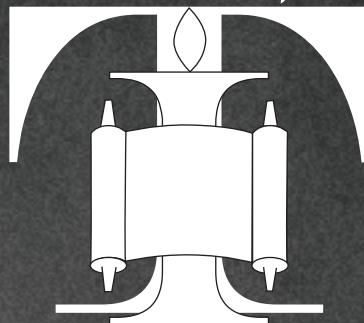# Blitstein Institute Guide to Student Services

מכון תורני לבנות

Make it Yours!

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Academic Calendar 2017/2018

Building Information

Opens: 8:30 am

Closes: 11:30 pm

If you need the building to be open later for academic purposes or there is a maintenance issue, you must contact Mrs. Beryl Mann, Office Administrator, at mann@htc.edu. The building will remian open during midterms and finals.

All requests must be made 24 HOURS IN ADVANCE.

Guidance

Open Door Policy
The mission of Blitstein Institute is to educate its students to learn to teach to observe and to do according to Torah values. The Menahel Ruchani, Rabbi Benyomin Olstein; the Dean, Dr. Chani Tessler and the Assistant Dean, Mrs. Rita Lipshitz are all available to provide students with guidance in every area of their college or personal experience. Please feel free to meet with them to discuss any issue.

Setting up your Schedule/Registering

1. Check the current course bulletin for available courses.
2. Compare available courses with requirements for your gen ed/program.
3. Meet with advisors (Department Chair or Dean) to check your credits, confirm course choices, and/ or get alternatives.
4. Receive your Alternate PIN # to allow you to register.
5. Log into your TouroOne Portal account at https://touroone.touro.edu
6. Check financial status.
7. Click on the "Registration" tab.
8. Click the "Add/Drop Classes" button in the "Register Now" portlet.
9. Select a term and then click the "Submit" button.
10. Enter your Alternate PIN # for verification
11. Type one or more Course Reference Numbers (CRNs) into the Add Classes Worksheet or you can use the Class Search option to select courses and add them to the worksheet.
12. Click "Submit Changes." If you receive a registration add error, please contact your Department Chair or Dean. There may be a course restriction, and you should speak with you them to determine if this class is appropriate for you.
13. Order books and get necessary supplies.
14. Please make sure to arrive to class on time and prepared.

Please Note:
- All students taking courses in the Education Department are required to meet with Dr. Shana Erenberg or Dr. Shira Roth prior to registration.
- For science classes with labs, you must register for **both the class and the lab**.
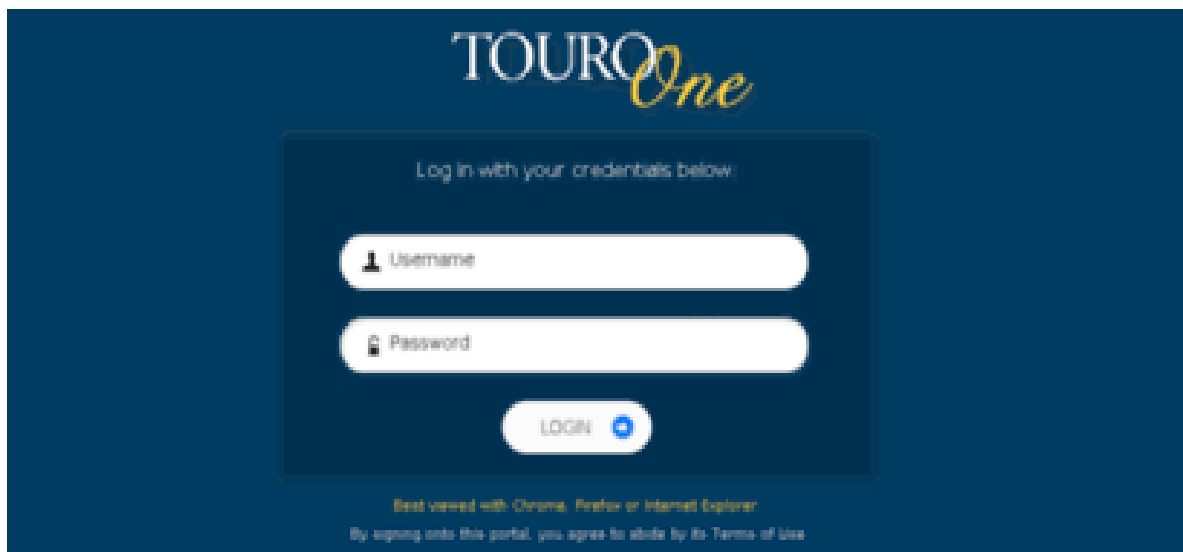
Easing the Load

1. Speak to instructor/s and Dean/s as soon as a problem is identified.

2. Work out a timetable for getting help and/or completing assignments.

3. Drop a course.

4. Apply for an Incomplete Contract.

(Rules and conditions are explained in the Student Handbook).

Instructor Grievance

1. Discuss issue with instructor. Be CALM and POLITE.

2. Explain your situation/problem and suggest or request a solution. This is the best approach. Often, everything can be settled quickly and easily this way.

3. If you cannot speak with the instructor directly about the problem, speak with the Department Chair.

4. State the problem clearly and concisely without anger or frustration. You want to resolve a problem, not create one.

5. If you do not receive adequate assistance from the Department Chair, please speak with the Assisstant Dean or Dean.

6. If nothing can be resolved, you can either decide to persevere or drop the class. Whatever your decision, please keep the Deans informed.

Blackboard

Starting in summer 2017, HTC adopted the Blackboard Learn course management program. Blackboard supports all classes offered on both campuses of HTC, in both Judaic and general studies. Blackboard provides the opportunity for instructors to post syllabi, provide readings and audiovisual materials, facilitate discussions, record grades, and communicate with students. Students can use Blackboard to access these materials and to submit assignments, among other tasks. Instructors will use Blackboard in different ways, but it is essential for all HTC students to become familiar with the basic functions of Blackboard.

Email

All official emails, including communications from your instructors and notifications from the Blackboard system, will be sent to your official ti.htc.edu email address. It is essential that you form the habit of checking your ti.htc.edu email regularly, or at least set it up for mail forwarding to a personal email account that you do use regularly. If you are unsure about your account, contact Mrs. Chaya Sarah Miretzky at miretzky@htc.edu

Logging into Blackboard and Accessing Courses

Blackboard is accessed through your Touro One account. Log into the Touro One portal (https://touroone.touro.edu) and enter your username and password; this will take you to your Touro One homepage. A tab with the link to Blackboard appears on the left side. Clicking that link will bring you to your Blackboard homepage. On this page you will see a list of courses you are enrolled in by semester. Clicking on any one of these courses will take you to your course home page.

