

## Overview

Several rooms on Studley Campus have been set up to allow for lectures to be recorded. Three types of spaces will be available:

- **Category 1:** Classrooms with the ability to record a lecture while also using the whiteboard and sharing content on a computer screen
- **Category 2:** Classrooms with the ability to record a lecture while also using a document camera and sharing content on a computer screen
- **Category 3:** Classrooms with the ability to record a lecture only with no ability to use additional technology beyond sharing content from the computer screen

Priority for Category 1 and 2 spaces will be given to instructors who require a whiteboard or document camera. If additional capacity is available in these rooms, they will be made available as overflow Category 3 spaces.

Priority for Category 3 spaces will given to instructors who do not have the technology available at home to record lectures. If additional capacity is available in these rooms, they will be made available to instructors who are looking for a quiet space outside of their home to record lectures.

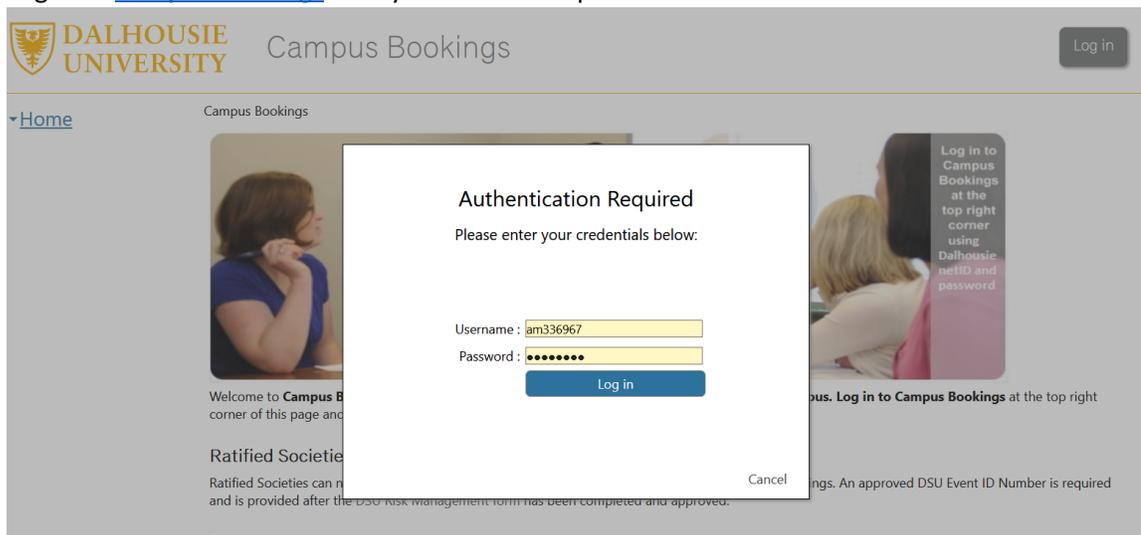
Bookings for these spaces will be made through [Campus Bookings](#) and approved by the Academic Scheduling & Examinations team in the Registrar’s Office. Technical support for the equipment in the rooms will be provided by [Academic Technology Services](#).

## Booking a Lecture Recording Space

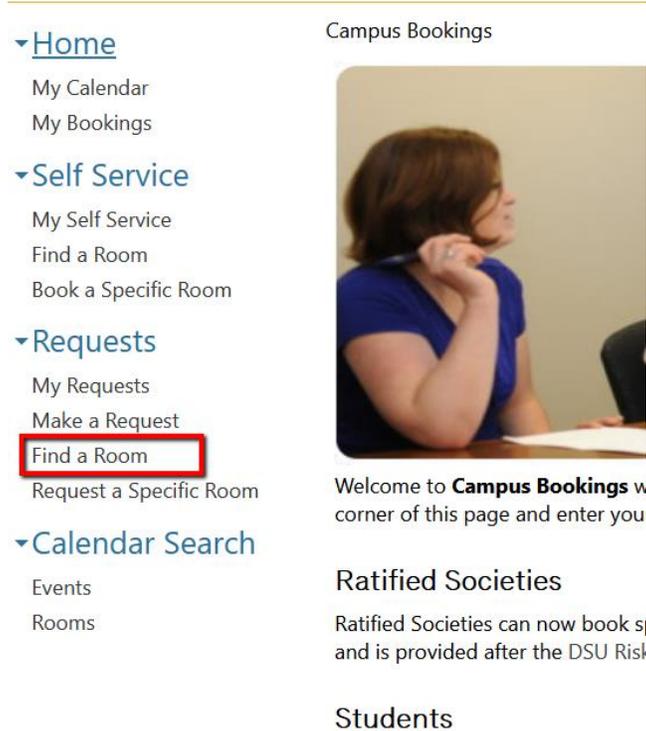
Lecture Recording spaces can be booked in three-hour blocks only from 9 a.m. to 12 p.m. or 1 p.m. to 4 p.m. Monday through Friday. At this time, instructors will be limited to one three-hour timeslot per week to ensure demand for these spaces can be met. Depending on demand, this limitation may be removed at a later date.

