MIT Faculty Resource for Educational Continuity during Remote Learning response to COVID-19:
Reservation of Individual Offices
March 2020

This document summarizes online reservation of individual office space on campus for faculty and instructors, for preparation and delivery of remote learning materials, synchronous or asynchronous. This new system is available from Mon 30 March, remains available through MIT's campus limited access plan.

1. **Room features**
2. **Calendar reservation how-to**
3. **Room map**

1. Room features

- All rooms located in building E17, 2nd floor, within a secure and accessible suite.
- To access: Enter from building E19 (yes, not E17) entrance on Ames Street (MIT ID card accessible). You'll see a 3-elevator bank in lobby. Elevator or stairs can be used to access second floor. *Elevator*: Exit at floor 2; turn left, then quick right into E17/E18, and there is a straight path to suite E17-294, Career Advising & Professional Development. *Stairs*: Go through lobby in E19, take 2 rights to enter stairwell through brown door; out of stairway at floor 2, go straight 30 feet, and take a right in oval lobby; E17-294 entrance is directly in front of you. Use your MIT ID card to enter suite, with card reader located to right of door. →
- Each room is a single, private office with a desk and chair, as well as a whiteboard for your use.
- Rooms are used typically for interviews, so good sound quality for zoom meetings or recording of lectures or other such remote education prep and delivery.
- Elevated cleaning procedures are in place by MIT Facilities for this suite and elevator, because there is understanding of the purpose of this space use.
- Disinfectant will be provided on site, so that you can also wipe down the desk and chair to increase your comfort with using this reserved space.
- Rooms are reserved on a first-come/first-serve basis, in up to 2-hour increments. You can book back-to-back increments if you need more time on a given day, but the idea is that this is enough time to set up / shut down for a 1.5 hour class session.
- Reservation system is open currently to only MIT faculty and instructors (MIT Institute Research-maintained list) to facilitate remote teaching startup.
- MIT faculty and instructors may reserve and use this space for other kinds of work needs (e.g., quiet space to work on a paper), but are asked to keep in mind the prioritized use by those MIT colleagues engaged in remote learning and interaction with students.

There are 24 such offices, or 576 hours of reservable space in a day, and reservable including nights and weekends. Since this would be 288 office hours if we all worked the same 12-hour day (which we do not), this means that we can reasonably expect ~300 of our faculty and instructors to be able to access this room each day.

We welcome feedback on the ease and quality of use of this campus resource, and especially appreciate the generosity of Deborah Liverman, CAPD Interim Executive Director, in adapting this space for this emerging MIT need.

We also appreciate your understanding as faculty and instructors that this localized resource provides social distancing within rooms, and reduces strain on the other parts of the MIT community that provide safe & secure campus buildings at this unusual time (and in the normal times). Thank you.