Features of Your Course HomePage

Some of the most important features, appearing on the left-hand side of your course page are listed below:

- Announcements-Instructors use this to provide periodic announcements about assignments, readings, and events in the class.
- Syllabus-Your course syllabus should be posted here.
- My Grades-Allows you to keep track of upcoming assignments (in the Upcoming tab) and of grades that you have received (in the Graded tab).
- Coursework by Session-Instructors will use this to provide ongoing support for the class including assignments, readings, and links to digital and audiovisual resources. This section should be checked regularly.
- Discussions-Some instructors will require or encourage you to use these discussion forums to respond to discussion topics or offer comments on class materials.
- Tools/Communications-This allows you to communicate with the instructor and other students. This link also provides you with space for group projects and for other resources such as blogs, calendar, journals, and media gallery, among other resources.
- Blackboard Help-Provides tutorials and links for assistance in using Blackboard
- Library Resources-Links to resources provided by the Touro College library, tutorials on research, and contact information for Touro Librarians.

General Support and Questions

Blackboard Learn provides a number of FAQs and support resources to assist you in becoming comfortable with the software at the website https://help.blackboard.com/Learn/ Student. Additionally, 26 video tutorials on common topics are available at https://www. youtube.com/watch?v=36kDE4lvRmI&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU. You may contact the Touro One Help Desk by email at help.touroone@touro.edu or by phone at 646-565-6552.

Planning Your Semester Schedule

Directions: (You will need the edge of a paper and some writing utensils.)

1. Find the times that coincide with your classes and draw lines across the day/days for the start and end of the class (if it is a 15 minute increment, draw it between the times).

2. Label each class the day it appears. Color the segment with highlighters if you wish.

3. Create and label segments for other activities, such as davening, meals, work schedule, exercise etc. If the whole word doesn't fit, use abbreviations.

4. Create and label segments for homework and studying. Schedule study/homework near the respective class. Do not to work past 10 p.m. (11 at the latest) except in extenuating circumstances—which should NOT be every night. Sleep is as necessary for brain function as studying. You might be able to start earlier in the morning, but avoid all-nighters as much as possible—except for pajama parties.

5. Make sure to schedule in at least two times for friends and at least one for a favorite personal activity.

6. Swap segments as needed to accommodate papers and tests, but always leave at least one segment for fun.

Time	8-8:30	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11	11-11:30	11:30-12	12-12:30	12:30-1	1-1:30	1:30-2	2-2:30	2:30-3	3-3:30	3:30-4	4-4:30	4:30-5	5-5:30	5:30-6	6-6:30	6:30-7	7-7:30	7:30-8	8-8:30	8:30-9	9-9:30	9:30-10	10-10:30	10:30-11
Sun																														
Mon.																														
Tue.																														
Wed.																														
Thur.																														
Fri.																														
Sat.																														

Semester Grid Fall 2017

CRA/B-Conference Room A/B

MONDAY

- BIBL 101: Genesis I — Mrs. Sarit Olstein — 9:30–11:00am CRA
- HEBR 204: Modern Hebrew — Mrs. Sarit Olstein — 11:15am–12:30pm CRA
- BIBL 282H: Heroes & Heroines — Rabbi Dr. Hertzel Yitzchak — 12:30–1:45pm Room 2
- JLAW 229: Women and Halacha — Rabbi Gershon Schaffel — 8:30–10:10pm CRB
- BIBL 332: Midrashic & Classic Ex — Rabbi Binyomin Olstein — 9:30–11:00am CRB
- ENG 111A: Composition — Dr. Malkie Eisenberg — 11:15am–12:30pm CRB
- ENG 276: British Writers II — Mrs. Dinah Rubinoff — 1:15–2:30pm CRB
- PSYC 217 Developmental Psychology — Dr. Richard Aronoff — 7:00–9:30 pm Room 2
- NSCI 170: General Chemistry I — TBA — 1:00–4:00pm Science Lab
- BUSN 215: Macroeconomics — Rabbi Azriel Feifel — 5:40–7:00pm Room 5/6
- ENG 211: Advanced Comp — Dr. Malkie Eisenberg — 5:40–7:00 CRB
- EDUC 334: Methods of Social Studies — Mrs. Susan Feuer — 5:30–8:00pm CRA
- MATH 202: Advanced College Mat — Prof. Evangelos Kobotis — 3:00–4:15pm Art Room
- MATH 102: College Math — Prof. Evangelos Kobotis — 4:30–5:45pm Art Room
- BUSN 306: Data Analysis — Prof. Evangelos Kobotis — 5:45–7:00pm Math Lab
- MATH 261: Calculus I — Prof. Evangelos Kobotis — 7:00–9:30pm Art Room
- EDUC/PSYC 315: Survey of Exceptional Children — Dr. Richard Aronoff — 2:45–5:15 Room 2
- HIST 323: Jewish Communities — Rabbi Shlomo Rosen — 5:30–7:00pm Room 2
- SPCH 318: Audiology — Dr. Molly Norris — 7:00–9:30pm Science Lab
- ACCT 253: Inter Financial Acct — Rabbi Seymour Wechsler — 5:30–6:50pm Room 2
- PSYC 301: Psychology of Personality — Mrs. Shifra Spector — 7:00–9:30pm CRA

TUESDAY

- ART 230: Education Through the Arts — Mrs. Refaella Bleichman — 1:15–2:45pm Art Room
- HEBR 111: Hebrew — Mrs. Sarit Olstein — 11:00am–12:15pm CRA
- NSCI 201 Human anatomy and Physiology I — Dr. Laurie Erickson — 9:00am–12:00pm Science Lab
- BIBL 103: Exodus I — Mrs. Sarit Olstein — 1:00–2:30pm CRA
- EDUC 295: Children's Lit — Dr. Shira Roth — 4:15–5:30pm CRB
- MATH 272: Statistical Analysis — Dr. Norman Eliaser — 5:30–6:50pm Math Lab
- PHIL 322: Case Studies in Jewish Business Ethics — Rabbi Shmuel Kurtz — 7:00–9:30pm Room 5/6
- NSCI 180: General Biology I — Dr. Laurie Erickson — 1:00–4:00pm Science Lab
- SPCH 272: Speech & Hearing — Dr. Augusta Fernando — 7:00–8:20pm Science Lab
- HIST 207: Jews in U.S. History — Rabbi Dr. Zev Eleff — 3:45–5:15pm Room 5/6
- EDUC 333: Methods of Math — Ms. Danielle Gershon — 5:30–8:00pm CRB

