

DIVISION OF INSTRUCTIONAL TECHNOLOGY

The **Division of Instructional Technology (DoIT)** supports the Mason community in the use of teaching, learning, and media technologies. The Division of Instructional Technology is organized into the following departments: Classroom Technologies, Educational Media Services, and Learning Support Services (<http://doit.gmu.edu>).

CLASSROOM TECHNOLOGIES (CT)

Classroom Technologies (CT) enhances the learning experience across Mason’s regional campuses by designing, supporting, and maintaining technology-enabled learning spaces and by providing access to well-maintained and up-to-date hardware and software in open computer labs. The units within CT are Fairfax Classroom Support, Regional Classroom Support (Arlington and Prince William), Classroom Computing and Labs. CT also has a Learning Spaces System Design Engineer whose duties cross all the units.

Classroom Technologies provides the following services:

- **Classroom Reservations**
Semester-long scheduling in classrooms is conducted by the Registrar Scheduling Office. For non-class events and ad-hoc reservations, please visit <http://classtech.gmu.edu>.
- **Classroom Support**
Classroom Technologies provides support for university general-purpose and technology enhanced classroom facilities, computer classrooms, and audiovisual services at George Mason University.
- **Equipment Checkout**
Equipment may be checked out on a first-come first-served basis by George Mason faculty and staff. Checkout equipment includes laptops, data projectors, slide projectors, and a variety of other equipment.

- **Computer Labs**
Computer labs are available to all students and have the technology resources needed for preparing assignments, conducting research, and pursuing other academically-related services. Lab consultants are available in the computer labs to assist students with computer-related issues.
- **Software Installation**
CT can arrange for the installation of software into the classroom in a timely manner. Software and licensing information are required.
- **Videoconferencing**
Classroom Technologies provides in-room support for videoconferencing at Fairfax, Arlington, and Prince William Campuses. The Videoconferencing Office, a part of Educational Media Services, supports this effort by providing bridging, training, and scheduling for videoconferencing. For more information, please visit <http://videoconference.gmu.edu>.
- **Event Support**
Event support consists of the scheduling, setup, and support of equipment. Event policies and procedure are available at <http://classtech.gmu.edu>.

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EDUCATIONAL MEDIA SERVICES (EdMS)

Educational Media Services (EdMS) supports the university community by creating media content that is distributed through a variety of media formats and systems. EdMS produces media content focused on teaching, learning and research. It provides voice, video and data communications infrastructure as part of the overarching technology infrastructure of Mason. Included under the EdMS umbrella are George Mason University television (GMU-TV), the Mason Media Lab (MML), Videoconferencing (VC) and Web Content Development.

- **GMU-TV** produces course materials, research communications, and public relations programming, as well as enabling media distribution in a variety of broadcast and online formats. GMU-TV provides encoding services for distribution of content via podcast, Mason's iTunes services and streaming media. GMU-TV serves Mason's departments, divisions, faculty, researchers, staff, and students by sharing positive messages about the university. In conjunction with academic departments, GMU-TV provides professional training for Mason students via internships and experiential learning in the media industry, which has a concentrated presence in Northern Virginia.
- **The Mason Media Lab (MML)** is a multimedia facility where students with advanced computing skills produce print and publications, animation, graphic design, and other media projects. As a service unit, the MML assists the university community with its media demands by leveraging the skills of Mason's students. The MML extends student's professional skills by providing them with immersive learning opportunities, professional multimedia tools, and customer service and project management skills.
- **Videoconferencing (VC)** supports teaching and learning by allowing faculty and students to gather from disparate locations locally and across the globe for course discussion, review of course materials, or to participate in academic consortia; such as the Commonwealth Graduate Engineering Program, to which the university belongs. VC enables efficient communication, professional development and training, seminar discussion, and sponsored events across all of Mason's campuses (including RAK).
- **Web Content Development** works with instructional designers, television and video producers, multimedia specialists, graphic designers, and other university personnel to generate online materials for educational programs and courses. The Web Content Developer produces reusable course

templates and learning objects, works with accessibility experts to address accessibility compliance of developed Web content, and provides expertise, guidance and support to faculty, staff, and graduate students developing Web content.

LEARNING SUPPORT SERVICES

Learning Support Services (LSS) promotes faculty, staff, and student development of information technology skills to enhance the learning environments of the university. LSS supports a broad array of Web productivity, and multimedia tools through walk-in consultations, equipment checkout, free workshops, and online learning resources. Experienced students work with staff to identify and meet client needs in a variety of areas. The areas include multimedia production, Web development, digital video editing, office skills enhancement and certification, and communication technologies such as video streaming, podcasting, and blogging.

- The staff of the **Collaborative Learning Hub (CLHUB)** support effective teaching and learning with technology. They offer walk-in and prearranged consultations. In collaboration with the Center for Teaching Excellence, they host several technology showcases each semester, and work with faculty for effective use of the electronic teaching environments, support course management tools, provide technology assistance for faculty, and develop resources to learn how to use technology. For more information, visit the IRC Web site at www.irc.gmu.edu.
- The **STAR (Student Technology Assistance and Resource) Center** provides opportunities for faculty and students to develop their information technology skills, including multimedia, Internet connectivity, video (digital and analog), desktop publishing, presentation, office applications, and Web authoring. STAR brings together technology training, skills, equipment, software, and experienced students creating a one-stop shop for faculty and students interested in learning about technology. For more information, visit the STAR Center Web site at <http://media.gmu.edu>.
- **TOPS (Training in Office Productivity Skills)** provides training for faculty, staff, and students to develop their productivity skills with Microsoft products; the university e-mail system, MEMO (Mason Enterprise Messaging Online); and the calendaring system, CorporateTime. TOPS also supports Mason's online learning tool, SkillPort. For more information, visit the TOPS Web site at <http://tops.doit.gmu.edu>.