

Van Hise Hall Fall/Spring Instructor Guide

All services are offered free of charge unless otherwise specified.

Some services are restricted to faculty and staff teaching courses in the College of Letters & Science.

AV Equipment Pool (259A Van Hise / 262-1678)

Instructors may borrow laptops, projectors, TVs, and other audio and video equipment for short-term use in Van Hise Hall. L&S instructors may also borrow certain equipment for short-term use outside of Van Hise. Reservations are recommended.

Classroom Equipment Support

Classrooms with touch screen controls are supported by Classroom Media Support. Use special phone in classroom or contact (608) 890-4900 / av@fpm.wisc.edu

All other classrooms are supported by the LSS AV Pool in 259A Van Hise / 262-8695.

Classroom Conditions

For chalk, erasers, lighting, temperature, vandalism, and all other building/maintenance related issues, contact Physical Plant's Central Answering and Response Service (CARS) at 263-3333.

Computer Labs

Individual Use: There is an InfoLab on the 4th floor behind the elevators. Additional computers are available in the Learning Lab in 259 Van Hise.

Group Use (L&S courses only): There are three computer labs available for ad hoc use by L&S courses. They are rooms 250, 274, and 286. Reservations are taken in 279 Van Hise / 262-1408.

Consulting (L&S courses only)

L&S Learning Support Services offers consulting on innovative approaches to teaching and learning using audio, video, collaboration tools, and other forms of instructional technology. Contact Theresa Pesavento theresa@lss.wisc.edu / 265-6039 or Jonathan Klein jbklein2@wisc.edu / 263-3828.

Elevators

Access to/from floors 2-5 for authorized users only. Instructors from Van Hise departments may request access from their departments. All others contact Andrea Miller, 279 Van Hise / 262-1408.

Learning Lab (259 Van Hise / 262-8695)

Audiovisual library (DVD, VHS, audio) of primarily foreign languages and L&S subjects available for checkout. Facility also offers playback equipment and space for quiet study and tutoring.

Lost and Found (127 Van Hise / 262-4594)

Media Services (299 Van Hise / 265-8945)

L&S Learning Support Services offers media services including audio and video production, format conversion, streaming, and videotaping. Most are offered at low or no cost to L&S instructors. Some services are also available to instructors outside of L&S for a fee.

Media Projects Lab: L&S instructors may use LSS hardware and software to create instructional materials. Reservations are recommended. Contact David Macasaet david@lss.wisc.edu / 265-8945.

Vending Machines (3rd Floor Near Elevators)

Videoconferencing (L&S Courses Only)

L&S Learning Support Services offers videoconferencing facilities for individuals and groups of up to 24 people. Contact David Macasaet david@lss.wisc.edu / 265-8945.

Viewing and Presentation Rooms

General Assignment Classrooms (including rooms 104, 114) may be reserved through your department's curricular representative or by contacting Curricular Services at 262-6345.

Additional facilities are available for L&S courses and student groups. Room 259 offers drop-in viewing for groups up to four. Additional rooms accommodate groups up to 24 and must be scheduled in advance. Reservations are taken in 279 Van Hise / 262-1408.

For more information about L&S Learning Support Services see lss.wisc.edu