

# DCB Instructors: Fall 2017

Digital Classroom Building Hours. Monday - Friday 7.00am to 11.00pm

\*Weekends upon special approval. Staffing fees may apply.

## Note.

- All classrooms will be unlocked between 7.30am and 11.00pm. No card access necessary.
- All microphones in lectern | Need to check-out 915 key from Equipment Counter for the semester.
- **All computers in the DCB are enabled with Mersive Solstice. Download and use instructions available [here](#).**
- Input sources for all computers in DCB are (i) classroom (local) computer with USB/Mersive Solstice, (ii) document camera, and (iii) Laptop or other device connected with HDMI/VGA.
- In videoconferencing classrooms, lecture capture happens through the videoconferencing set up. If you need lecture capture for a course, e-mail [ams.vc.class@wsu.edu](mailto:ams.vc.class@wsu.edu) at the earliest.
- In non-videoconferencing classrooms, lecture capture (only instructor station and microphone) is available through [Panopto](#).
- We request that all rooms be organized back to original position.
- All spaces can be used without reservation. However, user will have to vacate for reserved event.
- For technical assistance from the classroom phone, call AMS/AOI at 5-5044 or 509-335-5044.
- **Scheduling Process.** Credit bearing events (e.g. final course presentations or exams) are scheduled through department scheduler. Non-credit bearing events (e.g. workshops or meetings) schedule through department scheduler / Registrar office. This is for all spaces - unless otherwise mentioned.

## Classroom Summaries

### Active Learning Hall, with video conferencing

G045, Open 7.30am to 11.00pm

Circular room with chairs on wheels | 3 sets of 3 projectors. Allows up to three simultaneous input sources | Microphones available for instructor and students | Wireless presentation clicker | Electronically controlled lighting and shade | 3 seven foot wide roll-in whiteboards will be available later in semester.

### Active Learning Rooms, without video conferencing

G10, SPRK 235, SPRK 223; Open 7.30am to 11.00pm

D shaped tables | 6 chairs on wheels per table | Instructor can [present instructor/student content](#) | Microphones available for instructor | Microphones for students in G10 | Electronic lighting and shade control in G10; others classrooms manual control | One 3 foot wide roll-in whiteboard will be available later in semester.

### Flex Classrooms, with video conferencing

SPRK 212, SPRK 233, SPRK 333, SPRK 335; Open 7.30am to 11.00pm

Flexible table seating with chairs on wheels in 212 and 335 | SPRK 212 has standing and seated tables | Table arm chairs in 233 and 333 | Interactive projector available | Instructor chooses content to send to off-site campuses.

### Flex Classrooms, without video conferencing

SPRK 227, SPRK 323, SPRK 327, SPRK 339; Open 7.30am to 11.00pm

Flexible tables seating | Chairs on wheels | Wireless presentation clicker | Interactive projector available in 323 and 327.

## **CREATIVE SPACES: EVENTS, DISPLAYS, AND COLLABORATION**

### **Hillside Digital Display**

G40, On 24 hours a day | Contact AOI at [ams@wsu.edu](mailto:ams@wsu.edu) to schedule.

### **SPARK Atrium**

G40, Open 7.30am to 11.00pm | See note on [scheduling process](#).

### **Rooftop Patio, weather permitting**

Open 7.30am to 11.00pm | Contact AOI at [ams@wsu.edu](mailto:ams@wsu.edu) to schedule.

### **Faculty Hoteling Offices**

SPRK 102B, SPRK 204, SPRK 214, SPRK 216, SPRK 218, SPRK 310, SPRK 314;

Open from 7.30am to 5.00pm faculty only | 5.00pm to 11.00pm open to all.

Scheduled via [email to room](#) or on scheduling display outside room | Table and Chairs | No computers | No video conferencing | Reservations capped at 2 hours per session.

