Your Faculty Technology Coordinators
Support List and Contact Information

What is an FTC?
Your Faculty Technology Coordinator (FTC) is your first point of contact for technology-related support. We retain a working knowledge of most University operations and can usually point you in the right direction, if not assist you directly, with any general questions you may have. When in doubt, **please ask** and we're always happy to help in any way we can!

What can my FTC help me with?
Software Support

Brightspace
Microsoft Office 365
G-Suite / Google workspace
Zoom
F180 / Interfolio (work alongside you to input information for annual reports)
Install university-licensed software as needed (e.g.: Wolfram Alpha, SPSS…etc.)
Textbook companion websites (e.g.: VISTA, Pearson, Macmillan…etc.)

Hardware Support

Your office computer
Building printers (change toner, help unjam, add users)
Classroom Computers
Projectors and Screen
Cameras and Microphones
Setup video conferencing in classrooms (ZOOM)

Department Websites

Post and format *(not create)* department news and other content (e.g.: faculty publications, academic lectures, events with majors…etc.)
edit/add/remove faculty profiles
Assist with department website design overhaul

Classroom Instruction Support

Orientation to classroom equipment (any faculty teaching in an unfamiliar space)
Assist with classroom media (start videos, audio, record classes…etc.)
Assist with class activities that require technology (e.g.: jeopardy games, recording student activities or performances, using Wordpress websites…etc.)
Assist with technology required for a remote or on-site guest speaker in a classroom
Assist with booking University spaces (in EMS) for student accommodations

Event Promotion

Post and format *(not create)* digital event news on *University platforms* only - crossposting among department websites, Arts Across Campus website, Master Calendar…etc.
Liaison for Print Services (send print materials, pick up posters, assist with distribution)
Assist with booking University spaces (in EMS) for events

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*What are some things my FTC **cannot** help me with?*

Chrome River and department finances
Creating website or social media content
Search committee planning and communication (e.g.: setup job interviews, this is typically handled by Jessica Baine in the office of the Dean of the College)

Contact Us
Website: **technology.sewanee.edu —> faculty**
Email: **facultysupport@sewanee.edu** or **ftcs@sewanee.edu***

*(both email addresses contact all FTCs)