



# *Quick Reference*

The Learning Technology Center offers a wide variety of facilities, equipment, and services for College of Education faculty, staff and students. This guide will acquaint you with what is available, but please visit and see how technology can enhance your teaching, learning, and working! Check the LTC's Web Site [www.edb.utexas.edu/ltc](http://www.edb.utexas.edu/ltc) for the latest details!

**And now—find the Learning Technology Center on Facebook!**

## LTC Services

Come to the LTC Services desk to check out equipment, make facility reservations, get laptop help, and much more!

**LTC Services Desk Hours:** M-Th 8:30-7:45/F 8:30-4:45/Sat-Sun Closed **Phone:** 471-3234 **Enter:** SZB 536  
**Coordinator:** Ken Waters, 471-6134

**Go to the LTC Services Desk** to access, or ask about, the following facilities and services:

**Laptop Help** Laptop Help provides technical support specific to the needs of students using required Apple laptops in their teacher preparation programs. Help with software applications is also provided.

**Laptop Help Hours:** M-Th 8:30-5:45/F 8:30-4:45/Sat-Sun Closed **Phone:** 471-6072  
**Coordinator:** Chad Fulton, 471-5599

**Computer Labs** Mac/Windows computer labs are available in the Sánchez Building and Bellmont Hall. See page 2.

**SZB 439 Labs Hours:** M-Th 8:30-7:45/F 8:30-4:45/Sat Closed/Sun 1-4:45 **Enter:** SZB 439

**BEL Lab Hours:** M-Th 9-5:45/F 9-3:45/Sat-Sun Closed **Enter:** BEL 844

**Equipment Checkout** The LTC loans multimedia equipment to faculty, staff, and students. Details, page 3.

**Equipment Checkout Manager:** Rob Donald, 232-5419 **Delivery Hours:** M-F, during each building's lab hours.

**Multimedia Resources** The LTC provides facilities and resources for producing multimedia. Details, page 3.

**Instructor Reserves** Faculty may put items on reserve for student checkout. Details, page 2.

## Technical & Network Services

The Technical and Network Services team maintains the College network infrastructure, Web servers, and the TeachNet email/conferencing system. They provide computer and technical-related assistance and trouble-shooting to College faculty and staff. Automated computer backups for faculty and staff are available. More details on back page.

**Coordinator:** Ryan Baldwin, 471-3386 **Technical Help:** send email to [help@edb.utexas.edu](mailto:help@edb.utexas.edu), or on the Web, go to <http://help.edb.utexas.edu/>. If computer access is down, call 471-HELP.

## Distance Learning Classroom

A flexible classroom, staffed by a skilled technician, provides video and audio links to virtually any teleconferencing facility in the world; available for courses, conferences, and meetings. Details, back page.

**Phone:** 471-5260 **Technician:** Craig Smith **Hours:** As arranged. **Enter:** SZB 323

## IDEA Studio for Faculty Support

The IDEA Studio helps faculty integrate technology into their teaching and research, and provides customized workshops, training, and consultation. See back page.

**Phone:** 232-2189 **Coordinator:** Karen French **Enter:** SZB 437 **Email:** [IDEAS@teachnet.edb.utexas.edu](mailto:IDEAS@teachnet.edb.utexas.edu)

## LTC Administrative Office

**Director:** Dr. Paul E. Resta **Phone:** 471-4014 **Hours:** M-F 8-12; 1-5 **Enter:** SZB 438

# Computer Labs

The LTC offers a wide range of computer facilities and services for College of Education faculty, staff, and students—anyone currently enrolled in an Education course. Enter at SZB 439. Patrons use their EID to log in to workstations in the computer labs on a walk-in basis. Computers have access to UTNET and the Internet and feature a variety of software applications.

Data may not be stored on LTC computers. UT's ITS provides all faculty, staff, and students with 1000 MB of free data storage on **WebSpace**. This is the best way to save files and make them available from any Web-access computer. See [www.utexas.edu/its/webspace/](http://www.utexas.edu/its/webspace/).

**Laser printing** is provided through the **ITS Printing Service**. Students enter their **EID** and use prepaid **Bevo Bucks**. Both a black and white printer and a color printer are available in 439 and prints are retrieved at the printer. For Bevo Bucks information see [www.utexas.edu/student/bevobucks/](http://www.utexas.edu/student/bevobucks/).

