If you need assistance in making your online course more robust and engaging, simply check the service you need below and return this service request to the Online Learning Helpdesk, 241 French Hall, by e-mail to olhelp@umflint.edu, or call (810) 237-6691.

Faculty/instructor name: ____________________________________________
Phone number/ e-mail ____________________________________________

Today’s date: ___________  Date needed: ____________________________
(please provide 2 weeks notice)

Check the type of service needed.

☐ Instructor photo  ☐ Clipart
☐ Tape introductory message  ☐ Scan articles
☐ Instructional design coordination  ☐ Course packs on CD
☐ Video clips  ☐ Audio cassette tape reproduction
☐ Audio clips  ☐ Graphic design
☐ Provide glossary  ☐ Scan diagrams, slides
☐ Practice tests  ☐ Navigational design
☐ Course cartridge  ☐ Test/Quiz

*I, ___________________________ , verify that this request does not violate copyright law.

Details: _______________________________________________________
______________________________________________________________
______________________________________________________________

OEL Comments: ______________________________________________

If a student employee of the Online Learning Helpdesk is temporarily added to your course he/she will be listed as a Course Builder. A Course Builder has access to most areas (content areas, course tools, course options, user management, assessment and support) of the course control panel and may modify content. User has limited access to the assessment section and therefore cannot access the grade book or view course statistics. Student employees will not be allowed to post tests/quizzes.

It is the responsibility of the professor to verify that all work completed by the Office of Extended Learning Staff has been posted in the correct area.