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## Provincial Education Networks and Services

This Guide to Provincial Education Networks and Services (PENS) provides information about the networks, services, institutions, and learning opportunities managed by Education on behalf of the system. It also provides sector personnel with specific processes and procedures necessary to access the available networks and opportunities.

The Government of Saskatchewan provides common, complementary and integrated education technology infrastructure to support education in Saskatchewan. This infrastructure is managed by the Network Services Unit within the Curriculum and E-Learning Branch, Ministry of Education.

Two primary infrastructure systems support the PreK-12, post-secondary and public library sectors:

- the Live Interactive Video Education (LIVE) Satellite Network; and
- CommunityNet (CNet).

Additional systems or applications specific to each sector are also provided on a provincial basis.

Work is progressing on a three year plan, announced in October 2008 by the Minister of Education, for significant enhancement and expansion of the provincial educational technology infrastructure. Highlights of the announcement included upgrades to CommunityNet connections for the provincial PreK-12 school system, expansion of connectivity and upgrades to existing CommunityNet connections for regional colleges and public libraries, upgrades and enhancement of the LIVE Satellite Network, and expansion of the LIVE Satellite Network to all provincial PreK-12 schools.

### [Live Interactive Video Education \(LIVE\) Satellite Network \(SatNet\)](#)

Established in 1989, the LIVE SatNet served over 250 communities until 2009 when the network was expanded so that all provincially funded PreK-12 schools could receive LIVE broadcasts. The network was provided and operated by SCN on behalf of the Ministries of Education and Advanced Education, Employment and Immigration until June 2010 when operation of the network was transferred to SaskTel.

The LIVE SatNet supports live programming such as PreK-12 and post-secondary credit and non-credit course delivery, teacher support and professional learning, and continuing education requirements for professionals.

During 2010-2011, the LIVE SatNet will be fully implemented in all provincially funded PreK-12 schools. It is also available in regional college campuses, and has been purchased and installed in a number of First Nation schools. Video and web conferencing tools can be incorporated to enhance the learning experience and provide opportunities for more facilities to originate programming on the LIVE Network.

## **CommunityNet (CNet)**

Launched in 2001, CommunityNet connects school systems, public libraries, and regional colleges into a Wide Area Network (WAN) that also provides access to the Internet. All publicly funded provincial PreK-12 schools, and most public libraries, regional college campuses and First Nation schools have access to CommunityNet. As part of the three year plan for infrastructure upgrades, connections will be provided to those public libraries and regional college campuses that have not previously had access. Use of the network and its capacity has grown exponentially since implementation.

## **2010-11 Academic Year**

We wish you a successful academic year, and look forward to the challenges and opportunities of providing an integrated and seamless delivery system for learning in Saskatchewan. If you have any questions regarding the provincial networks, services, or this guide, please contact Network Services via email: [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca) or phone: 1.866.933.8333.

# Contacts

## Ministry of Education

### Curriculum and E-Learning Branch

REGINA SK S4P 4V9

Fax: 306.787.6054

Website: <http://www.education.gov.sk.ca/Curriculum-ELearning>

**Sector Support Help Desk**.....Phone: 1.866.933.8333  
General Inquiries .....Email: [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca)

### Network Services

Myrna Martyniuk .....Phone: 306.787.0494  
Director, Network Services .....Email: [myrna.martyniuk@gov.sk.ca](mailto:myrna.martyniuk@gov.sk.ca)  
Lila Rubin .....Phone: 306.787.8123  
Coordinator, Network Services .....Email: [lila.rubin@gov.sk.ca](mailto:lila.rubin@gov.sk.ca)

## Technology Infrastructure

### Saskatchewan Telecommunications (SaskTel)

2121 Saskatchewan Drive

REGINA SK S4P 3Y2

Website: <http://www.sasktel.com>

### LIVE Satellite Network Help Desk

Phone: .....1.877.808.4726  
Email: .....[live.satnet@sasktel.sk.ca](mailto:live.satnet@sasktel.sk.ca)  
Website: <http://ecast.edonline.sk.ca>

### CommunityNet Contacts for Technology Coordinators

CommunityNet Learning Sector Help Desk.....Phone: 1.866.933.8333  
SaskTel Business Communication Service Centre .....Phone: 1.866.619.8811  
First Nations Help Desk (KCDC) .....Phone: 1.866.766.7373  
(For Internet and CNet problems contact your local technology coordinator)

## PreK-12 LIVE Broadcast Schools

### Campbell Collegiate

REGINA SK S4S 4M9

Todd Edwards, Principal .....Phone: 306.523.3250  
Distance Learning Classroom .....Phone: 306.523.3267  
Randy McLeod, Calculus 30/Math C30 Teacher .....Email: [randy.mcleod@rbe.sk.ca](mailto:randy.mcleod@rbe.sk.ca)

### Viscount Central School

VISCOUNT SK S0K 4M0

Christy Baumann, Principal .....Phone: 306.944.2027  
Studio.....Phone: 306.944.2041  
French 9/10/20/30 Teacher .....Email: [christy.baumann@hzsd.ca](mailto:christy.baumann@hzsd.ca)

### Saskatoon Public School Division #13

SASKATOON SK S7K 1M7

Scott Tetrault, Manager, Central Resource Centre .....Phone: 306.683.8200  
Ken Claffey.....Phone: 306.683.8268  
Driver Education Teacher .....Email: [claffeyk@spsd.sk.ca](mailto:claffeyk@spsd.sk.ca)

## St. Peter School

REGINA SK S4R 4C3

Richard Dittrick, Principal ..... Phone: 306.791.7380

Heather Cline..... Phone: 306.791.1739

Artist in Residence..... Email: [hmcline@sasktel.net](mailto:hmcline@sasktel.net)

## Post-Secondary Institutions

### University of Regina, Distance Learning Division, Centre for Continuing Education

REGINA SK S4S 0A2

Website: <http://www.uregina.ca/cce/offcampus/>

Phone ..... 306.585.5803

Email ..... [offcamp@uregina.ca](mailto:offcamp@uregina.ca)

Terri Allard, Off Campus Coordinator ..... 306.585.5781

Marlie Comrie, Distance Learning Registration ..... 306.585.4114

Email ..... [Distance.Registration@uregina.ca](mailto:Distance.Registration@uregina.ca)

### University of Saskatchewan, Centre for Continuing and Distance Education

SASKATOON SK S7N 1M3

Website: <http://www.ccde.usask.ca>

Phone ..... 306.966.5563

Toll free in Canada ..... 1.866.966.5563

Email ..... [distance.learning@usask.ca](mailto:distance.learning@usask.ca)

Cheri Spooner..... Phone: 306.966.5579

Director ..... Email: [cheri.spooner@usask.ca](mailto:cheri.spooner@usask.ca)