To book a space:

1. Log in to [Campus Bookings](#) with your NetID and password.



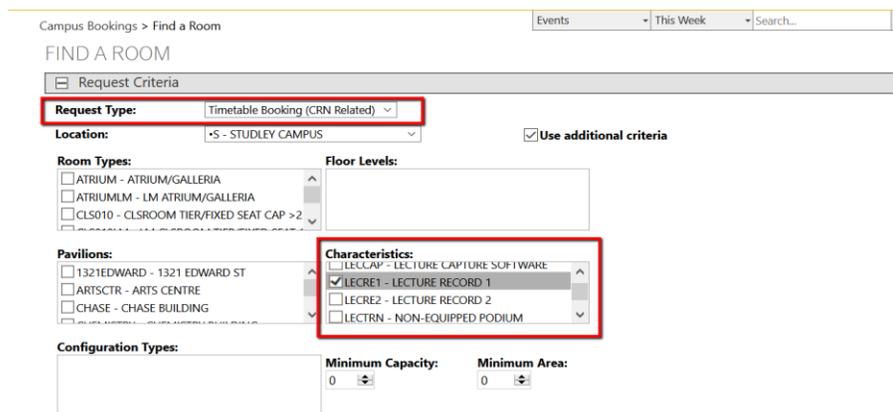
2. Under the “Requests” menu, click the “Find a Room” link.



3. Ensure “Timetable Booking (CRN Related)” is selected from the Request Type drop-down menu at the top, and then select the characteristic that matches the type of recording space you are seeking:

- LECRE1 – Category 1 recording spaces
- LECRE2 – Category 2 recording spaces
- LECRE3 – Category 3 recording spaces

If any of the spaces will work for your needs, you can select multiple characteristics by pressing CTRL while selecting them from the list. This will increase your chances of finding an available space.



## Booking Process for Lecture Recordings

4. Select a duration of 03:00 and a time between 9 a.m. and 12 p.m. or 1 p.m. and 4 p.m. Then click "Verify Calendar".

Availability

**Duration:**  
03:00

**Between:**  
9:00 AM and 12:00 PM

Recurring Reservation

Verify Calendar

5. The calendar will display the dates recording spaces are available. Select a date and then select the row displaying the room you'd like to book. Click "Proceed" to request the room.

Availability Calendar

Click on a date to view availability

June 2020							July 2020							August 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	1	2	3	4	5								1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

Unavailable Available Today Selected

Available Rooms Requiring Approval

9:00 AM (3 rooms)

Click on a row to select a room

Campus	Building	Room	Room Capacity	Detail	Calendar
STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	1007	58	Detail	
STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	1014	60	Detail	
STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	1016	60	Detail	

3 records

6. Fill in the information requested on the booking form:
  - Select "Lecture Recording" for the Academic Booking Type
  - Fill in the course code for the course you will be recording a lecture for (ie. MATH 1010)

## Booking Process for Lecture Recordings

- Please include your reason for requesting this room and/or date in the Special Requirements for this Booking field so that requests for these spaces can be appropriately prioritized
- Enter 1 as the number of attendees

Other Information

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**Please select the appropriate Academic booking type:**  

**Please provide the course code(s) and section number(s) associated with the booking: (E.g. MATH2600 01)**

 38 character(s) left.

**Please indicate any special requirement for this booking**

 267 character(s) left.

**Maximum number of attendees**   3 character(s) left.

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**Your request will be submitted to:**  
ttrequests@dal.ca

7. Your booking will be sent to the Academic Scheduling & Examinations team. You will receive an email confirming your request has been received and a second email when your room booking is confirmed.

Please email [ttrequests@dal.ca](mailto:ttrequests@dal.ca) if you have any questions about this process or need assistance booking a recording space.