



**INSTRUCTIONAL
MEDIA
SERVICES**

NEWSLETTER

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
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Newsletter by Diane Strauss

IMS provides instructional media and technology support to faculty for classroom instruction. Our offices are located on the ground floor of the Lecture Center. Please visit our Web site at www.newpaltz.edu/ims.

IMS Office Hours & Staff

Monday – Friday 8:30 AM – 5:00 PM
Phone 845-257-3630
Fax 845-257-3646

Evening Hours

Monday – Thursday 5:00 PM – 10:00 PM
845-257-3630 or 3639

Emily Trapp – Director, x3634

Diane Strauss – Operations Manager, x3633

Mike Koczanski - Video Producer, x3635

Joe D'Agostino – AV Technician, x3640

Casey Hickey – Evening Supervisor, x3639

Frank Ruffini – Evening Technician, x3645

Paul Stokes -Distance Learning Tech, x6962

Elaine Wrubleski - Secretary, x3632

Technical Troubles

If you find that the installed equipment in your classroom is not functioning, a phone call to our office will send a skilled professional to assist you. Most times, we can have someone at your service within minutes. Many hallways have campus telephones. Our telephone number is written on instructions near the equipment. For classroom equipment problems, call us at x3630 days or x3639 evenings. For computer problems, contact the Academic Computing Department at x3816.

Back to the Basics – IMS 101

In this issue of our newsletter, we would like to review some basic information about our services. For the benefit of new faculty members, and as a reminder to our regular customers, it's time to take another look at the operation of IMS and the various ways we can be of service to you.

What We Can Do For You

The Instructional Media Services Department is dedicated to providing media support to SUNY New Paltz faculty and staff. We:

- distribute and maintain classroom AV equipment.
- design and install new smart classrooms.
- provide technology support to the campus for classes, events, and conferences.
- offer a wide range of production services, such as DVD duplication, slide scanning, digital signage content, off-air recording, non-linear editing, and more.
- provide videoconferencing facilities and services, live streaming, and support distance learning classes.
- loan a wide variety of AV equipment to faculty, for academic purposes only.
- produce a weekly television show entitled "On Campus @ SUNY New Paltz." It is broadcast on Time Warner cable stations to 87 surrounding communities.
- offer training or assistance with smart classroom installed technology. Training is available at your convenience on an individual or group basis. Call x3633 for an appointment.

Equipment Orders & Cancellations

Please call our office to place an order. We need **two working days notice** if you intend to use our equipment or services. Weekend requests require at least two weeks notice. Booking early will assure prompt delivery of your requested services. Last minute orders are difficult to accommodate and not guaranteed.

When you make an equipment order for the entire semester, we will deliver your request for every class. However, **THIS DOES NOT INCLUDE FINALS WEEK**. If you need to use equipment for your final exam, or if your students plan final presentations, please make a separate reservation.

And remember, if you cancel your class, call us to cancel your reservation!

Reservations from Faculty Only

We do not take reservations for classroom use of technology from students. Students who need to reserve equipment for class delivery will be instructed to ask their professor to order the equipment from IMS for the needed date, time, and location. This is for the benefit of faculty, who may not want to be surprised by a delivery of equipment for which they had not planned.

Support for Student Events

Student organizations sometimes wish to schedule meetings and events in technology-enhanced classrooms. However, these rooms are designed for class use. Students are directed to schedule meetings and events through the **Student Activities Office**, where a suitable location can be chosen to meet the needs of the event.

Equipment Loans

Instructional Media Services exists solely for faculty support. We do not loan equipment to students. Recently purchased are two new Canon Vixia High Definition camcorders and their accompanying AVCHD DVD burner. These and other types of equipment are available for instructional purposes only:

- data/video projectors
- digital still cameras
- digital video cameras
- digital document cameras
- digital audio recorders
- portable sound systems
- portable lecterns with sound systems
- listening devices for the hearing impaired
- laser pointers
- CD/cassette players
- portable screens
- slide projectors



These items must be picked up at the office in LC-2.

Technology-Equipped Classrooms

Smart Classrooms put technology within your easy reach. Presently, 75% of our classrooms are technology-equipped. These rooms make the learning experience more enjoyable for both faculty and students. Faculty members may request a smart classroom when their courses require large amounts of video, computer, or Internet access on a regular basis. Please see your department chairperson if you are interested in teaching in a smart room.

