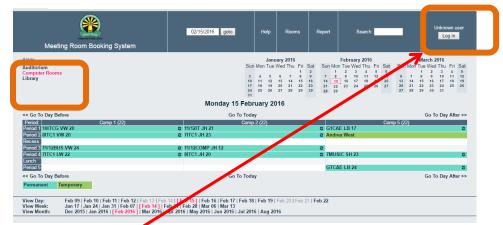
## HOW TO BOOK A COMPUTER ROOM ONLINE:

- 1. Go to the Margaret River SHS website www.margaretriver.shs.wa.edu.au
- 2. Click on Jump Portal at the top right hand side in the black section.
- 3. Choose Room Booking.



- 4. Click on Login use your e number and password to login.
- 5. Choose the correct date from the top right hand side
- Choose the area you would like from the top left hand side: *Computer Rooms* - include Comp1, Comp 2, Comp 5
   *Library* - includes - IT room, Red area, Blue area, Cameras, Laptops & IPads.
   *Block Trolleys etc*
- 7. Click on the period and area you would like to book.
- 8. Add a **description** eg initials, class and size.
- 9. Click on SAVE.

NB: If you would like to delete or overwrite a booking please call the library

## Wetling Room Booking System Add Entry Biel description: Prime of opportunity setal Prime oppore

## **COMPUTER ROOM USAGE RULES:**

When you book laptops, ipads or computer rooms you agree to the following:

- You must include your TEACHER NAME , Year Group and Class in the online Room Booking sheet
- CHECK the room at the BEGINNING of the lesson and report any issues to me immediately (via Direct Message, email or phone 744 and leave a message with the Library Officers (Judi & Kristy.))
- **RECORD** the number of computer each student uses.
- STUDENTS MUST NOT:
  - MOVE any equipment
  - Change any settings
  - DAMAGE equipment
- Teachers must accompany their classes please do not send students to a computer lab on their own.
- Ask students to LOG OFF at the end of the lesson.
- CHECK the room AT THE END of the lesson.
- Report any misuse to me.

## To make it easier:

Choose a couple of **STUDENT MONITORS** to check computers at the beginning, record numbers used by students and check computers at the end - give me their names and I'll reward them. This will also go to their pastoral care records as a part of the Student ICT Help Desk.