



Kingston Classroom Media Assistance Service Catalog

Classroom Equipment Check-out Centers. There are three check-out centers for classroom media equipment on the Kingston Campus.

- If you are using equipment in Swan Hall, please reserve equipment through that CMA Center: <http://www.uri.edu/its/teaching/itms.class.media.indy.html>. Equipment will be picked up and returned to 301 Swan.
- If you are using equipment in Chafee Building, please reserve equipment through the central CMA Center:
<http://www.uri.edu/its/teaching/itms.class.media.kingston.html>.
Equipment will be picked up and returned to 217 Chafee except in cases of returns after 4:30 pm. After 4:30 pm, equipment will be returned to the Library (LL4) or, with advance notice, arrangements can be made to leave the equipment in an alternate locked location,
- If you are using equipment anywhere else on campus, please reserve equipment through the CMA Center in the Library:
<http://www.uri.edu/its/teaching/itms.class.media.kingston.html>. Equipment will be picked up and returned to LL4 (the computer lab on the lower level of the Library).

Equipment Loans to Faculty. Classroom Media Assistance provides equipment loans and training services for portable equipment to be used by faculty in URI classrooms.

The inventory includes:

- Portable data/video projectors (LCD)
- Portable DVD players
- Portable VCR players
- Portable Mini-DV deck
- Portable speakers. If you need audio for a large classroom, you should request speakers. In most cases, the sound from the newer projectors is adequate.
- Laptops for use in classrooms (both Windows and Macintosh platforms)
- Laptop loans for curricular development
- Portable sound system with handheld or lavalier microphone.
- Camcorders (digital and analog)
- Laptop carts (available only in Chafee Building and Swan Hall)

Equipment Loans to Students. Classroom Media Assistance provides equipment rental and training services for portable equipment to be used by students to fulfill assignments in Film and some Communications courses. The inventory includes:

- Camcorders (digital and analog)
- Lighting equipment to assist in filming/photography
- Microphones for audio capture during filming or dubbing

Installed Equipment. Classroom Media Assistance provides equipment and training services in some general assigned classrooms. At a minimum each classroom has an overhead transparency projector. About 40% of all general assigned classrooms, and most auditoria have data/video projectors installed. Most rooms with data/video



projectors also have installed media equipment such as DVD and VCR players. A small number of rooms also have an installed computer. Classroom Media Assistance checks all rooms with installed equipment once per week to ensure it is in working order.

Equipment Troubleshooting. Classroom Media Assistance provides equipment troubleshooting during class on an as needed basis.

- If the problem is in Swan Hall, faculty should call 874-4720. A student will be dispatched from 301 to provide troubleshooting assistance.
- If the problem is in Chafee Building, faculty should call 874-2148. A student will be dispatched from Chafee 217 to provide troubleshooting assistance.
- Faculty experiencing equipment issues in all other general assignment classrooms should call 874-4628. A student tech will be dispatched immediately from the central CMA location in the lower level of the library.
- Whenever possible, equipment troubleshooting will begin on the phone. A student will be dispatched when it is clear that the problem cannot be resolved over the phone.

Equipment Delivery. Except in cases of faculty disability, Classroom Media Assistance does not deliver equipment to classrooms. Special services for faculty with disabilities must be arranged one week in advance to guarantee sufficient staffing at that CMA center at the time the service is requested. This service must be requested by an email to the CMA Supervisor Jane Suvajian, janemedia@uri.edu.

Equipment Access. Access to installed media equipment is provided after a training session. Access to media equipment may be through either electronic card readers for URI ID cards and/or locked media cabinets with key access.

Student Media Assistants (SMA). Classroom Media Assistance can provide limited media support for either a one-time event or an entire course. This support is provided by a trained student technician and can include media training when new types of technology are being used, venue support for rooms that are not fully-furnished with media equipment (e.g., Edwards for large classes), or support for guest speakers. A minimum of two-weeks lead-time is required for all Student Media Assistant requests. Student Media Assistants can be requested at:

<http://www.uri.edu/its/sta/STA/rfp/sma.html>

Room Checks. Classroom Media Assistance checks all general assignment rooms with installed equipment once per week to ensure it is in working order.

Problem Follow-Up. Classroom problems reported by faculty and staff are followed-up by student technicians and/or staff depending upon the problem reported. CMA staff will notify the reporting faculty or staff that the problem has been verified and will either coordinate the repair or escalate the issue to Facilities as necessary.