Most smart classrooms at SUNY New Paltz contain an instructor's station with computer, connected to the network. There is a ceiling-mounted data/video projector with sound, remote or touch screen control, electric projection screen and connection for laptop. Most rooms also contain a digital document camera.

For more information on these rooms, including operating instructions, please visit our Web site at www.newpaltz.edu/ims/classrooms.

Assistance with installed technology is always available. Call Diane at x3633 days or Casey at x3639 evenings to schedule a ten-minute training session, at your convenience, in your assigned classroom.

Technology-Equipped Classroom List

Smart Classrooms

CSB-AUD	CSB-55	CSB-154	CSB-221
CSB-222	CSB-321	CH-114	CH-115
CT-108	FLB-103A	FLB-103E	FLB-107A
HUM-15	HUM-108	HUM-109	HUM-110
HUM-111	HUM-113	HUM-114	HUM-115
HUM-116	HUM-118	HUM-120	HUM-201
HUM-209	HUM-211	HUM-213	HUM-214
HUM-215	HUM-216	HUM-217	HUM-218
HUM-318	LC-100	LC-102	LC-103
LC-104	LC-107	LC-108	LC-113
REH-111	SAB-118A	SCB-138	SCB-140
VH-101	VH-102	VH-103	VH-104
VH-106	VH-110	VH-112	VH-208
VH-210	VH-214	VH-216	VH-217
VH-219	VH-221	WSB-5	WSB-7
WSB-16			

Interactive Whiteboards

HUM-205	HUM-207	HUM-208	HUM-212
LC-109	VH-206	WSB-9	WSB-211
WSB-213			

Interactive Whiteboards

Interactive Whiteboards consist of a whiteboard with data/video projection. Using a laptop and special marker, the Whiteboard interacts electronically with materials from a variety of sources such as video, software programs and the Internet. **Training is available on request by calling x3633.**

Computer Carts

If your room does not contain installed technology, we can deliver a mobile computer cart to you. These carts contain a computer, document camera, and data projector, connected to the academic network. Please call our office to reserve a cart **two working days in advance**. They are available in HUM and CSB.



The red document cameras on these carts have been improved. You will no longer need to order a separate document camera to attach to your computer cart. Test them out and see what we mean!

Document Cameras on Humanities Second Floor



The stylish new Document Cameras on the Second Floor of Humanities can do so much more than project a piece of paper onto a screen. USB and memory card ports are located on the side edge of the base. Through these ports, you can connect a flash drive, memory card, mouse or keyboard. Windows Office Viewer and PDF Viewer can project presentations, documents and images directly to the screen with no computer required. Save the changes in your presentations back to your flash drive or memory card.

Other models of Document Cameras are installed in most Smart Classrooms across campus. **Training on any model is available on request by calling x3633.**

Easy Laptop Connections



Professors may easily connect their personal laptop computers to our projection equipment in most technology-equipped classrooms, and on most computer carts, through the installed Extron boxes. Please contact us for more information on this

connection. Our staff would be glad to assist you in the proper procedures, which will not interfere with the use of the room's computer.

ATTENTION! If you turn on the classroom equipment and find your image does not project, please check this piece of equipment. The Computer is selected by pushing Button #1, and the Laptop is selected by pushing Button #2!

Do Not Disconnect

Smart Classrooms and Computer Carts have permanently installed equipment available for faculty use. However, at times, we find equipment disconnected, or connected in the wrong places. It would benefit both faculty and IMS if equipment were never disconnected. If there are ways you wish to use the equipment that are not readily available, we would be happy to modify the setup so you can fully utilize it. But please call us! Do not take matters into your own hands and unplug, unhook, and detach. Let's be fair to the faculty who use the room after you.

DVD/VHS players, Transparency Projectors

Most standard classrooms contain a TV/DVD or TV/DVD/VHS unit on a cart, an overhead transparency projector, and screen. If equipment for your classroom is missing, please feel free to move one in from a nearby room. If you need a VHS player, and none is available in your area, place a reservation with our office and one will be delivered to your classroom.

Please note that VHS equipment is not available in many locations now. All new videos should be purchased in DVD format. DVD versions of older VHS videotapes are usually available for purchase by contacting the distributor listed on the VHS cover or by contacting the copyright holder.

