



Flexible Learning Options • Media Resources

Contact Information

Main Office.....995-1070
FLO Help Desk 995-1965
flohelp@nmc.edu
Media Request Scheduling.....995-1070
mediarequests@nmc.edu
GroupWise Shortcut: MediaRequest
Media Help Line.....995-1071
Video Distribution.....995-1571
Office Manager, Sharon Kelley.....995-1075
Director, Jan Oliver995-1076
Coordinator Media Resources, Bob Chauvin .995-1078
Coordinator FLO, Lauren Keinath995-1123

Location

134 Osterlin Building, Main Campus

Websites

Educational Media Technologies www.nmc.edu/emt
Flexible Learning Options..... <http://www.nmc.edu/flo>

Main Office Hours

Monday – Friday..... 8:00 am – 5:00 pm
(Other times available by appointment)

Media Technology Support Hours

Monday – Thursday..... 7:00 am – 10:00 pm
Friday..... 7:00 am – 8:00 pm
Saturday 7:30 am – 5:00 pm

Flexible Learning Options

FLO Course Support

Support for courses delivered as online, self-paced, telecourse and hybrid/mixed

- Course Development support
- Delivery support
(e.g. Student welcome letters, Blackboard, telecourse distribution)
- Faculty & student help desk (FLO Help Desk)
- FLO website, www.nmc.edu/flo *(Program and course information)*
- Instructor Training
- O.P.E.N. (Self-paced) lab scheduling/support
- Scheduling support
- Self-paced instructor/student tracking support

Instructional design

Instructional technology integration support

Using software applications like PowerPoint, adding interactive and/or media components to class materials

Online support for all learning/course delivery

Training and use of Blackboard for class use

Scanning (OCR, Print, Slide)

Web and Multimedia Development and Support

Media Resources

Coursepack and Media Duplication

Electronic Conferencing Support

- Audio, Video, and Web conferencing
- Teleconferencing (satellite downlinks)

Media Equipment Support and Distribution

- Scheduling and using audio/visual equipment for classroom use
- Using data projectors and/or computers in class or meeting
- Equipment purchasing, installation and maintenance
- Training on use of equipment

Media Library

- Purchase and catalog media for NMC Media Technologies Library – located under *WebCat* at www.nmc.edu/library
- Reserve/check-out media for library viewing

Media Recording and Editing

NMC 13 Programming (Charter Cable Channel 13)

Video Distribution

Schedule media for playback over NMC cable network

Educational Media Technologies Personnel

Main Office

Barb Latham.....995-1070 Sharon Kelley 995-1075 Jan Oliver..... 995-1076

Flexible Learning Options

Jenny Barnes995-1965 Lauren Keinath..... 995-1123
Keith Kelly995-1312 Neil Streeter 995-1967

Media Resources

Alan Beer995-1960 Dennis Schultz.....995-1964
Bob Chauvin995-1078 Albert Buchanan ..995-1071