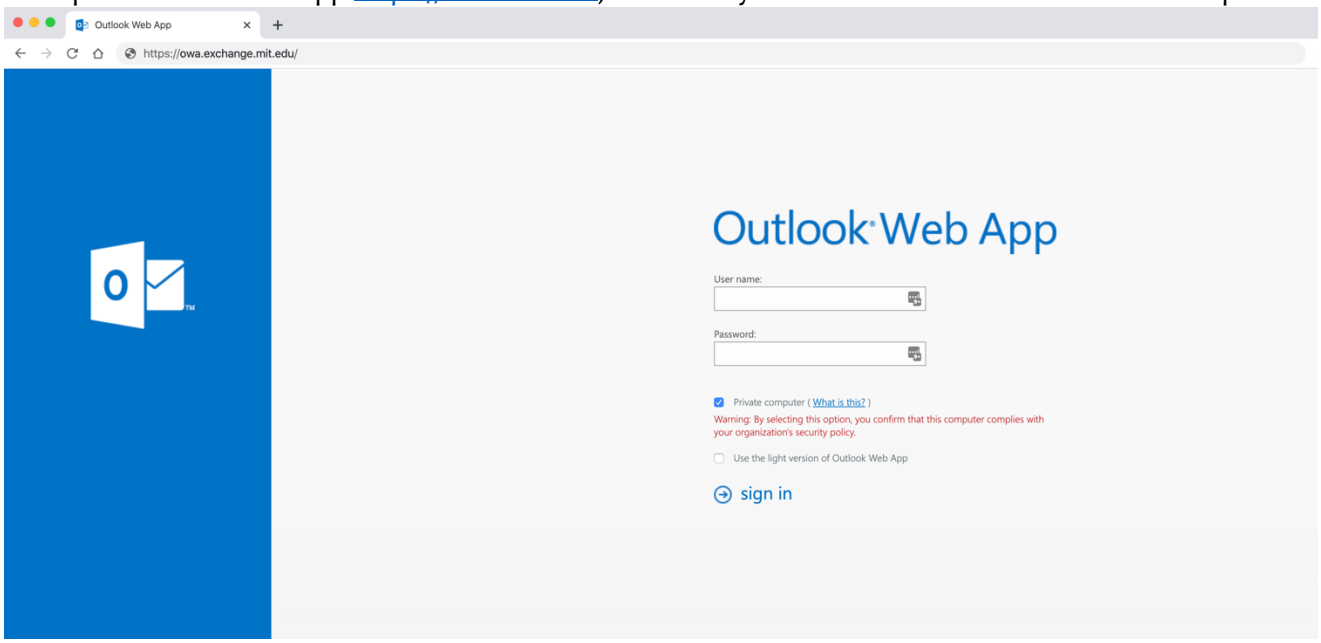
2. Room Reservation System

Overview: Log on to Outlook calendar via owa.mit.edu, even if that is not the calendar tool you usually use. Then pick your time, pick your room, add yourself as attendee, and "send" to book your time.

Now some details steps and screenshots:

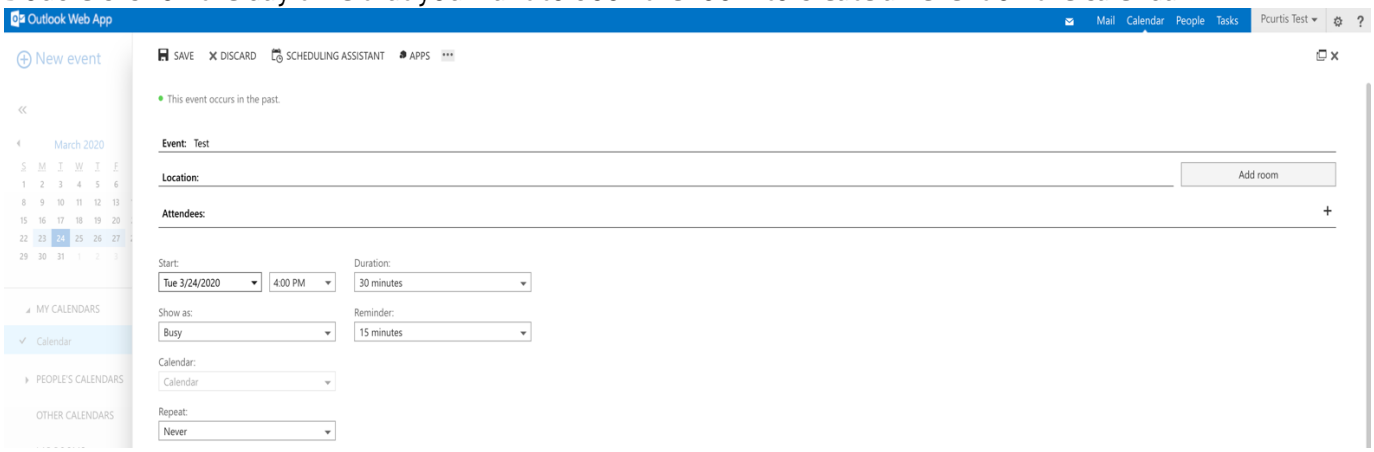
Note: Click on View tab on the top in the menu bar and click on Zoom or hold control and scroll up using the mouse to Zoom In if you need to see the picture in large view.

