

Recording lectures on campus at CBE

Booking Process & Availability

The following lecture theatres have been reserved for recording use by CBE staff during semester 2:

- Building 25A, HW Arndt, LT1
- Building 26C, CBE, LT1
- Building 26C, CBE, LT2
- Building 26C, CBE, LT4

Staff must have completed the return to work process detailed by the Dean prior to using lecture theatres.

Lecture theatres are available 9:00am – 5:00pm, Monday to Friday, commencing from Wednesday 8 July 2020. Bookings can be made via Outlook calendar meeting request ([click here for instructions](#)) and are automatically approved for CBE staff. Rooms are listed as above on the Outlook directory.

Bookings can be made for a minimum of 30 minutes to a maximum of 3 hours per day, and up to 6 hours per week. Should you require longer bookings, please contact infrastructure.cbe@anu.edu.au.

Cleaning / Hygiene / Physical Distancing Requirements

Staff using the lecture theatres should abide by the following requirements:

- **Wash or sanitise hands before and after touching door handles.** Sanitiser is available from automatic dispensers in foyer areas, and from pump packs inside lecture theatres.
- **Sanitise all hard surfaces and equipment before and after use.** This includes keyboard and mouse, touch panels, document cameras, bench tops and whiteboard markers. Sanitiser and paper towels are provided inside lecture theatres.
- **Practice COVID-19 hygiene measures.** Avoid touching your eyes, nose and mouth. Cover your mouth and nose when coughing and sneezing with a tissue or cough into your elbow. Dispose of used tissues into a bin immediately and wash your hands afterwards.
- **Maintain social distancing.** Keep at least 1.5m distance from others. Avoid touching others and sharing food, drink and passing items by hand.
- **Do not exceed room occupancy limits.** Maximum safe occupancy limits are displayed on the doors of all lecture theatres.

For replenishment of sanitiser, disinfectant and other supplies, please contact CBE Infrastructure of (02) 612 54585.

Echo 360 support:

A guide to creating ad hoc recordings with Echo 360 is [available here](#).

Note: by default, ad hoc recordings will be published to your personal library and will not be visible to students. To automatically upload to a Wattle course page, please specify the course under the “Publish To...” drop-down box.

For user assistance and advice regarding recording and remote teaching technology, please contact CBE Educational Technology via edtech.cbe@anu.edu.au.

For IT and technical support while recording, please contact ITS on ext. 54321 + option 1 + option 1.