WEDNESDAY

- BIBL 101: Genesis I — Mrs. Sarit Olstein — 9:30–11:00am CRA
- ENG 111 A: Composition — Dr. Malkie Eisenberg — 11:15am–12:30pm CRB
- BIBLE 282H: Heroes & Heroine — Rabbi Dr. Hertzel Yitzchak — 12:30–1:45pm Room 2
- EDUC 340: Strategies for Classroom Management — Dr. Shira Roth — 2:00–4:30pm Room 2
- BIBL 332: Midrashic and Classic — Rabbi Binyomin Olstein — 9:30–11:00am CRB
- HEBR 204: Modern Hebrew — Mrs. Sarit Olstein — 11:15am–12:30pm CRA
- ENG 276: British Writers II — Mrs. Dinah Rubinoff — 1:15–2:30pm CRB
- NSCI 152: Medical Terminology — Dr. Laurie Erickson — 9:30am–12:00pm Science Lab
- NSCI 170: General Chemistry I — TBA — 1:00–4:00pm Science Lab
- MATH 202: Advanced College Mat — Prof. Evangelos Kobotis — 3:15–4:15pm Art Room
- MATH 102: College Math — Prof. Evangelos Kobotis — 4:30–5:45pm Art Room
- BUSN 306: Data Analysis — Prof. Evangelos Kobotis — 5:45–7:00pm Math Lab
- MATH 261: Calculus I — Prof. Evangelos Kobotis — 7:00–9:30pm Art Room
- BUSN 215: Macroeconomics — Rabbi Azriel Feifel — 5:40–7:00pm Room 5/6
- ENG 211: Advanced Comp — Dr. Malkie Eisenberg — 5:30–7:00 CRB
- HIST 323: Jewish Communities — Rabbi Shlomo Rosen — 5:30–7:00pm Room 2
- ACCT 201: Financial Accountir — Mrs. Faye Meyers — 4:00–5:20pm Computer Lab
- ACCT 253: Inter Financial Acct — Rabbi Seymour Wechsler — 5:30–6:50pm Room 2
- PHIL. 311: The Maharal — Rabbi Yaakov Sussman — 6:50–8:30pm CRB
- BUSN 301: Managing Organizations and People — Rabbi Yehuda Isenberg — 7:10–9:30pm Math Lab
- SPCH 350: Language Disorders and Impairments — Mrs. Rena Spiegel — 7:00–9:30pm Room 2
- BIBL 272: David, King and Poet — Rabbi Binyomin Olstein — 8:30–10:10pm CRB

THURSDAY

- ARTS 230: Education Through the Arts — Mrs. Refaella Bleichman — 1:15–2:45pm Art Room
- HEBR 111: Hebrew — Mrs. Sarit Olstein — 11:00am–12:15pm CRA
- NSCI 201: Human Anatomy and Physiology I — Dr. Laurie Erickson — 9:00am–12:00pm Science Lab
- PSYC 101: General Psychology — Dr. Richard Aronoff — 1:15–4:45pm Room 2
- EDUC 295: Children's Lit — Dr. Shira Roth — 4:15–5:30pm CRB
- MATH 272: Statistical Analysis — Dr. Norman Eliaser — 5:30–6:50pm Math Lab
- ACCT 201: Financial Accountir — Mrs. Faye Meyers — 4:00–5:20pm Computer Lab
- ACCT 253: Inter Financial Acct — Rabbi Seymour Wechsler — 5:30–6:50pm Room 2
- ACCT 344 Tax Law II — Rabbi Tzvi Cohen — 7:00–9:30pm Computer Lab
- NSCI 180: General Biology I — Dr. Laurie Erickson — 1:00–4:00pm Science Lab
- HIST 207: Jews in U.S. History — Rabbi Dr. Zev Eleff — 3:45–5:15pm Room 5/6
- EDUC/PHIL 310: Moral Education — Rabbi Michael Meyers — 7:00–9:30pm Room 5/6
- SPCH 272: Speech & Hearing — Dr. Augusta Fernando — 7:00–8:20pm Science Lab

SUNDAY

- PSYC 372: Research Methods in Psychology — Dr. Elaine Koffman — 1:00–4:30 pm — Room 5/6

Saul Silber Memorial Library
Blitstein Institute Library

Main Room

Upstairs, 2600 W. Touhy Ave.

Annex Room

Dr. Eisenberg — English Department

Mrs. Olstein — Hebrew Department

Mrs. Cohen — Career Services Math Center

Kitchen

Storage Closet

Special Collections

New Periodicals

Periodicals | Career Services | Audio Visual

Judaic Studies Collection: WN-ZX

Judaic Studies Collection: IK-WN

General Studies Collection: A - BJ

General Studies Collection: BJ-BV

General Studies Collection: BV - DS

General Studies Collection: DS

General Studies Collection: R-Z

General Studies Collection: HZ-N

General Studies Collection: DS-HS

General Studies Collection: HS-HZ

General Studies Collection: PN-PZ

General Studies Collection: P-PN

Literary Term Paper Collection

Conference Room B

Conference Room A

Judaic Studies Collection: DT-IH

Dr. Michael Verderame — Librarian

Dr. Shira Roth — Clinical Experiences

Ms. Sarah Burnstein — Writing Center

Rabbi Olstein — Menahel Ruchani

Course Reserves

Judaic Studies Collection: A-DT

Student Lounge / Gym
7224 Rockwell Ave
Ground Floor

MAP KEY
- Restroom
- Stairs / Exit
- Computer
- Printer
- Table
- Mailboxes
- Drinks
- Couch
- Gym Equipment

STAIRS

Main Office

Mrs. Mann
Office Manager
Registration

Computer Lab

Mrs. Lipshitz
Assistant Dean

Room 2

Art Room

Student ✉

Faculty ✉

Dr. Aronoff
Psychology
Department

Dr. Spiegel
Speech
Department

Dr. Tessler
Dean

Storage Closet

Math Lab

Faculty Office

Mrs. Miretzky
IT

Rabbi Feifel
Business
Department

Rabbi Wexler
Accounting
Department

Room 5/6

Dr. Erenberg
Education
Department

Dr. Erickson
Health Science
Department

Science Lab

Quick Tips

For Smooth (Even Pleasant) Class Experiences

1. Know what and where your classes are.
Walking into the wrong classroom is stressful and kind of embarrassing, especially after three weeks.

2. Have your materials and supplies ready for the first day, and do your homework.
Preparing before class makes learning easier.Instructors really appreciate students who are prepared.

3. Be an active class participant. Pay attention, ask questions, and voice opinions.
Talking to your classmate about the latest fashions doesn't count. Neither does asking for early dismissal.

4. Good attitude and enthusiasm are always appreciated.
Instructors remember students who make an impression. This is very useful for graduate school recommendations.

5. Leave your phone alone and silent in class. Texting is not a classroom activity.
Your phone will be fine. It will miss you, but it will hold on to those messages. And you will both be stronger for it.

6. Use technology wisely. Laptops are cool, but a notebook and pen still work.
Instructors have X-ray vision. They know when you are shopping or playing solitaire.

7. Listen to information and instructions, especially those that are reviewed often.
If everyone else knows about something, chances are you do, too — or you should. Pleading ignorance is unwise.

8. Clarify any point or assignment of which you are unsure.
There are no dumb questions.Well, there are, but it's dumber not to ask them. And it's even worse to ask someone who never took the course.

9. Communicate with your instructors. If they don't know you have a problem, they can't help.
If your computer gets ill or you just need more time, tell them BEFORE the due date. Forgiveness is NOT better than permission.

