

CDA Orientation Fall 2020

September 9, 2020

About the CDA

The Centre for Digital Arts (CDA) is a resource for **all fine arts students and faculty**. The CDA provides IT and smart classroom support for the Faculty of Fine Arts, in addition to operating three equipment depots and specialized audio video suites. We are located on the fifth floor of the EV building on the corner of Guy and St.Catherine.

Fine Arts Support Page:

<https://cdasupport.concordia.ca/>

CDA home page:

<https://www.concordia.ca/finearts/cda.html>

Reserving Equipment

The CDA hosts the majority of audio visual equipment for the Faculty of Fine Arts. This equipment is provided for you free of charge to complete class assignments. In normal circumstances, any Fine Arts student can borrow this equipment and reserve the equipment online through the Patron Portal in the **Fine Arts Equipment Depot** checkout centre. **Currently the patron portal is closed for equipment rentals. The equipment depot is now focusing on supporting online teaching needs. Please return to the Fine Arts Support website for updates.**

The equipment depots have been relocated to the FOFA Gallery with curbside access via Ste. Catherine street. The depot location is providing support for online teaching activities and delivery of course material kits. Equipment circulation will resume mid semester (if the current University access policies remain the same).

When equipment circulation resumes bookings must be made through the Patron Portal system, all bookings are pending approval and pick up/return times will be adjusted to ensure social distancing.

<https://wco.finearts.concordia.ca/patron>

There will be no substitutions or additions possible when you come to pick up your reservation. If you need help reserving equipment or determining your needs please contact us via live chat or by calling (514)848-2424 x3438.

Undergraduates can book equipment for one week.

MFA students can book equipment for two weeks.

You are limited to three reservations. But within each reservation there can be multiple items.

You will be required to arrive within 15 minutes of your reservation. Wearing a face covering is mandatory when on campus.

The General Collection of Equipment includes the following:

Production Equipment:

Still Cameras: Sony and Canon

Video Cameras: Sony and JVC

Tripods: Manfrotto, Sachtler

Light Kits: Fresnel and LED

Audio Recorders: Zoom, Sound Devices

Microphones: Condenser, Dynamic, Wireless, Directional

Flags and Scrims

C-Stands

Green Screen kit

Audio Mixers

Presentation Equipment:

Digital Projectors and flat screen TVs

Digital Projector mounts

Laptops

Laptop carts with speakers and a projector

Audio Speakers

Audio Interfaces: MOTU, RME

Synchronized video media players

Slide Projectors

Overhead Projectors

There is no charge to borrow equipment but late fees can be incurred and you are financially responsible for any equipment that you may damage.

Per item late fees:

Equipment under \$ 1000 = \$2.50/hour or \$25 day/overnight.

Equipment over \$ 1000 = \$5/hour or \$50 day/overnight.

Laptops and Data Projectors - \$5/hour or \$300 day/overnight.

There are some guides and general guidelines for CDA AV equipment on this page:

<http://www.concordia.ca/finearts/cda/edit-rooms/technical-support-docs.html>

Material Kits (Pick-ups)

The material kits for Fibres, IMCA and DCART will be dispensed from the EV depot operating from the FOFA gallery. Sculpture and Ceramic material kits will be dispensed out of the VA building. You will be contacted to make an appointment for your pickup. Never go to these sites without appointments as you will be turned away.

Open Access Lab, Smart Classroom and Audio Video Suite (Edit Rooms) Access

Under normal circumstances, undergraduate Fine Arts students must pay a fee to access CDA computers in the CDA open access lab, the CDA smart rooms and the CDA audio video suite (the edit rooms).. This Fall, there will be no CDA account fees for students. Existing accounts will become active in September. If you are a new student you can create your free account from the [My Account link](#) on the CDA website.

If you are curious about the CDA audio video suites (edit rooms) please visit this page:

<https://www.concordia.ca/finearts/cda/edit-rooms.html>

Since classes are being held remotely this semester, there will be no physical access to the CDA facilities. However, students and faculty can reserve the CDA computers and work on them remotely (from your computer at home). Working remotely will give you access to all the software at the CDA and any potential benefits of increased computing power.

Remote Access

There is detailed information on the Fine Arts Support page on how to reserve and connect to CDA computers remotely.

<https://cdasupport.concordia.ca/how-to-reserve-a-lab-or-edit-suite-computer-for-remote-sessions-mac-to-mac/>

<https://cdasupport.concordia.ca/remote-session-to-a-lab-computer-using-screen-sharing/>

CDA computers (including the edit room computers) can be booked through the Patron Portal in the checkout center called: **Fine Arts Labs, Studios and Edit Suite Computers**. Remote connection is through an Apple computer. We will have support for Windows computers soon. The capability of the computer does not change when you are accessing it remotely. However, you must allow time for transferring your media to the local desktop and be prepared for image quality loss due to the remote connection. We are working on improving our solution for audio through remote access.

Adobe CC (Creative Cloud) Suite Software Support

As a Concordia student in the Fine Arts, you will be able to download and install the Adobe CC suite on your home computer. Licences of the Adobe CC Suite are prioritized for students in classes that require this software but there may be licences left over for other Fine Arts Students. Submit a request to obtain a licence.

<https://cdasupport.concordia.ca/how-to-get-adobe-cc/>

Other software is available for download as well, see the Fine Arts Support Page.

Pro Tools Software Support

If you download a trial version of Pro Tools on your home computer it can be validated through iLok to a licence server run by CDA. You will be able to use Pro Tools at home. Keep in mind that the CDA has very limited licences of Pro Tools and these licences will be reserved on a first come first served basis. See the Fine Arts support page for detailed information.

Workshops

The CDA offers workshops on video and audio software. This year these workshops will be online and will appear in Moodle, as they are completed, free for all Fine Arts students. The workshops will generally take three to four hours to complete but they can be worked on asynchronously. They will appear in Moodle with a CDA course name. Workshop descriptions are here:

<https://www.concordia.ca/finearts/cda/edit-rooms/workshops.html>

Types of Support Available

The CDA can help you with questions relating to CDA audio visual equipment, computers and software managed by the Faculty of Fine Arts. The CDA can provide support installing software that is provided by the Faculty of Fine Arts and can help you with the continued management of that software. We can assist you with any questions concerning the operation of video and audio software for class assignments and class projects.

We do not provide support diagnosing problems with personally owned computers.

Contacting the CDA:

The Support page:

<https://cdasupport.concordia.ca>

If you have an IT question related to remote access, software, or any other issue, please contact us using the ticket system on this page:

<https://www.concordia.ca/it/support/open-a-ticket.html>

If you have any questions regarding equipment rental please contact Chris Ready or Mark Beahr or the EV depot address:

evdepot.finearts@concordia.ca

If you are a music student and have questions about the MB building equipment depot please contact Kevin Moon.

If you have any questions regarding the CDA workshops, audio video suites (edit rooms) or general questions on video and audio software and hardware please contact Phil Hawes for

video or Kevin Moon for audio related questions. We prefer email contact and our addresses are listed in the Concordia Directory (search function Concordia website).