**Faculty may reserve computer labs** for classes, demonstrations, and other instructional purposes. **Laptop Fleets** are available for delivery to classrooms. Reserve computer labs and laptop fleets via the **Web Reservation system** at <http://reservations.edb.utexas.edu/> at least 24 hours in advance.\*

## Resource Specifications of Computer Facilities

### Advanced Applications Lab in 324

Laptop Fleet Available  
Wireless Network  
Instructor Console  
Dual Rearscreen Projection

### Multimedia R&D Lab in 439A

10 Mac Pro  
10 Core Duo iMacs w/24" screen  
(Windows/Mac Compatible)  
Video and Audio Capture Capable  
Instructor Console/Projection

### Mac Lab in 439B

30 iMac  
Instructor Console/Projection

### PC Lab in 439C

24 Core Duo iMacs w/24" screen  
(Windows/Mac Compatible)  
Instructor Console/Projection  
SPSS Software

### Model Technology Classroom in 439E

**Updated!**

Laptops Available/Wireless Network  
Console/Widescreen Projection  
Interactive Whiteboard/2 LCD Screens  
Whiteboards  
Flexible Configuration for 25  
Microwave, Refrigerator, Sink-  
Educational Use Only

### Laptop Collaborative Classroom in 518C

**Updated!**

Laptops Available/Wireless Network  
Console/Widescreen Projection  
Interactive Whiteboard  
Whiteboards  
Poster Rails  
Flexible Configuration for 24

### Open Lab in 439

12 Stations

12 Core Duo iMacs w/24" screen  
(Windows/Mac Compatible)  
Image Scanner  
SPSS Software

### Kinesiology Lab in BEL 844

13 Dell Pentium 4  
Laser printer  
SPSS Software

### Laptop Fleets

3 Available in SZB  
1 Available in BEL

MacBook Laptops  
(Windows/Mac Compatible)  
Wireless Network Connection  
Power Strips Available

### Assistive Technology Lab in 518E

Specialized equipment to demonstrate accommodations for people with disabilities. For more information contact Austin Mulloy, 471-4004, or browse [www.edb.utexas.edu/ATlab](http://www.edb.utexas.edu/ATlab)

## Laptop Help

**Laptop Help** provides hardware technical support specific to the needs of students using required Apple laptops in their teacher preparation programs. Students and faculty may also visit Laptop Help for assistance with the use of laptop software and other applications. The Laptop Help team is located at the LTC Services Desk.

## Instructor Reserves

**Instructor Reserves** allows faculty to make materials available for student checkout at the LTC Services Desk. Students present a current UT ID to check out Reserves. The LTC Services team can scan and convert reserve materials to PDF for use in Blackboard or the General Libraries E-Reserves, making them accessible on the Web.

## Multimedia Resources

The LTC provides the supplies, equipment, and facilities for students, faculty, and staff to produce a variety of multimedia.

Most of the equipment is available for use on a walk-in basis, but some production areas may be reserved in advance. Make reservations for production areas via the Web at <http://reservations.edb.utexas.edu/>.\*

Basic **production supplies are available for sale** at the LTC Services Desk with cash or with a personal check of \$2.00 or more. (See price list at Multimedia Resources>Supplies link on LTC Web home page.) Bring a UT ID for checking out small tools such as scissors, rulers, and headphones. A photocopier is also available next to the LTC Services desk, through May 31, 2009.

**Media Instruction** is available to give students the knowledge and skills to properly use multimedia equipment and to produce effective instructional resources. Free, informal orientations for individuals or small groups are offered. Schedule orientations by calling 232-5419 or email [rob\\_donald@teachnet.edb.utexas.edu](mailto:rob_donald@teachnet.edb.utexas.edu).

### Media Production Equipment

25" Automatic Laminator  
Letters and Shapes Die Cutters  
Paper Cutters  
Comb Document Binders  
Overhead Transparency Makers

### Media Production Areas

3 Digital Video Editing Bays w/iMovie or Final Cut Pro\*<sup>^</sup>  
DVD Recorder  
Stereo Audio Mixing Room\*

\***may be reserved**  
<sup>^</sup>**special requirements for access**

### CD/DVD Duplication Service

CD/DVD Duplication Service for educational purposes within the College of Education. Call 471-6134 for details.

### Orientation Topics

Video Production and Editing  
Digital Cameras and Copystand  
Photo Scanning and Image Editing  
Audio Production

**Other Media Interests? Just Ask!**

## Equipment Checkout

A wide array of **multimedia equipment is available for checkout** to College of Education students, faculty, and staff. Reservations are encouraged and may be made via the Web at <http://reservations.edb.utexas.edu/>.\* The loan period varies with the type of equipment borrowed and current demand for it. There are no charges for this service, though fines are assessed for equipment turned in late. Students must present a valid UT ID when checking out equipment.

**A service for COE faculty and staff is the delivery, set-up, and return of presentation equipment** for classes and meetings in the Sanchez Building and Bellmont Hall. Reserve equipment on the Web,\* provide delivery information, and receive an immediate confirmation. (Fees may apply for deliveries for non-instructional events.)

