

SIUE School of Education – Technology Equipment, Facilities, and Services

Note from Paul Rose:

This file was emailed by Curt Lox on 8/22/08 (subject line: SOE Technology Update). In addition to this file which describes **available equipment** and the **responsibilities of Binod and Jo**, the body of the email contained useful information about **poster printing**:

First, beginning immediately, faculty should utilize the Faculty Technology Center (x3053) for production of posters to be presented at professional meetings. This office, with sufficient lead time, will print your poster for no charge. You may still utilize Jo Wottowa's graphics design expertise in the development of the poster if you wish. Once completed, Jo will send the electronic poster file back to you and you can forward it to the appropriate person in the FTC for production. I HIGHLY recommend that you contact the FTC (and Jo if you choose to work with him) very early on in the process so that you don't run out of time. Emails with the poster attached may be sent **[redacted]** (alauth@siue.edu <mailto:alauth@siue.edu>), **[redacted]** to the main FTC email address (**ftc_help@siue.edu**). Both the FTC and Jo are very busy and will not drop other duties/responsibilities to produce a "last-minute" poster.

Technology Equipment and Facilities Available

- Laptop cart (15 laptops)
- Digital Cameras (still and video)
- Student response system (clickers) - requiring mobile laptop/projector cart
- Student response system (clickers) - not requiring mobile laptop/projector cart
- PowerPoint presentation pointers
- Two projectors for check out (for off-campus teaching only)
- Two laptops for check out (for off-campus teaching only)
- Three laptops for check out (any purpose)
- Poster Printer for presentation poster printing
- Server for temporary storage (student work only)
- Server for podcasting (students, faculty, and staff only)
- Server for virtual classroom
- Computer lab at AH 1314
- Computer lab (FH 0408-DMZ) for media production (windows and mac)
- Scanner for scanning documents, pictures, etc.

Procedures for Equipment Check-Out

Contact Michelle Kreger (x3350) to reserve/check-out equipment

Services Provided

Jo Wottowa

(1) Maintenance and development of the School of Education web site – handles submissions of changes, news stories, or upcoming events to the web site.

(2) Media production – media creation for the School and assistance with the production of print materials at the Department level including graphic-related needs stemming from grants, committees, and/or special projects.

(3) Faculty development – assistance with instructional technologies and with linking instructional activities to technology standards (teacher education).

Binod Pokhrel

(1) Hardware, software, and network support for Smart Classrooms, computer labs, offices, faculty labs, and servers

(2) Trouble shooting, advising, installing, and configuring computer systems

(3) Create and manage SOE databases and shared drives