

Staff Options: Creating content and teaching live online sessions

There are several options to help facilitate the creation of content and the delivery of live teaching sessions.

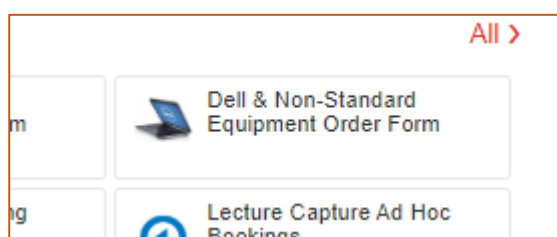
EQUIPMENT FOR AT HOME DELIVERY

H1 (At Home Standard)

If you are primarily working from home, consider the following hardware (or equivalent) to aid teaching delivery and content creation:

- Laptop (Latitude 7300, 13” – listed as the Queen) - £770
- Additional screen (Dell 24” P2419HC Monitor) - £118
- Headset/Microphone
 - Wired (Blackwire 5220 USB-A or USB-C wired headset) - £50
 - Wireless (Plantronics Voyager Focus UC Bluetooth wireless headset) - £115
- Camera is in the laptop
 - (optional external camera also available – Logitech c920) - £70
- Visualiser (optional - ELMO MX-P) - £360

To acquire these items, you can order via the [IT Self Service Portal](#) and select the ‘Dell & Non-Standard Equipment Order Form’.



To complete the form, you will need both an activity and account (cost) code so the amount can be charged back to your department/faculty. A laptop will usually be delivered to you within 2 weeks.

To add additional items, as listed in the [Homeworking Product List spreadsheet](#), put them in the additional comment box within the form. *(For information - Furniture options are on a separate tab labelled ‘Ergonomic Furniture Products’)*

H2 (At Home Enhanced)

Also known as 'flyaway kits' this is equipment for those who may wish to experiment with enhanced features and includes an enhanced microphone, sound card, visualiser and/or webcam depending on requirements. This is currently being piloted to gain feedback.

If interested in this approach, please register by emailing dla@kcl.ac.uk with the subject title **H2 (At Home Enhanced)** explaining your specific needs.

OPTIONS FOR ON CAMPUS DELIVERY

King's is currently reopening our campus buildings based on the plan developed by the Return to Campus Working Group. Protecting the health and wellbeing of our community and of those around us is our priority and it is why we are taking a phased approach to opening our buildings.

The below options are being considered to support staff in creating content on campus. The implementation of these options will be based on the King's decisions in line with the latest UK Government Guidance.

C1 (On Campus Standard)

For August and early September, we are reviewing options for opening a number of the teaching room for those who require a quiet space to create their learning content. You will have the option to use your own laptop or the standard teaching room equipment provided in the room.

If you're interested in this approach, the available rooms, guidance and booking form is available [here](#). If you have any question about this option please email dla@kcl.ac.uk with the subject title **C1 (On Campus Standard)**.

C2 (On Campus Enhanced)

From early August several meeting rooms will be converted to recording rooms. These rooms will be available for colleagues to book throughout the 20/21 academic year for the purpose of producing learning content and/or running live teaching sessions. The focus for these recording rooms is keeping it simple but offering improved options above standard teaching equipment that will be developed throughout the year.

If interested in this approach, please register by emailing dla@kcl.ac.uk with the subject title **C2 (On Campus Enhanced)**.

C3 (On Campus Advanced)

Existing staffed Recording Studios are situated in Virginia Wolf Building and Lavington Street. Discussions are currently underway to clarify if/how these will be staffed and supported to allow advanced content creation.

If interested in this approach, please register by emailing dla@kcl.ac.uk with the subject title **C3 (On Campus Advanced)**.