Quick Tips

For Surviving Essays and Exams

1. Listen to what the instructor says. Jot down only info that's really new.
You are not a court reporter. You probably want to know what you're writing.

2. Be on the ball. Do your homework as soon as possible after it is assigned.
If you do it now, you won't have to catch up on it later.

3. Take a break if you get stuck. Staring at the computer won't write the essay.
Staring at Skype won't help either, but it's a lot more fun.

4. Use every resource offered by the school and your instructor. If you need extra help, ask for it.
You know what you need to succeed, so go for it. Once the instructor tells you that you need to get help, it is usually too late.

5. Review skill sets as you add new ones, especially in math and science.
You know this!

6. Use mnemonic cues for memorizing info, especially when it is vast or disjointed.
Singing is a great method. The hip bone really is connected to the thigh bone.

7. Create an outline for organizing information, especially for big essays or exams.
If you lose your way, even you won't know what you're trying to say.

8. Write short notes as you read or study. Writing consciously improves memory.
It also cuts down on necessary review time.

9. Every two hours, give your brain time to integrate and recuperate.
It only takes 15 minutes to get a Slurpee or a Starbucks. You won't sleep anyway.

10. Work with a study partner. Reviewing out loud better engages the brain.
Talk to yourself if you have to. Don't worry; everyone will think you're on the phone.

11. If you get overwhelmed, take a nap! Your mind works best when you relax.
And if it doesn't, at least you'll be rested. Studies show sleep consolidates memory!

Quick Tips
for Writing Effective Emails

Writing clear and thoughtful emails is an essential skill for success in college and beyond. You must craft your email according to your audience, subject, purpose, etc. Approach your emails to instructors and authority figures like writing business letters.

1. Use a clear subject line.
Create a subject line that summarizes the content of your email. Do not include your question in the subject line. Grammar and punctuation matter there, too.

2. Use a salutation.
Establish a respectful, professional relationship with your instructor. "Dear" is preferred.

3. Use their name.
Address your instructor by their correct title and last name. If you are unsure, check the HTC bulletin, which includes their information. Make sure to spell it correctly.

4. Use standard punctuation, capitalization, spelling and grammar.
Instructors care deeply about these things. Your message can get lost due to poor punctuation, spelling, and grammar. Text language and emojis are best used with your peers, not professors. Keep in mind that instructors may respond more informally, but you should maintain the formal approach to your emails.

5. Do your part in solving what you need to solve.
Before sending your email, check your course syllabus and ask a classmate for clarification. You can then communicate to your instructor that you have done your due diligence to find the answer.

6. The real reason for your email.
Briefly share the reason for contacting your instructor in a clear, respectful manner. If you can't be concise, consider making an appointment to discuss it in person. Some things are best discussed outside of emails. Do not use an email to vent your frustrations or make demands. Always seek out a second opinion for sensitive emails to ensure what you are trying to communicate is being expressed.

7. Sign Off.
End your email with a polite closing. Thank you, all the best, sincerely, etc. are sufficient. Then include your name.

8. Be kind to yourself if you make a mistake.

Everyone has a "don't press send" moment. Take responsibility for these errors, especially if instructors point them out to you. Seek out chances to improve your communication skills and understand that everyone needs to work on them.

Example
Re: Subject Line Stating the Topic of the Email

Dear Dr. Last-Name, (This is a line that recognizes our common humanity.)

I'm in your Class Name, Section Number that meets on This Day. This is the question I have or the help I need. I've looked in the syllabus and at my notes from class and online and I asked someone else from the class, and I think This Is The Answer, but I'm still not sure. This is the action I would like you to take.

Thank You,
Student Name

*Based on articles by Laura Portwood-Stacer & Paul T. Corrigan and Cameron Hunt McNabb

Scholarship & Grant Policy

In an effort to effectively serve our students in a uniform and equitable manner, new guidelines are now in place to receive all private funding from HTC even if it may not have been required in the past. We understand that for some of our students and parents we are asking that you take time to sit down and resubmit information. For others it means navigating a new procedure to receive grants or scholarships. We ask for your cooperation in getting us this information so we can better service our students.

While a FAFSA is necessary for Title IV funds of any kind, HTC now requires a current school year FAFSA submission for ALL funding that is either requested or offered by HTC. This includes but is not limited to all alumni discounts, dorm counselor discounts, ATT discounts, HTC grants, HTC scholarships and HTC discretionary funding.

A new scholarship form is now necessary in order to receive additional assistance. The old form is no longer valid. The new HTC scholarship form is available upon request. Each year you want to request a scholarship, a new form needs to be submitted.

Please understand that even if you have received HTC scholarship in the past, you will not automatically receive it going forward.

For further information or clarification or to request the HTC Discretionary Grant Application, please email Mrs. Elyse Stern at stern@htc.edu

Purchasing Textbooks

Each semester the list of required textbooks is available online at ti.htc.edu. Click on Course Information and scroll down to COURSE TEXT LISTINGS. Click the relevant semester's listing to access the spreadsheet of required texts.

Students are required to have textbooks prior to the first class session and should allow 3 weeks for delivery.

Some instructors may accept earlier editions of textbooks, but make sure to contact them to ensure you acquire the correct book. Some textbooks can be purchased used or rented for the semester if that is preferable. TI's library also has a small collection of donated textbooks for students to take, but there is no guarantee that your textbook is available in the library.

SUGGESTED RETAILERS:
- *AbeBooks:* http://www.abebooks.com
- *Alibris:* http://www.alibris.com
- *Amazon:* http://www.amazon.com
- *Better World Books:* http://www.betterworldbooks.com
- *Half-Priced Books:* https://www.hpb.com
- *Kesher Stam:* 2817 W Touhy Ave, Chicago, IL 60645
Phone: (773) 973-7826
- *Libraries:* Some textbooks may be available at Loyola University Library, Chicago Public Library, or Skokie Public Library. Check their catalogs for more information.