Copyright Information

Many faculty members have old VHS videotapes that they would like to continue to use in the course of their instruction. However, many smart classrooms do not contain a VHS player. We are frequently asked to transfer faculty member's VHS tapes to DVD.

Copyright law states that a VHS may be copied to DVD if the original and copy is owned by the institution's library. It may also be copied if there is no DVD version of the program available for sale.

IMS has always upheld copyright law. If a DVD of the program is available to purchase, please go through the proper channels to pay for a legal copy. If it is no longer available in any format, contact us for further information.

Professional Video Production

Video production services are available at SUNY New Paltz by contacting Mike Koczanski at x3635. He has the knowledge, skills, and experience to create a professional video production to support your class, promote your department, or record an important event.

Video recording may be done on or off campus, or in the television studio, where a live three-camera production can take place. Mike also offers video editing and can turn your images into a polished, finished product on DVD or other digital media format.

Blended Learning with MediaSite

Mediasite is a tool for recording and storing media-rich classroom and conference presentations. This portable system gives us the ability to record class lectures and accompanying presentation materials simultaneously. The captured content can then be streamed live in real-time, or uploaded to a server for viewing on-demand later. The audio portion of a lecture can be streamed for podcasting. Online catalogs facilitate access to available presentations.



This image is the viewer page of Mediasite that students see when they access a recorded event. Students have the ability to jump to any slide and its corresponding

portion of the lecture at any time, or view either one in full screen. The current SUNY New Paltz Mediasite Catalog is available for viewing at this link: <http://imsnp.mediasite.com/imsnp/Catalog>.

Professors whose courses require frequent review are encouraged to take advantage of this technology. If you are interested in capturing a lecture or want more information, contact IMS.

Video Conferencing Services

Have you ever wanted to:

- Attend a meeting 300 miles away on the same day you have a lecture and exam to give?
- Bring a distant colleague into your classroom or meeting?
- Offer a course to students off campus?
- Save money on travel and lodging, plus lower your carbon footprint?

Videoconferencing is a great way to accomplish all these things and more. Our Distance Learning classrooms and conference rooms are equipped with state of the art videoconferencing technology. Participants will be able to see you, plus any presentation (PowerPoint, document, DVD) you have,

at the same time. Our portable system can be setup anywhere there is an internet connection, for instance in LC100. With an onsite technician, you'll be able to focus solely on your event. And live streaming of your conference is also available.

Last semester, we connected to sites as far away as Alaska, Oregon, Turkey, and Mexico so distance is not a problem! For more information or to discuss your event, contact Paul Stokes at x6962 or Emily Trapp at x3634.

Record a Broadcast for WAMC and NPR from New Paltz

With advance notice, members of the college community may now record interviews with WAMC or NPR without the need to drive to Albany. IMS staff, working in conjunction with Will Hermes of Communication and Media, installed a broadcast-grade audio codec in the Lecture Center Distance Learning Classroom. The codec connects to the radio station over ISDN lines and provides excellent 20 kHz audio. Last semester, Prof. Hermes recorded several pieces for broadcast on NPR.

Important Conference & Event Info

Will you be using our equipment and services for a conference, lecture, or special event? Please ask your conference participants if they have any audio-visual requests. Contact us as soon as possible with the name of the presenter, date, time, room number, and what type of audio-visual service is needed. Requests for weekend or late evening services must be made **at least two weeks** before the scheduled event. We can provide more efficient service when you provide us with a copy of your event's brochure.

Be sure to include IMS equipment and personnel charges in your conference budget, as you do for food services or printing costs. Our Conference and Events Price List is accessible online at:

www.newpaltz.edu/ims/events.html

On Campus @ SUNY New Paltz News

Information on our television show, On Campus @ SUNY New Paltz, can be found on this Web site: www.newpaltz.edu/oncampus. If you don't receive Time Warner Cable service, look for future episodes to be streamed on MyEduTube.com.

Last semester, we produced programs spotlighting the Master Plan, the State of the College, Reading Objects, Women and Work in the 19th Century, Sustainable Agriculture and International Programs. Also on the show were interviews with Margaret Wade Lewis, Laurence Hauptman, Gary Kitmann, and CRREO's Gerald Benjamin. The show also featured the performances of Company, Measure for Measure, and Fresh Dance.