Educational Technologies

Educational Technologies maintains the audio-visual equipment in classrooms and lecture halls at Loyola University Chicago - Health Sciences Division (Maywood) campus. We strive to integrate state-of-the-art digital technology in our facilities to provide students, faculty and instructional staff effective learning/teaching technological tools for outstanding medical education and research.

Email: EdTechSupport@luc.edu
Website: stritch.luc.edu/tech_support

Classroom/Lecture Hall AV Assistance

First time in a particular classroom or lecture hall? Contact us to schedule an on-site training session.

• The new Center for Translational Research and Education (CTRE) building features a 250-seat auditorium, classrooms and smaller meeting rooms, which are all equipped with state-of-the-art digital audio-visual systems.

• All MNSON classrooms and lecture hall have a computer, projector, sound system, and Panopto recording capability.

• In SSOM Cuneo Center, all classrooms have a computer and projector. Larger classrooms 150, 160, 170, 360, 460 and lecture halls 190 and 390 have built-in sound systems.

• Standard software: MS Office, Adobe Connect, Windows Media Player, QuickTime, Internet Explorer, Firefox, VLC, and Power DVD.

• Panopto is a lecture-capture software which records screen content plus audio and/or video of the instructor’s presentation. It is available in all MNSON and SSOM Cuneo Center classrooms having PCs.

• Mirroring of personal devices to TV screens in CTRE meeting rooms is possible via Apple TV or VGA and HDMI inputs. Mac users must bring their own Mac-VGA adapter. Users are responsible for loading presentations onto the computer.

Do not load presentations the day before your event – presentation computers are reset nightly and pre-loaded files will be erased.

Services Provided:

• Classroom and Lecture Hall AV Assistance
• Additional Classroom Technology or On-Site Support
• Lecture Video Access
• Video Conferencing and Streaming Video
• Camtasia Lecture Recording Studio
• Equipment Loans
• Video Recording and Editing
• Poster Printing
• VHS - DVD Conversion and Duplication
• Special Teaching/Learning Projects
• New Technologies

Additional Classroom Technology or On-Site Support

Additional microphones for panel discussions, specimen/document viewer, camera(s) and mirroring technology for presenting with tablets and/or other medical devices can be provided upon request. Please note:

• Lead time for setup of additional or special technology is 5 business days.

• Lead time for requesting a tech to be present at the beginning of your event is 5 business days.

• Lead time for off-hours events request is 3 weeks. Request for off-hours support (starting weekdays before 8:30 AM or after 5:00 PM; or on weekends) must be faxed or emailed using the form on our website. This requires department head approval and may incur a fee.

Lecture Video Access Online

Educational Technologies supports the streaming of lecture videos captured from SSOM Cuneo Center Rooms 190, 390, 360 and 460 to make them accessible for students online.

http://ssom.luc.edu/tech_support/ • 708.216.5992 • EdTechSupport@luc.edu

March 24, 2016
**Video Conferencing**

**SSOM Cuneo Center:** LifeSize video conferencing available in: APEC Conference Room, Lecture Hall 190, and Room 460. **MNSON:** Lecture Hall 0505. **CTRE:** Please call EdTech for video conferencing options.

You are responsible for reserving the room to be used for video conferencing. Once you have reserved the room, contact EdTech at least 5 business days in advance with the following information:

- Are you hosting or participating?
- The technical contacts at the remote sites and their “Dial in” numbers.
- The type of content to be presented, if any.
- Also reserve the same room a few days prior to your event, for testing between sites; then, email EdTech to request assistance during the testing.

**Web-based Video Conferencing**

Adobe Connect or Skype are web-based video conferencing alternatives that could be useful in your class. Email us for operating instructions and how to create your own account.

**Streaming Video**

EdTech has equipment for broadcasting (streaming via the internet) your events or lectures that are either live or pre-recorded. Call or email us to discuss the details.

**Camtasia Lecture Recording Studio**

Our Camtasia Recording Studio provides faculty and staff with a way to record lectures, classes and other presentations for editing and for playback at a later time. EdTech Specialists are trained to assist you in set-up, editing and final production of your presentation. The Camtasia Studio can be reserved for on-site recording. You may also borrow the Camtasia laptop which includes a webcam for off-site recording. Please email us or call x65992 to learn more, to schedule time in our studio or to reserve the Camtasia laptop.

**Equipment Loans**

EdTech has a limited supply of portable equipment available for loan on a first-come, first-served basis. This includes laptops, projectors, screens, HD video cameras, tripods and portable sound systems.

**Video Recording and Editing**

EdTech has 2 Panasonic HD video cameras for loan and Final Cut Pro editing software. Staff can assist with on-campus setup, basic editing and post-production.

**How Do I Contact Educational Technologies?**

Our staff is available in SSOM Cuneo Center Room 184, Monday-Friday, 8:00 AM to 5:00 PM.

- For requests, e-mail us at EdTechSupport@luc.edu at least 5 business days prior to the event. Requests for on-site support and special set-up require longer lead time. Please see the Educational Technologies website for more details.
- Contact us by telephone at x65992 or (708) 216-5992 if you are off-campus.
- When calling after-hours, please leave a message including your name, department, extension, event name & number, event date & time, and assigned room number.
- To page for AV assistance: x68777-18345 (Off-campus dial: 708-216-8777 – Pager ID 18345)
- Fax: 708-216-8679

**Poster Printing Services**

We print large-format posters and technical drawings on 36” or 42” wide paper. Heavy-duty matte paper is only $1 per linear inch and $1.30 for glossy paper. PPT, PPTX, PDF or JPG are preferred file types.

For more info, or to submit, please go to our website. Upon submission, you will receive a confirmation with your job number. When your poster is printed, you will receive an email to pick up your finished poster in SSOM Cuneo Center Rm 256A.

**VHS Conversion & DVD Duplication Services**

**VHS to DVD conversion** – As a convenience to faculty, EdTech can convert VHS tapes to DVD for educational use only. **Due to Copyright, we convert only 1 copy and the original must be commercially-produced media.**

Please allow at least 2 days lead time.

**Large Scale CD/DVD Duplication** – EdTech can make multiple copies of DVDs for student distribution. The requesting department must supply their own blank DVDs. Completion time (usually 5-7 business days) depends upon the file size and the number of copies needed.

**Special Projects and New Technologies**

Is there a technology that you have seen but Ed Tech does not provide? Let us know what you are trying to accomplish, and we will work with you and our vendors to find a solution.