Faculty and Student Services Staff

Rabbi Binyamin Olstein
Menahel Ruchani

Dr, Chani Tessler
Dean

Mrs. Rita Lipshitz
Assistant Dean

Mrs. Beryl Mann
Office Administrator

Dr. Richard Aronoff
Psychology &
Special Services

Dr. Malkie Eisenberg
English

Dr. Shana Erenberg
Education

Dr. Laurie Erickson
Health Sciences

Rabbi Azriel Feifel
Business

Mrs. Rena Spiegel
Speech

Rabbi Seymour Wechsler
Accounting

Dr. Michael Verderame
Head Librarian &
Blackboard

Ms. Sarah
Burnstein
Writing Center,
Assisant Librarian
& Madricha

Mrs. Shoshanah
Cohen
Math Center,
Career Center &
Honors Program

Mrs. Miriam
Jaeger
Dorm Supervisor
& Events
Coordinator

Mrs. Chaya Sarah
Miretzky
Technology

Dr. Shira Roth
Clinical
Experiences

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Contact Faculty and Student Services Staff via Email

Rabbi Binyamin Olstein, Menahel Ruchani .... olstein@htc.edu

Dr. Chani Tessler, Dean .... tessler@htc.edu

Mrs. Rita Lipshitz, Assistant Dean .... lipshitz@htc.edu

Dr. Richard Aronoff, Chair, Department of Psychology .... aronoff@htc.edu

Dr. Malkie Eisenberg, Chair, Department of English .... meisenberg@htc.edu

Dr. Shana Erenberg, Chair, Department of Education .... erenberg@htc.edu

Dr. Laurie Erickson, Chair, Department of Health Sciences .... erickson@htc.edu

Rabbi Azriel Feifel, Coordinator of Business .... feifel@htc.edu

Mrs. Rena Spiegel Chair, Department of Speech & Communication .... rspiegel@htc.edu

Rabbi Seymour Wechsler, Coordinator of Accounting .... wechsler@htc.edu

Dr. Michael Verderame, Head Librarian/Blackboard Coordinator .... verderame@htc.edu

Ms. Sarah Burnstein, Writing Center/Assistant Librarian/Madricha ..... sburnstein@htc.edu

Mrs. Shoshanah Cohen, Math Center/Career Center/Honors Program .... scohen@htc.edu

Mrs. Miriam Jaeger, Dorm Supervisor/Events Coordinator .... jaeger@htc.edu

Mrs. Chaya Sarah Miretzky, Technology Coordinator .... miretzky@htc.edu

Dr. Shira Roth, Clinical Experiences Coordinator .... sroth@htc.edu

Schedule an Appointment

1. Go to https://myhtc.acuityscheduling.com/
2. Click "Log in" in the upper right corner of the screen.
3. Enter your email and password and click "Log in". The email associated with your account is your htc email address. Your initial password is the portion of your email address that precedes the @ symbol. For example, if your preferred email address is student@ti.htc.edu, your password would be student.
4. Select your desired appointment type and staff member from the drop down menu.
5. Click on the calendar to select a day for your appointment.
6. Times available for that day will be shown to the right of the calendar. Select the time you would like to reserve and verify your information. Click "Continue".
7. Enter your goal for the appointment. For example: revise English paper, study for math test, help with grad school application, plan schedule, etc. Click "Finish"
8. Your appointment will be scheduled. You will receive an email confirmation of your appointment. You will also receive a text message reminder.
9. At the top of the screen, you will see all upcoming appointments. You can click on an appointment to cancel, reschedule or change your goal. You can also view past appointments. To schedule more appointments, click "New Appointment".

The Saul Silber Memorial Library

The Library's mission is to support academic programs and act as a research library for the Jewish community and academic community as the resource center of the institution. The Library provides patrons with access to current information and resources in print, as well as online media. The library takes an active role in helping students learn every day by providing the tools to help students and faculty achieve their academic, personal, and professional goals. Find our full-text database, resource guides, recommended websites, and more on our website, htclibrary.weebly.com.

CONTACT INFORMATION:

Ms. Michael Verderame, Head Librarian
Email: verderame@htc.edu
Phone: (773) 973-0241 ext. 123

Sarah Burnstein, Assistant Librarian & Writing Center Instructor
Email: sburnstein@htc.edu
Phone: (773) 973-0241 ext. 119

The Library is open whenever the building is open!

BORROWING BOOKS:

1. This branch works on the honor system. To borrow books from the TI library, fill out the "LOAN SLIP" form and print your name and the barcode number. The barcode will be found inside the book, on the back of the front cover. You do not need to fill out the rest of the information.

2. Remove the White Loan Slip for your records and place the Yellow Loan Slip in the "Completed Loan Slips" box. Make sure to return your books before the end of the semester.

LOAN SLIP

Next to "Borrower," write your name

The Barcode number goes here

BARCODE

The Barcode number here is **48275**

Top 10 Things Your Librarian Can Do For You

1 Create and teach engaging research lessons

2 Locate and evaluate print & digital resources

3 Schedule individualized research meetings at your convenience

4 Provide access to reliable research databases

5 Connect you with books to nurture lifelong reading

6 Offer spaces for academic, career, and personal exploration

7 Design innovative & enriching programs

8 Facilitate access to local public and university libraries

9 Support learning new technologies

10 Help you develop research skills

Based on research & design by @librarian_tiff

RESEARCH DATABASES - HTTPS://ERMS.TOUROLIB.ORG.

HTC now has access to a treasure trove of academic databases on and off campus, perfect for all your research needs!

HOW TO ACCESS THE DATABASES OFF CAMPUS:

1. Visit https://accounts.tourolib.org/register
2. Enter your Touro T-Number (If you don't know it, you will find it in your student records.)
3. Enter your email adress and create a password.

You can then access the database page at: https://erms.tourolib.org/ after you register. Further training will be provided to make the best use of these incredible resources! Visit the library for help exploring the databases!

Library Events - Get Involved

Join Us in the library for book clubs, game night, author visits and so much more.
If you want it, we'll try to do it. Let the library staff know what kind of programming you want to see in the library.

Math Center

Digital Signup at https://myhtc.acuityscheduling.com/

IMPORTANT: Math is a cumulative subject. You should get help if you are not sure what is going on in even ONE class. Your course instructor and the Math Center are available and happy to help.

Guidelines for succeeding in any math course:
- If you haven't taken math for one or more semesters, or, if your math background is weak, review your math skills prior to the first day of class.
- Keep up with homework assignments and hand them in on time.
- Begin studying for tests and exams at least one week ahead of time.
- If you need help, do not wait until the week of the test.

Services:
- Math concept review
- Homework help
- Test and exam preparation

Policies:
- Appointments are available on a first come first served basis.
- Students may sign up for one 30 minute time slot per day.
- Request an appointment at least 24 hours in advance.
- If you need to cancel please do so at least 24 hours in advance.
- If you need to cancel an appointment on less than 24 hours notice, please send an email to scohen@htc.edu.
- Short notice cancellations and no shows will be recorded in students' files.
- Be sure to bring your text and personal calculator if applicable.

Instructor:
Mrs. Cohen - Math Center Instructor
  Math Center, 2600 building
  Office: (773) 973-0241 ext. 120
  scohen@htc.edu

Writing Center

We are here to help you:
- Formulate Ideas - Create and develop a proper thesis for any subject.
- Organize Thoughts - Connect ideas for a clear and straightforward essay.
- Prove Points - Argue like a pro by backing up claims.
- Master Mechanics - Understand grammar usage and sentence structure.
- Cite Sources - Give credit correctly where it is due.
- Edit Errors - Recognize and flaws throughout the paper

Policies:
- Sign up for an appointment 24 hours in advance.
- Leave your phone number for confirmation or conflicts.
- Always bring a hard copy. A maximum of 2 pages can be reviewed per session.
- Only sign up for one half hour non-consecutive time slot per instructor per day.
- Use only one instructor per essay.
- Inform instructor as soon as possible if you need to cancel your appointment. Missing an appointment without notification will result in a penalty.

