

## Reminder from the Syllabus on the 1st Day: Distance Education’s Statement in the Syllabus about Microphone and external (clip-able) webcam

You will need a computer, an **external webcam** and **microphone**, a reliable internet connection, and access to the WCJC Blackboard site. Following the method recommended by the Distance Education Department, this course requires an **external (clip-able) webcam**. (**Caution:** You may **not** use the **internal** webcam **within** your laptop.)

### Common Questions and the Answer to Both Is Yes

- Can your instructor tell if you do not use an external webcam? Yes! How? Unless you use an external webcam, you will **not** be able to show your instructor what the demonstrator in WCJC’s video does.
- Do you have to have an external webcam and a microphone to test at home? Yes! On the other hand, depending on your location, you can use WCJC’s testing facilities and avoid buying these things and setting them up.

### What Do the Words External (Clip-Able) Webcam Mean?

Clip-able means that you:

1. Unclip the external webcam from your laptop or from the monitor on a desktop computer.
2. Point the external webcam **at** your laptop or desktop computer showing **all** of the areas **left** and **right in the checklist**.
3. When you are done, clip the external webcam back on the laptop or monitor of your desktop computer.
4. Then you look at Respondus Monitor’s screen to be sure the external webcam is pointing at the “frame” that can contain your face and shoulders and you **stay** in that position **during** the test.  
Yes, you can scratch your nose or untwist your neck but stay in the “frame.”

### **Tips:** How to Buy the External Webcam Efficiently and Cheaply

WCJC bookstores have cheap but adequate external webcams. I also learned that “students can also use their financial aid to purchase them if need be.” In the past, students have shared information in General Course Questions about cheap, useable external webcams they bought. It is great to use the General Course Questions for that purpose.

### **Tip:** Use WCJC’s Facilities to Avoid Getting an External Webcam and Microphone

You do not have to set up your own computer for testing if you use WCJC’s [testing facilities](https://softchalkcloud.com/lesson/files/8hkmXWAjVbt9S4/Respondus%20LockDown%20&%20WCJC%20Open%20Computer%20Labs.pdf). Link Address:  
<https://softchalkcloud.com/lesson/files/8hkmXWAjVbt9S4/Respondus%20LockDown%20&%20WCJC%20Open%20Computer%20Labs.pdf> **Tip:** Make sure you tell me in your video that you are in one of these testing facilities so I know how to interpret the low noises in the background.