Due to classes moving to online/remote instruction for the remainder of the academic term, all classrooms will be locked unless requested to be used for faculty to utilize the space and technology to record a lecture or other instructional content. To identify the capability in the available rooms please see the attached list.

**How to Reserve a Room for Recording a Lecture—Spring 2020**

1. **Ad Astra Sign In:** Sign into Ad Astra using your UA NetID and Ad Astra password. If you don’t know your Ad Astra password, contact RCS at 621-3313 and they will reset it for you.

2. **Select Link:** From the Scheduling Tools column click on the Instructor Room Reservations for Recording a Lecture link.

3. **Complete Request:** Information on this process is displayed along with a list of available rooms. Scroll to the bottom of the page to enter your room reservation request information. Fields marked with an asterisk are required. Unfortunately, we were unable to remove what appear to be unnecessary fields for this process.

4. **Add Meeting:** Click on the Add Meeting button to select your meeting time(s). Name your meeting the name of your class and include that this is a lecture recording, i.e. “ENGL-101 Lecture Recording.”

5. **Request Rooms:** The list of available rooms and their features are located near the top of the page for reference and those same rooms can then be selected using the Request Rooms button.

6. **Submit:** Click on the submit button. You will receive an email notification that it’s been submitted and another once it’s picked up for processing and another when processing is complete.

7. **END.**

If you would like more detailed instructions, our full event instruction guide can be found [here](#).
### Spring 2020 - List of Rooms that Instructors can reserve for instruction capture

**All Rooms on this list can record Panopto with the instructor's voice over powerpoint.**

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**Last Updated: 3/17/2020 4:40 PM**