



INSTRUCTIONAL
MEDIA
SERVICES

NEWSLETTER

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

Fall 2006, Issue 27

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 and our Web site can be accessed at www.newpaltz.edu/ims.

We Only Accept Orders from Faculty Members

We do not take reservations for classroom use of technology from students. Students needing 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 Meetings and 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.

IMS Adds New Equipment

IMS is pleased to offer the following items for loan to **faculty for class-related work**:

Olympus DS-2300 Digital Voice Recorder:

Capture important notes, meetings and lectures with the touch of a button. This unit records onto removable xD-Picture Cards. Data can then be transferred to a computer via a USB cable.



JVC Digital Video Camcorder, model GZ-MG21: Instead of tape, this new video camera records to a built-in 20GB hard drive. From there, you can transfer your video to a PC via USB cable, or transfer it to tape or DVD. Recording times are 25 hours in



Economy mode, or five hours in DVD-quality MPEG-2. It also records stills and video to an SD card.

JVC Digital Video Camcorder, model GZ-MC500: MPEG-2 hard disk video camera captures high quality still images and video to a 4GB Microdrive. With an impressive 5 megapixels, this pocket-sized camcorder has the advantages of a high-end digital still camera and the convenience of an advanced Mini DV video camera.



Olympus SP350 Digital Still Camera:

8 megapixels, 24 preset scene modes or full manual exposure control, in a compact size. The Olympus is a great camera for novices or experienced photographers alike.



Fujifilm FinePix S5200 Digital Still Camera:

mini SLR-style camera with 5 megapixels, ISO 64 to ISO 1600 range. This camera can capture large images with clarity under a wide range of lighting conditions.



Canon EOS Digital Rebel XT Still Camera:

8 megapixels of robust performance in a lightweight and compact camera, the Digital Rebel is noted for its intuitive simplicity of operation.



Canon Powershot A700 Digital Still Camera:

Easy to use, with 6 megapixels of resolution, 6x zoom, and 20 shooting modes, from fully automatic to fully manual.



And finally, **seven new Tripods!** These light but sturdy aluminum tripods feature fluid heads, making pan and tilt movement smooth and easy. They feature a quick-release plate for easy camera attachment and removal.

Technology-Equipped Classrooms

Smart and Electronic Classrooms put technology within your easy reach. These rooms make the learning experience more enjoyable for both faculty and students. In them, faculty can project many types of images onto a large screen. For instance:

1. You can project a computer image – an Internet Web site, Blackboard page, PowerPoint presentation, digitally scanned slides, or any other computer document, file, or program.
2. You can project an image from your laptop computer.
3. You can play a DVD or VHS videotape.
4. If your room contains a document camera, you can project an image from a book, paper, transparency, or three-dimensional object.

These rooms are located in: CH 114, CSB 154, 221, 222, 321, CSB AUD, CT 108, FLB 103A, FLB 103E, FLB 107A, HUM 15, 107, 108, 109, 110, 111, 113, 114, 115, 116, 118, 120, 216, 318, LC 100, 102, 104, 108, OMB B1, 215, REH 111, SAB 118A, 210, 212, SCB 128, 129, 132, 138, 140, VH 101, 102, 103, 104, 106, 110, 112, 206, 208, 210, 214, 216, 217, 219, 221, WSB 5, 7, 9, 16. Over fifty percent of all classrooms on campus have permanently installed equipment. Faculty members may request an electronic classroom when their courses require them to use large amounts of video, computer or Internet access on a regular basis. See your department chair if you are interested in teaching in an electronic classroom.

Most electronic 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 control, electric screen and connection for laptop. Some rooms also contain a touch control panel, DVD/VCR, document camera and microphone.

Assistance with the electronic classroom equipment is always available. Call Diane at x3633 to schedule a ten-minute training session!

TV/VCRs & Transparency Projectors

LC, HUM, CSB, OMB, and REH have TV/VCRs, overhead transparency projectors, and screens placed permanently in classrooms.

