

Faculty Workrooms

Cuyamaca College has faculty workrooms located in five buildings on campus. To gain access to any of the faculty workrooms, you must request a key from your Dean.

Each workroom is equipped with:

- ✓ Desktop computers with speakers (Windows 7)
- ✓ IMac
- ✓ Black and White Printers
- ✓ Grademaster w/forms are located in E, B, and F workrooms.
- ✓ Basic supplies-paper, pens, paper clips, etc.
- ✓ There is one scanner located in F-625 and E-112C

Available Software:

- ✓ Adobe Reader 11
- ✓ Adobe Acrobat XI Pro
- ✓ Microsoft Office 2010 Professional (Word, Excel, PowerPoint, Publisher, Access, OneNote)
- ✓ Camtasia 8.0 and Snagit 12
- ✓ SharePoint 2007

Available Browsers:

- ✓ Microsoft Internet Explorer
- ✓ Mozilla Firefox
- ✓ Google Chrome
- ✓ Microsoft Silverlight

Procedures for using Faculty Workrooms are:

- ✓ No food or drinks allowed in the classrooms. One exception is bottled water with a cap.
- ✓ There is a 8 page limit for printing in the faculty workrooms. We ask that you take or email large print jobs to Cuyamaca Duplicating F-201 or email them to cuyamaca.duplicating@gcccd.edu
- ✓ Do not use the workrooms for testing students.
- ✓ The doors are to remain locked at all times. Propping the doors open is prohibited.
- ✓ Do not remove supplies or equipment from the workrooms.
- ✓ Contact the helpdesk at c-helpdesk@gcccd.edu or ex. 4395 for paper and extra supplies.

Each Building has a designated workroom as follows:

- ✓ Math and Sciences, Engineering - H-135 and H-131
- ✓ Foreign Language, Psychology, - F-625
- ✓ English, Writing, ESL - B-264, and B-267
- ✓ Computer and Information Science, Business and Professional Studies- E-112C
- ✓ Faculty Training (by appointment only) - C-119