Technology Workshop

• Department of Modern Languages
• University of Wisconsin-La Crosse

• October 30th, 2013
  • 4:00 p.m.
• Jorge Aguilar-Sanchez and Laurence Couturier
Equipment use

• Equipment available at LRC (DVDs, cameras, Smart pens, clickers)

• Reminder of rules: use of equipment at LRC

• Demonstration of SmartSlate

• Demonstration of clickers
DVDs and videos

• DVDs: students are not allowed to check DVDs out.

• Instructors need to sign a check-out sheet for each borrowed DVD
Question

• If I need a conversion a VHS video to a DVD, what do I do?

• Please, plan time to have this task done (2 weeks)
• Contact me by e-mail

• I will coordinate this task with I.T.
• I.T. will do this conversion
Equipment available

Camcorders

Smart pens

Clickers
Equipment

Camcorders, Smart pens and clickers

• Who can check this equipment out?
  • Students and faculty/staff

• Does everyone need to sign a contract? **Yes**
  • Example of a contract
Reminder: current rules

- **When students check out equipment:**
  - Prior reservations will take priority
    - Previous notice from instructors is required.
      Maximum check-out period of time: **one week**
    - For projects that last more than a week: the professor will check equipment out for the students
Current rules

• When faculty/staff check out equipment:
  • First, let me know by e-mail before checking the equipment out as soon as possible
  • Prior reservations will take priority
Current rules

• How long may I keep the equipment?

• If you need the equipment for less than 2 weeks, regular check out (sign and date the contract specific to the piece of equipment you need)
Current rules

• How long may I keep the equipment?

• If you need the equipment for more than 2 weeks at a time or for use with a course:

• Check the items out (contract) and maintain your own records (students using equipment and condition of the materials checked out)
Current rules

• Equipment must be returned in its original condition

• Case of lost or damaged items:
  
  – Faculty/Staff and students are responsible for replacing any lost or damaged items
One last question

• If I want to reserve the LRC for my class, what do I have to do?
  – E-mail me the date and the time of your class at least one week before
  – Prior reservations will take priority
  – Please, come to the LRC a few days before the day of your class and try in the LRC the activity you planned for your class. Thank you.
Clickers

• Hands on activity