



Thank you for signing up to use the CETL Studio! Please make sure you read all of the guidelines and rules below. Failure to follow them may result in your not being allowed to use the Studio in the future.

First, and foremost: The CETL Studio was designed as a space for faculty to use to create multimedia for their courses. This will always be the priority in terms of scheduling and support for the space. If your project does not meet these criteria, please consider whether one of the other studios in Doyle would be better suited to your needs. If you believe the CETL Studio is best suited for your project, please contact Lisa Beach, Director of Distance Education, for approval to use CETL for a project other than the creation of multimedia that will be incorporated into online materials for an SRJC course. Approval will be granted on a case-by-case basis. Please note, the Distance Education team will **not** be able to provide technical support or post-production services for such projects.

Second: If you have never used the Studio, we ask that you correspond with Emily Hansen *prior to reserving/utilizing the Studio*. She can determine how we can best serve you, and whether this space can accommodate your needs. You may email her at ehansen@santarosa.edu or set up an appoint with her directly on the Distance Education (DE) Signup Genius page:

<https://www.signupgenius.com/go/30e0d4aa8a628a5fc1-cetl>

A few items regarding use of the Studio:

- Each time you arrive, find a DE staff member to go through the check-in process. Also, plan a few minutes at the end to check-out with that staff member as well.
- **Anyone** who uses the space **must** fill out the paper form in the Studio **each** time they use the space.
- If you have permission to use the space on your own, please use only the equipment you have been trained to use and/or given permission to use.
- If you need something moved out of the way (The Learning Glass, Monitors, black curtain, etc.), ask DE staff for help, and return it to its original location when you're done. If you do move something yourself and it becomes damaged, please inform DE staff immediately. **NOTE: You and/or your department could be liable for damaged equipment.**
- If something is broken or not working properly, please inform Distance Education staff immediately, and we will attempt to repair it.
- Please do **not** bring food and beverages other than spill-proof water bottles (kept away from sensitive equipment) into the Studio. There is a table and kitchen in the main area of CETL where you can leave such items.
- Always return the room to the way you found it when you are done.
- If you would like to edit after recording, please speak with Emily and she can get you set up on our Editing station outside the Studio, so that others can utilize the Studio recording space.

Options available for the Studio include:

- Learning Glass
- Green Screen
- Black backdrop
- Teleprompter (iPad)
- Screencasting (Camtasia, Screencast-o-matic)
- Video camera
- Lavalier microphone
- ELMO document camera
- Adobe Suite



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