



Classroom Resources

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- ◆ If you want to make copies of your syllabus, assignment sheet, or other handout, please use the University Foundations code for the photocopy machine at Ninth Street Hall, Room 2100. The code is 01111. You will need to make your own copies.
- ◆ If you find that your classroom has a broken light or missing chairs or something of that nature, please report it to the person at the desk in the residence hall. If no one is available, please let *CASA* know. Call Kim Sweeney for 9th St. Hall classrooms (581-6056).
- ◆ **If you teach in the residence halls:** We have stocked a supply box for each of the classrooms for UF use only. The office staff at each hall have kindly offered to keep these boxes for us. If you want to use the box, retrieve it from the desk before your class and return it to the desk after your class. **DO NOT LEAVE THE BOX IN THE CLASSROOM.** Leaving the box in the classroom is how we lose supplies. Please let us know if you need an eraser or other supplies in the classroom.
- ◆ The supply box for 9th St. Hall is in with Karen Easton in the SSC.
- ◆ Other instructors are the best resource that we can offer. All instructors have been subscribed to the University Foundations listserv. Please use the listserv to post questions, share ideas, create community, and so forth by addressing an email to uf1111@lists.eiu.edu.
- ◆ If you want to order equipment for your classroom for a particular day—go to www.library.eiu.edu/mediasrv/. On this page is an equipment request form. REMEMBER you must give at least a 48-hour notice for equipment. All classrooms will have a computer station with DVD and projector. If you need to use a computer, try to get to your classroom early, and you may need to request a key at the main desk.
- ◆ If you want to reserve a classroom, email Carla Nelson at or cjnelson@eiu.edu or 581-7679; if you want to reserve the Gregg Lab, email Chad Elliott at cpelliott@eiu.edu or 581-8340; for the library computer room, call 581-6072; for the Lumpkin computer lab, call Chris Ward at 581-7813.
- ◆ If you want to use the clickers for a Turningpoint presentation, contact Wendy Long at wllong@eiu.edu or 581-6695.