

ITS Smart Classroom Support

ITS shall be responsible for smart classroom support for faculty and staff in all academic classrooms, including the Lois Grier Room, CC250, and Centennial Hall during normal business hours.

During normal operating hours, ITS will provide technical assistance for outside groups in the Lois Grier Room, CC250, and Centennial Hall with **sufficient notice**. That is, when the event is scheduled, ITS personnel should be notified by Facilities Scheduling that support for smart classroom technology will be required with a minimum notice of one week. Notification of ITS can be accomplished by sending an email with details about the event and the contact information for the event coordinator to help@lander.edu.

For Lander faculty and staff, it is the responsibility of the faculty or staff member to seek training ahead of time on how to use the smart classroom equipment. Contact ITS to schedule smart classroom training at (864) 388-8234.

Facilities Scheduling will coordinate with ITS any necessary training for non-Lander groups. ITS staff will work with the respective non-Lander group to schedule smart classroom training during Lander University normal business hours. Facilities Scheduling is the liaison between the group and ITS.

ITS does not provide equipment to non-Lander groups beyond that which is already installed in the designated smart classroom(s).

| ITS Support | |
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| Normal Business Hours | After Normal Business Hours |
| Smart classroom support: <ul style="list-style-type: none"> • Faculty and Staff • Non-Lander groups* <p>*Smart classroom support for non-Lander groups for the Lois Grier Room, CC250, and Centennial Hall with sufficient notice (at least one week)</p> | <ul style="list-style-type: none"> • A few times a year smart classroom support for faculty/staff sponsored events is needed after hours and will be handled on a per case basis.* <p>*Excludes non-Lander sponsored events</p> |