Parkash Virdi ..... Phone: 306.966.5554

Assistant to the Director..... Email: [parkash.virdi@usask.ca](mailto:parkash.virdi@usask.ca)

### Saskatchewan Institute of Applied Science and Technology (SIAST)

Website: <http://www.siastr.sk.ca/distance/>

#### Kelsey Campus

SASKATOON SK S7K 3R5

Toll Free Line: ..... 866.467.4278

Gary Smith..... Phone: 306.659.4034

Continuing Education Consultant..... Email: [smithg@siastr.sk.ca](mailto:smithg@siastr.sk.ca)

#### Palliser Campus

MOOSE JAW SK S6H 4R4

Toll Free Line: ..... 800.goSIAST (467.4278)

Jim Lind ..... Phone: 306.691.8259

Senior Officer ..... Email: [lind@siastr.sk.ca](mailto:lind@siastr.sk.ca)

Kathy Bourassa..... Phone: 306.691.8260

Site Coordinator ..... Email: [bourassa@siastr.sk.ca](mailto:bourassa@siastr.sk.ca)

#### Wascana Campus

REGINA SK S4P 3A3

Toll Free Line: ..... 866.467.4278

Sally Crawford ..... Phone: 306.775.7399

Campus Directors Office..... Email: [crawfords@siastr.sk.ca](mailto:crawfords@siastr.sk.ca)

#### Woodlands Campus

PRINCE ALBERT SK S6V 6G1

Toll Free Line: ..... 800.667.9664

Roslyn Lake ..... 306.765.1761

SCN Coordinator ..... Email: [roslyn.lake@siastr.sk.ca](mailto:roslyn.lake@siastr.sk.ca)

## Regional Colleges

### **Carlton Trail Regional College**

HUMBOLDT SK S0K 2A0

Website: [www.ctrc.sk.ca](http://www.ctrc.sk.ca)

Toll Free: .....800.667.2623

Kara Loy .....Phone: 306.554.3767

Televised Learning Coordinator .....Email: [loyk@ctrc.sk.ca](mailto:loyk@ctrc.sk.ca)

### **Cumberland College**

NIPAWIN SK S0E 1E0

Website: [www.cumberlandcollege.sk.ca](http://www.cumberlandcollege.sk.ca)

Brenda Mellon.....Phone: 306.752.8105

Distance Learning Coordinator .....Email: [bmellon@cumberlandcollege.sk.ca](mailto:bmellon@cumberlandcollege.sk.ca)

### **Great Plains College**

SWIFT CURRENT SK S9H 2C6

ROSETOWN SK S0L 2V0

Website: [www.greatplainscollege.ca](http://www.greatplainscollege.ca)

Noreen Volk.....Phone: 306.778.5490

Swift Current Campus/University Coordinator .....Email: [noreenv@greatplainscollege.ca](mailto:noreenv@greatplainscollege.ca)

Monica Kreiter, .....Phone: 306.882.4236

Campus Manager, Rosetown.....Email: [monicak@greatplainscollege.ca](mailto:monicak@greatplainscollege.ca)

### **Lakeland College**

LLOYDMINSTER AB T9V 1Z3

Website: [www.lakelandcollege.ca](http://www.lakelandcollege.ca)

Toll Free: .....800.661.6490

Margo Hines .....Phone: 780.871.5760

Televised Learning Coordinator .....Email: [margo.hines@lakelandcollege.ca](mailto:margo.hines@lakelandcollege.ca)

### **Northlands College**

AIR RONGE SK S0J 3G0

Website: [www.northlandscollege.sk.ca](http://www.northlandscollege.sk.ca)

Glenys Plunz.....Phone: 306.425.4314

Distance Learning Coordinator .....Email: [plunz.glenys@northlandscollege.sk.ca](mailto:plunz.glenys@northlandscollege.sk.ca)

### **North West Regional College**

NORTH BATTLEFORD SK S9A 4A8

Website: [www.nwrc.sk.ca](http://www.nwrc.sk.ca)

Melaney Bossaer .....Phone: 306.937.5138

E-Learning Network Coordinator .....Email: [melaney.bossaer@nwrc.sk.ca](mailto:melaney.bossaer@nwrc.sk.ca)

### **Parkland Regional College**

MELVILLE SK SOA 2P0

Website: [www.parklandcollege.sk.ca](http://www.parklandcollege.sk.ca)

Gwen Machnee .....Phone: 306.786.2587

University/TEL Coordinator .....Email: [g.machnee@parklandcollege.sk.ca](mailto:g.machnee@parklandcollege.sk.ca)

### **Southeast Regional College**

WEYBURN SK S4H 2Z9

Phone: 306.848.2511

Website: [www.southeastcollege.org](http://www.southeastcollege.org)

Ed Zychkowski.....Phone: 306.735.5262

Televised Learning Coordinator .....Email: [ezychkowski@southeastcollege.org](mailto:ezychkowski@southeastcollege.org)

## Related Website Addresses

LIVE SatNet Ecast (Archived video streams) .....	<a href="http://ecast.edonline.sk.ca">http://ecast.edonline.sk.ca</a>
LIVE Broadcast Schedule.....	<a href="http://ecast.edonline.sk.ca/schedule.pdf">http://ecast.edonline.sk.ca/schedule.pdf</a>
SaskTel Orchid.....	<a href="https://www.sasktelce.ca/web/">https://www.sasktelce.ca/web/</a>
Provincial Adobe Connect System.....	<a href="http://connect.edonline.sk.ca">http://connect.edonline.sk.ca</a>
Provincial Adobe Connect System Test.....	<a href="http://test.connect.edonline.sk.ca">http://test.connect.edonline.sk.ca</a>

### **PreK-12**

Ministry of Education .....	<a href="http://www.education.gov.sk.ca">http://www.education.gov.sk.ca</a>
Secondary Distance Education Courses .....	<a href="http://www.skdistancelearning.ca">http://www.skdistancelearning.ca</a>
Provincial Blackboard System .....	<a href="http://www.edonline.sk.ca">http://www.edonline.sk.ca</a>
ROVER (Recommended Online Video Education Resources) .....	<a href="http://rover.edonline.sk.ca">http://rover.edonline.sk.ca</a>
Online Magazines, Journals and Newspapers.....	<a href="http://www.education.gov.sk.ca/online-database/">http://www.education.gov.sk.ca/online-database/</a>
PreK-12 School Telecast Schedule	<a href="http://www.education.gov.sk.ca/school_telecast_schedule">http://www.education.gov.sk.ca/school_telecast_schedule</a>

