

# Classroom Technical Support

## CLASSROOM CHECKLIST

Ext. 52778  
cts@uoguelph.ca  
www.tss.uoguelph.ca



### CLASSROOM EQUIPMENT

#### audiotape



- not standard equipment
- use in a large classroom may require a sound system

#### chalkboards, brushes, & chalk



- standard equipment
- chalk supplied by CTS

#### computers



- not standard equipment
- call CTS to rent a laptop

#### control systems



- standard in most large classrooms
- passwords needed to access technology

#### data/video projectors



- standard in most large classrooms
- some equipped with two units
- for other classrooms, call CTS to reserve a portable projector

#### document cameras/overhead projectors



- Document Cameras
- standard in most large classrooms with two data projectors



- Overhead Projectors
- standard equipment in most classrooms
- not standard in classrooms with document cameras
- for other classrooms, call CTS to reserve a portable projector

#### film projectors (16mm film)



- not standard equipment
- call CTS to reserve portable units

#### flipcharts/pens



- not standard equipment
- request from your department

#### slide projectors



- standard equipment in large classrooms
- NOTE: slide projectors are no longer manufactured and will be phased out

#### video equipment



- VHS and DVD players are standard in large classrooms
- other video formats available from CTS
- in smaller classrooms, request from your department

#### videoconferencing



- available in Day Hall for groups up to 12 and in Rozanski Hall 106 for up to 42
- portable unit can be moved to pre-wired rooms on campus
- call ext. 53108 for information & reservations

### OTHER SERVICES

#### accessibility



- most classrooms are wheelchair accessible
- call CTS for route or for additional accommodation
- all large classrooms are equipped with assistive listening devices; portable units also available (frequencies programmed by CTS in Day Hall 108)

#### classroom scheduling



- contact your departmental liaison

#### classroom equipment instruction



- available at the Loan Counter in Day Hall 108 or MacKinnon Depot 231A

#### classroom design



- help with design, planning, and/or modification of the classroom environment is available from CTS, ext. 52956 (Steve Borho)

#### high speed network connection



- available in most classrooms
- call CCS, ext. 54444 for information

#### maintenance of classroom equipment



- if equipment in classroom is owned by CTS, it is serviced without charge
- departmental equipment can be serviced for cost of parts and labour. Contact CTS, ext. 52959 for details

### ENVIRONMENT

#### AV cabinets



- pick up keys for semester from CTS, Day Hall 108

#### furniture, seating



- classrooms are furnished at an assigned seating capacity
- report missing or broken furniture, ext. 53854
- call CTS for special needs accommodation

#### lighting



- if bulb is out or fixture is broken, contact Physical Resources, ext. 53854

#### temperature, cleanliness



- to report problems with temperatures or dirty classrooms during the day, call Maintenance, ext. 53854
- call Security, ext. 52245 in evening to report temperature problems