1- Open Outlook Web App https://owa.mit.edu, and enter your Kerberos username and Kerberos password

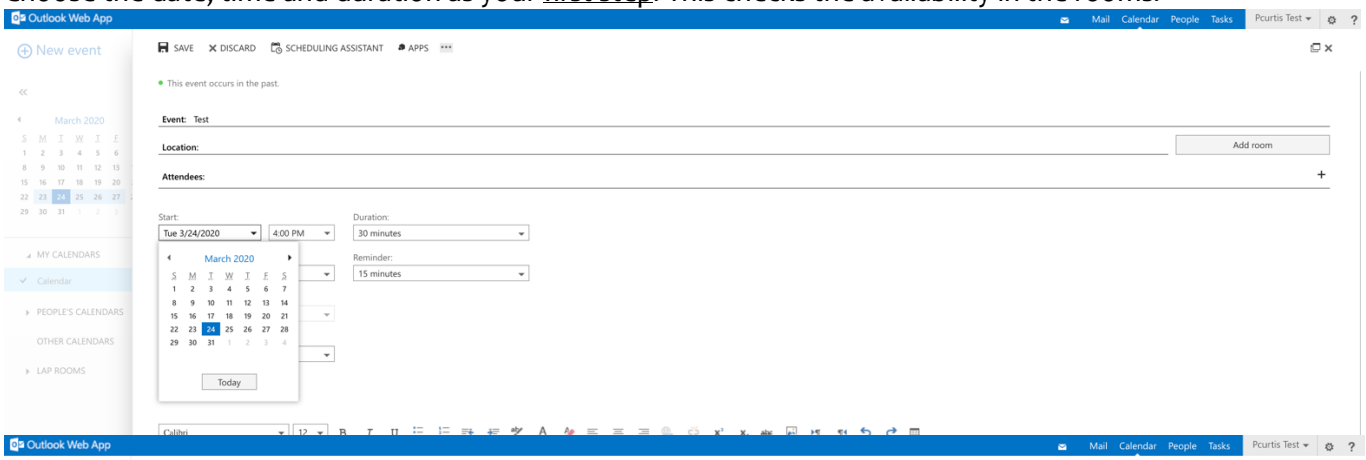


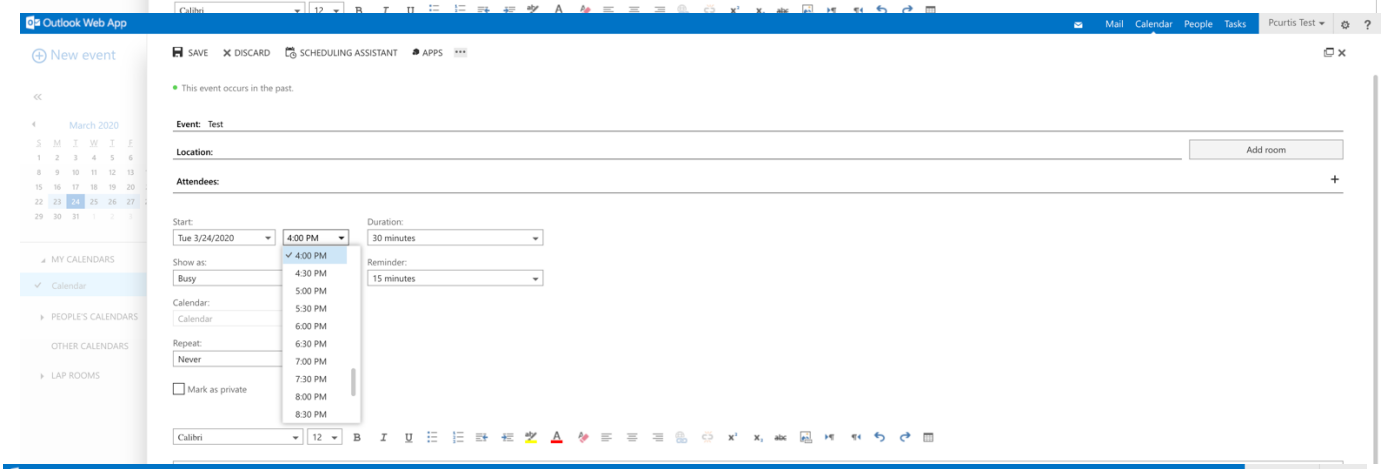
2- Click on "Calendar" on the top right of the page.

