Classroom and Meeting Space Locations and Information

Classroom Locations and Features

All classrooms are equipped with a VGA connection. To ensure your laptop will connect to our systems, please provide the appropriate adapter to VGA (RGB). Information Technology does not provide adapters for laptops or other devices.

For the list of classrooms and their features, please see the EMS WebApp page at https://schedule.salisbury.edu/EmsWebApp/BrowseForSpace.aspx (SU Login required). Once logged in, select the room you are interested in and then click on the **Features** tab.

Podium Access

Faculty needing access to the podium equipment should acquire a key from your departmental administrative assistant. For student groups, if the podium is locked and you need access to the equipment please contact the IT Help Desk at 410-677-5454 (on campus 75454).

Getting Assistance

Assistance for a smart classroom or meeting space can be requested through the Technology Support Center at 410-677-5454 option 1. When possible we will respond to calls for assistance in classrooms immediately. Most issues are resolved on the spot, some issues may take longer to resolve. We will always do what we can to ensure your class or event will go on as planned.

If you require new user training or refresher training on equipment, or if you require on-site support staff for events, please make a request through our online ticketing system. Note that we require a minimum of two business days lead time per classroom or event for training or on-site support.

Equipment Requests

Information Technology does not have equipment for checkout. Faculty interested in checking out equipment for off-campus presentations should contact Instructional Design and Delivery at 410-677-6585 in AC 220. If you need equipment in the Commons, University Center, Holloway Hall Auditorium or other meeting areas besides a classroom, please contact Event Services at 410-548-4597.

Wireless Presentations

Our conference rooms and select classrooms and meeting spaces are equipped with AirMedia projectors for wireless presentations. See Using AirMedia for Wireless Presentations in Classrooms, Labs and Meeting Spaces for information on how to connect your device to the AirMedia projector.

Classroom Updates and Faculty Personal Files

IT performs yearly maintenance on all classroom computers during the months of July and August. This process removes all personal files and programs stored locally on the classroom desktop.

 If you have saved any critical files to the local hard drive on classroom computers, please be sure to save your files to an alternate location, such as your OneDrive, P drive, O drive, or an external USB drive. In addition, you will need to re-install any software programs that you personally installed to the classroom computers after the computer maintenance is complete.

Classroom and Meeting Space Design

Information Technology's A/V Engineering department offers classroom and meeting space design and consulting services to faculty and departments looking to create new or modify existing classroom and meeting spaces and their audio/visual technology needs. Please contact Jennifer Caddell at 410-543-6463 for more information.

Related articles

- Using AirMedia for Wireless Presentations in Classrooms, Labs and Meeting Spaces
- Classroom Technology for HyFlex Teaching & Learning
- Classroom and Meeting Space Locations and Information
- Panopto
- Audio Visual Services