**Instructional Technology**

**Classroom Equipment Repairs**
Notify us if any classroom equipment is in need of repair

**Classroom Technology Renovations**
Advice on learning space design and technology

**Training for Faculty**
Knowledgeably use the classroom equipment or borrowed equipment

**Equipment Loans**
Video cameras, digital cameras, televisions, projectors, speakers, etc.

**Digital Conversion & USB Duplication**
Video and audio digitizing, video and audio format conversions and USB duplication

**Emerging Digital Technology**

**Recording Studio**
Receive training and assistance utilizing our recording studio

**Software Training**
Receive assistance with the Adobe Creative Suite, Camtasia Studio, and TechSmith Snagit

**Color Printing**
Utilize HP LaserJet color printers

**Surface Pro’s**
Issues/questions

**Instructional Design**

**On-Line Course Development**
Help with online course development

**Quality Matters Reviews**
Ensure your course meets Quality Matters reviews

**Request for Online Courses**
Interested in developing an online course

**Moodle**

**Training and General Help**
We can help you master the basics

**Development**
Transfer Moodle issues to permanent solutions

**Communications**

**Emails**
Primary contact for administrative notifications to staff

**Website**
Maintaining, editing, updating and removing content and photo’s

**Feedback and Questions**
Start here if you don’t know where to start

**General Problem Solving**
We can work it out

**Administrative**

**Remote Proctor**
Learn to use the Remote Proctor for off-campus testing

**Events**
Coordinate event set-up, collecting and organizing agenda items