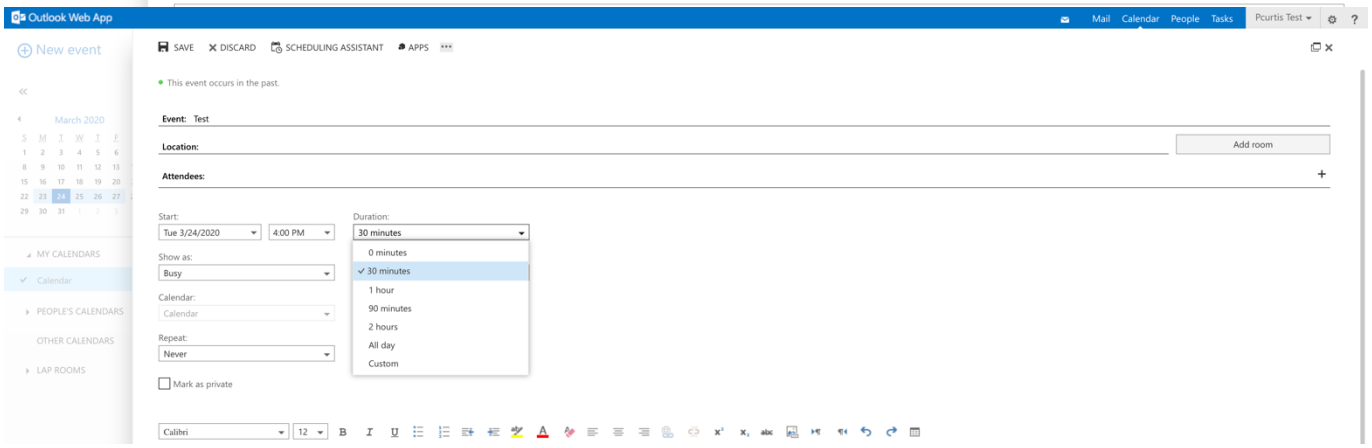
3- Double click on the day-time that you want to book the room to create an event on the calendar.



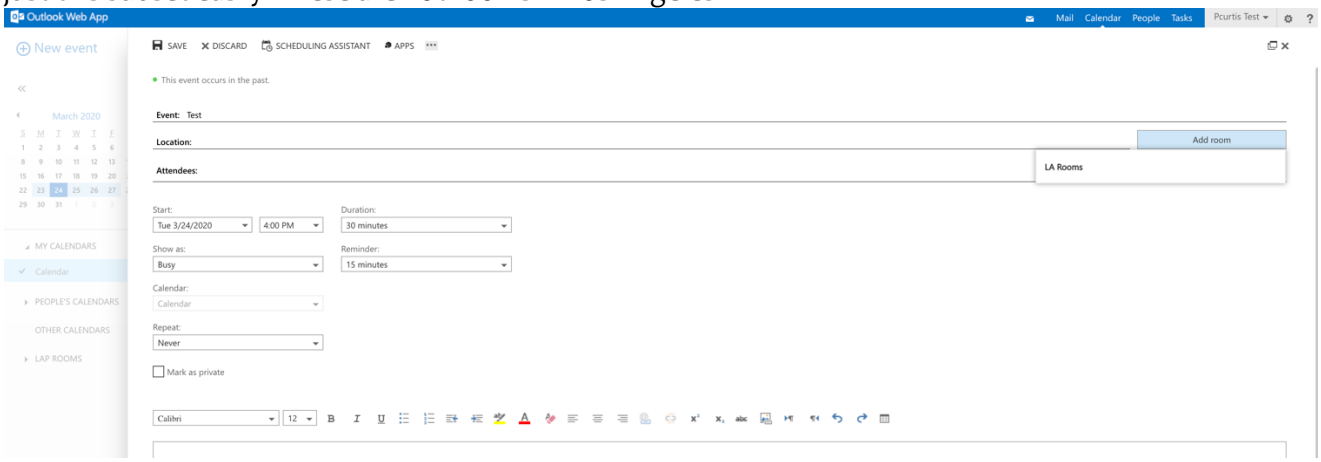
4- Choose the date, time and duration as your <u>first step</u>. This checks the availability in the rooms.



