Dear Colleagues,

As the opening of our preview period and Spring classes rapidly approaches, I would like to reach out to all faculty teaching at the Logan Center to check in and to let you know that I, along with my fellow staff at the Logan Digital Media Center, are here to support your use of A/V and technology in the classroom. Our goal as we open the Logan Center for classes is to help you all hit the ground running as smoothly as possible by planning ahead for your technology needs.

In general, we are anticipating A/V for classes to be handled in one of the following ways:

- By installed equipment in the classroom (A/V rack and touch panel, ceiling-mounted HD projector and speakers). As of March 26 these systems will be installed in all three seminar classrooms; both curricular performance studios; Performance Penthouse; Medium Ensemble Rehearsal Room, and the Digital Media Classroom. As with most classrooms on campus, all you have to provide is a laptop (including adapter if a mac), DVD, CD, or other media.

- Through our circulating equipment pool coordinated by the Digital Media Center Cage. We will have available large, high-definition flat panel LCD displays on rolling stands; portable digital and film projectors; DVD, Blu-Ray, VHS, and other playback; Apple laptops; video adapter cables and more. These resources will allow those of you teaching in spaces not equipped with installed systems, to give A/V presentations in your classroom; or to augment the installed systems in the classrooms listed above. I and my staff are happy to work with you to determine which system will work best for your needs and help set it up in your classroom as needed.

- Through coordinated scheduling of A/V spaces. It may be desirable to teach in an A/V equipped space one day, and in a different kind of space the next. The DMC staff, working closely with Logan building management, can help you identify opportunities to screen time-based work, listen to and record critical audio, or otherwise engage digital media in available spaces at the Logan Center. Please note that this option is dependent on the building schedule and will require advance notice.

We would like to hear from you as soon as possible regarding your needs for A/V and technology in your classes. Whether you will simply need to borrow an Apple video adapter and get a short orientation to the A/V touch panel in your classroom; or work with us to devise a mobile multimedia solution, we would like to know about it so we can begin to schedule ourselves around these needs.

While we encourage planning ahead, rest assured that if a tech emergency arises while you are teaching, we will have you covered. The Digital Media Center not only manages circulating equipment and computers for the arts, but it is also a help desk. We will be available by phone, in person, or by email every weekday from 9 AM to 8 PM, 10 to 4 on Saturdays, and 4 to 8 PM on Sundays. Our three full time professional staff supported by a team of student workers are on duty to respond to unexpected problems as well as routine maintenance and special projects. Our phone number will be prominently displayed in all teaching spaces for your convenience, as well as distributed to you all via email in future communications.
Please feel free to email me directly at dawolf@uchicago with your expected A/V requirements. I, along with Computer Resource Manager Ben Chandler and Equipment Resource Manager Mike Gibisser, are eager to work with you to get off to a smooth start to the quarter. I look forward to hearing from you.

Sincerely,

David Wolf

Associate Director, Arts Technology and Digital Media
Reva and David Logan Center For the Arts
University of Chicago
(773) 702-1549
dawolf@uchicago.edu
http://logancenter.uchicago.edu/