The Learning Technology Center’s six service areas offer a wide variety of facilities, equipment, and services for College of Education staff and students. Here’s a quick list of the many facilities and services the LTC provides, with a brief overview and contact information. More details, pages 3-4. Check the LTC Web site ltc.edb.utexas.edu for the latest information!

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**LTC Services**

**LTC Services** provides the LTC Services Desk, where you can check out equipment, make facility reservations, get laptop help, and inquire about all the facilities and services below.

**Hours** M-Th 8:30-7:45/F 8:30-4:45/Sa-Su Closed

**Coordinator** Ken Waters, 471-6134, kwaters@austin.utexas.edu

**Equipment Checkout**—Free loan of multimedia equipment to faculty, staff, and students. DETAILS 1

**Equipment for SZB/BEL Classrooms**—Delivery, set-up, and return of laptops, doc cameras, power strips, etc. DETAILS 2

**Technology Classrooms**—For courses and related activities, by reservation. DETAILS 3

**Computer Labs**—For student walk-in use and course reservations. SZB 439 Lab Hours: M-Th 8:30-7:45/F 8:30-4:45/Sa-Su Closed BEL 844 Lab Hours: M-Th 9:00-5:45/F 9:00-3:45/Sa-Su Closed DETAILS 4

**Laser Printing**—Color and B&W printing, during lab hours, with EID and Bevo Bucks account (www.utexas.edu/student/bevobucks/). SZB 439

**Digital Production Rooms**—3 video editing rooms and audio mixing room, CD/DVD discs for sale. SZB 536 DETAILS 5

**Online Reservations**—Go to reservations.edb.utexas.edu and use EID login for Equipment Checkout, Technology Classrooms, Computer Labs, and Digital Production Rooms. DETAILS 6

**Student Study/Collaboration Area**—Large study area with tables, lounge chairs, lots of electrical outlets. SZB 536

**Materials Production**—Laminator, letter/shape cutters, comb binder, and paper trimmers. Basic supplies for sale. SZB 536

**Instructor Reserves**—Faculty can put course materials on reserve in the LTC, or have them scanned to PDF for use online. SZB 536

**Videoconferencing**—Updated Distance Learning Classroom provides videoconferencing with HD video. Technician: Craig Smith, 471-5260, csmith@teachnet.edb.utexas.edu Hours: As arranged. Enter: SZB 323 DETAILS 7

**Assistive Technology Lab**—Demonstrates specialized equipment for those with disabilities. See www.edb.utexas.edu/atlab.

Manager: Austin Mulloy, 471-4004, mulloy@teachnet.edb.utexas.edu Enter: SZB 518E

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**Support for Laptop Initiative**

The LTC provides critical support for faculty and students in the College of Education Laptop Initiative for Future Educators (LIFE), including the Laptop Help Desk (LHD).

**LHD Hours** M-Th 8:30-5:45/F 8:30-4:45/Sa-Su Closed

**Coordinator** Chad Fulton, 471-5599, chad@austin.utexas.edu

**Phone** 471-3234

**Enter** SZB 536

**Laptop Help Desk**—Provides technical hardware support for students using required laptops in teacher education programs. Can send laptops under AppleCare warranty directly to Apple for repair. Also provides general help with basic laptop software. At the LTC Services Desk. See lhd.edb.utexas.edu for more details on LHD services and policies.

**Support for Faculty/TAs of PDS/LIFE Classes**—LIFE Coordinator Chad Fulton facilitates effective instructional use of laptops. Contact: chad@austin.utexas.edu

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Fall 2010

College of Education Learning Technology Center

Facilities and Services

The Quick List

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Web: ltc.edb.utexas.edu  Facilities: reserve at reservations.edb.utexas.edu  Tech Help: e-mail help@edb.utexas.edu
IDEA Studio

The LTC's IDEA Studio promotes technology use in instruction and research, and provides the services listed below for College of Education faculty.

