

SIXTH FORM INSTRUCTIONS FOR BOOKING LEARNING CENTRE SEATS

With the Study Supervisors permission to leave Study you are permitted to book a seat in the Learning Centre online and you **MUST** have the booking made before leaving Study.

You **MUST** sign in to the Learning Centre record sheet on the blue clipboard to record your visit and which computer/seat was used.

You **MUST** sit in your booked seat.

The computers in the Learning Centre are have numbered labels on coloured backgrounds. Each area has a different colour. Please refer to the Layout on page two when booking seats if required.

To access the booking system go to <http://strathearnschool.org/booking/> or use the booking computers in Study and the Learning Centre. Login using the appropriate username and password given below:

L6 username is l6pupil and password is l6pupil

U6 username is u6pupil and password is u6pupil

Note all log in details are in lower case

Please log in

Name:

Password:

To book a seat

- Click on **Go To Today** or click on the day required using the calendar at the top of the screen
- Click on each Area (outlined in green) to see the bookings for that day note it shows *LC Area A first*
- Click on the seat you wish to book. If you have not already logged in you will be prompted to enter your username and password.
- At the **Add Entry** screen enter a brief description which should include **your name** and **form class**.
- Full Description should include your **full name**, and **what you are intending to work on**.
- Next double check the displayed dates, times are correct
- Select **Student** from the **Type** list.
- Last check you have two green ticks (you may need to scroll down the page) before clicking on
- **Your name** should now appear in the correct colour on the selected seat.
- Please log off (top right hand side) before closing your browser window.
- Note the seat number and period(s) booked in your homework diary.
- For further help, click the Help link or use the link to the user guide in the footer of the booking web site

Rules for Use

Do **NOT** change the passwords

You may only book **ONE** day in advance and book **ONE** seat for your use with your details in the description

You may **ONLY** book one seat **per person** in the Learning Centre

Do NOT make bookings for break time, lunch time or after school

Eating or drinking is prohibited in the Learning Centre and any food or drinks should be kept in school bags

Please consider others by not making unnecessary bookings and remove unneeded seat bookings before they occur.

Recycle unwanted paper printouts in the black recycling boxes near each printer.

Remember to log off, turn off your monitor, leave your working area tidy and push in your chair before leaving.