

**Digital Transition – Classroom Utilization Reservation System**  
**Monday, March 16 thru Friday, March 27**

<https://docs.google.com/spreadsheets/d/1T1eeOdwlDMJDMJkqyAVmbiBGyrOLc7WRAJTRjLOWqrU/edit?usp=sharing>

Faculty may use the above link to reserve space on campus from which to launch their Zoom teaching session.

- All spaces are designated as one person per space per time slot
- There is a separate tab at the bottom of the page for EACH day of the next two weeks
- Faculty may sign-up for as many days and time slots as they need to host their class meetings.
  - 1- CHOOSE THE DAY YOU WANT (from tabs at the bottom of the spreadsheet)
  - 2- CHOOSE THE TIME YOU WANT (from left column)
  - 3- CHOOSE THE TYPE OF SPACE YOU WANT – GREEN or YELLOW (see below for specifics)
  - 4- CHOOSE THE SPECIFIC ROOM YOU WANT AND ADD YOUR NAME IN THE BOX

Two distinct types of spaces are available:

**High support with technology provided** – these spaces are all in GREEN on the spreadsheet

*Spaces will be equipped with a laptop and staff stationed nearby to assist you.*

Spaces include: AUD 1413, 1415, 1417, 1419 (these AUD spaces are the private music practice rooms from which you can broadcast your Zoom session)

KERN 1113, 1117

WLKR 203, 204, 205, 303, 304, 305 (these spaces are the private group study spaces with large whiteboards)

**Low support and bring-your-own technology** – these spaces are all in YELLOW on the spreadsheet

*Spaces are general classrooms or labs – you will need to bring your own laptop or iPad - staff will not be readily available to assist you unless coordinated by you/your department.*

Spaces include: ABH 3245A, 3245B, 3245C

AUD 1423

KERN 1112

REID 2309, 2318, 2321, 1320 (lab), 1334 (lab)

WLKR LABS 222, 242, 252, 255, 322, 351, 353, Clinic 335