### **Post-secondary**

Ministry of Advanced Education, Employment and Immigration .....	<a href="http://www.aeei.gov.sk.ca">http://www.aeei.gov.sk.ca</a>
University of Regina .....	<a href="http://www.uregina.ca">http://www.uregina.ca</a>
University of Saskatchewan .....	<a href="http://www.ccde.usask.ca">http://www.ccde.usask.ca</a>
SIAST .....	<a href="http://www.siastr.sk.ca/distance/">http://www.siastr.sk.ca/distance/</a>
Regional Colleges:	
Carlton Trail .....	<a href="http://www.ctrc.sk.ca">http://www.ctrc.sk.ca</a>
Cumberland.....	<a href="http://www.cumberlandcollege.sk.ca">http://www.cumberlandcollege.sk.ca</a>
Great Plains.....	<a href="http://www.greatplainscollege.ca">http://www.greatplainscollege.ca</a>
Lakeland .....	<a href="http://www.lakelandcollege.ca">http://www.lakelandcollege.ca</a>
Northlands .....	<a href="http://www.northlandscollege.sk.ca">http://www.northlandscollege.sk.ca</a>
North West.....	<a href="http://www.nwrc.sk.ca">http://www.nwrc.sk.ca</a>
Parkland .....	<a href="http://www.parklandcollege.sk.ca">http://www.parklandcollege.sk.ca</a>
Southeast .....	<a href="http://www.southeastcollege.org">http://www.southeastcollege.org</a>

CommunityNet is a provincial network to connect educational facilities, health agencies, and government departments and agencies into a private network that is separated from the Internet, yet provides access to the Internet and to provincial, national and international advanced research networks. It connects users in CommunityNet locations within a protected, controlled environment.

CommunityNet is comprised of three separate virtual private networks (VPNs), one each for executive government, health and education; and each is protected by its own firewall. The Education VPN currently has a 575 Mbps connection to the Internet, providing network connectivity to the learning sector including provincial preK-12 schools, First Nation schools, public libraries, regional colleges and post-secondary institutions.

## CommunityNet Connections

Currently, there are three types of CommunityNet service available depending on location as defined by SaskTel. The first type of service utilizes a fibre optic line coming in to your building. Within education, this provides a 3Mbps, 5Mbps, 10Mbps, 50Mbps or 100Mbps service. The second type is a digital subscriber line (DSL) based service. This service uses a phone line that comes into your building. Speeds of DSL based services range from a minimum of 1.5Mbps to a maximum of 4Mbps. The speeds may be limited by the distance from the site to the nearest SaskTel office. Where a DSL based service is not available, a third option, a two-way satellite based service, is available. This type of service requires a satellite dish and a special receiver to decode the signals. The satellite service provides a current download speed of 2Mbps.

Upon completion of the infrastructure upgrades announced in October, 2008, almost all provincial schools, public libraries and regional colleges will have a minimum 3Mbps service on fibre.

CommunityNet partners, in consultation with sector advisory committees, are conducting a full review of existing CommunityNet policies, guidelines, and processes. New documentation will be provided as it is completed and approved by the CommunityNet Steering Committee.

*The **TECHNICAL COORDINATOR** within each participating organization is the **PRIMARY CONTACT** for CommunityNet information and technical configurations.*

## [What Can I Access Through CommunityNet?](#)

CommunityNet allows access to websites, email, videoconferencing, VOIP and any other IP services available on the Internet or within CommunityNet. In general, there are no provincially established restrictions to the websites that can be visited; however peer-to-peer file sharing programs, such as kazaa or BitTorrent, are discouraged as these programs tend to use large amounts of bandwidth, are a major source of viruses, and tend to ignore copyright.

The ministry does manage and perform some traffic shaping to limit excessive bandwidth use by these and other aggressive protocols.

Some school divisions and institutions have disabled various types of Internet traffic or blocked access to specific sites in order to restrict traffic or access to objectionable content or material or to non-education related sites.

The Technology Coordinator for your facility is responsible for blocking sites and disabling traffic. They are also responsible for enabling traffic that may have become restricted due to a local firewall rule. Check with your local technology coordinator if you cannot access information or services.

## [Learning Sector CommunityNet Advisory Committee \(LSCAC\)](#)

The Learning Sector CommunityNet Advisory Committee (LSCAC) was established to provide leadership and coordination within the learning sector to ensure the success of the CommunityNet network and the optimum use of the bandwidth available to the Education VPN. The LSCAC membership consisted of representation from the Ministry of Education, the Ministry of Advanced Education, Employment and Immigration, CommunityNet service providers and each of the PreK-12, regional college, First Nation education, and library sectors.

In 2010, a new governance structure is being established. The Ministry of Education is committed to representing the interests of the education sector, and maintaining a structure for the sector to contribute to the ongoing operation and development of the network. Consultation with the sector will continue to determine the final advisory committees.

For more information on the development of a CommunityNet governance structure, contact Network Services at [1.866.933.8333](tel:18669338333) or [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca).

## Online Magazines, Journals and Newspapers

The Ministry of Education is a partner in the Multitype Database Licensing Program (MDLP) on behalf of PreK-12 school libraries. The MDLP is a province-wide program in which libraries partner to pool funds to jointly purchase access to authoritative, quality electronic information resources for all residents. The MDLP currently has 37 library partners in the program, including all 10 public library systems, the University of Saskatchewan, the University of Regina, SIAST, five small colleges, 18 special libraries such as Provincial Library, other government libraries, and non-profit organization libraries, and the Ministry of Education on behalf of all PreK-12 school libraries.

The program has subscribed to 34 products, providing access to more than 9,000 full text unique journals, magazines, newspapers, plus online directories and encyclopedias as well as other online reference materials. The program also purchased perpetual access to dozens of e-books and the Literature Resource Centre Digital Archive from Gale. For more information about these resources visit: <http://www.education.gov.sk.ca/online-database/>

### **NEW Online Resource for PreK-12 Schools!**

External to the MDLP, the ministry on behalf of PreK-12 schools purchased two new online resources: **Canadian Points of View** and **Universalis Junior French Online** which are now available to all PreK-12 schools. If your school does not have access to these online resources, please contact Network Services or your school librarian for more information about these new electronic resources or any other online resources that are provided through this program. (Note: These resources are not necessarily available outside of the school network.)

### **Access to Electronic Resources**

To access the electronic resources, an Internet connection is required, making access to high quality resources possible from any location.

Access to the Online Magazines, Journals and Newspapers without a login is available to teachers and students from within a PreK-12 school, public library or post-secondary institution; however, when users are outside of their institution's network, a login is required. Users wishing to access the collection of electronic resources from an internet connection at their home or outside of a school network will require a public library card with user name (library card number) and password from their local public library in order to gain home access. The user will then have access to the collection of electronic resources as well as any other additional electronic resources purchased by their respective local library.

