

Information for Teachers with Laptop Sessions

Do you have a class or practical session coming up where students will be using their own laptops?
Here are some tips to help ensure everything runs smoothly.

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Provide Startup Information

While our students can use laptops, they may not always be tech-savvy. Therefore, provide them with sufficient information beforehand so they can get everything ready in time.

Clearly outline your expectations for the laptop session, including any prohibited activities during class. If there are specific websites you do not want accessed during the session, clearly communicate this.

Internet/Wifi/Eduroam

If internet access is required for your session, inform the students/participants beforehand. They should ensure they can connect to Wifi before the session begins. All classrooms have Wifi available.

To connect wirelessly with a laptop (or another device), use Eduroam. You will be prompted for a username and password, which are your email address and password.

More info: <https://helpdesk.ugent.be/eduroam/en/index.php>

Power Supply

Most laptops nowadays have a battery life of several hours.

However, some older models may only last an hour. Classrooms usually have power strips available for charging.

It's helpful if your department provides a box with a few power strips to temporarily address any shortages.

Software

If you are using a website or web application, there should generally be no issues. However, if it's a browser-specific site, you'll need to specify which browser is required. (Fortunately, this is rare.)

If you're using Athena, ensure students verify its functionality in advance. They should install the client and start an app beforehand. More info: <https://helpdesk.ugent.be/athena/en/index.php>

If you are using downloadable software that requires installation, ask students to complete this process in advance.

Note: Some students may have laptops without administrative rights. If these rights are necessary for software installation during the session, communicate this requirement clearly in advance.

Backup/Loaner Laptops

No reserve or loaner laptops are available. Some departments keep a few older devices as backups and use them to assist students.

Teaching Tools

Make use of [UGent Teaching Tools](#) as much as possible.

The UGent helpdesk provides support for these tools. If you use your own tools or other online tools, you'll need to provide support yourself.

Intranet

The Intranet contains information about digital tools, multimedia equipment, and educational applications that are useful at UGent. The Intranet is for staff only. Students do not have access to the Intranet. If students need to use information or documents from the Intranet, those documents must be provided through alternative means.

Other Considerations

If you use a lot of audio and video materials, a good headset (possibly with a microphone) can be helpful. Most students prefer to use their own headsets, so it's best to announce this in advance.

Working with laptops (and other technical equipment) can lead to frustration. Things can malfunction, or temporarily fail, and they may behave differently than during test runs. Always plan some startup time and remain calm.

If this is your first time organizing a laptop session or introducing entirely new exercises, consider testing with a smaller group of students first. This allows you to note any issues and identify additional instructions to give students.

Avoid setting deadlines immediately after a weekend. Students will likely try to get everything ready over the weekend, but helpdesk support may be limited or unavailable.

For any required audio or video recordings, specify the desired format and/or resolution. Otherwise, students may use their device's default settings, leading to large files and unusual formats that might not be attachable (in Ufora).

Exams

Clearly specify what is allowed and not allowed during tests and exams. If you use digital tools to monitor students during tests, remain vigilant. Technical problems can still occur, and creative students might find ways to circumvent the tools. See also [UGent student guidelines for online exams](#).

Technical Support

You may direct students to contact Franky.Maes@UGent.be for technical issues. Be sure to inform him about the applications and links you are using in your class.