

Technology Innovations for Learning & Teaching
Blackboard RESOURCE CENTER
 Work Order Form

Date: _____

Name: _____

Phone Number: _____

Email: _____

Course Name: _____

Class ID Number(s): _____

Work order complies with the "fair-use" (TEACH Act) of copyrighted material.

SERVICES REQUESTED (check all that apply)

1 <input type="checkbox"/>	Scanning (OCR JPG GIF PNG PDF)	6 <input type="checkbox"/>	PowerPoint generation or assistance
2 <input type="checkbox"/>	Slide scanning	7 <input type="checkbox"/>	Image editing
3 <input type="checkbox"/>	Video captioning (cc)	8 <input type="checkbox"/>	Bb Course Content Manipulation
4 <input type="checkbox"/>	VHS/DVD/CD creation/copy	9 <input type="checkbox"/>	Quiz generation
5 <input type="checkbox"/>	Video editing / streaming *default format MPEG unless otherwise noted	10 <input type="checkbox"/>	Other:

List items and description of work order requested:

UPON COMPLETION:

- Upload to Bb course
 Email to notify instructor
 Save to Disk/CD/Thumb Drive
 Return to Mail Stop
 Shred / Destroy
 Call/Email to pick up

Completed work approved / picked up: _____ Date: _____

– TILT USE ONLY –

Estimated time to complete project:

By:	Status:	Date:

Completed by: _____

Amount of Time to complete: _____

Date: _____

Notified client of work order completion: Date:

Email Phone