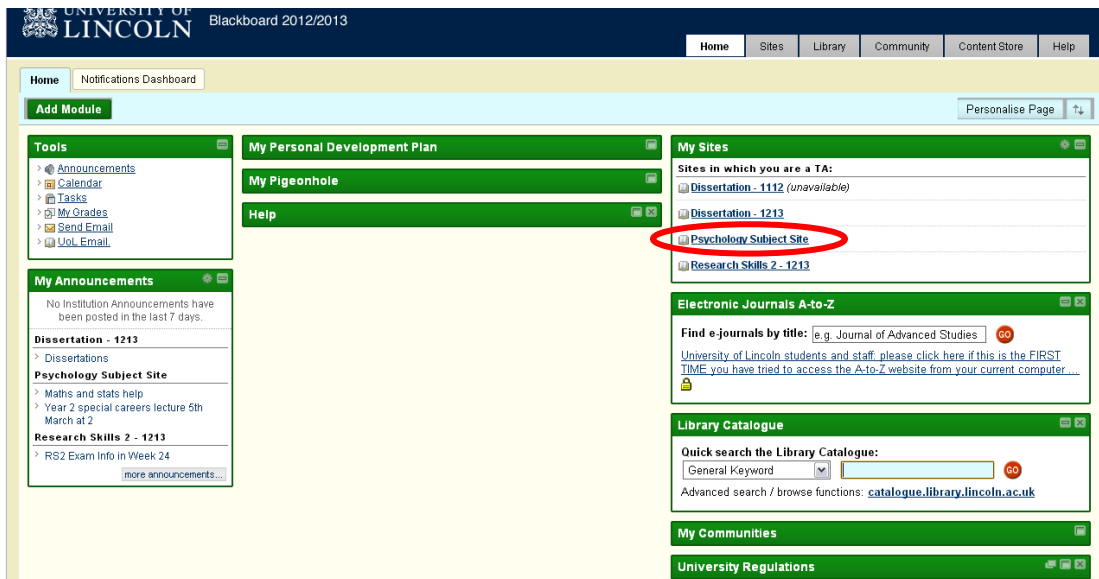


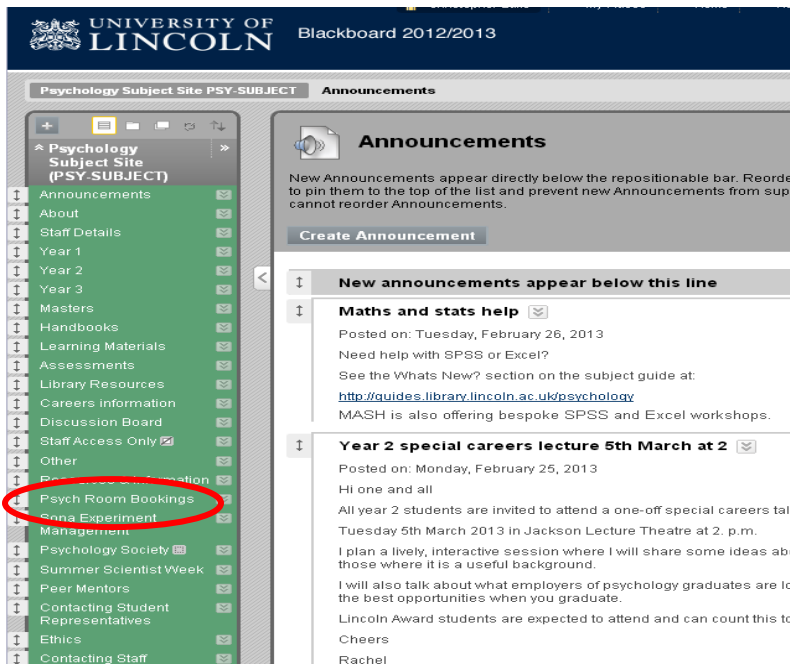
# Room Bookings Guide

## For Students:

- Log onto blackboard using your student ID number and password as normal.
- Navigate to the “Psychology Subject Site”.



- Along the left hand menu, find “Psych Room Bookings” and click on it.



- Open the “Student Bookings” folder.

UNIVERSITY OF LINCOLN Blackboard 2012/2013

Psychology Subject Site (PSY-SUBJECT) Psych Room Bookings

Build Content Create Assessment Add Interactive Tool

**Welcome**

There is a new google calendar system available for room bookings as of 3rd January 2013. This simplifies the process and makes everything more manageable for students and the technicians, minimising mistakes or double bookings.