Instructor:

Sarah Burnstein - Writing Center Instructor/ Assistant Librarian/ Madricha

Office: (773)-973-0241 ex 119 or Cell: (847)-800-6473 or sburnstein@htc.edu

Student Publications
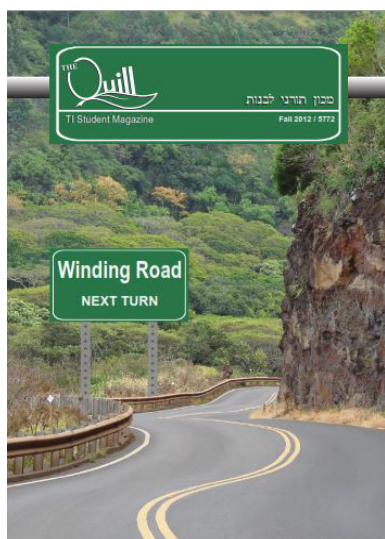
Showcase your Work
& Boost your Resume

Blitstein students have the opportunity to contribute, edit and produce our student magazine, The Quill, or our accademic journal, Apogee. Ask the Writing Center for more details.
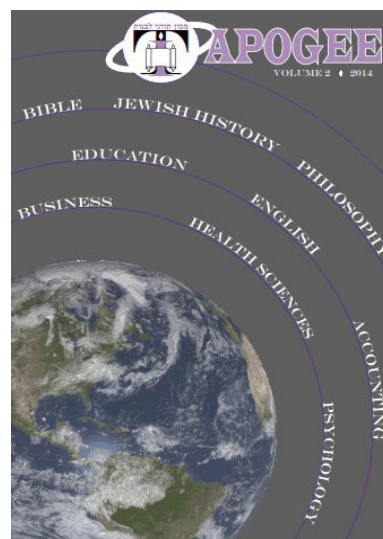
Basic Comma Rules

1. Use commas to separate three or more words or phrases in a series.
Examples:
    The colors of the flag are red, white, and blue.
    They had money, peace of mind, and even good grammar.

2. Use commas to indicate that a person is being addressed by name.
Examples:
    Fred, did you take the pizza?
    Did you take the pizza, Fred?

3. Use commas after phrases, clauses, or small words that introduce the main idea of your sentence.
Included in this group are transition words and phrases such as "however," "nevertheless," "on the other hand," etc.
Examples:
    No, Fred did not take the pizza.
    Because Kathy went to the Writing Lab often, she learned to correct all of her grammatical errors.
    Consequently, Kathy was glad that she went to the Writing Lab.

4. Use commas to set off words, phrases or clauses that comment on or give additional information about the main part of the sentence, or otherwise interrupt the natural flow of the sentence.
Interrupters are also called appositives or non-restrictive elements.
Examples:
    Chicago, the windy city, is my home town.
    Joe, after visiting the Smiths, became a vegetarian.
    Priscilla, however, went skiing.
    Everyone did not, as a result, go windsurfing.

5. Use commas before coordinating conjunctions such as "and," "or,", "but" that join two complete sentences, or when the comma is needed for clarity, emphasis, or contrast.
Examples:
    Chicago may be windy, but it's home.
    Joe went to the Writing Lab several times, and he's writing better essays as a result.

6. Use a comma before non-essential, modifying elements that follow the words and main clause and provide information that supplements or comments on the basic meaning of the main clause.
Examples:
    I live in New Mexico, the "land of enchantment."
    Many college students struggle to pay tuition costs, which are steadily increasing.

7. Use a comma between coordinate adjectives not joined by "and."
Coordinate adjectives each modify the noun independently.
Example:
    The hiker traveled along the steep, narrow trail.
In the above sentence, both "steep" and "narrow" modify "trail." Thus they are coordinate adjectives. Do not use a comma between adjectives that are not coordinate -- that do not both modify the same noun.
Example:
    The team members all wore lime green jackets.
In the above sentence, "lime" modifies "green," not "jackets."

8. Use a comma when noting dates and addresses.
Example:
    It was on April 16, 1963 that Martin Luther King wrote his famous letter.
    Veggie-matics can be ordered from Cheapstuff Inc., 10000 First Avenue N.E., New York, New York 10070.

Center for Academic Program Support, University of New Mexico, Albuquerque
http://www.unm.edu/caps/caps-handouts/writing-center/comma_rules.html

Career Services Center

Digital Signup at https://myhtc.acuityscheduling.com/

Blitstein Institute's resident career counselor is on site to help you continue on the right path in all of your future endeavors.

Online resources and Digital Signup: htclibrary.weebly.com/career-center-blitstein
- Schedule appointments for the Career Center
- View available positions on the "Job Listings@Blitstein" page.
- Listen to audio files and read PDF's of career events on the "Career Services" page.
- View information on graduate programs for the professions, and Chicago area graduate programs on the "Career Resources" page.
- Ask questions or make suggestions via the contact form.

Services:
- Career Planning – Discuss possible career options that would suit your interests and lifestyle.
- Career Events – Network with professionals who work in your area of interest.
- Job and Internship Placement – Get help finding internships, summer jobs or full time positions.
- Course Schedule Planning – Map out the prerequisite classes you need in order to complete your degree in a timely manner or get into your graduate school of choice.
- Entrance Exam Preparation - Find out which tests you need to take and prepare to perform well.
- Graduate Record Exam (GRE) Preparation Classes - Practice your standardized test taking skills.
- Graduate School Advising – Identify schools and programs that are a good fit for you.
- Graduate School Application Management – Make sure you have the proper documentation for admittance.

Instructor:
Mrs. Cohen - Career Counselor
      Career Center , 2600 building
      Office: (773) 973-0241 ext. 120
      scohen@htc.edu

ChicagoJewishChildcare

https://groups.google.com/d/forum/chicagojewishchildcare

Babysitting - Nannying - Mother's Helper - Carpooling Jobs

- Get alerts about child care jobs delivered conveniently to your inbox
- Select the frequency with which you wish to receive alerts
- Choose jobs that are convenient to your schedule
- Communicate directly with employers
- Earn cash while gaining experience

For your safety, this is a moderated group

Join by sending a request to chicagojewishchildcare@googlegroups.com.

If you have any questions please email scohen@htc.edu.

Judaics Tutoring Center

Call for an Appointment:

Mrs. Sarit Olstein

Home - (847) 676-4720

Cell - (847) 361-1293

Next to the kitchen in the Library.

Subjects:

- Chumash
- Neviyim
- Kesuvim
- Ivrit
- Philosophy
- Halacha

Services:

- Test preparation
- Writing papers
- Reveiw course readings
- Translation
- Checking understanding
- Finding sources

Hours:

Monday - 1:00pm - 2:30pm

Wednesday - 1:00pm - 2:30pm

Sunday evenings and other times possible upon request.