To access the collection of electronic resources from outside of an institution network, please contact your local public library. For more information about access to the collection of electronic resources from within your school division, please visit: <http://www.education.gov.sk.ca/access-sd> or contact Network Services via email: [networkservices@gov.sk.ca](mailto:networkservices@gov.sk.ca) or phone: 1.866.933.8333.

## [2010/11 Online Magazines, Journals and Newspapers Collection List](#)

### **Britannica Online Canada**

- Encyclopedia Britannica Online
- **NEW!** Universalis Junior French Online

### **CEDROM-SNi**

- NewsScan for Public and Academic Libraries/NewsScan.com

### **EBSCO**

- Auto Repair Reference Center
- **NEW!** Canadian Points of View
- Novelist/Novelist K-8

### **Grey House Canada**

- Canadian Info Desk
- Association Canada
- Canadian Almanac Directory
- Canadian Environmental Directory
- Directory of Libraries in Canada
- Financial Services in Canada
- Governments Canada
- Canadian Parliamentary Guide

### **ProQuest**

- Canadian Newsstand Major Dailies and Prairies
- CBCA Complete (includes CBCA Business, Current Events, Education and Reference)
- Canadian Research Index

### **Services documentaires multimedia**

- Repère

### **The Gale Group**

- Business and Company Resource Center
- Business Index ASAP
- General Business File ASAP
- LegalTrac
- Health and Wellness Resource Center
- Health Reference Center Academic
- CPI.Q (Canadian Periodicals)
- General Reference Center
- General Reference Center Gold
- InfoTrac OneFile
- Expanded Academic ASAP
- Literature Resource Center
- Discovering Collection
- Junior Edition
- Kids InfoBits
- Student Edition
- Gale Virtual Reference Library (e-book)

### **Thomson Carswell Index to Canadian Legal Literature**

## Video Resources

### [ROVER \(Recommended Online Video Education Resources\)](#)

ROVER is the Ministry of Education's video streaming service of Recommended Online Video Education Resources which can be found at: <http://rover.edonline.sk.ca>.

Implementation of ROVER in Saskatchewan's PreK-12 schools will occur during the 2010-11 school year. This video-on-demand service supports the ministry's continued commitment to deliver high-quality services with greater access to curriculum-based videos.

ROVER consists of over 600 English videos and over 100 French videos accessible to teachers and students from within their school network. All videos found on this site have been recommended by Saskatchewan teachers to support provincial curricula. The site is easily searchable by criteria such as subject, grade level, title or keyword. A description of each video is provided as well as teacher guides that accompany the videos and links to other related resources.



The ministry manages and maintains the ROVER collection and website. This involves the selection, review, and evaluation of videos followed by the acquisition of streaming rights for educational use for a specified period of time. The expiry date of each video is clearly posted on ROVER, so that users know when a video will be removed from the collection. The ministry must honour the copyright terms of each licensing agreement. The collection continuously changes and evolves as new videos are added and expired videos are removed.

ROVER can only be accessed from within Saskatchewan schools or school division offices. The videos are housed on servers in each school, so that users do not have to stream videos over the Internet. As a result, ROVER usage will not affect inbound or outbound CommunityNet or Internet traffic, creating fewer bandwidth issues for the network. Users will also enjoy a better picture quality and uninterrupted play of videos. These school servers are remotely maintained and upgraded from the main server which is housed in Regina. The addition of new videos to the collection will follow an automated download from the main server to the schools' site server. After the installation, the technical goal is for ROVER to require as little attention as possible at each school's site server.

For problems accessing ROVER, please contact the senior Education Technology person in the school division. For questions, concerns, suggestions or inquiries about the video streaming service, please contact Network Services via email: [networkservices@gov.sk.ca](mailto:networkservices@gov.sk.ca) or phone: 1.866.933.8333.

## **Video Duplication Services**

For students and teachers who cannot access ROVER due to location or authorization restrictions, school divisions can contact the ministry's duplication service provider, Media Group, for more information on how to acquire DVD copies of videos. For the nominal fee of \$1.00 per program plus the cost of a DVD and shipping, copies of most of the videos streamed on ROVER can be obtained. Information on the videos as well as where to find teacher guides or other supplementary material accompanying the videos is included in the online catalogue at: <http://videodb.mg.sk.ca>.

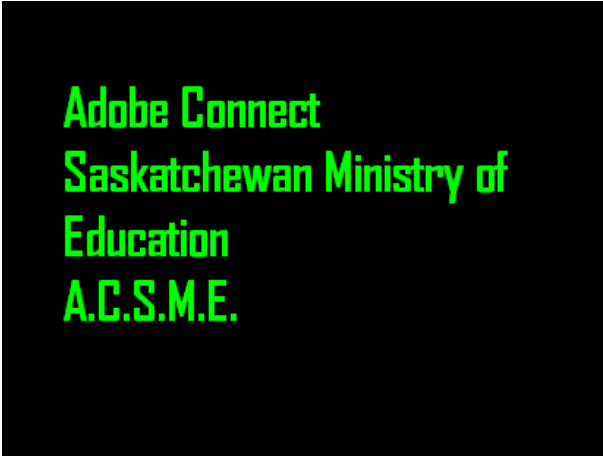
For more information, contact Media Group via email: [vidlib@mg.sk.ca](mailto:vidlib@mg.sk.ca) or toll-free phone: 1-888-682-8808 or local (306) 933-4212.

## **School Telecasts**

From Sept. to Dec. 2010, a selection of the ROVER videos will be broadcast on the Saskatchewan Communications Network (SCN) television channel. Two hours (10:30am – 11:30am & 1:00pm – 2:00pm) of each school day will be dedicated to broadcasting curriculum-support videos. Please note that videos should NOT be recorded off-air at the time of broadcast. Saskatchewan educators are encouraged to use the ROVER streaming service to watch videos again. For schedule information of these broadcasts, please refer to [http://www.education.gov.sk.ca/school\\_telecast\\_schedule](http://www.education.gov.sk.ca/school_telecast_schedule).

## Adobe Connect

Adobe Connect is a province-wide licensed application that provides virtual meeting rooms and real-time collaboration for the education sector. Licensed by the Ministry of Education on behalf of the education sector, Adobe Connect is available free-of-charge to all school divisions, post-secondary institutions, regional colleges & public libraries. This application is provided as an enhancement to existing services such as the LIVE SatNet and Blackboard, and supports distance education and other collaborative environments. Adobe Connect can be found at the following URL: <http://connect.edonline.sk.ca>



Adobe Connect  
Saskatchewan Ministry of  
Education  
A.C.S.M.E.

Adobe Connect was successfully piloted during the 2009-10 school year and is being fully implemented in 2010-2011.

### Permanent Host

School divisions, post-secondary institutions or other education sector partners interested in utilizing this application will manage and administer the service for their own use.