The new system is very easy to use, simply click the link to the room you would like, use the calendar to navigate to the desired date and click the timeslot you would like to book. Then fill out your details and click 'Make Booking'.

Be aware that all rooms can only be booked for a maximum of **three hours** in any one day. (Please contact [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) if a lengthier slot is required).

**Student Bookings**

This folder contains room booking calendars for all of the bookable rooms for students.

Rooms can be booked out in one hour slots for a **maximum of three hours** in any one day. (Please contact [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) if a lengthier slot is required).

**Instructions to book a/several slots:**

Click on the room title for the room required for booking.

Navigate to the desired date using the side scroll, or the 'Jump to Date' button.

Click the slot you would like to book.

Fill out the requested information, including your student number and an email you can be contacted by.

If you have any problems with room bookings or need to cancel a booking, please contact [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) at least 48 hours in advance.

Calendars are monitored and controlled by the psychology technicians.

**Staff Rooms**

This folder shows the availability of staff bookable rooms. Bookings for these rooms can only be made with relevant authorisation from staff members and by emailing [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) at least 48 hours in advance of the booking.

- If necessary use the "Current Bookings" link to view the calendars and find a free slot, return to the folder to make a booking.\*

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Subject Site (PSY-SUBJECT)

Build Content Create Assessment Add Interactive Tool

**Room Booking Links**

This folder contains room booking calendars for all of the bookable rooms for students.

Rooms can be booked out in one hour slots for a **maximum of three hours** in any one day. (Please contact [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) if a lengthier slot is required).

**Instructions to book a/several slots:**

Click on the room title for the room required for booking.

Navigate to the desired date using the side scroll, or the 'Jump to Date' button.

Click the slot you would like to book.

Fill out the requested information, including your student number and an email you can be contacted by.

If you have any problems with room bookings or need to cancel a booking, please contact [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) at least 48 hours in advance.

Please be aware that if you have not turned up for your booking fifteen minutes after it begins, the room will be open to others wanting to use it and you will lose your booking.

To view current bookings and all rooms open slots click [Current Bookings](#)

To make a booking simply click on the name of the room you would like to book.

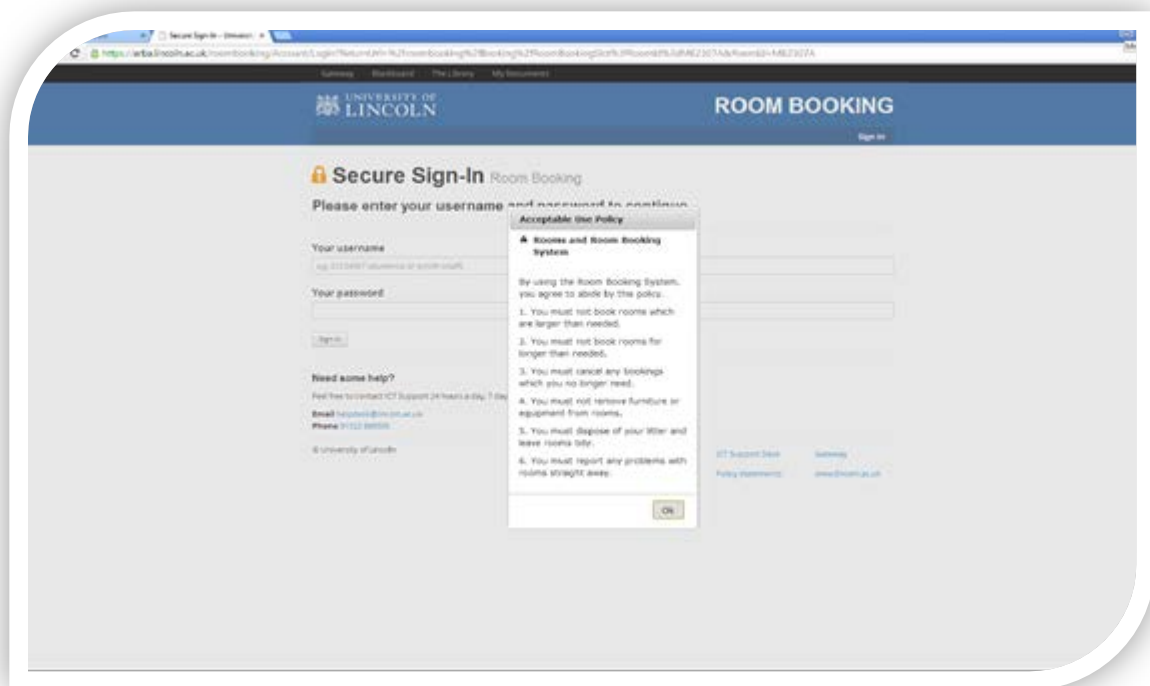
<a href="#">SGP1</a>	<a href="#">SGP4</a>	<a href="#">SGP7*</a>	<a href="#">Observation Room A</a>
<a href="#">SGP2</a>	<a href="#">SGP5</a>	<a href="#">SGP8*</a>	<a href="#">Observation Room B</a>
<a href="#">SGP3</a>	<a href="#">SGP6</a>	<a href="#">SGP9*</a>	<a href="#">Tutorial Room</a>

