

## INSTRUCTIONS/PROCEDURES FOR PORTFOLIO DISK DUPLICATING/ LABELING

### STUDENT DIRECTIONS – GENERAL

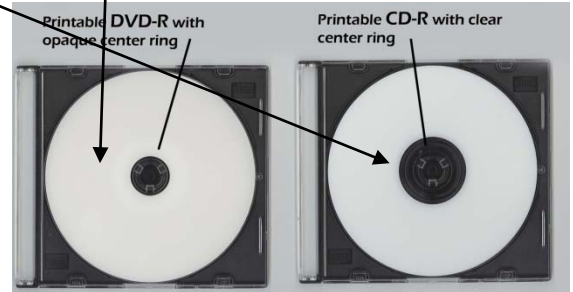
1. **For recording class speech/presentation videos**, buy Mini DVD-Rs. **FINALIZE** each disk right after each speech/presentation. No more than one video is to be put on a disk to be duplicated by/for the School of Education.
2. **For duplicating speeches/presentations to use with the portfolio**, buy DVD-R disks from the WLC store. See below – small clear center. No paper labels will be used for this process – these disks have printable top surface.
3. **FOR PORTFOLIO DUPLICATING** – Buy CD-Rs from the WLC store. **See below** – large clear center circle.
4. The Coordinator of Clinical Experiences(CCE) will guide students through this process and perform the final duplicating/labeling – Rm G212. **Please make an appointment** to do labeling/duplicating with the CCE. End of semester is a busy time for clinical visits. **Before bringing portfolio to Rm G212 for duplicating, burn all files needed for portfolio to a personal back-up CD and test to make sure all links are working.** This CD will be used to copy 2 labeled CDs. EDU personnel will duplicate disks free of charge.

#### Charge for printing labels:

Color labels for Portfolio CD-Rs - \$1.00ea.

Black and white labels for class video DVD-Rs - 2/\$.50

4. EMERGENCY DISKS purchased in library are **three times the bookstore price**.
5. The AV Department also offers disk duplication (Request form at library front desk). Charge: \$3/copy (includes the blank disk). Pay when submitting request form.
6. **For the high stakes portfolio, student must have 2 sets of disks made.** 1 set is for personal use, and 1 set for the School of Education. NOTE: Each set has 1 data CD-R for the portfolio files and a DVD-R for each video needed for the portfolio.



### STUDENT DIRECTIONS - PRINTING LABELS

1. **Stage 3 Portfolio materials need formal disk labels.** **Exit Portfolio disks (portfolio revised after teacher candidacy to include professional development items) must also be formally labeled.** At this time, Entry Portfolios need not be.
2. Both Stage 3 Portfolio CD-Rs must be formally labeled including background/pictures and text. **Label MUST include student's name, date, title representing portfolio's theme, and the words "Wisconsin Lutheran College."**
3. Class video DVD-R labels are printed black on white, and labels must include student's name, date, brief content information (speech/presentation title, added notes, etc.), and the words "Wisconsin Lutheran College."
4. **Students may design their own portfolio labels.** Mr. Collyard can help with the label program components in his office or students may work on their own on the Library Main Floor - West Wall Computers (back row). The Labeling Program is on most of the computers there. Save your work on your flash drive and bring to Mr. Collyard's Office for printing. The actual printing process is to be completed by EDU dept. faculty/staff personnel after a check for necessary inclusions.
5. To log onto the computer in office of CCE (desk behind the pillar), make sure on the log in screen that "Log on to" says NFSG212-02 not WLC. User name: wlpc. Password: \$12345678a.
6. On the desktop is a folder marked with the semester that the student will be doing teacher candidacy. There the student can create a personal folder in which to save label work, pictures, etc. Back up everything on flash drive.
7. *Generic Templates* for both the CD-Rs and the DVD-Rs are provided on desktop. Open the template and immediately **SAVE AS** with a new name to semester folder and then edit the template. **DO NOT WORK DIRECTLY ON THE TEMPLATE BEFORE SAVING A COPY TO YOUR FOLDER.**

**INSTRUCTIONS AND PROCEDURES FOR  
PORTFOLIO DISK DUPLICATING AND LABELING  
FOR EDU PERSONNEL ONLY:**

**COPYING CD-Rs/DVD-Rs** – ONLY BY EDU DEPT. FACULTY/STAFF PERSONNEL (MACHINE ON FILE CABINET IN OFFICE OF COORDINATOR OF CLINICAL EXPERIENCES)

1. Before bringing portfolio to the office of the Coordinator of Clinical Experiences for duplicating, student must transfer all files needed for portfolio to a CD and test the disk to make sure all links are working. This CD will be used to copy 2 labeled CDs and will then act as a backup kept by student.
2. Make sure student CD-R/DVD-R is FINALIZED before duplicating. (Look at recorded side to see if the recording is “all the way out.”).
3. Power up (bottom right silver button) and wait for “Boot-up + Checking disk devices” screens to clear.
4. When screen says “DiscMaker 2.23 1.Copy”, hit Enter (green button). All drive trays will open.
5. Insert SOURCE DISK into top tray and close top tray.
6. Insert blank disk in next tray and close it to expose next lower tray. Do this for each disk to be copied. Use CD-Rs for Portfolio and DVD-Rs for class videos. See pictures above.
7. Each single class speech/presentation video should be put on a separate DVD-R disk.
8. If 3 blank disks are being used, the duplicator will automatically start upon closing the last tray. If less than 3 disks are being copied, leave the empty tray open and hit the green Enter button.
9. Machine should report - PASS 3 FAIL 0 - on its screen when finished. If any fail, the machine would report this as - PASS 2 FAIL 1 and the disk that failed will not automatically eject with the others. Eject the failed disk and throw it away. Repeat the process in 1-8 above using a new disk. It might be wise to have a few blank disks on hand in case the student didn't bring extras.
10. There is no shutdown sequence. Just hit power button to turn off.

**PRINTER USE SPECIFICS**

1. Printer must be in the “Paper Printing Mode” to boot up (GRAY LEVEL UP).
2. After boot-up or when ready to print, put gray lever in down position.
3. Put a blank disk into flat tray (separate item) and slide tray into slot next to gray lever. Line up right arrows.
4. Press print on the computer. Repeat for each of the 2 disks.