

**Shared teaching space:
Microsoft form guidance notes**

Please read these guidance notes thoroughly to enable the full and correct completion of the Microsoft form for shared teaching space.

1x Microsoft form should be completed per Class Series. This does mean you will likely need to complete multiple forms.

Field	Data required
Division	Please select from the drop-down list available
Department / Faculty	Please select from the drop-down list available
Contact name	The name of the person responsible for placing the booking, and ensuring teaching and support staff and students receive the information they require.
Contact email address	The email address for the above named.
Programme of study	Please write in full avoiding abbreviations or acronyms.
Class name	Please write in full avoiding abbreviations or acronyms and ensure this is the class name those attending will recognise. This will be shared with the space owner and may appear on signage at the shared teaching space.
Teaching staff name(s)	Please write in full ensuring correct titles and spelling. If there are reoccurring class' in the series, please enter all teaching staff names as known for the weeks they are relevant to This will be shared with the space owner and may appear on signage at the shared teaching space.
Total number of people to be accommodated within the room	To include all students, teaching and support staff.
Details of any accessibility requirements if known	Self-explanatory.
IT & AV equipment requirements	Please list all IT & AV equipment you require. For example; <i>Laptop</i> <i>Slide advancer</i> <i>Panopto</i>
Canvas course and / or Panopto folder associated with the course	Please provide detail if you are booking recording with IT Services.
Term week(s) of session*/series**	Tick as applicable
Day of session*/series**	Tick as applicable
Start time of session*	The start time of the session(s) in 24-hour clock format e.g. 13:00.
End time of session*	The end time of the session(s) in 24-hour clock format e.g. 13:00.
Any further information	Free text field, enter for any further information that will be helpful to this request

*A session is a single teaching session taking place on a particular date and time.

**Often there will be a number of sessions for a particular class, which is known as a series.