OCM: Office of Classroom Management

We are a team created to assist the University by providing training, resources, and structure to ensure the University course schedule is accurate for students during registration and throughout the semester.

MMC: (305) 348-2369  schedule@fiu.edu
BBC: (305) 919-5751  bbcsched@fiu.edu
BROWARD: (954) 438-8604  broward.scheduling@fiu.edu

UTS: University Technology Services

Installs and maintains state of the art equipment in general classrooms and instructional computing labs.

Media equipment is available for reservation and checkout free of charge for your classes, meetings or presentations. In addition, Media Equipment Services provides audio/visual support for your events (some charges may apply).

• Supports general classroom media.
• General Purpose Instructional Computing Labs.
• Media Equipment Reservations.

MMC: (305) 348-2815  mediaeqp@fiu.edu
BBC: (305) 919-5741  medianmc@fiu.edu
BROWARD: (954)-438-8607  broward.it@fiu.edu

Labs:
MMC: (305)-348-2568  utslabs@fiu.edu
BBC: (305)-919-5600  utslabs@fiu.edu
BROWARD: (954)-438-8607  broward.it@fiu.edu

ASM: Academic Space Management

• Performs regular inspections of the general purpose classrooms to report maintenance and safety issues.
• Functions as an advocate for all academic units, acting as liaison to Environmental Health Safety, Facilities Management and other FIU units, and assists in the resolution of problems related to the condition or use of classrooms.
• Provides space planning, analysis and support to units under Academic Affairs and other University departments.
• For more information please visit our web site at asm.fiu.edu or call us at (305) 348-1762.

CAT: Center for the Advancement of Teaching

Location: Green Library - GL 154
Online: http://undergrad.fiu.edu/cat/
We have extensive resources online.

Are you interested in exploring new teaching strategies? Are you designing a new course? Is motivating your students a challenge, as class sizes increase? FIU faculty are invited to consult CAT staff on any issue related to teaching.

CAT can...
• Assist in the redesign of a course or syllabus.
• Discuss teaching challenges and personalized solutions.
• Collaborate as you explore teaching innovations.
• Assist with designing new assessment measures.
• Help you integrate technology into your pedagogy.
• Steer you toward useful print, online or video resources when you want to investigate particular teaching strategies.

...and much more.

CAT offers...
• Workshops, roundtables, and conversations on a range of teaching topics.
• Faculty learning groups.
• Departmental consultations.
• One-on-one consultations.
• Midterm learning assessments (small group instructional diagnoses).
• An extensive library of research on learning and pedagogy.
• TA training.

...and a variety of other services, tailored to your needs. Just ask!

Whether you’re developing a new class or formulating new approaches, please bounce your ideas in CAT’s direction.

Contact us at teach@fiu.edu or (305) 348-4214

A general reference guide on classroom use, scheduling, maintenance and media support.
**CLASSROOMS**

**I need to...**

- Schedule or change a classroom.
- Schedule an instructional lab.
- Teach a class at the same time to multiple campuses (distance learning).
- Have my class captured so that students can watch it later (course capture).*

Contact your Department Scheduler. If you are the Department Scheduler call (305) 348-2369.

MCC: (305) 348-2369 schedule@fiu.edu

BBC: (305) 919-5751 bbsched@fiu.edu

BROWARD: (954) 438-8604 broward.scheduling@fiu.edu

- Open a room that requires a traditional key.
  Contact Public Safety: (305) 348-2626

BROWARD: (954) 438-8617

- Open a room that requires my Panther ID.
  Contact Key Control: (305) 348-4677 or keycontrol@fiu.edu

- Know a General Purpose Classroom’s capacity.
  Visit us online: http://classroom.fiu.edu/classroom_search.php

- Know the type of seating or see a photograph of a general purpose classroom.
  Visit us online: http://classroom.fiu.edu/classroom_search.php

- Locate a classroom or building plan.
  Visit us online: http://asm.fiu.edu/buildingsplans.htm

- Get markers or erasers for a whiteboard.
  Please contact your department.

**MAINTENANCE**

**I need to...**

- Get assistance with maintenance related issues such as classroom cleaning, A/C, carpet stains, lights not working, broken or missing chairs, etc.
- Call Facilities/ Work Management: (305) 348-4600
- Or contact our Classroom Specialist: (305) 348-4267 asm@fiu.edu
- Offer suggestion to improve a classroom or the overall classroom environment.
- Please contact our Classroom Specialist via email at asm@fiu.edu or call us at (305) 348-4267.

**Did you know...**

- General purpose classrooms can be reserved for meetings or other events, free of charge, after courses have been scheduled.
- Faculty & Staff: Please contact your corresponding Department Scheduler for additional information.

Department Schedulers: http://r25web.fiu.edu/fiu/

Other potential spaces:

(Note; Fees may apply)

- FIU Stadium Club – (305) 348-4327
- Athletics Reservations – (305) 348-6228
- Wertheim Conservatory – (305) 348-2201
- Wertheim Performing Arts Center – (305) 348-2636
- GC Reservations – (305) 348-2297
- College of Business – (305) 348-7197
- MARC Building – http://foundation.fiu.edu/forms/reservation.asp
- KOVENS Center – (305) 919-5000 or (305) 919-5647 or kovens.fiu.edu or kovens@fiu.edu
- Wolfe University Center – (305) 919-5912
- BROWARD – (954) 438-8604

**MEDIA**

**I need to...**

- Learn how to use an eClassroom.
- Get AV equipment for my class presentation.
- Have my students check out equipment for their presentation, e.g., a laptop.
- Have my students create a video for class and they need a videocamera.

Contact Media Equipment Services

MMC GL 177: (305) 348-2815 mediaeqp@fiu.edu

BBC AC 193: (305) 919-5741 medianmc@fiu.edu

- Have specific software available in my instructional lab.
  Contact UTS Labs: utslabs@fiu.edu

- Have my students access software off-campus
  Visit: http://eLabs.fiu.edu

- Have my students create a video for class.
- Post video online for class.
- Create video content for my class.
- Get help with my still images.

Contact Academic Sound and Image Services: (305) 348-2820

- Put my class materials online.
- Get help with Moodle.
- Learn to use Moodle.
- Get support with technology tools for my class.

Contact Resource Center for Educational Technology:

MMC: (305) 348-2814

Food and drinks are not allowed inside classrooms!