Each organization will be required to identify one person within their organization to take on the role and responsibilities as their Permanent Host. These include:

- managing and administering meeting rooms and user accounts on behalf of their institutions;
- reporting structures to the ministry; and
- being the point of contact for their organization.

Network Services will provide support to the Permanent Host and their users.

For more information about Permanent Hosts, user accounts and how to use Adobe Connect, please contact Network Services via email: [networkservices@gov.sk.ca](mailto:networkservices@gov.sk.ca) or phone: 1.866.933.8333.

# Saskatchewan Ed Online

Saskatchewan Ed Online is the home of the Provincial Learning Management System: Blackboard Learn 9.1 ([www.edonline.sk.ca](http://www.edonline.sk.ca)). The system supports both French and English languages.

The Blackboard Learning Management System, used by the PreK-12 system since 2001, supports collaboration and the development and delivery of on-line resources and courses. Access is available to all teachers and students within the PreK-12 education system. The current system is housed and maintained by the Information Technology Office on behalf of the Ministry of Education.

Blackboard began as a course management system, used to deliver courses online at a distance, and also used to supplement face-to-face instruction in Saskatchewan classrooms at elementary, middle, and secondary levels. In 2004, it was expanded to include a community portal.

Saskatchewan has licensed three components of Blackboard:

- Course Management – create and deploy courses;
- Community Engagement – portal type system that allows information to be targeted to specific audiences based on roles; supports professional learning organizations, school groups in collaborating and communicating; and,
- Content System – content repository, supports resource sharing, collaboration and portfolios (in process of implementation).

## Blackboard Uses

With the three components, we anticipate multiple uses for Blackboard within the sector. Among those proposed and/or underway are:

- Teach classes to students at a distance;
- Incorporate aspects of the course management system (usually discussion boards and assignment postings) into face to face classrooms;
- Use organizations to allow groups of educators to share their ideas and provide a space for reflective feedback (professional learning communities; feedback from reference committees; building communities of parents, teachers, students and administrators);
- Use the content system to provide students the opportunity to gather evidence of their progress and reflect upon their learning through portfolios;
- Provide materials publicly, yet maintain controls for materials for which distribution must be restricted;
- Target information for specific groups (all grade 5 teachers; all teachers of high school science; all teachers of math between grades 6 and 9; all teachers within a division), including e-mail notification of new initiatives; and,
- Provide curriculum support materials linked to specific outcomes and/or indicators, and allow teachers to easily bring components into their classes.

We believe that Blackboard solutions enable schools to engage students, parents and teachers in the learning process.

## **Blackboard Suite 9.1**

The ministry is currently engaged in strategic planning for the full rollout of the new Blackboard Suite 9.1, and has completed initial training sessions for school division staff responsible for supporting teachers. The intent is to build knowledge and capacity in the provincial education system so that classroom teachers will have a Blackboard specialist in their own school division.

## **Education Technology Advisory Group (ETAG)**

In the spring, 2010, the ministry struck a provincial group called ETAG to obtain school division participation in providing recommendations for functionality and role authorities within the system, as well as guide the future direction, use, and management of Blackboard. ETAG has representatives from each school division as well as some First Nation schools.

For more information regarding Blackboard, contact Network Services at: [1-866-933-8333](tel:1-866-933-8333), email [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca) or see [www.edonline.sk.ca](http://www.edonline.sk.ca).

## **Blackboard Accounts**

Accounts have been established for all students and teachers in Saskatchewan, but will only be activated as required. To obtain access, please update your Educator Profile, and then email [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca), providing your full name (as entered in your educator profile), position, school, school division, and the name of the course(s) and/or organization(s) that you require.

To enrol students and other users within a course or organization, please submit a [Blackboard User Enrolment Form](#) including the following information entered in separate columns:

- SaskLearning ID
- First Name
- Middle Name
- Last Name
- Email address
- School
- School Division
- Grade
- Course or Organization Name
- Teacher or Leader

A copy of this document can be found in the [FORMS](#) section of this document and is also available at: [www.edonline.sk.ca](http://www.edonline.sk.ca)

## LIVE Satellite Network

Established in 1989, the LIVE (Live Interactive Video Education) Satellite Network (SatNet) was provided and operated by the Saskatchewan Communications Network (SCN), on behalf of the Ministries of Education and Advanced Education, Employment and Immigration. During 2009-10 the network was upgraded and expanded to now include all provincial PreK-12 schools and regional college campuses. In June 2010, the assets of the network were transferred from SCN to SaskTel. The ministry is working with SaskTel to ensure a smooth transition for the service transfer.

The LIVE SatNet supports live programming in the forms of PreK-12 and post-secondary credit and non-credit courses, teacher support and professional learning, and continuing education opportunities.

The network consists primarily of three closed-circuit television channels that are used by educational institutions to deliver live broadcasts to students in educational facilities throughout Saskatchewan. With recent upgrades to the network, broadcasts can be viewed on any computer monitor or data projector connected to a school or college network, or on a television connected to a satellite receiver. Video streaming, live and archived, is provided via the Internet and CommunityNet to complement the broadcast technology. Most broadcasts are supplemented with on-line materials, often using Learning Management Systems such as Blackboard, WebCT, and Moodle. Video, audio and web conferencing systems, including Adobe Connect, can be incorporated into the broadcasts to enhance the delivery and interactivity of courses and events.

Broadcast facilities are currently located at the University of Saskatchewan, Educational Media Access and Production; University of Regina, AV Services; SIAST Palliser Campus; Saskatoon Public School Division office; Campbell Collegiate (Regina); Viscount Central School; St. Peter School (Regina); and Northlands College (Creighton). Any facility equipped with video conference equipment and CommunityNet connectivity can originate classes and other special programs on the network for receipt at LIVE SatNet sites equipped with satellite receivers or network devices throughout Saskatchewan.

### Programming Opportunities

While the primary use of the network is for the delivery of credit courses, the remaining capacity is available for programming by the province's formal learning sector including: Ministry of Education; Ministry of Advanced Education, Employment and Immigration; PreK-12 and post-secondary education institutions and organizations; and the provincial library system. The provincial infrastructure is provided at no cost to the education partners to provide programming via the network (studio charges or costs of guest speakers may be applicable).

Programming examples include professional development, training or in service, partner consultations or announcements. Examples of previous satellite video broadcasts can be viewed at <http://ecast.edonline.sk.ca>. Click on [Surviving off Campus Studies](#) or [Other Material](#) then choose a category to view an archived broadcast.

## [LIVE SatNet Sites](#)

The satellite receiving centres (LIVE SatNet sites) are located in schools, post-secondary institutions, regional colleges, and community facilities throughout the province. They are identified for programming by the programming organization, and the site's affiliation with a regional college.