Interactive Whiteboard Available

The 3M Interactive Whiteboard consists 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. Permanently installed whiteboards are located in LC-103, OM-302 and VH-206. A 3M Board can be wheeled into your classroom, upon request.

Computer Carts

When classes do not contain installed technology, a mobile computer cart can be brought to your classroom. With it, you can project a computer image from the PC, from the Internet, or from your own laptop. These carts contain a cloned computer and monitor with a data/video projector. Most carts also have an Extron switcher that allows easy connection of a laptop to the LCD projector. They are available at the following locations: Lecture Center 103, 107, 109, 113, all classrooms in Humanities, CSB, SAB, and OMB. Connections to the network are available in the Lecture Center, Humanities and CSB. Network connection to classrooms in SAB is limited. There are no network connections in OM classrooms. IMS has a very limited supply of computer carts, so reserve one early.

DVD Requests

DVDs may be played in all electronic classrooms by using the DVD/VHS player or the computer's DVD ROM. If you are not scheduled to teach in one of these rooms, there are DVDs with a TV monitor on carts available for use in other classrooms. Call us or send a Web order at www.newpaltz.edu/ims to schedule a delivery of this equipment to your room.

Video Conferencing, Teleconferencing

IMS offers teleconferencing and video conferencing facilities in Lecture Center-3A, REH-109 and VH-204. Take advantage of this convenient service for meetings, conferences, or classes. **Teleconference** transmissions may be received from our steerable satellite dish or the stationary digital SUNYSAT dish. **Two-way video conferencing** is available using the Tandberg System, which is dialed through IP or ISDN lines. Emily Trapp can provide you with more information.

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. Booking early will assure prompt delivery of your requested services. Last minute orders are difficult to fill.

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, please make a separate reservation. And please, if you cancel your class, call us to cancel your reservation!

Equipment Loans

Instructional Media Services exists solely for faculty support. We do not loan equipment to students. Our department has a variety of equipment available for loan: data/video (LCD or DLP) projectors, digital still cameras, digital video cameras, portable sound systems, portable lecterns with sound systems, personal listening devices for the hearing impaired, document cameras, CD/cassette players, overhead projectors, laser pointers, tape recorders, screens and slide projectors. These must be picked up at the office in LC-2. A phone call to our office at x3630 will reserve any of the above.

Support for Conferences and Events

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. 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.

Requests for weekend or late evening services should 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 program or brochure.

Technical Troubles

In case of classroom equipment malfunction, call us as soon as possible. **For computer issues, contact Academic Computing at x3816.** For all other audiovisual hardware, you can reach IMS at x3630. After 5:00 PM, call our evening staff at x3639 or x1314.

Podcasting and The Power of Audio

Podcasting is one way of distributing audio content via the Internet. The process involves capturing audio from a song, speech, lecture or event, then using software to edit the audio to suit your requirements and produce an audio file, usually MP3. The file is then uploaded to a website for distribution. Users connect their iPods or MP3 players to their computer, log on to a podcasting service and subscribe to its feeds. The MP3 is retrieved from the provider and stored in the user's player so the content can be listened to at the most convenient time.

In an educational setting, this process can make audio-based course content easily accessible. For example, professors may record and upload lectures to Blackboard for student access, either for review, or in case they missed a class. Audacity audio recording software, available on some classroom computers, is a good basic piece of software for preparing these files. WIMBA Voice Tools, an addition to Blackboard, can be used to produce audio files, which can be downloaded to MP3 players. No additional software is required to prepare clips using WIMBA. Students can then access these MP3 files from the course area in Blackboard. This technology cannot replace the classroom, but it is another way to provide additional course content for today's students.

