Welcome to the Capstone College of Nursing
The Learning Resources Center (LRC) is located on the second floor of the Nursing building. This includes the computer lab, clinical practice lab, and simulation center.

1. LRC Staff:
   • Karen Silliman – Director of Technology and Distance Education
   • Matt Ander – Manager Area Computing Services
   • Patrick McIntyre – Coordinator of Multimedia Production and Web Supported Applications
   • Regina Sanders – LRC Specialist
   • Megan Lippe – Human Patient Simulation Support Specialist

2. LRC Hours
   • Monday through Friday: 8:00 a.m. – 4:45 p.m.
   • Closed University observed holidays

Web

CCN Website and Resources Page
   a. Go to http://nursing.ua.edu
   b. Find and follow the Resources Page link in the footer. The Resources Page works as a portal providing relevant links for the faculty, staff and students. We suggest bookmarking this page.

CCN Facebook & Twitter
   a. Facebook - https://www.facebook.com/uaccn
   b. Twitter - https://twitter.com/uaccn
   c. Links on CCN website.

Computer lab and Student Laptops

The computer lab is an open computer lab that gives priority to nursing students. Room 2029 contains 25 PCs with software for testing and general use. All of the computers have the Microsoft Office Suite, Adobe Acrobat, IBM SPSS Statistics, Internet Explorer, Mozilla Firefox, Google Chrome and use McAfee VirusScan and AntiSpyware. Multimedia software like Gimp, Windows Live Photo Gallery and Movie Maker are available and a few have Adobe Creative Suites.

All testing is done on laptops so it’s important for students to be proactive about addressing laptop issues in a timely manner. Patrick and Matt are available to look at students laptop, when technical issues occur.

We have a limited number of laptops and privacy screens for student use during testing periods. If your laptop is not working or does not meet the requirements to take the exam you may check a laptop out from Room 2023. You will need to show your student ID and fill out a Laptop Checkout Agreement form previous to taking the exam. CCN resources, including laptops and classroom technology, should be treated with care. Food and drink are not allowed in the classrooms.
The Learning Resources Center (LRC) has many hands-on resources to assist students with their learning needs. Do not hesitate to ask for assistance.

LRC Resources - For any LRC resources, a signed form may be necessary.

a. Simulation Center Located in the east wing of the 2nd floor.
b. Clinical Practice Lab (CPL) is located in the west wing of the 2nd floor.
c. Computer Lab Located in Room 2029.
d. Classrooms are located on the 1st and 2nd floors of the CCN.
e. Laptop Checkout Go to Room 2023
f. Digital Cameras and Digital Video Cameras are available for student checkout for projects. See Patrick McIntyre in Room 2028 for more information.
g. Rodgers Library The Nursing Collection is located in the Science and Engineering Library, http://www.lib.ua.edu/libraries/sel/

Preparing your Laptop for Use at the CCN

It is important that we prepare your laptops for use in our building.

- You will need to register your laptop to use the network. To register, launch your browser and log in with your myBama account username and password at the UA Registration page. The registration will need to be renewed occasionally. Wireless access is acceptable for normal classroom use. During testing, wireless connections must be turned off, and laptop must be connected with Ethernet cable.
- Turn off wireless connections on your laptop. You may be able to do this by a hardware switch, keystroke or other method. Mac users can turn Airport off via the menu item.
- Connect your Ethernet/network cable to the data port and your laptop.
- Launch a browser.

Blackboard Learn

Log into Blackboard Learn
a. Launch browser and go to Blackboard Learn.
b. There are many ways to reach Blackboard Learn:
   - from the myBama portal link, http://mybama.ua.edu/
   - from the CCN Resources Page link, http://nursing.ua.edu/?page_id=879
   - type in the Learn URL in your browser, http://ualearn.blackboard.com/
   - using the Blackboard Learn app
c. Enter your myBama ID and password.
d. On the My Blackboard Learn page you will see all the courses in which you are registered.
e. Make sure all your courses are listed.
Blackboard Learn Assessments/Exams/Testing

a. CCN tests will be taken in the Respondus LockDown Browser. We will demonstrate the install of this software. Find the software on Laptop Integration webpage, http://nursing.ua.edu/?page_id=1084.
b. During tests, you will be required to connect to the internet using an Ethernet cable. If your laptop requires an adapter, be sure to have it installed in advance of the first test.
c. Make sure to follow directions given by course faculty when taking quizzes and exams.
d. The CCN has specific policies regarding all tests taken in the CCN.
   • Only laptop, privacy screen, power adapter, network cable, and photo ID are allowed on the desk during testing.
   • Only one student at a time will be allowed a bathroom break.
   • Students are not to do any other computer activity prior to taking the test, during the test, or while the testing period is in progress.
   • Only technical problems will be addressed during test. No other questions will be answered.
   • No food or drinks are allowed in the testing room.
   • Hats are not allowed in the testing room.
   • No ear buds may be used.
   • Students must remove watches and/or any wearable technology device during testing and place in book bag/backpack.
   • Cell phones must be placed in book bag/backpack during testing.
   • When students complete the Exit Exam they are to leave the room quietly and exit the building/immediate area. No congregating near testing area will be allowed.

If you fail to logout of Blackboard Learn at a public computer, others could access your Blackboard Learn account, see your grades that have been posted, and even submit information under YOUR name.

Printing/Copying in the CCN Computer Lab using Uniprint

a. The computer lab is equipped with a B&W laser printer and Uniprint Station. A color printer/copier is also available on the 2nd floor.
b. To print from the computer lab using Uniprint:
   • Choose to print from any application
   • Select the printer you wish to print to … the default is the B&W laser printer.
     • If you wish to save the print job as a PDF, select the PDF writer from the list of printers.
   • Type your name in the pop-up box then click Print.
   • Go to the Uniprint Station and swipe your Action card.
     o The job name, owner, date, current balance, number of pages, cost of current print job are shown when the job is highlighted
     o Print jobs remain in the queue for an hour before purging
   • Highlight your print job then click Print.
   • Make sure to press Exit to log out of your account
c. You can also print using the Mobile Print & Copy Station in the student lounge on the first floor. Setup instructions are available at the kiosk.
d. When the computer lab is in use, we will set up a printing station outside of the computer lab near the hallway printer.
Students must have an Action Card and a Bama Cash account to print/copy.

The cost of printing/copying is:
- 5 cents per page for black & white
- 15 cents per page for color

The cost of printing is deducted from your balance.

Action Cards are obtained at 104 Student Services Center obtained at action.card@ua.edu 205-348-2288. Funds can be added on-line at http://actcard.ua.edu.

**Handhelds**

Beginning in Semester II, students are required to purchase a software bundle provided by Skyscape to be used in their coursework, clinicals and throughout the curriculum. Detailed information about purchasing and using the software will provided at that time. If you have already purchased Skyscape and need assistance, see one the LRC staff members.

***The CCN has positions available for students during the academic year.***

For a great learning experience in the CCN/LRC during the academic year, please email Karen Silliman at kdsilliman@ua.edu or stop by CCN 2024 for more information.