MEDIA SERVICES at the Wildwood Campus

Instructor Station

All classrooms at Wildwood have an instructor’s station which includes a desktop computer and monitor, document presenter, data projector and VCR. DVD function is through the computer. Controls for all the equipment is from a control panel located on the top of the desk. Laptop connectivity is also available at the instructor station.

For assistance with using the instructor station, come to the first floor Information Desk or contact Abby DeShane, Manager of Instructional and Career Resources at extension 2012, or in person in Office 105F.

Additional Classroom Equipment

Additional equipment is available by request: slide projector, laptop carts (15 laptops each and printer), and a video recorder with a tripod (please note -- there are no overhead projectors at Wildwood.) To request the use of these items in your classroom, please fill out a Media Services request form (below). Emailed forms should be emailed sent to BOTH adeshane@stlcc.edu and mhadziselimovic@stlcc.edu at least 48 hours in advance.

St. Louis Community College
Wildwood

MEDIA SERVICES REQUEST FORM

Today’s date__________________
Faculty/requestor name__________________ Contact Phone___________
Email*________________________________
*(confirmations will be via email only)

EQUIPMENT REQUESTED

☐ Video camera and tripod
☐ Slide projector
☐ Laptop cart (15 laptops)

Date Needed __________  Time class starts ______ Ends ______ Room # ______

*All equipment requests must be submitted at least 48 hours prior to the date and time requested. No exceptions will be granted.

MS staff initials_______________