administrator for new batteries for the remote control.
4. After about 15-30 seconds, the projector will light up and should display the image.
5. If there is no image, press COMPUTER on the remote.
6. If you're still having problems, please consult a STKDH on-site administrator to assist you.

Wireless cards are available on a first come, first serve basis for check-out from the BC campus. Wireless network air cards are new and will allow you access to the internet. Please pick up wireless network air cards a minimum of 48 hours in advance to allow you time to load the software and connect to the appropriate network. Network air cards are in high demand and short supply, plan accordingly.

Laptops and/or LCD projector are also available on a first come, first serve basis. Please reserve these items in advance by calling BC Media Services at 395-4516 or emailing