Looking to have some fun while working hard in school...

Join Student Government

Share your Event Ideas
Get Involved and Help Plan
Bring Friends

**Contact: Mrs. Miriam Jaeger
Event Coordinator
Dorm Supervisor
847-873-5428
jaeger@htc.edu**

Office of Special Services

Hebrew Theological College is committed to providing all of our students with various resources and support for academic success. The Office of Special Services has been established to help ensure equal access for all students to post-secondary education in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Office of Special Services works together with our staff, administration, students, as well as partners within the community to provide students with services throughout their educational experience. Hebrew Theological College recognizes that students with disabilities may require specific assistance, and will make efforts to provide reasonable accommodations.

Students with disabilities who require accommodations must make those needs known to Dr. Aronoff, Chairman of the Department of Psychology, acting as the school's Disabilities Officer. He will review the documentation and determine what accommodations or what additional information may be needed to properly determine a student's needs and eligibility for accommodations. It is the student's responsibility to make these needs known in a timely fashion and to provide documentation prior to the beginning of any semester in which accommodations are desired. Students with documentation will be provided with an official letter from the Disabilities Officer, which should be duplicated and given to each professor at the beginning of the semester to ensure proper services are provided. Students must act as advocates for themselves to ensure that their needs are met.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of visual or hearing impairments), the student should feel free to ask the professor for these accommodations. If requests for accommodations are not responded to adequately, the student should make the request to the school's Disabilities Officer.

Meeting with the Office of Special Services
All students requesting services from the Office of Special Services must schedule a meeting with Dr. Aronoff, Chairman of the Department of Psychology, acting as the school's Disabilities Officer. Students can contact him at aronoff@htc.edu to schedule a meeting. During that meeting, students will be asked to provide educational, medical, psychological or other appropriate documentation. The support services that are available to you, the student, will be discussed at this time.
- Contact the Disabilities Officer to schedule a meeting at the beginning of the semester.
- Bring documentation pertaining to your disability to the scheduled meeting.
- If specific accommodations are needed (interpreters, readers, note takers, etc.), make sure to submit appropriate documentation from your health care provider or educational institution depicting your needs.

- Bring your course schedule for the semester to better plan which accommodations you will need.
- After reviewing your documentation, Dr. Aronoff will determine whether accommodations can be offered and if so, will provide a formal letter outlining expected services and accommodations.

IT IS THE STUDENT'S RESPONSIBILITY TO SHARE DOCUMENTATION WITH FACULTY TO ENSURE ACCOMMODATIONS ARE OFFERED.

Accommodations Provided

The Office of Special Services will make reasonable accommodations for documented disabilities. These accommodations include:
- Course load modifications
- Recorded lectures
- Extended time on exams
- Academic modifications that may be needed to facilitate learning
- Readers
- Assistance in acquiring electronic text books
- Technological and adaptive equipment
- Interpreters
- Note takers

However, accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively.

Extended Time Procedures

Students should notify the Office of Special Services in advance of tests via email. Requests for accommodations may not be able to be met if the Office of Special Services is not contacted within an appropriate timeframe. The instructor should also be reminded about the request for extended time from the beginning of the semester. Students should make arrangements with instructors to retrieve and return exams.
- The amount of extended time permitted to students with disabilities will be determined based on the documentation presented and the type of exam.
- Students who need adapted test materials must discuss this service in advance of the exam.
- Arrangements must be made with the Office of Special Services if a proctor is needed for extended time.
- Students must follow all testing procedures established by the instructor.

Honors Program

The Honors Program at Blitstein Institute of Hebrew Theological College was created to offer enrichment opportunities to exceptional students. Participation in an Honors Program is generally viewed as a noteworthy academic achievement and as an advantage in career advancement and admission to graduate study. The Honors Program will be limited to a select number of qualified students.

Requirements

Honors program participants are to:
- maintain a minimum GPA of 3.7 every semester with no grade lower than B
- complete a minimum of 10 credits of Judaic Studies at the 300+ level
- take designated Honors Program classes in each of the fall and spring semesters
- attend an Honors Program event in each of the fall and spring semesters
- organize and lead special events for Student Government
- maintain full compliance with all school rules and serve as exemplars of Torah and Midos
- complete an approved Honors Project in conjunction with an advanced course in Judaic or General Studies

Benefits
- admission to core courses specifically designed for and limited to Honors Program students
- participation in an exclusive Honors Program event in each of the fall and spring semesters
- academic challenge and intellectual stimulation facilitated by faculty and supported by fellow members of the Honors Program cohort
- Honors Program reception in Israel during the IEP year
- Honors Program participation noted on transcript and diploma
- preferential placement in internships
- awarding of merit scholarships

Application

Students who meet the criteria specified on the Honors Program application are invited to apply to the Honors Program prior to their first year of studies. IEP students may apply before or during the IEP year. The Honors Program application must be submitted by the indicated deadline in order to be considered.

Students who do not meet the requirements may apply to the Honors Program after completing two semesters of full time study at Blitstein Institute with a minimum 3.7 GPA. Such students may apply by completing the Honors Program Application and obtaining two recommendations from HTC faculty - one from Judaic Studies and one from General Studies.

Technology Guide For Students

Blitstein Institute of Hebrew Theological College

Technology Use Policy

Purpose

The purpose of a Technology Use Policy is to establish clear and definite guidelines for all students' use of technology. The computer workstations and labs at the Blitstein campus are meant to be used to enhance the educational opportunities of all students and staff. Any use of Hebrew Theological College technology is predicated by the requirements of Halachic, ethical, legal, or moral behavior as dictated by Torah, local, state, national, or international law.

Hebrew Theological College will make every effort to protect students from any misuses or abuses of information technology. All computers will have virus protection that is updated regularly. All users must be continuously on guard to avoid inappropriate and/or illegal interaction with the technology. Although some limitations are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. Each user is responsible for his/her own actions.

Acceptable Use

1. Technological systems are in place to facilitate your ability to efficiently and productively work on your schoolwork. To that end, these systems are intended for school use. Limited personal use is allowed, provided workstations are available. Priority is given to students requiring the computers for legitimate school use.

2. Use of other organizations' networks or computing resources must comply with rules appropriate to both networks.

3. Transmission of any material in violation of any Halachic, international, federal, state, or local laws is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material.

4. Modifications, relocations, and/or additions to any technology equipment are not allowed at any time. Any cables attached to computers must stay attached to those computers. This includes network cables, mice, keyboards, and monitors.

5. Failure of any computer equipment should be reported immediately to the Director of Information Technology, Mrs. Chaya Sarah Miretzky at miretzky@htc.edu. Please do not attempt to "fix" any equipment by yourself. If you have already done so, please be sure to return the equipment to its original state.