While the majority of the infrastructure upgrades and expansions were completed in 2009-10; the work to integrate the LIVE Satellite Network equipment within a school or college network is ongoing. Once equipment installation and integration is completed at every school, all provincially funded PreK-12 schools and regional college campuses in the province will be equipped as LIVE SatNet sites.

A detailed broadcast schedule (prepared annually and updated as necessary) is available at: <http://ecast.edonline.sk.ca/schedule.pdf>.

## [LIVE SatNet Technical Information](#)

On June 1, 2010 SaskTel took over the operations of the LIVE Satellite Network from SCN. During the next few months references to SCN in this and other documents will be updated to reflect changes.

In order to participate in satellite delivered classes, each LIVE SatNet site must be equipped with a Ku-band satellite receiving (downlink) station, which is oriented to Telesat Canada's Anik F2 communications satellite. In 2009-10, every provincially funded school in the province was equipped to receive LIVE SatNet broadcasts.

The **Receiving Station** consists of:

- a satellite antenna (dish) which collects the signals from the satellite.
- an LNB/LNBF or Low Noise Block/Feed amplifier, which receives the focused signals from the dish and converts them to signals usable by the satellite receiver; ,
- a Coship digital satellite receiver Set Top Box (STB), or integrated receiver/decoder (IRD), which converts the signals from the LNB into video and audio. Each receiver can display for viewing only one program or class at a time.
- a NOVRA data receiver which, when connected to a facility's computer LAN (Local Area Network), will stream LIVE SatNet programming to any computer on the network. Simultaneous programs on any of the channels can be viewed at the same time on many computers in the facility. The data receiver will also be used to update files on local ROVER servers.

Each **LIVE SatNet Site** may also be equipped with:

- Television(s), data projectors (with speakers) or computer monitors for viewing the broadcasts.
- A telephone should be available in the viewing classroom to facilitate interaction and potential troubleshooting. The telephone line need not be solely dedicated to use for distance learning (i.e. it can be an extension of an existing number), but must be available during broadcast times. Typically, telephone interaction occurs a few minutes per hour/class, and is dependent on the material and instructor. The telephone should be located where participants have quick access while viewing the live broadcast.

- A speaker phone is an asset, especially if there is more than one learner participating, as it allows all learners to hear and participate in the full conversation. Additionally, a line (even the same one) should be located near the satellite receiver to facilitate troubleshooting with the Help Desk when required. Adding a cordless phone to an existing line has proven successful, which fulfills both learner and troubleshooting needs;
- A computer (or several) with CommunityNet or Internet access should also be located within the viewing classroom to facilitate email, chat, web conferencing, web browsing and file transfer interaction with the instructor.

**Optional Equipment:**

- A Modulator (one for each STB/IRD) is required only if the signals are to be distributed to more than one TV, i.e. if multiple rooms in a school were to be wired so more than one classroom can be used for viewing of the programs on a television.
- If a video conference unit is available for use, this can be used to connect to the studio so that the instructor and other sites can see and hear participants from multiple sites (this is typically scheduled well in advance of the broadcast).

**Help Desk**

SaskTel operates a Help Desk to assist LIVE SatNet sites with program reception and satellite equipment operation. Toll free access is available to all sites receiving LIVE broadcasts at **1.877.808.4726** Monday to Friday 08:00-17:00 CST, and evenings and weekends when there is scheduled LIVE SatNet programming. Troubles reported to the Help Desk are usually rectified within minutes and, if a site visit is required, within 24 hours.

**Channel Assignments**

There are three channels available with LIVE SatNet programming. The channel number refers to the number you tune to and is displayed on your Coship receiver/decoder or will appear on your computer screen when accessing broadcasts through the NOVRA data receiver.

<b>Coship Display</b>	<b>Service Name</b>	<b>Content</b>
001	LIVE1	LIVE SatNet
002	LIVE2	LIVE SatNet
003	LIVE3	LIVE SatNet

## Conditional Access

Conditional Access will be applied beginning the third week of LIVE course broadcasts. Only LIVE SatNet sites with [registered](#) students will receive the credit programs.

If you have registered students and are unable to get the program on your receiver (a message may appear on your screen stating [Receiver Authorization Required](#)) it means that your site is not registered. Please:

- Contact the LIVE SatNet Help Desk at: [1.877.808.4726](tel:1.877.808.4726) right away. SaskTel will authorize your site for the current broadcast.
- Contact the programmer to confirm the student(s) registration [prior](#) to the next scheduled broadcast date.

## LIVE SatNet Scroll

When programs are not being broadcast, an information screen, with music, is broadcast. This screen can be used for equipment testing and is available 24 hours a day.

LIVE SatNet sites that do not receive programs on a daily basis are encouraged to check reception well ahead of the next scheduled event so that any problems can be identified and fixed.

**DON'T WAIT** *until after a program starts to report troubles!*  
*Confirm signal reception **PRIOR** to the start of each class.*

Call the LIVE SatNet Help Desk [1.877.808.4726](tel:1.877.808.4726) and they will authorize your receiver anytime so that you can confirm your signal reception.

## Booking the LIVE Satellite Network

The upgrades and enhancements to the LIVE SatNet provide the opportunity for any location with a CommunityNet connection and video conference unit to become a broadcast originating site. The broadcast room can be as simple as a small meeting room or classroom with a video conference unit and one or more cameras or inputs connected to it, or as complex as a fully equipped studio. Network Services can provide guidance in establishing or accessing a broadcast facility.

The provincial LIVE infrastructure is provided at no cost to the education partners including the Ministries of Education and Advanced Education, Employment and Immigration, the PreK-12 education system, the public library system, and regional colleges, universities and SIAST. Broadcast institutions are responsible for any studio or presenter costs.

Typically, any live event targeted to five or more sites is ideal for broadcast. As there is no impact on local bandwidth to receive a broadcast, there is no limit to the number of sites that can participate. Events with four or fewer participating sites are typically more effectively offered through video conferencing and/or web conferencing applications. Some programming examples include course offerings (regularly scheduled classes or occasional use to supplement on-line or other distance delivery courses); professional development, training or in-service; partner consultations; sharing of guest speakers; or announcements.

The network can be used to deliver programs within a college, school division or library region, or throughout the province. Programs offered through the network infrastructure can also be streamed live and/or recorded and available as archived videos via the Internet or CommunityNet.

Network Services coordinates the scheduling and use of the network, including originating and receiving sites and broadcast time, with SaskTel. To book broadcast times or for more information, contact Network Services at [1.866.933.8333](tel:18669338333) or [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca).

A form for booking the network is included in the [FORMS](#) section of this guide and as a separate document that can be completed and submitted online.

## PreK-12 Programming

All LIVE SatNet sites are eligible to receive PreK-12 programming via the satellite network. For access to a detailed LIVE SatNet Class Schedule and video streams of former classes, please visit: <http://ecast.scn.ca/>. The schedule link is at the bottom of the page.

