

Area	Service	Hours of Service	Availability	Contact Information
Learning Spaces	<p>Classroom Technology Support</p> <p>(Supporting instructors teaching on campus in general pool classrooms)</p> <p>Departmental classrooms (non-pool) and departmental meeting rooms support (Governed by SLA and no-SLA)</p>	<p>Mon – Thur: 8:00 a.m. – 9:00 p.m.</p> <p>Fri: 8:00 a.m. – 5:00 p.m.</p>	Remotely, in-person as required	<p>Location: D283 Loeb</p> <p>Phone: 613-520-3815</p> <p>Website: https://carleton.ca/tls/learning-spaces/classroom-help/</p>
Learning Spaces	Teaching Equipment Pickup and Return	<p>Mon – Thur: 8:00 a.m. – 9:00 p.m.</p> <p>Fri: 8:00 a.m. – 5:00 p.m.</p>	In-person, preferably via appointment but drop-in accepted	<p>Location: D283 Loeb</p> <p>Phone: 613-520-3815</p> <p>Website: https://carleton.ca/tls/educational-technology/equipment-loans/</p>
Learning Spaces	<p>Audio and Video Event Support</p> <p>On campus and hybrid</p>	<p>Mon – Fri: 8:30 a.m. – 4:30 p.m. + evening and weekend depending on event</p>	<p>Consultations remotely</p> <p>Event technician support in-person</p>	<p>Location: 232 Tory Building</p> <p>Phone: 613-520-2600 x1850</p> <p>Website: https://carleton.ca/eventsupport/services/</p>
Learning Spaces	<p>Audio and Video Event Support</p> <p>Exclusively online events</p>	<p>Mon – Fri: 8:30 a.m. – 4:30 p.m. + evening and weekend depending on event</p>	<p>Consultations remotely</p> <p>Event technician support remotely unless required to be onsite</p>	<p>Location: 232 Tory Building</p> <p>Phone: 613-520-2600 x1850</p> <p>Website: https://carleton.ca/eventsupport/services/</p>

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Learning Spaces	Proactive classroom maintenance	Mon – Fri: 7:00 – 3:00 p.m.	In-person	Location: D283 Loeb Phone: 613-520-3815 Website: https://carleton.ca/tls/learning-spaces/
Learning Spaces	Classroom maintenance	Mon – Fri: 7:00 – 3:00 p.m. + evening and weekend as required.	In-person	Location: D283 Loeb Phone: 613-520-3815 Website: https://carleton.ca/tls/learning-spaces/
Digital Learning	Consultations	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely via appointment	Location: 410 Dunton Tower Phone: 613-520-4433 Website: https://carleton.ca/tls/course-consultation/
Digital Learning	Ed. Tech Technology Support (Brightspace, Kaltura, Zoom, BigBlueButton, Poll Everywhere)	Mon – Thur: 8:00 a.m. – 9:00 p.m. Fri: 8:00 a.m. – 4:30 p.m. September: Weekends: 11:00 a.m. – 3:00 p.m.	Remotely via email and web conferencing	Location: 410 Dunton Tower Email: tlssupport@carleton.ca Website: https://carleton.ca/tls/educational-technology/supported-educational-technology/
Digital Learning	Zoom support	Mon – Thur: 8:00 a.m. – 9:00 p.m.	Remotely via email and web conferencing	Location: 410 Dunton Tower Email: zoom@carleton.ca

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		Fri: 8:00 a.m. – 4:30 p.m. September: Weekends: 11:00 a.m. – 3:00 p.m.		Website: https://carleton.ca/tls/educational-technology/supported-educational-technology/
Digital Learning	Parallels (former CUTV courses)	According to scheduling of classes and operational requirements.	Consultations may take place remotely or in-person.	Location: 410 Dunton Tower Email: tlssupport@carleton.ca Website: https://carleton.ca/tls/teaching-online/
Digital Learning	HyFlex + (HyFlex from a parallels classroom)	According to scheduling of classes and operational requirements.	Consultations may take place remotely or in-person.	Location: 410 Dunton Tower Email: tlssupport@carleton.ca Website: https://carleton.ca/tls/learning-spaces/hyflex-learning-spaces/
Digital Learning	Workshops/professional development (Instructors, staff, TAs)	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely	Location: 410 Dunton Tower Email: tls@carleton.ca Website: https://carleton.ca/tls/events-and-programs/
Digital Learning	Media productions	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Consultations remotely, by appointment only Recording, editing and production in-person according to RTC guidelines (i.e. room/floor capacities).	Location: 623 Southam Hall Email: mpc@carleton.ca Website: https://carleton.ca/tls/media-production/

