

D-ten/Zoom and other A/V requests

Requesting When Creating or Adding Courses to the Schedule

If it is known during the pre-term scheduling process or when a course is being added to the term, send the list of needed a/v equipment with the course schedule data so that it can be noted in Banner, in the long text notes. In this scenario the request is provided to Facilities via the schedule report or as a note in the Workflow and can be added to the reservation when the room is assigned for the course.

Be sure to indicate if equipment is needed every class session or on specific dates. This information will help us determine what room assignment is best for your course. Courses that note the need of D-ten or Zoom will be more likely to be assigned to a room with such equipment installed.

Adding D-ten/Zoom or other A/V to Reservations

If the course has already been built in Banner, requests for A/V equipment can be added to reservations. This can be done by sending an e-mail to the campus Facilities Manager.

Please include the room number, course or event title, the date(s), the start and end time, and equipment needed. Equipment is distributed on a first come first served basis. Please alert Facilities of your needs as soon as possible so that alternate solutions can be determined if the equipment requested is not available during the time frame requested.

Please send requests to:

Chicago Campus (Both Buildings)	to James Fannin jfannin@nl.edu copy Delecter Douglas ddouglas6@nl.edu
Lisle Campus	to Rick Johnson rjohnson91@nl.edu copy Nora Velarde NVelarde@nl.edu copy Don Velarde CVelarde@nl.edu
Wheeling Campus	to Jefferson Burns jburns@nl.edu copy Kevin Murphy kmurphy@nl.edu

Equipment/Supplies Available for Classroom Use:

D-ten Cart
Zoom Cart
PC Cart/Laptop
Teleconference Unit
Easel
Flip Chart Paper
Dry Erase Markers
Blue Tape (**only painter's tape may be use to hang paper on walls**)