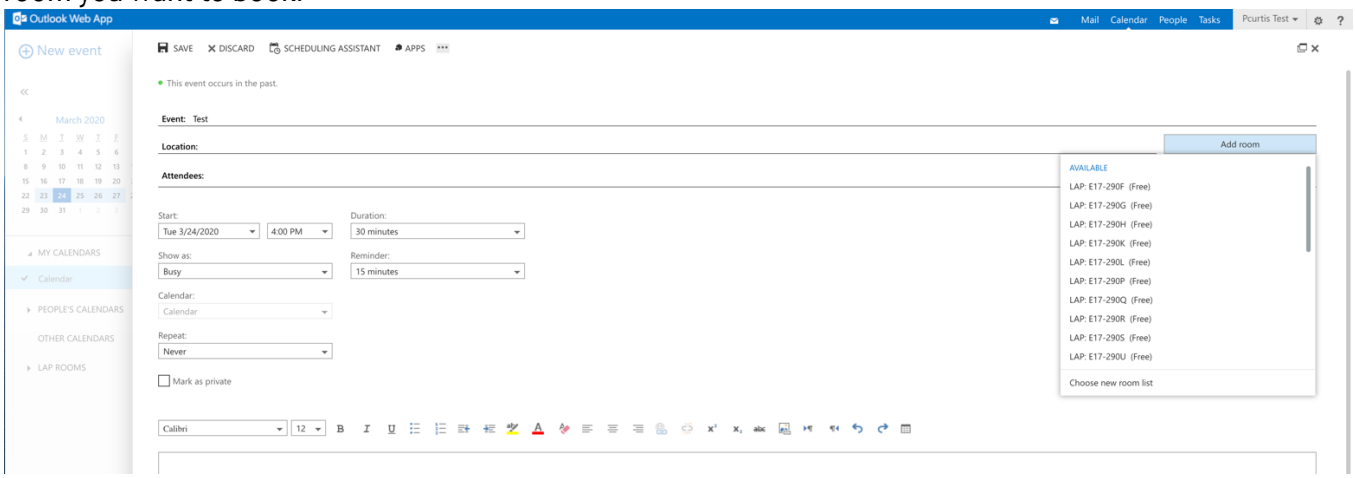




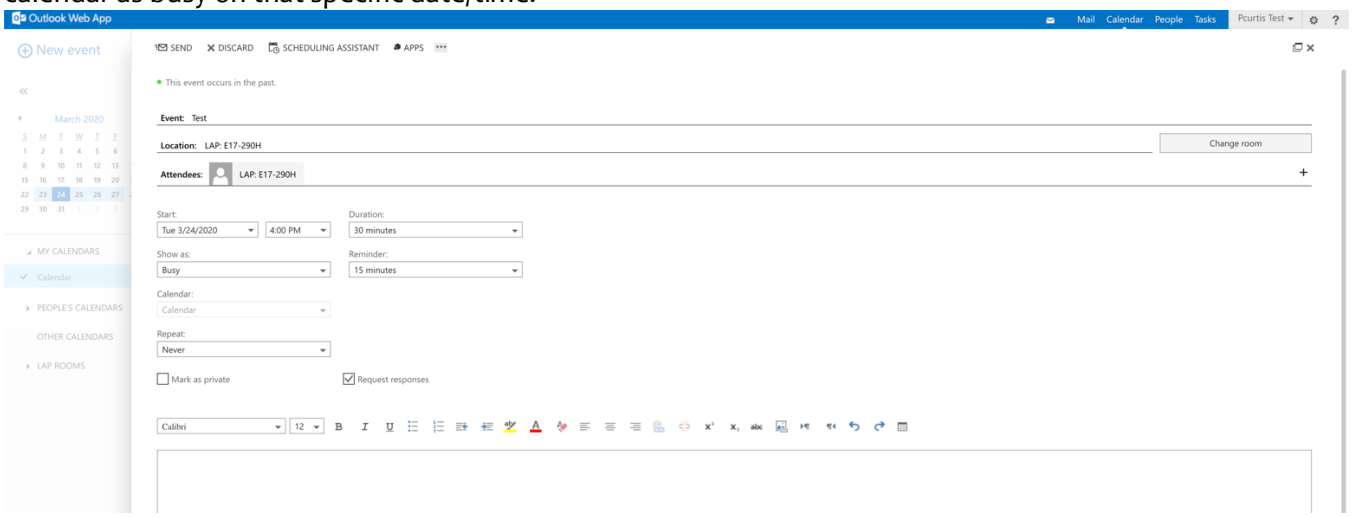
5- Type the topic in the **Event** box, then in the **Location** box on the right side, click on the "**Add room**" button and click on LA Rooms. "LA Rooms" is just the way we named the "Limited Access" rooms so you can find just this subset easily. These are not rooms in Los Angeles.



