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.
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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.