Media Preference

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This page contains information and instructions on adding a media preference to a section in Offerings Planner.

**Media Preference Information**

Media is standard in most General Assignment Classrooms but if an instructor needs a certain type of media for the section to be taught a Media Preference may be added by the Departmental Administrator. Types of available media are:

- DVD Player
- Document Camera
- Laser Disc Player
- Mac Computer
- PC Computer
- SMART Board
- SMART Podium
- Slide Projector
- VCR

Media Preferences can only be added after a time and location is entered and the section has a Planner Status of Planning in Offerings Planner.

**How to: select a Media Preference**

Click for printable version.
Offerings Planner – Media Preferences

This is how to add Media Preferences for a section in MAUI.

1) After adding a course section, click view link for the desired section.

2) This link goes to the Summary screen for the selected section.
   - Select Time & Location from the drop down list, or click one of the Time/Location links.
3) Click **Create new media preference** link.

4) Select desired **Media Preference(s)** from the list.
   - To select multiple items, hold the **Ctrl** button down on your computer keyboard while selecting items.

5) Click **Save**.

6) You will receive the following message, and the selected Media Preference(s) will be displayed on the screen.