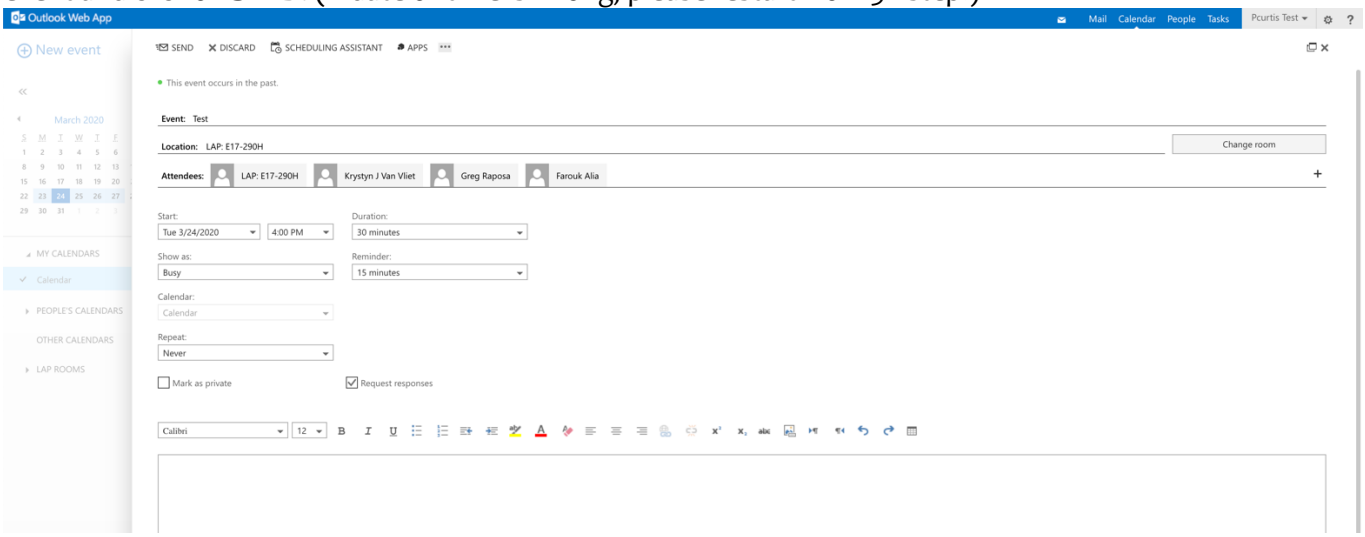
6- You will see a list of the *available* LA rooms at the date/time you selected in the first step, then click on the room you want to book.



7- The room will be automatically in both boxes (Location and Attendees) to prevent conflict, and set the calendar as busy on that specific date/time.