**Technology Integration Services** — The IDEA Studio helps faculty use technology to improve teaching and research. DETAILS

**Classroom Training for Technology Assignments** — IDEA Studio staff provide in-class training for students.

**Open Websites** — Online system for faculty and their students to easily create and publish Web sites. ([ows.edb.utexas.edu/](ows.edb.utexas.edu/))

**Video Case-Based Learning Tool** — Online system for posting and commenting on video for instruction.

**Communications**

The LTC's Communications area provides Web and print information about the LTC, and the services listed below.

**LTC Tours and Orientation Presentations** — Help students or new faculty learn about all the LTC has to offer; can be tailored to specific needs and interests. Contact: lcc@austin.utexas.edu.

**Assistance with COE Web sites** — For COE staff working on departmental and center sites. Contact Michael Arbore at michael_arbore@austin.utexas.edu.

**External and Special Projects**

External and Special Projects manages the LTC's externally funded research and collaborative activities and the College of Education's Vision Awards Program.

**Vision Awards** — Support for innovative instructional technology development. [www.edb.utexas.edu/visionawards](www.edb.utexas.edu/visionawards)

**LTC Administrative Office**

**Hours** M-F 8-12; 1-5

**Director** Dr. Paul E. Resta

**Phone** 471-4014

**Enter** SZB 438

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**LTC Technical and Network Services**

LTC Technical and Network Services manages the COE data networks, and provides the services listed below.

**Coordinator** Ryan Baldwin, 471-3386, breakaway@mail.utexas.edu

**Computer/Technical Help for Faculty and Staff** — To request Help: e-mail help@edb.utexas.edu, or on the Web at [help.edb.utexas.edu](help.edb.utexas.edu), or call 471-HELP if computer access is down.

**Wireless Network** — Throughout the Sánchez Building and most of Bellmont Hall

**Automated Desktop Backup for Faculty and Staff** — Safeguard important data on COE computers! To request this service send a message to Help. (Data is not backed up until this service is requested and activated.)

**Access to Web and Database Servers** — For information on support and access policies, go to [www.edb.utexas.edu/education/fac_staff/webservices/](www.edb.utexas.edu/education/fac_staff/webservices/) or send a message to Help.

**TeachNet** — E-mail and conferencing system. For an account, send a message to Help.

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**LTC Administrative Office**

**Hours** M-F 8-12; 1-5

**Director** Dr. Paul E. Resta

**Phone** 471-4014

**Enter** SZB 438

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**Web** [ltc.edb.utexas.edu](ltc.edb.utexas.edu) **Facilities** reserve at [reservations.edb.utexas.edu](reservations.edb.utexas.edu) **Tech Help** e-mail help@edb.utexas.edu
Facilities and Services

The Details

① Equipment Checkout Service
A wide array of multimedia equipment is available for checkout to College of Education students, faculty, and staff. The loan period varies with the type of equipment borrowed and the demand for it. There are no charges, though fines are assessed for late returns. Students must present a valid UT ID when checking out equipment. Reservations are encouraged and may be made online at reservations.edb.utexas.edu.

Equipment Available for Checkout

- LCD Projectors
- MacBook Laptops (Windows/Mac Compatible)
- Digital Hard Drive Camcorders
- Mini DV Camcorders, Players
- Digital Still Cameras
- Image Scanners
- FireWire Hard Drives
- Digital Audio Recorders
- Conference Phones
- Microphones, Speakers
- Tripods, Lighting Kit
- Power Strip Extension Cords

② Equipment Delivery Service
The LTC provides delivery, set-up, and return of presentation equipment and laptop fleets in the Sánchez Building and Bellmont Hall, during each building’s computer lab hours. Reserve equipment needed and give delivery instructions online at reservations.edb.utexas.edu and receive immediate confirmation. (Fees may apply for deliveries for non-instructional events.)

