

**Welcome to the Defense Education and Training Network (DETN)**, one of several networks that are part of the government-wide Government Education and Training Network, which has over 2,300 global viewing locations. Distance Learning by satellite is commonly known as *Interactive Television* (ITV).

#### **BEFORE THE CLASS BEGINS:**

**Administrative Preparation:** Ensure attendance forms are ready to fill out and any course materials are made available. You may want the students to report for training *no later than 30 minutes prior to the start of the broadcast on the first day*. This will allow you time to conduct the administrative steps necessary before beginning the course.

**Technical Preparation:** ITV isn't complicated technically, but you still have to pay attention to the setup! Some time before the course starts—no later than 30 minutes before, you should be seeing CNN. If not, get technical assistance from either your local site POC or by calling the DETN Help Desk at DSN 986-9292, or Comm. (937) 656-9292. This help desk is equipped to assist only GETN sites—for classroom XXI, TNET or CNET issues, contact the local site technical POC.

If your course is interactive, then check the echo-cancelling feature by merely depressing one of the microphones. If the sound from the TV does NOT mute, call the DETN Help Desk immediately. Please note: Not all installations will have two-way audio. Most sites belonging to the GETN do, but ITV connections to videoconferencing systems such as TNET and CNET make two-way audio impractical, but can still be done. Call the DETN Help Desk for assistance.

Some courses allow for faxing and e-mail to be used to interact with the instructor. Ensure these are conveniently available, and in good operating order. It's a good idea to have a fax cover sheet that has your classroom fax and phone numbers printed on it so instructors can contact your classroom directly. If by 15 minutes before the program you haven't been checked in by audio (interactive classes only), or are not seeing an intro slide to the course (i.e., CNN is still on), immediately contact the DETN Help Desk (DSN986-9292).

**Technical Problems:** Get help from your local site POC or the DETN Help Desk (DSN986-9292).

#### **WHEN THE COURSE ENDS:**

**Administrative Actions:** You may be asked to collect course critiques, fill out and sign the course certificates or diplomas as the "certifying official." You may need to remind the students to take a copy of these to their servicing Military Personnel Flight (MPF) or training monitor to have their training added to their records.

*Question or Comments?*  
Please send to [Alex.autry@afit.edu](mailto:Alex.autry@afit.edu)

#### **DETN Points of Contact:**

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**DoD Leader of Satellite Interactive Programming**

## **Defense Education and Training Network (DETN) Site Coordinator's Quick Reference Guide**



<http://Detn.govdl.org>



DETN

### Registration:

If you share your satellite classroom, make sure you have the date and time for your course or programs reserved.

Local programs may have different scheduling procedures, it is your responsibility to resolve any possible conflicts.

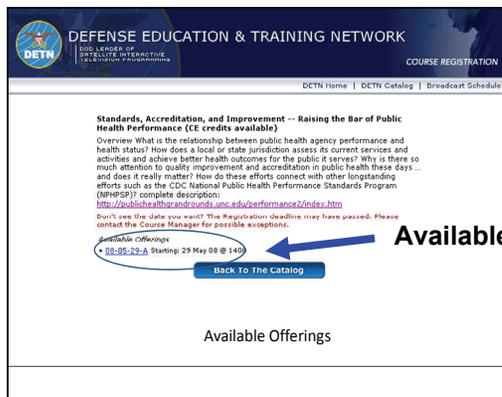
You will need your site code to register for courses. If you do not know your site code, visit the DETN website at <http://detn.govdl.org>, go to "Site Info" and open the "Site Locations and Points of Contact" document. From there, you can find your site and site code.

For non-DETN sites, you will need to check whether your location is available. You can receive a course by reserving a room that can receive the Army's TNET, Distance Learning DTF, Classroom XXI, or the Navy Learning Network. Once the location is reserved, you can register on the DETN website Catalog/Registration page. See the information following to register. If you have any difficulty registering, contact the DETN POC information listed on this brochure.



Finding and registering for courses begins at the DETN homepage (<http://detn.govdl.org/>), from the DETN homepage, you may select either "Catalog & Registration" which lists courses by school and content area, or "Daily Schedule" for a calendar view.

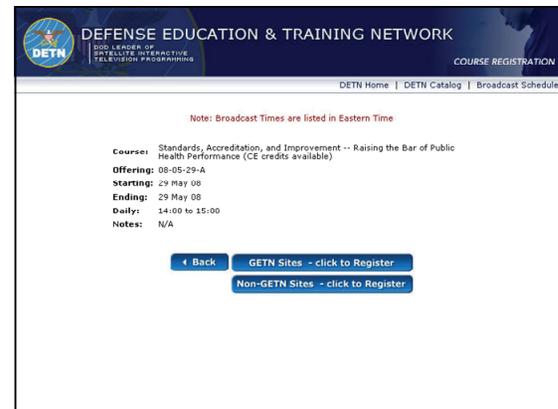
Locate the course you would like broadcasted, click on your course selection, and you'll be taken to the Course Registration, where you can select from the available offerings. If you find a course you want to view that does not have an available offering, please email and let us know.



Available offering

Once you've clicked on the offering, there may be important information in the course description as well as links to the content provider site for credits or material.

Once there, you will be asked to register either as a GETN or non-GETN site. If you're a GETN site, locate your site on the drop-down menu and select it. If you're a non-GETN site, select your system and complete the appropriate information.



You will be asked to estimate the number of viewers—please be as accurate as you can. Always note the deadlines to reserve a viewing location, many programs have close-out dates. Reserve your room as soon as possible to avoid conflict later.

Your installation may have personnel to assist you with local administration, such as setting up the classroom and taking attendance, but this responsibility is ultimately yours. Make sure you know the hours of operation and policies of your local site.

Depending on the offering, the course may have additional procedures to register individuals and to award course credit. These will normally be described at the school's Web site, general e-mail announcement, or with the course listing on DETN's Web site. Always note the deadlines to register for your course. Registration after the deadline dates will require you to contact the school offering the course.

Please make sure your students know the course dates & times and the attendance policy! You may want to forward them a copy of the schedule with the caution that all times on the schedule are listed for the EASTERN STANDARD TIME (EST) zone.