[Lab K](#)

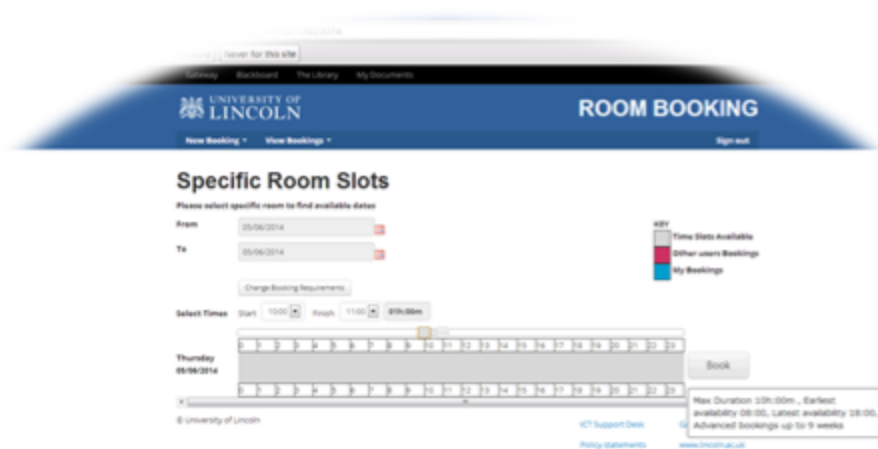
\* SGP rooms 7, 8 and 9 are not currently available to book using this system. SONA researchers can still use the drop-down menu on SONA to book timeslots for SGP 7, 8 and 9.

**Psychology Teaching Corridor**

- Click the relevant room name from the table, opening a new page with the booking system.



- Sign into the booking system with your usual username and password.



- Move the sliders, or select the date and times you want to book. Maximum 3 hours per day. Click 'Book'. Pink bars indicate an already booked slot.

- Fill in the required fields with your information and click 'Submit' to complete the booking. You will receive a notification email confirming the booking.

To cancel a booking you can log onto the system, click on your booking and choose 'cancel'. To make an extended booking you must email [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) with at least 48 hours notice.

### Students Booking Staff Labs:

Some staff labs are open to student bookings on staff approval. If students wish to use any of the labs in the restricted access corridor they must first complete the Key Declaration form. This can be requested from the psychology technicians by emailing [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk). This must be signed by both the student and staff member granting permission. If this form has not been completed the student will not be allowed into the lab by the technicians.

If the staff lab is bookable then students with permission can email [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) **at least 48 working hours in advance** to book the room, and can collect a lab key for the duration of the booking from the psychology technicians. The key must be returned to the technicians or dropped into the letter box facing SGP7-9.

**For Staff:**

Staff can be granted direct access to the booking calendars for rooms that they will be making bookings in regularly, or can email [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) with details of the required booking **at least 48 working hours in advance** to make a one off booking. It is expected that staff will have taken the time to check the calendars on blackboard to ensure the time slot is available.

Direct access can be granted through a staff email address or Gmail account. For a staff email an account creation request will be generated. Simply follow the instructions sent via email to create the account and access the calendar.

**Miscellaneous:**

New calendars can be created on request. For example a staff lab that has been opened to students to use a specific piece of equipment can have a calendar created for the students to book. Staff can email [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk) to request a new calendar.

Access to the calendar system works best through Google Chrome which can be downloaded from 'Run Advertised Programs' on a university computer. Internet explorer does not yet fully support Google calendar.