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Digital Learning	Video conferencing	Mon – Fri As required by clients.	Remotely, by appointment only	<p>Location: 617 Southam Hall</p> <p>Email: mpc@carleton.ca</p> <p>Website: https://carleton.ca/tls/media-production/videoconferencing/</p>
Digital Learning	Media Commons	Mon – Wed 8:30 a.m. – 12:00 p.m.; additional hours may be available based on operational scheduling.	In-person, by appointment only according to RTC guidelines (i.e. room/floor capacities).	<p>Location: 626 Southam Hall</p> <p>Phone: 613-520-3817</p> <p>Website: https://carleton.ca/tls/media-production/the-media-commons/</p>
Teaching Excellence and Innovation	Consultations	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely via appointment	<p>Location: 410 Dunton Tower</p> <p>Phone: 613-520-4433</p> <p>Website: https://carleton.ca/tls/course-consultation/</p>
Teaching Excellence and Innovation	Scantron	Mon – Fri: 8:30 a.m. – 4:30 p.m.	In-person Drop offs by appointment preferred, but unscheduled drop offs will be permitted.	<p>Location: 410 Dunton Tower</p> <p>Phone: 613-520-4433</p> <p>Website: https://carleton.ca/tls/teaching-learning-and-pedagogy/scantron/</p>
Teaching Excellence and Innovation	Workshops/professional development (Instructors, staff, TAs)	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely	<p>Location: 410 Dunton Tower</p> <p>Email: tls@carleton.ca</p> <p>Website: https://carleton.ca/tls/events-and-programs/</p>

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Teaching Excellence and Innovation	TA Development (consultations/workshops, certificates)	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely	Location: 410 Dunton Tower Phone: 613-520-2600 X4433 Website: https://carleton.ca/tls/teaching-assistants/
Teaching Excellence and Innovation	Discovery Centre Immersive Learning Lab (VR/AR)	Closed for the fall term		
Teaching Excellence and Innovation	Student study spaces (exterior spaces)	Library Hours	In-person Governed by RTC and Library policy	Location: Fourth Floor MacOdrum Library Phone: 613-520-2600 X1503 Website: https://carleton.ca/tls/learning-spaces/discovery-centre/
Teaching Excellence and Innovation	Student/Instructor consultations	Mon – Fri: 8:30 a.m. – 4:30 p.m.	In-person and remotely by appointment.	Location: Fourth Floor MacOdrum Library Phone: 613-520-2600 X1503 Website: https://carleton.ca/tls/learning-spaces/discovery-centre/
Teaching Excellence and Innovation	Info sessions for SaPP, iCUREUS etc	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely	Location: Fourth Floor MacOdrum Library Phone: 613-520-2600 X1503 Website: https://carleton.ca/tls/teaching-learning-and-pedagogy/experiential-learning/
TLS Admin	Front line counter service	Mon – Fri: 8:30 a.m. – 4:30 p.m. Closed over noon hour	Remotely	Location: 410 Dunton Tower Phone: 613-520-2344 Website: https://carleton.ca/tls/

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TLS Admin	Budgeting/financial reporting	Mon – Fri: 8:30 a.m. – 4:30 p.m. Closed over noon hour p.m.	Remotely	Location: 410 Dunton Tower Phone: 613-520-2344 Website: https://carleton.ca/tls/
TLS Admin	Communications	Mon – Fri: 8:30 a.m. – 4:30 p.m. Closed over noon hour	Remotely	Location: 410 Dunton Tower Phone: 613-520-2344 Website: https://carleton.ca/tls/
TLS Admin	Admin assistance	Mon – Fri: 8:30 a.m. – 4:30 p.m. Closed over noon hour	Remotely	Location: 410 Dunton Tower Phone: 613-520-2344 Website: https://carleton.ca/tls/
Digital Learning - Carleton Online	Student inquiries	Mon – Fri: 8:30 a.m. – 4:30 p.m.	Remotely	Location: 410 Dunton Tower Phone: 613-520-2600 x4055 Website: https://carleton.ca/online/
Digital Learning - Carleton Online	Viewing kiosks - Closed permanently			
Digital Learning - Carleton Online	Testing Centre - Closed for the fall term			