③ Technology Classrooms
These classrooms facilitate collaboration and allow faculty to use the latest technologies in their instruction. They may be reserved for a single class, semester-long courses, or other instructional purposes. Reserve online at reservations.edb.utexas.edu. All have projection system and console, wireless network, and laptops for students available for delivery.

- Third Floor Technology Classroom SZB 324
  Seats 40. This spacious classroom has two large rear projection screens. Everyone has a great view! (Formerly the “AAL”)

- Fourth Floor Technology Classroom SZB 439E
  Seats 25. Tables can be moved into a variety of configurations. The room has widescreen projection, two flat-panel monitors for breakout sessions, dry erase boards, and a Promethean Activ Board interactive whiteboard. (Formerly the “MTC”)

- Fifth Floor Technology Classroom SZB 518C
  Seats 24. Easily configured tables. The room has widescreen projection, poster rails, dry erase boards, and a Promethean Activ Board interactive whiteboard. Perfect for collaborative class activities! (Formerly the “LCC”)

④ Computer Labs
College of Education faculty, staff, and students—anyone currently enrolled in an Education course—may use LTC computer labs. Enter at SZB 439 or BEL 844 and log in to workstations with EID. Computers have Internet access and a variety of software. Data may not be stored on LTC computers; use UT’s WebSpace with 1 GB of free data storage (www.utexas.edu/its/webspace/). Labs, excluding Open Lab, may be reserved for classes, demonstrations, and other instructional purposes. Reserve online at reservations.edb.utexas.edu. See reverse page for more details on each of the five LTC labs.
5 Digital Production Areas
Three digital video editing rooms, with iMovie or Final Cut Pro, and an audio mixing room are available in SZB 536. Equipment to transfer video from VHS to DVD is also available. These areas may require initial orientation and can be reserved online at reservations.edb.utexas.edu.

6 Online Reservations
LTC resources—labs and technology classrooms, digital production areas, and equipment for checkout or delivery—may be reserved on the Web at reservations.edb.utexas.edu. Submit reservations, with delivery instructions if needed, at least 24 hours in advance. Rob Donald, 232-5419, rdonald@mail.utexas.edu, tracks reservations and can answer any questions.

7 HD Videoconferencing in the Distance Learning Classroom
The LTC’s updated Distance Learning Classroom now has HD videoconferencing! The room is equipped with an instructor computer with DVD drive, laptop connection, touchscreen control system, document camera, telephone, Blu-ray disc player, two flat panel monitors, and a large rear projection screen. The videoconferencing equipment is operated by staff, so no technical expertise is required of users. Services available include webcasts and multi-site conferences. Reserve the DLC online at reservations.edb.utexas.edu. Contact Craig Smith, 471-5260, for information on scheduling and any fees that may apply.

8 IDEA Studio
The LTC’s IDEA Studio offers College of Education faculty a broad range of technology integration services to enhance teaching and research. IDEA Studio staff help faculty choose the best technology tools to achieve instructional or research objectives. They can help with:
• Online resources, such as blogs, wikis, and collaborative projects
• Incorporating new media into instruction
• Planning and assessing technology-enhanced learning activities
• Support related to Vision Awards and ~FAST Tex grants
• Getting started with Adobe Connect, Skype, and other desktop videoconferencing
E-mail ideastudio@austin.utexas.edu to schedule a consultation.

9 Vision Awards
The COE Vision Awards allow faculty to develop technology resources to support their classroom instruction. Projects receive up to 200 hours of application development and multimedia production services. Proposals are typically accepted in the fall semester; development of approved projects is usually completed in time for use the next fall. See www.edb.utexas.edu/education-centers/ltc/about/visionawards/ for complete details.

And Remember...
• Bring your UT ID when you come in to check out equipment.
• We have a great place to study and recharge laptops in SZB 536.
• Drinks in spill-proof containers, and dry snacks in SZB 536, are ok, but food and open-container drinks are not allowed in the computer labs and digital production rooms.