

Team “Technology”

Mission: To learn about the computing services provided by the Learning Commons in the USF Tampa Library.

Instructions: Each team member should have their own copy of the USF Tampa Library Directory & Map (blue sheet). Be sure that all team members know how the answers were found, so that they can explain it to students from other teams. **You have 15 minutes to answer the following questions:**

1. Go to the 1st floor and look around. Imagine that you need to use a computer (you don't have your own laptop with you, and you don't want to check one out from the Library Services Desk). Where is the best place to go? Mark it on your map.
2. You may need help in using computer hardware or software. The Information Technology Help Desk, on the 1st floor, is for computer-related questions. Just outside the Help Desk are printers and copiers (you get \$2.50's worth of free printing each day). How much does it cost per page (black and white) to print or copy?
3. Visit the Digital Media Commons, which provides access to high-end video creation and editing hardware and software. Find out how long you can check out a video camera for.

After you have answered the first three questions, return to the Library classroom to answer the remaining question. Start a web browser and go to lib.usf.edu.

4. Under the Help menu, click on Check out a Laptop. If you have checked out a laptop, what course number would you use to find out when your laptop is due to be returned to the Library Services Desk?
5. Go to the home page for USF Information Technology at www.usf.edu/it, then click on Contact USF IT. What are the IT Help Desk's phone number and email address?