

DISTANCE EDUCATION TECHNOLOGY REQUEST FORM
(For internet-based courses)

Instructor's Name _____		Tel # _____		Email _____	
Course # _____	Course Title _____				
Delivered:	Spring	Fall	Summer	Year _____	
Modality:	Blackboard	WebCT	Other/Unsure _____		

Assistance Requested (check all that apply)

None

Introductory Training and Course Setup
(explain) _____

Review of quiz, test and assignment functions

Review of chat room, bulletin/discussion boards and email options

Review of e-reserves or other library/reference options

Creation of PowerPoint and other multi-media options

Recording of audio lectures

Recording of video lectures

Other

There is no guarantee that tech support will be available to meet all of your needs at the last minute. Please prepare course materials, including lecture notes, schedule, quizzes, assignments, reading lists, reserves, etc., well in advance of the beginning of the semester.

Return this Form to Don Eno.

Date received _____