

DRESCHER_MARC

To: SMC
Subject: Media Training

Subject: Invitation for classroom Smart Cart A/V training and key access for new faculty

Hello All,

Welcome back to Fall Semester! This is a reminder that Media Services staff are offering A/V training sessions and Smart Cart Keys for all new faculty who need to utilize SMC classroom technology. Now is the best time to receive training, as most classrooms are unused and available.

Please instruct your new faculty to come by the Media Services front counter any weekday during our normal work hours to receive a brief training session and receive their Smart Cart key.

Media Services is open Monday through Friday. Our hours are:

August 8 7:30 am – 10:00 pm

August 9 – 21 7:30 am – 4:30 pm

August 22 & 23 OFFICE IS CLOSED

Media Services is located on the first floor of the IT Building across from Reprographics, on Pearl Street at the south end of the SMC Main Campus. Our phone number is 310-434-4352.

Again, we recommend you come for training by August 21. Once Fall classes begin on August 26, classroom availability will be at a premium.

Best regards,

Information Technology Services