Site requirements for provision of access, student support, exam invigilation, technology requirements, etc. are determined by the organization originating the program. Network Services can facilitate dialogue between a LIVE SatNet site and the originating programmer.

In July, 2009, the Ministry of Education discontinued direct delivery of distance education courses with the closure of the Technology Supported Learning Unit (formerly the Saskatchewan Government Correspondence School). Over the past few years, a transition for the provision of distance education occurred within the PreK-12 education system with school divisions assuming the responsibility for delivery and registration. Courses continue to be available in print, online, and broadcast formats. A range of open or flexible entry, semester based, synchronous and asynchronous courses are also available. Full information regarding courses, delivery modes, and registration information are published at <http://www.skdistancelearning.ca/>. Registration is open to both school-aged and adult learners.

### Surviving Off Campus Studies

Surviving Off-Campus Studies (SOS) is a non-credit course offered by Northlands College (Creighton) to assist students in distance or off-campus studies. The course provides helpful tips on studying, essay and exam preparation, note-taking, time management, and general use of on-line resources through live, weekly sessions.

Although targeted to students in post-secondary courses, SOS is available free and may be of interest to high school students and assist them with their study skills. Designed with distance learners in mind, the material is relevant to all students. For more information contact Glenys Plunz at: [plunz.glenys@northlandscollege.sk.ca](mailto:plunz.glenys@northlandscollege.sk.ca). To access archived sessions, please visit <http://ecast.scn.ca/> and click on Surviving Off-Campus Studies.

### LIVE Arts Education: Grades 3-8 Programming

The LIVE Arts Education program supports Arts Education curriculum and will bring professional artists into the classroom for a LIVE experience. This program is **free-of-charge** for provincial schools and is supported by Saskatchewan Arts Board, Saskatchewan Ministry of Education, and Regina Catholic School Board.

For more information about the program, please check out the website at: <http://sites.google.com/site/liveartssk/>

For registration information and the broadcast schedule, go to: <http://www.education.gov.sk.ca/artonair/>

## Special Event Programming

Special event programming is available if either of the ministries or one of their learning partners wants to use the LIVE SatNet to reach a dispersed audience or make a program or professional development opportunity available.

The Ministry of Education broadcast Dr. Ron Leaf's presentation on autism, and the University of Saskatchewan, College of Nursing broadcasts numerous presentations throughout the school-year on topics current to the nursing profession.

Examples of previous LIVE SatNet broadcasts can be viewed at: <http://ecast.scn.ca>. Most special events are available to all LIVE SatNet sites; however, typically, specific sites are requested to ensure geographic accessibility.

### LIVE Special Event Booking Request

Your LIVE SatNet site may receive a booking request by email. When **YOUR** LIVE SatNet site is requested for a special event either:

- book the site and confirm the booking by responding to the email with **YES** (include classroom and contact information); or
- indicate **NOT AVAILABLE** in a return email or fax.

*It is **CRITICAL** to respond to a Booking Request **ASAP***

#### **Please Note:**

- LIVE site bookings are to be made only by request of the Ministry of Education, Network Services. A programmer may not directly book a LIVE site for a special broadcast delivered on the LIVE Satellite Network.
- If the expected number of program participants cannot be accommodated at your LIVE site, you are **NOT** responsible for finding another location or for making arrangements at an alternative location in the community. Refer inquiries to Network Services.
- Often the number of expected participants will be emailed to the LIVE SatNet sites along with the agenda. Even if there are "0" registrants at your site, you must have it ready for the broadcast as there are often last minute "walk-ins" or late registrants.
- Some programmers will require that participants complete a Sign-in sheet to confirm their attendance. If this is required it will be emailed to the LIVE sites along with the agenda.
- Following all special events, the LIVE Sites are asked to enter the number of participants at their site. An online form will be available to be completed and submitted to Network Services. Detailed instructions, along with a link to the document, will be provided to the LIVE sites prior to any special events.

## Post-Secondary Programming

In over 70 communities, Saskatchewan's regional colleges and SIAST coordinate and facilitate access, learner support and counselling services to clients accessing LIVE satellite courses. To receive post-secondary programming provided by the two universities and SIAST, LIVE SatNet sites must be approved by the regional college in their area.

Regional colleges coordinate university and SIAST requirements including: program accessibility, distribution of course materials, assignments, exam invigilation, and, in some cases, recording of broadcasts. In many cases, regional colleges will also provide coordination, support and guidance to community, high school and First Nation LIVE sites wishing to offer post-secondary classes.

LIVE sites seeking approval to receive post-secondary courses are responsible for all costs associated with operating and maintaining their site, and providing the required learner support. They must also agree to provide a minimum level of access and support to students.

A sample letter requesting regional college approval to offer post-secondary courses and outlining the general conditions for such approval is included in the [FORMS](#) section of this guide. Additional specific supports may be required by individual colleges. Decisions regarding site approval for post-secondary programming are at the discretion of each college. Please contact the regional college in your area or Network Services for more information.

Special arrangements to receive post-secondary courses may be possible where the regional college system is absent (i.e. Saskatoon, Regina, Prince Albert, Moose Jaw). Please contact Network Services for assistance and information.

If your site wishes to change or add to its original course selection, the originating (programming) institution(s), Network Services and the regional college (if appropriate) must be notified through the [Request to Add and/or Delete LIVE Course\(s\)](#) form also included in this guide. Once completed, copies must be faxed to Network Services, the broadcast institution(s), and your regional college (where applicable). Contact Network Services at [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca) or 1.866.933.8333 if you require assistance.

For more information regarding post-secondary programming, including registration dates, processes, course offerings and pre-requisites, please contact the regional college in your area, SIAST, or the delivering university. Contact information is provided in the [Contacts](#) Section of this guide and a detailed schedule of all classes can be found online at: <http://ecast.scn.ca/>





**LIVE Satellite Network Site Information Form**

Date updated: \_\_\_\_\_ Site Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 Street Address (if different than above): \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Office Phone Number: \_\_\_\_\_ Office Fax Number: \_\_\_\_\_ Web Site address: \_\_\_\_\_  
 Main Site Contact (name): \_\_\_\_\_ email: \_\_\_\_\_  
 Type of Programming: Elementary and Middle Years  High School  Post Secondary  All

Regional College Affiliation (if applicable): \_\_\_\_\_  
 Site Attendant \_\_\_\_\_ email \_\_\_\_\_  
 Site Coordinator \_\_\_\_\_ email \_\_\_\_\_

School Division/Community/First Nation (If applicable): \_\_\_\_\_  
 Principal: \_\_\_\_\_ email \_\_\_\_\_  
 Director of Education: \_\_\_\_\_ email \_\_\_\_\_

