



CLASSROOM TECHNOLOGY CHECKLIST

UPDATED: AUGUST 2024

EQUIPMENT YOU MAY USE:

1. Podium computer
 - a. Turn on the computer and log into your Collin College account.
 - b. Access CougarWeb.
 - c. Sign into OneLogin.
 - d. Navigate to Canvas.
2. Overhead projector
 - a. Turn on the projector and enable computer view.
3. Document camera
 - a. Turn on the document camera and test the view with the overhead projector.
 - b. View the [document camera resources](#) provided by the eLC.
4. Laptop computer
 - a. If you use a laptop computer, log into the network and install any necessary updates.

BEFORE CLASSES BEGIN:

If you are familiar with your classroom:

1. Survey the room and check the podium. Numbers to Campus Technology will be on each podium.
2. Test the equipment.
 - a. If you need help, or a refresher on how to work it, call the Campus Technology number for your campus and they will come down and show you how to work it.
3. Check that all the software you need to teach this semester is installed, and it is the correct version.

If this is a new classroom for you:

1. Call the Campus Technology number (see page 2) for your campus and our staff will take you to the classroom and show you how to use the equipment.

ONCE CLASSES START:

1. If you are teaching and have problems, call the Campus Technology number for your campus and a staff member will come to assist.
2. If you have a problem outside of class, call or email the Help Desk.

ONELOGIN INFORMATION:

1. If you have a new cell phone, you will need to call Help Desk to reset your account.
2. OneLogin resources for you and your students:
 - a. [New Users](#)
 - b. [Password Reset](#)
 - c. [Frequently Asked Questions](#)

CONTACT INFORMATION

CAMPUS	ROOM	PHONE	EMAIL
Celina	301B	469.905.3577	CelinaIT@collin.edu
CHEC	101	972.559.3170	CHECIT@collin.edu
Courtyard	216	972.758.3855	CourtyardIT@collin.edu
Farmersville	121F	972.549.6477	FarmersvilleIT@collin.edu
Frisco	H125	972.377.1577	FriscoIT@collin.edu
McKinney	B103	972.548.6871	McKinneyIT@collin.edu
Plano	D238	972.881.5935	PlanoIT@collin.edu
Tech Campus	C030A	972.533.1200	AllenIT@collin.edu
Wylie	SC220	972.378.8577	WylieIT@collin.edu
eLearning Center		972.881.5870	elc@collin.edu
Help Desk		972.548.6555	helpdesk@collin.edu