Dear colleagues,

The university continues to move forward with providing access to campus spaces in alignment with public health guidelines. The following provides updated information about spaces available for recording and preparing for Summer 2020 and Fall 2020 courses.

As a reminder, work from home should be the first choice for the majority of our work. Following a successful Phase One opening of faculty office spaces for recording course materials, Phase Two of the program will be put in place beginning Monday, June 22.

**Phase Two - An expansion of recording facilities**

Recording and course preparation may occur in offices, specifically designated classrooms and some Faculty-controlled teaching labs, studios or recording spaces. Best practices for activity in these spaces should be in alignment with our [return to campus safety measures](#).

Please continue to complete the following form each time you will be accessing your office campus space for recording purposes: [Access to campus offices for recording course materials](#). You will receive follow-up information when you complete this form. This will include information on health and safety, cleaning of buildings and common areas, accessing campus, parking and access to buildings.

**Classrooms enabled with Echo360**

A limited number of classrooms which have embedded Echo360 lecture capture systems are available for faculty and instructors to pre-record lectures. Theses spaces will need to be booked in advance using the [Classroom booking tool](#). Please see the form for more information on which classrooms are available and for links to detailed information on the resources within the room.

**Faculty-controlled teaching labs, studios or recording spaces**

There are some Faculty-controlled spaces that are essential for course preparation. These include lecture recording spaces as well as teaching labs and studios that are needed for recording lab demonstrations. Each Faculty will advise timing and availability of specific spaces. Please email the Faculty specific contacts for these booking requests:

- Engineering: macengstudios@mcmaster.ca
- DSB: luanne@mcmaster.ca
- FHS: bookfhs@mcmaster.ca
- Humanities: somoant@mcmaster.ca
- Science: d-scispace@mcmaster.ca
Phase Three:

Access to other on-campus recording spaces that have additional teaching tools and applications require more technical and face-to-face support. These will be accessible as part of Phase Three, the details of which will be provided when they are confirmed.

Further information on processes, including access to on-campus lecture spaces this fall for synchronous virtual lecture delivery, will be shared in the coming weeks.

Thank you again to the University’s Return to Campus Operating Committee for preparing the campus for these activities and to the Course Preparation Team for its quick work on getting the bookings systems and spaces ready for use.

Best wishes,
Kim Dej
Acting Vice-Provost, Faculty

Links:
Designated classroom booking: https://prepbooking.mcmaster.ca/