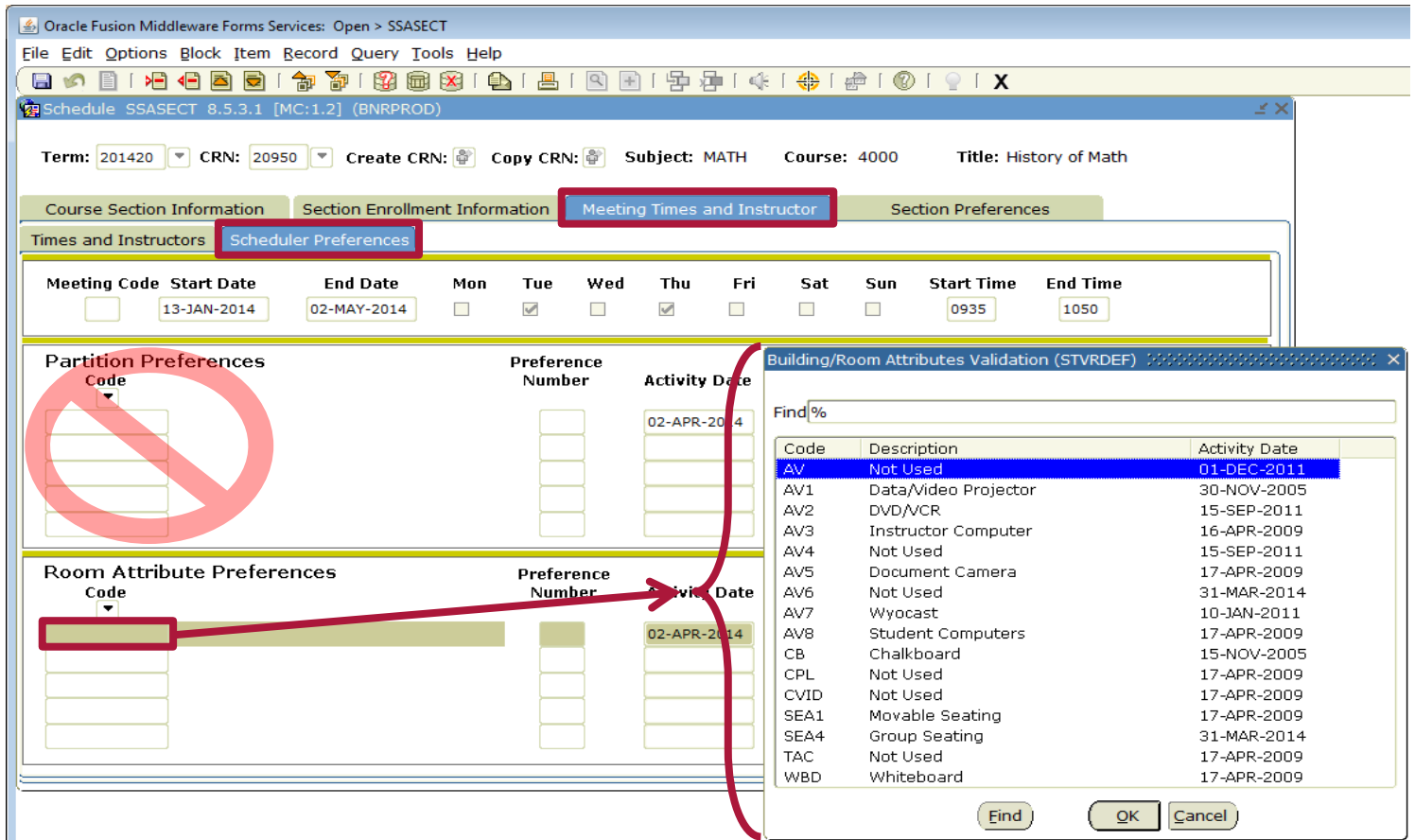Technology requests are made in Banner by the person loading the department's course information. The system will allow up to five technology requests to be entered. These technology requests require a preference number to be entered. Although Banner requires a preference number, no room will be assigned unless all requested criteria are met.

> Example: a whiteboard might be listed with a 01 preference and a chalkboard might be listed with a 04 preference. Since the scheduling software does not pay attention to the preference numbers, the class will not be assigned a room unless the room has both a whiteboard and a chalkboard.

Requesting multiple attributes narrows the possibility of being assigned a classroom. This is especially important to consider for courses offered during the most popular time slots (TR 9:35-10:50, TR 11-12:15, etc.). Only attributes that are absolutely necessary should be selected or the likelihood for the course to be on the Unassignable List will increase.

Data/Video Projector – Needed for any type of multimedia or video presentation.

VCR/DVD – VCRs are being phased out and won't be replaced as they cease working. DVD players are available in many rooms, but are not needed to show most DVDs if an instructor computer is available.

Instructor Computer – This is a fixed desktop or laptop computer that can be used by anybody with a UW username and password.

Document Camera – This unit can project any document or object onto a projection screen using an installed data/video projector.

WyoCast –Captures sound, video, computer images, and presentations and wraps it all up in a package that can be viewed live (real-time) or later, on demand, using a simple Internet connection.

Student Computers – This attribute should only be selected if a computer lab is needed for all meetings. If a classroom is needed most of the time and a computer lab is only needed periodically, it can be requested after the scheduling process is completed.

Chalkboard –Only rooms with a chalkboard will be considered by the software. Most newly remodeled rooms are now being equipped with whiteboards only.

Whiteboard – Only rooms with a whiteboard will be considered by the software.

Movable Seating – Movable seating rooms will have only movable furniture, such as movable tables and chairs, tablet arm chairs, etc.

Group Seating – Only select this option if a class mainly focuses on group projects/work. This option should not be selected for discussion sections.