

Set Up Centre

Before the first groups of students arrive for the first student programme, the university campus where the ANGLO centre is based will be empty!

In this guide we explore the steps to take to get an ANGLO centre up and running and ready to deliver the programme.

Setup Tasks

- Set up [ANGLO Course Office](#)
- Set up [ANGLO Teaching Office](#)
- Put up [ANGLO signage](#) around the campus

Set Up Course Office

- Set up desks, tables and chairs
- Set up printer
- Attach office posters/signs to walls
- Organise sports equipment
- Organise student resources
- Prepare whiteboards with key information

Set Up Teaching Office

- Set up desks, tables and chairs
- Set up printer
- Attach office posters/signs to walls
- Organise student resources
- Organise teacher boxes
- Prepare whiteboards with key information

Put Up Signage

Please refer to the [Signs](#) guide

Revision #5

Created 2025-11-24 17:41:30 UTC by ANGLO

Updated 2025-12-14 15:33:00 UTC by ANGLO