HELPFUL “STUFF” TO KNOW!

FIRST YEAR COORDINATOR:

Skip Allis- Duke 209A
2320 Campus Box
Elon, NC 27244
Phone: (336) 278-6250
allisj@elon.edu

PC SUPPORT- 336-278-5200 (just dial 5200 on campus)
- needing a password/login for blackboard
- needing a password/login for OnTrack
- printer issues
- computer issues

PHOENIX CARD – 336-278-5436
- you’ll need a Phoenix card to enter academic buildings if they are locked

MEDIA SERVICES- 336-278-6598
- borrowing laptops
- borrowing projectors

COW (Computer on Wheels) - 336-278-6521
- a COW is a cart containing enough charged laptops for your entire class.
The cart will be delivered to your classroom for you.

LAB RESERVATIONS-
- There are many computer labs located throughout campus. You will need Reserve a lab in advance (the earlier the better). This is done on-line Through a program called R-25. To get there, go to e-net from the Elon Website, scroll to the bottom of the page, under faculty/staff click on space Request. Log-in as you would to your computer. The “spaces” link up top Will allow you to see the computer labs on campus. Make sure they are Available before booking.
PHOTOCOPYING- There are copier machines in most buildings. The math code to print is 105075. Please use the copiers for small jobs. Larger print jobs should be sent to Print Services. Students are not permitted to use our copy machines in Duke or Powell.

PRINT SERVICES- 336-278-5582
-There are forms in Duke 209 for sending documents to the print shop. Allow 3 business days for the documents to be returned. The will be delivered to your mailbox in Duke 204. The budget code for print services is: 010507557005.

PARKING- 336-278-5555
-You will need a permit to park on campus in the faculty/staff lots. Park only in these lots, as tickets are given otherwise.

BLACKBOARD-from main Elon site, go to academics
-great way to organize a course and reduce paper use in the classroom. Let me know if you need help with this.

ON-TRACK- from main Elon site, go to academics
-you can keep track of your rosters through here.
-Midterm and final grades MUST be posted on ON-TRACK

ACADEMIC CALENDAR-
-can be found on on-track

COMPUTERS IN THE CLASSROOM:
-Using a computer in the classroom is a great way to incorporate the internet, technology and applets into your teaching. Most classrooms on campus have projectors. Some, but not all, classrooms have computers. If you do not have a computer in the classroom and would like to use one:
  1-Bring your laptop!
  2- Don’t have a laptop? You can borrow one from media services.
  3-Don’t want to borrow a computer....
Contact Robin Straka to see if your classroom can be changed. She can be reached at x6677 in the Registrar’s office