Media Preference

Media Preference

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.
Offerings Planner – Media Preferences (cont.)

3) Click Create new media preference link.

<table>
<thead>
<tr>
<th>Media Preference</th>
<th>Updated By</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

There are currently no media preferences.

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**.

<table>
<thead>
<tr>
<th>Media Preference</th>
<th>Updated By</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Camera</td>
<td></td>
<td></td>
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<tr>
<td>Laser Disc Player</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mac Computer</td>
<td></td>
<td></td>
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<tr>
<td>PC Computer</td>
<td></td>
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<tr>
<td>SMART Podium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide Projector</td>
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<tr>
<td>VCR</td>
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</tbody>
</table>

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

Offerings Planner > Edit Section Information

- **Rhetoric**
  - RHE11030:0010 (010:003:0010)
  - Registration Status: Open
  - Section Type: Stand-alone
  - Course ID: 71472
  - Curriculum: 00771
  - Course Section ID: 664366
  - Sent to Astra:

- Planner Status: Planning
  - Session: Spring 2013

- The media preferences have been updated and saved to the database.

<table>
<thead>
<tr>
<th>Media Preference</th>
<th>Updated By</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit Document Camera (Wolfvision or Elmo)</td>
<td>astaff</td>
<td>08/03/2012 09:22 AM</td>
</tr>
<tr>
<td>edit PC Computer</td>
<td>astaff</td>
<td>08/03/2012 09:22 AM</td>
</tr>
</tbody>
</table>