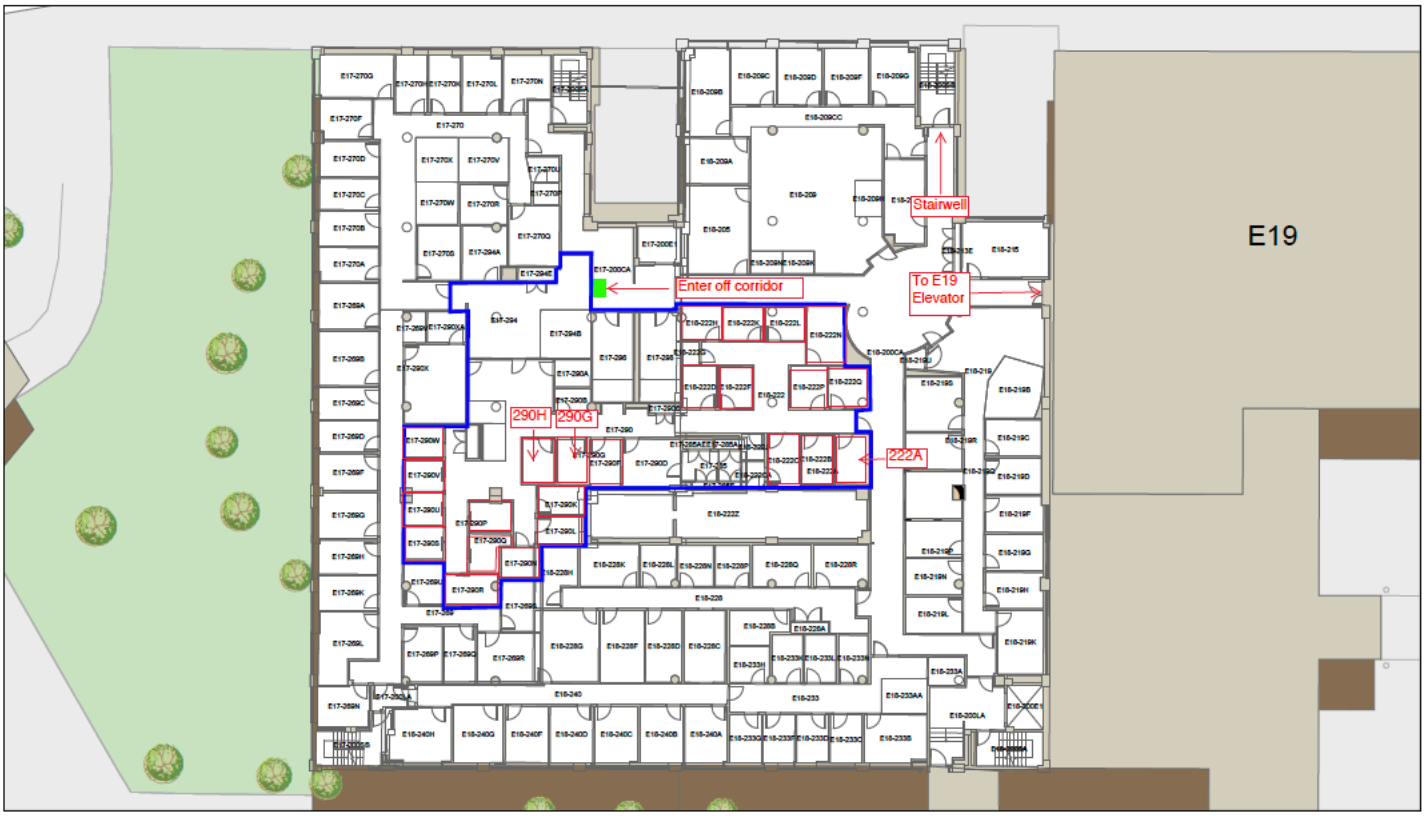


8- Add the **Attendees** (please just yourself, for social distancing consisting with MIT guidance) and review the event and click on **SEND.** (If date or time is wrong, please restart from 3rd step.)



9- Your office is reserved, and cannot be overbooked by others. Best of luck with your teaching and learning over this period. Thank you.

Room map (in case it is important in your office reservation choice).
All rooms within blue border, with very similar size and layout. Calendar refers to these as "LA Rooms" for "Limited Access" rooms.



E17 & E18 Composite Floorplan - Level 2

Source:
Basemap: Facility Information Systems (2020)