

## HOW TO BOOK A COMPUTER ROOM ONLINE:

1. Go to the Margaret River SHS website - [www.margaretriver.shs.wa.edu.au](http://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**.

Meeting Room Booking System

02/15/2016 goto Help Rooms Report Search

Unknown user  
Log in

Auditorium  
Computer Rooms  
Library

January 2016 February 2016 March 2016

Monday 15 February 2016

<< Go To Day Before Go To Today Go To Day After >>

Period	Area	Room	Staff
Period 1	8ITCG VW 20	11/12IT JH 21	G1CAE LB 17
Period 2	8ITC1 VW 20	11/12IT JH 23	Andrea West
Recess			
Period 3	11/12BUS VW 24	11/12COMP JH 12	
Period 4	11/12C1 LW 22	8ITC1 JH 20	7MUSIC SH 23
Lunch			
Period 5			G1CAE LB 24

<< Go To Day Before Go To Today Go To Day After >>

Permanent Temporary

View Day: Feb 09 | Feb 10 | Feb 11 | Feb 12 | Feb 13 | Feb 14 | Feb 15 | Feb 16 | Feb 17 | Feb 18 | Feb 19 | Feb 20 | Feb 21 | Feb 22  
View Week: Jan 17 | Jan 24 | Jan 31 | Feb 07 | Feb 14 | Feb 21 | Feb 28 | Mar 06 | Mar 13  
View Month: Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016 | Jun 2016 | Jul 2016 | Aug 2016

4. Click on **Log in** - use your e number and password to login.
5. Choose the correct **date** from the top right hand side
6. 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

Meeting Room Booking System

03/21/2016 goto

Add Entry

Brief description: 8 Comp PS

Full description: 26 year 8 Computing patrol  
(Number of people, Internal/External etc.)

Start: 03/21/2016 Period 5 All day

End: 03/21/2016 Period 5 (1 period)

Area: Computer Rooms

Rooms: Comp 1, Comp 2, Comp 5

Type: Temporary

Confirmation status: Tentative Confirmed

Repeat type: None, Daily, Weekly, Monthly, Yearly

Repeat end date: 03/21/2016

Skip past conflicts:

Back Save

## 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.