



Learning Space Checklist

<p>The following should be considered when setting up your learning space:</p>
<p><input type="checkbox"/> Is the area free of distraction?</p>
<p><input type="checkbox"/> Is there excessive noise in the area?</p>
<p><input type="checkbox"/> Are there any trip hazards in the area?</p>
<p><input type="checkbox"/> Is the area exposed to direct glare or reflection?</p>
<p><input type="checkbox"/> Does the area have sufficient power points available?</p>
<p><input type="checkbox"/> Is the table and chair at a suitable height so your vision is level with the screen and your posture correct?</p>
<p><input type="checkbox"/> Is there sufficient down light shining directly on your work area?</p>
<p><input type="checkbox"/> Is the work area well ventilated with sufficient air circulation?</p>
<p><input type="checkbox"/> Are there any personal items on display I do not wish to be seen by others when video conferencing?</p>
<p><input type="checkbox"/> Is there sufficient space on your work area to complete your work comfortably?</p>