6. The use of any personally owned software is strictly prohibited on Blitstein Institute equipment.

7. It is a violation to recklessly or maliciously interfere with or damage computer or network resources (network cables, hubs, and other equipment) or computer data or files.

Additionally, misappropriation of data or copyrighted materials, including computer software, constitutes theft.

8. Those using campus computers are advised to save their work on their own USB Flash drives. Files stored on the computers themselves will be deleted without notice. Files stored on server or shared storage space will be periodically deleted. Even if your instructor tells you to store something under Student Files on the server, it is advisable for you to also back it up on a flash drive.

9. Personal computers are not allowed to be left in the computer labs for extended periods of time. Computers left in the lab over an extended period of time will be removed.

10.All students must log in to the network using their own login only. Any student who does not have a login should contact Mrs. Chaya Sarah Miretzky at miretzky@htc.edu.. Do not log in to the system using another student's login. Any student logins that are repeatedly used by other students will be revoked.

11.No food or drink may be brought into any lab.

12.Laptops may not be hard-wired into the network. Rules 2, 3 4, and 7 above apply to all laptops using the Blitstein WiFi network. Hebrew Theological and Blitstein Institute are not responsible for virus protection, software, configuration or WiFi setup on personal computer equipment.

Wi-Fi

Blitstein Institute offers free wireless internet access. Wifi passwords:
- Computer Lab - TI2008AB
- Math Lab - TI2017AB
- Library - TI2017:)

Internet

Internet access is provided primarily to support educational requirements and objectives. Downloading videos, games and music from the Internet is prohibited. All other files should only be downloaded with appropriate caution.

Misrepresentation of oneself or Hebrew Theological College is prohibited.

Internet filters are in place. Bypassing school internet filters by any means is strictly prohibited.

Security

Never use another individual's account, password, or give out your information or password. Any user identified as a security risk will be denied access to the computer lab.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite.
2. Never send or encourage others to send abusive messages.
3. Use appropriate language.
4. Remember that you are a representative of HTC and B'not Torah everywhere. You may be alone with your computer, but what you say and do can be viewed globally.
5. The laws of Lashon Hara apply to email as well.
6. Out of courtesy for others, please limit cell phone use while using the lab.
7. Chain letters, pyramid schemes, and unauthorized mass mailings are prohibited.

Vandalism

Vandalism is defined as (1) any malicious attempt to harm or destroy data of any user or networks that are connected to the system and (2) any unauthorized modifications or alterations in any technology equipment. This includes, but is not limited to, knowingly uploading or creating computer viruses. Any vandalism will result in the loss of computer privileges and further disciplinary action.

TECH SUPPORT TEAM

HTC's Information Technology department and the library staff work together to provide access to technology resources and tech support. For technical issues or assistance, please fill out a Technology Assistance Request Form. While online submission is prefered, there are also paper copies of this form available on the librarian's desk and outside the Faculty office, as well as an incoming mailbox on the Faculty Office door (next door to the Math Lab). For the Technology Assistance Request Form link please visit our website http://htclibrary. weebly.com/technology.html. This website also contains important technological information and instructions for light troubleshooting. If you are experiencing an emergency please contact Mrs. Chaya Sarah Miretzky, Director of IT for HTC, at miretzky@htc.edu.

Logging Into Campus Computers

Hebrew Theological College provides computers for student use in the library and computer labs. Students can log in to the computers with their first initial and last name (Sarah Cohen would be scohen) as their username and the temporary password 1234567. Students will be prompted to change their passwords every few months.

Accessing HTC Email

Hebrew Theological College provides official email accounts for its students. You are expected to use your student email for any and all student correspondence. Please see the official email policy for more details. Be sure to check your email often as all HTC related communications will be sent to this account.

You can also use your official email address to access student discounts from companies like Amazon and Apple. To access your email, go to https://login.microsoftonline.com or htc.edu/edoar. Please refer to the email sent to you by Chaya Sarah Miretzky miretzky@htc.edu or a lab assistant for your username and temporary password.

Troubleshooting

The computers are often shut down after use, so check to make sure the computer and monitor are on. Students can also check extension cords, powerstrips, and connections at the back of the computer (please do not unplug or remove any cables while doing so). Students should report unresolved technical issues to the Director of Information Technology.

Copying

Photocopy machines are available for student use. Machines are located outside the Math Lab, upstairs in the library, and in the computer lab. Photocopy cards for the machine outside the math lab are available for purchase from the Blitstein Administrative Office for $5. To use the machine outside the Math Lab, put copy card into card reader to begin copying. Press End on the card reader to eject your card. A member of the library staff can input the password for the library photocopier or computer lab machine and then students can pay cash for each copy made.. Black and White Copies are 5¢ each. Students can also share color files with the Blitstein Administrative Office to print in the office. Color copies are 15¢ each. Students are responsible to pay for all copies they make, whether they are for personal or academic use. This includes copies they are required to distribute in class.

Printing

While the printing system is automatic, students are still responsible to pay for any pages they print. Black and white printing is $.05 a page, while color printing is $.15 a page. Please place the correct payment amount in the box next to the machine, or submit to the library staff or Mrs. Mann.

How to Add a Printer

1. Navigate to Devices and Printers (Start, Control Panel, Devices and Printers)
2. Click Add a Printer
3. Chose to add a Network printer (second option, if it comes up at all)
4. It may try searching for printers but please disregard that and choose "The printer that I want isn't listed"
5. Choose "'Select a shared printer by name"
6. nter \\aleph\ (these are backslashes, not forward slashes – you will find the backslash above the enter key)
7. You may have to wait a minute but then a drop down list of printers should appear
8. Find the printer you are looking for, click next, let it download the driver and then click finish

Printer Troubleshooting

1. Ensure that you have selected the correct printer from the drop-down menu when printing.
2. Check that the printer is on.
3. Check that the printer is loaded with paper.
4. Try removing the printer and then adding it again.
5. If the problem persists please contact Mr. Lebowitz with exact information as to the nature of the problem.

Using TEAMBoards

1. Turn on the Computer: There is a button on the top right of the computer, next to the word "Acer." Press on the button and the computer will turn on. (Different brands will have the power button located in similar locations.)
2. Turn on the Projector. There is a remote for the projector that is attached to the pull out drawer inside the computer stand. Press the red "ON" button while facing the remote towards the projector.
3. The computer and projector will turn on. A start page will appear on the computer. You will press CONTROL+ALT+DELETE to log in.
4. Once you are logged on, you can navigate to the program of your choice. Videos work best using Internet Explorer. You can also use the TEAMBoard software by clicking on the Start menu and selecting the software.
5. Once you are done using the TEAMBoard, shutdown the computer from the Start menu. Click the Red "ON" button twice to turn off the projector. It is very important that the projector is turned off since the bulb can easily burn out and it is costly to replace.

מכון תורני לבנות

Blitstein Institute for Women
of Hebrew Theological College
a member of Touro College and University System

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773-973-0241