

Electronic Information Training Center (EITC) (LB 440A) Certification Process

EITC Major Features:

Working with a librarian, place a check mark next to each of the items below as they are discussed. One copy of the completed sheet will be returned to the library's administrative assistant, Amy Wilson. Your name will then be added to the list of certified Helmke Library EITC users. EITC policies and procedures are posted on the library's homepage.

- food or drink is not allowed
- instructor's workstation
- restarting a workstation
- data projector and remote control
- light switches by the whiteboard
- dry erase markers and eraser
- laser and stick pointer
- networked printers
- availability of a course-related guide
- availability of NetOp classroom-control software (basic features)

Place a check mark in this section if you plan to use the advance features of NetOp. Amy Wilson will contact Tiff Adkins, to make arrangements to demonstrate, as necessary.

- NetOp (advanced features)

EITC Optional Equipment:

Place a check mark next to any item in this section that you plan on using while in the EITC. Amy Wilson will contact Tiff Adkins to make arrangements to set up and/or demonstrate the use of the item(s), as necessary.

- wireless microphone
- playback or record a VHS video or audio tape
- television
- overhead projector
- computer program not represented by an existing desktop icon

Name of instructor (please print): _____

Department / course: _____

Name of librarian: _____ Date: _____