### **Faculty Innovation Studio**

SPRK 102; Open from 7.30am to 5.00pm faculty only | 5.00pm to 11.00pm with card swipe

Contact AOI at [ams@wsu.edu](mailto:ams@wsu.edu) to schedule | Table and Chairs | Trainings | Meeting Room | Video conferencing enabled | Lockers for 3 hours with user generated pin | Recording Studio | Hoteling office.

### **Collaboration Spaces**

G37, SPRK 139, SPRK 215, SPRK 217, SPRK 225, SPRK 312, SPRK 315, SPRK 317;

Open 7.30am to 11.00pm

Scheduled via [e-mail to room](#) or on screen outside room | Various furniture settings | Computer enabled with Mersive Solstice | Reservations capped at 2 hours per session.

### **Student Skills Studio**

SPRK G2; Open from 7.30am to 11.00pm

Contact AOI at [ams@wsu.edu](mailto:ams@wsu.edu) to schedule | Meeting Room | Computers with Adobe Suite | Interactive projector | Student video recording spaces.

### **Media Development Lab**

SPRK 210 | Open from 7.30am to 11.00pm

See note on [scheduling process](#) | Plotter / Large-scale printer | Double-monitor computers with Adobe Suite | Interactive projector.

### **Design Studio**

SPRK 115; Open to public or by appointment 7.30am to 11.00pm

See note on [scheduling process](#) | 3D Printer | Hand-held 3D Scanners | Laser Cutter & Etcher | CNC Shopbot | Interactive Projectors | Double-monitor Studio Design Computers.

## RESOURCES AND SERVICES

### Equipment Counter

Outside SPRK G6, near Starbucks | Open from 7.30am to 5.00pm

Laptops for instructors, Audio, VGA, HDMI cables, Mac and HDMI adapters, Bamboo Wacom/Surfaces, Idea board touch pens, DSLRs, Video cameras, GoPros, Tripods, Microphones etc | 915 Keys to lectern | Free check-out for academic courses.

### Information Counter

Outside SPRK G6, near Starbucks | Open from 7.30am to 11.00pm

Answers to your questions including. Directions, Scheduling, Technologies Available, Space Restrictions, Showcasing your work, etc.

### Tutoring Center

SPRK 208 | Open from 7.30am to 11.00pm | See note on [Scheduling Process](#).

### Writing Center (Think Tank)

SPRK 208 Located Within Tutoring Center | Office hours : MWF 3.00pm to 7.00pm and TTH 4.15pm to 7.00pm

### Academic Success and Career Center

SPRK 208 Located Within Tutoring Center | Open from 7.00pm to 9.00pm (MTW Only)

### Hallway Lockers

On the 2nd and 3rd floor | Open from 7.30am to 11.00pm | User generated pin stays locked 2 hours each session

### Cougar Copies

Outside SPRK G6 | Open from 7.30am to 11.00pm | Self-serve

### Starbucks

Opposite SPRK G10 | Open from 7.00am to 4.00pm

*\*For instructional and technology support:*

[Academic Technology Community](#) || [Teaching at WSU](#) || [Training and Tutorials](#) || [Blackboard Walk-in Lab](#)

## Frequently Asked Questions

**Q1.** Will I always be given the same classroom?

**A1.** If your class is scheduled for 100 or more students, yes. If not, reach out to departmental scheduler.

**Q2.** How do I schedule faculty hoteling or student study spaces via email?

**A2.** *Option 1:* Add the room as a meeting invitee. For e.g. if you are scheduling SPRK 315, search for SPARK 315 in the directory. This works on mobile devices and Outlook 365.

*Option 2:* In outlook, create 'new meeting' and click on 'Rooms' and select the room you want. This works on desktop versions of outlook.

**Note -** If space is available, the meeting invite will be automatically accepted. Reservations are on a first come first serve basis.

**Q3.** Can I book recurring appointments in the faculty hoteling suites?

**A3.** When you reserve space via e-mail, you can set up recurring appointments. However, there are only 7 hoteling offices for all faculty to use.