**Site/Classroom Information**

	Phone #	Fax # (if different from office)	Seating Capacity	# of Computers	Other
Classroom #1	_____	_____	_____	_____	_____
Classroom #2	_____	_____	_____	_____	_____
Classroom #3	_____	_____	_____	_____	_____

Operating System \_\_\_\_\_ Browser used: \_\_\_\_\_ Internet/CommunityNet connection speed \_\_\_\_\_

Desktop video conference capability (Y/N): \_\_\_\_ Video conference capabilities (Y/N) \_\_\_\_ IP Address \_\_\_\_\_



## LIVE Satellite Network Reservation Request

(Live Interactive Video Education)

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

### PROGRAM INFORMATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy) Alternate Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Program Name: \_\_\_\_\_

Is the topic sensitive, making security an issue?  No  Yes

If yes, explain: \_\_\_\_\_

Do want the program to be streamed following the live broadcast?  No  Yes

If yes, for how long? \_\_\_\_\_ Do you want password protection?  No  Yes

Broadcast Facility:  DMT, U of S  AVS, U of R  Other \_\_\_\_\_

Program Start: \_\_\_\_\_  A.M.  P.M. Rooms Required: \_\_\_\_\_  A.M.  P.M.

Program End: \_\_\_\_\_  A.M.  P.M. Rooms Vacated: \_\_\_\_\_  A.M.  P.M.

### DETAILED ON-AIR SCHEDULE

ON-AIR: \_\_\_\_\_  A.M.  P.M. OFF-AIR: \_\_\_\_\_  A.M.  P.M.

ON-AIR: \_\_\_\_\_  A.M.  P.M. OFF-AIR: \_\_\_\_\_  A.M.  P.M.

ON-AIR: \_\_\_\_\_  A.M.  P.M. OFF-AIR: \_\_\_\_\_  A.M.  P.M.

**PLEASE NOTE:** The on-air schedule must be followed. You can not run overtime.

### LOCAL SITE FACILITATORS

You are responsible for arranging local site facilitators for your event. You will be provided with a contact name and phone number for each confirmed LIVE Site. Please have your local site facilitators contact the LIVE site directly for any of the following (charges may apply): registration table; coffee; white boards; flip charts; etc.

When agreeing to host a LIVE Satellite Broadcast, the receive site typically provides a room, and access to a telephone and fax machine. In many cases, access to a computer and Internet is also available. The local site attendant at each receive site will ensure that the facilities are open, all technical requirements have been met and the signal is being properly received. The site attendant will also liaise with the client's local site facilitator(s).

Please list your requested sites. Most sites can accommodate between 20-30 people. Capacity will be verified upon site availability confirmation. If more people are expected at one location, please let us know. We will contact the site attendant to see what, if any, arrangements can be made.

If you have program documents that should be sent to the LIVE Sites such as an agenda or sign-in sheet, please email them to Network Services at least one week prior to your air date.

Requested sites are not guaranteed available until confirmation has been received from the site.

**LIVE SITE LOCATIONS**

Please provide the name (school, community center, etc.) and city/town.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SEATING PREFERENCE**

Tables & Chairs    Desks    Theatre Style    Other \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

Date: \_\_\_\_\_

Once completed please send the form to the LIVE Satellite Network via:  
Email: [NetworkServices@gov.sk.ca](mailto:NetworkServices@gov.sk.ca) or Fax: 306-787-6054



## Attendance Statistics for Special Events

From: (LIVE Site Coordinator) \_\_\_\_\_

(LIVE Site location) \_\_\_\_\_

School/College \_\_\_\_\_ City/Town \_\_\_\_\_

To: Network Services  
Curriculum and E-Learning  
Phone: 1.866.933.8333

Fax: 306.787.6054

Please record the name and date of the program, and the number of participants attending the program at your site. This information is only required for "special" programs (broadcasts other than high school, university and SIAST credit courses).

Please fax or email the completed form to Network Services immediately following program delivery.

**Program Title:** \_\_\_\_\_

**Date of Program:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please use this section to record any concerns about this program and/or the process, or any suggestions to assist with future broadcasts of this type)

## Sample Request to Become a LIVE Post-secondary Receive Site

Date:

To: Regional College  
Address  
City/Prov/PC

From: Centre  
Address  
City/Prov/PC

Please accept this letter as a request to have \_\_\_\_\_ (school, community centre, etc.), located in \_\_\_\_\_ (city, town, first nation) approved to receive post-secondary courses from the University of Regina, University of Saskatchewan, the First Nations University of Canada and SIAST.

In requesting this approval, it is understood that the LIVE site will be responsible for:

- ✚ all capital, equipment and training costs;
- ✚ equipment acquisition, installation, maintenance and repair which includes:
  - at minimum a 33" TV or data projector(with audio); a VCR or DVR; telephone and computer (with Internet) access within the classroom; fax available during broadcasts; installation of a satellite dish and other receive equipment (purchased from SCN if not already available); wiring; and other associated equipment.
  - participating in the SCN site maintenance program.
- ✚ telephone charges (installation, rental, equipment, long distance);
- ✚ any rental or other charges for school access or classroom use, and all other operating costs which includes:
  - mail and courier; travel; utility; paper and supplies; VCR tapes or DVR disks and other incidental costs.
  - wages for supervisor/coordinator and/or site attendant(s).

If approved as a LIVE post-secondary receive site, the site will:

- ✚ provide the regional college with the:
  - identification of a one person as a supervisor/coordinator of the site;
  - identification of one or more individuals who will act as site attendants;
  - names, addresses, and phone numbers of the above individuals;
  - hours of operation of the centre and the work schedule of the coordinator and attendant(s);
- ✚ ensure the site is open at least one-half hour prior to broadcast and the equipment is tuned and operational at least 10 minutes prior to each planned session; troubleshoot any problems, and notify the college of any problems that arise;
- ✚ provide access and support as required by the college to students/ participants involved in courses or special programming.

Thank you for consideration of this request. Please contact me at \_\_\_\_\_ to discuss this further.

Sincerely,

\_\_\_\_\_  
Authorized Representative  
c.c. Myrna Martyniuk, Director  
Network Services, Curriculum and E-Learning Branch  
Ministry of Education



## Request to Add and/or Delete LIVE Courses

**Date:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Please fill in the appropriate blanks and fax the completed form to:**

**Copies sent:**      please check (√)

\_\_\_\_\_      Programmer responsible for the course

\_\_\_\_\_      Programmer affected by the decision

\_\_\_\_\_      Your regional college head office

\_\_\_\_\_      SaskTel (Fax: 306.787.0496)

\_\_\_\_\_      Network Services (Fax: 306.787.6054)

**Course(s) to be added:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Course(s) to be deleted:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_