Campus/Community Television

Year round, we continue to videotape the "On Campus @ SUNY New Paltz" television show, which is broadcast each Thursday and Friday at 9:00 PM on Time Warner Cable channel 6. The show reaches 87 communities throughout the Hudson Valley. We are always open to some fresh programming ideas or new talent. Why not consider hosting a program showcasing your department or event?

IMS Office Hours

Monday – Friday 8:30 AM – 5:00 PM
Office (845) 257-3630, Fax (845) 257-3646

Evening Hours

Monday – Thursday 5:00 PM – 9:30 PM
(845) 257-3639 or x1314

Emily Trapp – Director, x3634
Mike Koczanski - Producer, x3635
Diane Strauss – Operations Manager, x3633
Doug Short – Evening Supervisor, x3639
Joe D'Agostino – Technician, x3640
Leslie Williams – Operations Assistant, x3632
Jade Wesdorp –Distance Learning Tech x6962

Lecture Center Rooms

The Lecture Center has four standard classrooms (LC-103, LC-107, LC-109 and LC-113) with permanently placed TV/VCRs, overhead transparency projectors, and screens. LC-107 and LC-109 have 35mm slide projection booths at the rear of the room. Information on the larger halls is listed below.

LC-100

- Seating capacity of 484 persons
- PA system – Dolby surround-sound system, capable of multiple microphone set-ups, either at the podium, on table stands, or on floor stands. Also available are three clip-on lavalier microphones and three handheld wireless microphones.
- Computer with Windows 2000 operating system, DVD ROM, Zip Drive, 3.5 floppy drive, sound card and monitor connected to the Academic Network. Blackboard and PowerPoint 2003 are installed, along with other standard applications.
- Laptop connection
- Digital document camera
- DVD/VHS player
- Behind the rear screens, there are three Xenon slide projectors with wireless remote controls, and a 3300 ANSI lumens data/video projector on the center screen.



LC-102 "Smart Classroom"

- Seating capacity of 234 persons
- Assisted listening system is available in this room.
- PA system – enhanced stereo sound system. Capable of multiple microphone set-ups, either at the podium, on table stands, or on floor stands. Also, available are three clip-on lavalier microphones or three handheld wireless microphones.
- Front projection 6500 ANSI lumens data/video projector, with power screen
- Behind the rear screens, there are two Xenon slide projectors (center and left screen) with remote controls

Instructor's console contains:

- Crestron touch screen for operation of equipment
- Computer (see LC-100 description)
- Laptop connection
- Digital document camera
- DVD/VHS player
- Smart Technologies Symposium



LC-104 "Smart Classroom"

- Seating capacity of 88 persons
- PA System – microphone on console. No wireless or additional microphones are necessary. Stereo sound for playback of video, CD and other media
- Front projection 3300 ANSI lumens data/video projector, with power screen.
- Behind the rear screens, there are two slide projectors with remote controls.

Instructor's console contains:

- Crestron touch screen for operation of equipment
- Computer (see LC-100 description)
- Laptop connection
- VHS player
- DVD player
- CD player
- Audio cassette recorder

LC-108

- Seating capacity of 92 persons
- PA system – currently a mono system capable of two microphone set-ups, either at the podium, on table stands, or on floor stands. No wireless microphones are available in this room.
- Computer on height-adjustable desk (see LC-100 description)
- Digital document camera
- Laptop connection
- DVD/VHS player located under computer desk
- Behind the rear screens, there are two Xenon slide projectors with remote controls and a 2000 ANSI lumens data/video projector on the right screen.

CSB Auditorium

CSB Auditorium has a seating capacity of 254 people. The equipment includes two 4,000 ANSI lumens LCD projectors and a computer, connected to the Academic Network. Laptop connection is available. In addition, the room contains a touch control panel, a digital document camera, a console microphone, two cordless microphones, a VHS videotape player, a CD player, and an audio cassette player. Two Xenon slide projectors are located at the back of the room. **CSB Auditorium is not recommended for major slide show events. Please schedule slide shows in the Lecture Center.**