### Checkout Equipment Available

Apple and PC Laptops  
Digital Hard Drive Camcorders  
Mini DV Camcorders, Tape Players  
Digital Still Cameras  
Image Scanners  
FireWire Hard Drives  
LCD Projectors  
DVD Players  
Digital Audio Recorders  
Audio Cassette Recorders  
Stereo CD/Cassette Tape Players  
Microphones and Speakers  
Conference Phones  
Document Cameras  
Tripods, Lighting Kit  
Videocassette Player/Monitor Carts

**\*All LTC Reservations at  
<http://reservations.edb.utexas.edu/>**

LTC resources may be reserved via the Web at <http://reservations.edb.utexas.edu/>. This includes computer labs, media production areas, laptops, equipment, and the Distance Learning Classroom. Just follow the link for the specific type of reservation you wish to make, and be sure to read the policies involved for reserving and using that particular resource. Fill out and submit the Web form to initiate the reservation at least 24 hours in advance. Provide delivery information if needed. Rob Donald, 232-5419, tracks computer lab reservations and equipment reservations and deliveries. He can confirm reservations and answer any questions.

**A calendar of current schedules of LTC labs and other resources is available in the reservation system.**

## Technical & Network Services

**Technical and Network Services provides computer and technical assistance** to College of Education faculty and staff. To request help from the “tech team,” please send e-mail to [help@edb.utexas.edu](mailto:help@edb.utexas.edu) or on the Web, go to <http://help.edb.utexas.edu/>. If computer access is down, call 471-HELP. Requests are acknowledged, and every effort is made to attend to requests as quickly as possible.

An optional **Automated Back-Up Service** is available for faculty and staff computers on the College network. Send a help request to begin this service.

**TeachNet** is a telecommunications system that

provides e-mail, conferences, and chat. It is used for internal e-mail and by many of the College’s classes for discussion, collaboration, and submission of assignments. The TeachNet system runs on FirstClass software and is administered by the Technical/Network team. For additional information and help in getting started on TeachNet, send a request to [help@edb.utexas.edu](mailto:help@edb.utexas.edu).

Technical and Network Services also supports and maintains the College’s Web servers. For more information on Web support and access policies, go to [www.edb.utexas.edu/education/webservices.php](http://www.edb.utexas.edu/education/webservices.php) on the College of Education Web site or send a help request.

## Distance Learning & Teleconference Classroom

The Learning Technology Center Distance Learning Classroom (DLC) provides **two-way interactive audio and video communications** to sites around Texas and the world via its own IP Codec, the UT video network, satellite, telephone, or webcast.

This classroom seats 35 and can be flexibly arranged to suit most videoconferencing needs. It is equipped with an instructor computer with DVD drive, laptop connection, document camera, VCR, telephone, and large screen rear projection. The conferencing equipment is operated by staff, so no technical expertise is required of users.

Services available include:

- Video recording of sessions
- Webcasts on Real Player
- Multi-site conferences
- Satellite view-only conferences
- Scheduling and site location assistance

Reserve the DLC at <http://reservations.edb.utexas.edu/>\* For information on teleconference scheduling and any fees that may apply: contact Craig Smith at 471-5260 or [craig\\_smith@teachnet.edb.utexas.edu](mailto:craig_smith@teachnet.edb.utexas.edu).

Available to outside organizations for purposes sponsored by a University of Texas at Austin department.

## IDEA Studio

The LTC IDEA Studio offers College of Education faculty a broad range of technology integration services to enhance teaching and research through the use of the Web, online communication and collaboration, digital media, and computer-based research tools.

IDEA Studio staff can help faculty choose the best technologies to achieve instructional or research objectives. Working with other LTC staff, they can ensure faculty have access to the needed training and resources.

Some of the activities that the IDEA Studio can assist with include:

- Online resources: syllabi, course materials, student surveys, collaborative projects, and discussion
- Incorporating audio, video, and PowerPoint presentations into instruction and student activities
- Classroom training, supporting technology assignments for students
- Databases and software for research analysis
- Collecting and presenting audio and video data
- Support relating to FastTex grants
- Planning and conducting customized workshops for COE departments

Faculty who want a consultation should contact the IDEA Studio at 232-2189 or [IDEAS@teachnet.edb.utexas.edu](mailto:IDEAS@teachnet.edb.utexas.edu). The IDEA Studio is located at SZB 437.

## Frequently Asked LTC Questions

**Q.** Is there a place where I can study with classmates or recharge my laptop?

**A.** Yes! At the LTC’s 5th floor entrance, there is a large student study area with wireless network, study group tables, lots of electrical outlets, and lounge chairs.

**Q.** Are DVD burning and duplicating services available? Are image scanners available?

**A.** Yes. The LTC has three Apple G5 computers with DVD burners and has DVD-Rs for sale. The LTC offers CD/DVD duplicating services for educational purposes, which are free if you provide your own media. A scanner is available for use in the 4th floor Open Lab and in a 5th floor digital video editing room.

**Q.** Should I bring my UT ID when I visit the LTC?

**A.** Yes! A UT ID is needed to checkout materials and equipment at the LTC Services Desk. As you leave the LTC, be sure to return all room-use items to the desk, and receive your ID back.

**Q.** May I have food or drink in the LTC?

**A.** We allow drinks in spill-proof containers. Dry snacks are ok in the 5th floor study areas. But food and open-container drinks are not allowed in any of the computer labs or media production facilities.