LAMC Flex System

In cooperation with the campus flex coordinator, the IT Department has developed a system for easily viewing faculty flex obligation and reporting activities for flex credit. The system is web-based (available from any computer via the internet) and is accessed through the LAMC Faculty/Staff Portal (Faculty Resources link). Please contact the Flex Coordinator (Michael Climo) for more information on this system.

LAMC Portal System

The LAMC Portal System is the basis of all current and future access to online resources and technologies that require faculty/staff authentication. The Portal System also ensures that you are listed in the online campus directories. Portal access is essential for you to be able to access the new and exciting technologies we have to offer at Mission College. If you already have a @lamission.edu email account then you already have Portal access. If you do not, you can request a @lamission.edu email address by submitting and online work request at http://www.lamission.edu/facstaff/workrequests.aspx or have somebody submit one for you. Some of the features include:

- Update your profile, course schedules and syllabi.
- Access to faculty resources included class roster, course management and FLEX system (see FLEX system).
- Submit electronic SmartCopy requests online (see SmartCopy Reprographics System)

A series of LAMC Portal System workshops are scheduled this coming September:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15, Tuesday</td>
<td>12:30pm – 1:30pm</td>
<td>LRC 234</td>
</tr>
<tr>
<td>September 16, Wednesday</td>
<td>05:00pm – 6:00pm</td>
<td>LRC 205</td>
</tr>
<tr>
<td>September 17, Thursday</td>
<td>03:00pm – 4:00pm</td>
<td>LRC 234</td>
</tr>
<tr>
<td>September 21, Monday</td>
<td>12:30pm – 1:30pm</td>
<td>LRC 234</td>
</tr>
<tr>
<td>September 22, Tuesday</td>
<td>05:00pm – 6:00pm</td>
<td>LRC 205</td>
</tr>
<tr>
<td>September 23, Wednesday</td>
<td>03:00pm – 4:00pm</td>
<td>LRC 234</td>
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</tbody>
</table>

SmartCopy Reprographics System

The Mission College Reprographics Center has implemented a new online work order system that allows you to submit copy requests from either on or off campus via the Mission College Portal. The system also allows you to attach electronic files directly to your request and receive email notification when the job is complete.

A tutorial on how to submit SmartCopy requests is available at: http://www.lamission.edu/services/repro.aspx
Smart Classrooms

A Smart Classroom is a classroom that is electronically equipped to support instruction using a variety of audio visual equipment and media, including DVD/VHS players, PowerPoint software, and wireless Internet access. Content is displayed through a computer and ceiling mounted projector on an electronic projection screen. Smart Classrooms are located in the Instructional (INST) and Collaborative Studies (CSB) Buildings.

CSB: 101, 102A, 102B, 105, 110, 201, 203, 205, 206, 207, 208

You can request training on how to use a Smart Classroom at: http://support.lamission.edu/formmail/sctraining.aspx

Other Audio Visual Services

If you are scheduled to teach in a classroom that is not a Smart Classroom and want to use audio visual equipment, you can do so by submitting a request for audio/video equipment via the Audio/Video Reservation System. This online system is accessible from on or off campus at: http://www.lamission.edu/av/

OFFICE HOURS & LOCATION

Audio/Visual office is located in the Campus Center Building.

Monday through Friday 7:00am to 4:30pm
Saturday 8:00am to 12:00pm

CONTACT US

If you have any questions, feel free to call the A/V Office at extension 7834 or e-mail us at lamcav@lamission.edu (please do not email or call in with A/V equipment requests—use the online system for this purpose)

Terry Carter @ 818-364-7834

Anywhere, Anytime Learning with LAMC Wireless Network

We are proud to feature Wireless Technology on our growing campus. Mission students, faculty and staff can surf the web from nearly everywhere on campus using almost any wireless laptop that support wireless a/b/g technology. For connection instructions, wireless signal map and FAQ’s, please visit the Wireless Information page below:

http://www.lamission.edu/it/wireless.aspx