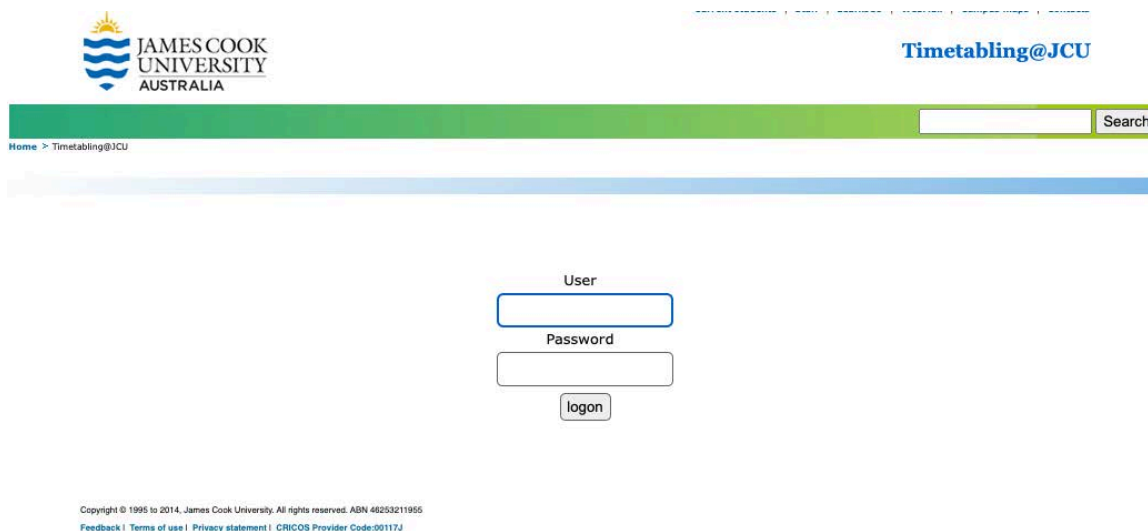


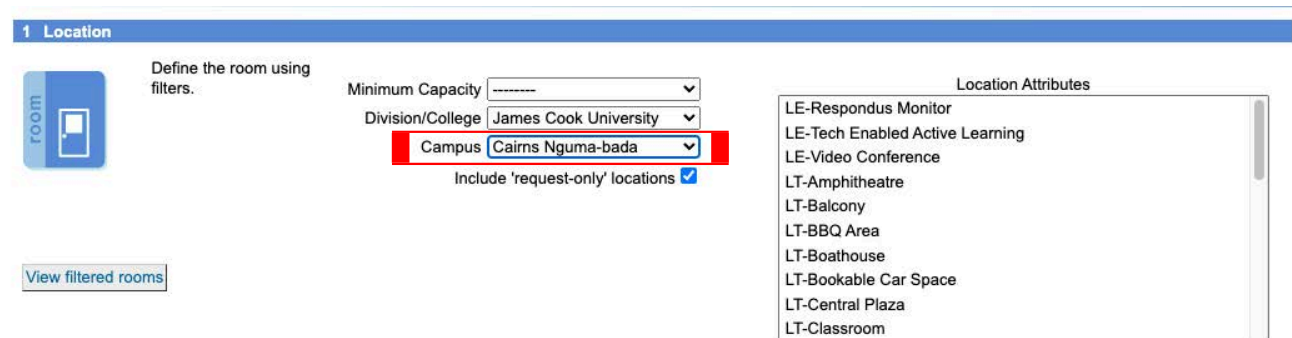
Learning Glass - How to book

1. Access the internal Web Room Booker (WRB)
2. <https://timetable.jcu.edu.au/Scientia/Portal/Login.aspx?ReturnUrl=Forward.aspx%3fSdbName%3d2022%26ApplicationName%3dWRB>
3. Enter you JC ID and password.



The screenshot shows the Timetabling@JCU login interface. At the top left is the James Cook University Australia logo. To the right is the text 'Timetabling@JCU'. Below this is a green header bar with a search box and a 'Search' button. Underneath the header is a blue bar with the text 'Home > Timetabling@JCU'. The main content area has a 'User' label above a text input field, a 'Password' label above another text input field, and a 'login' button below them. At the bottom, there is a copyright notice: 'Copyright © 1995 to 2014, James Cook University. All rights reserved. ABN 46253211955' and links for 'Feedback', 'Terms of use', 'Privacy statement', and 'CRICOS Provider Code:00117J'.

4. Select your campus



The screenshot shows the '1 Location' selection interface. On the left is a 'room' icon. To its right is the text 'Define the room using filters.' Below this is a 'View filtered rooms' button. In the center, there are three dropdown menus: 'Minimum Capacity' (set to '-----'), 'Division/College' (set to 'James Cook University'), and 'Campus' (set to 'Cairns Nguma-bada'). The 'Campus' dropdown is highlighted with a red box. Below these is a checkbox labeled 'Include 'request-only' locations' which is checked. On the right, there is a 'Location Attributes' list with the following items: LE-Respondus Monitor, LE-Tech Enabled Active Learning, LE-Video Conference, LT-Amphitheatre, LT-Balcony, LT-BBQ Area, LT-Boathouse, LT-Bookable Car Space, LT-Central Plaza, and LT-Classroom.

5. Then on the right hand side in the location attributes section select **LT-Recording Room**.

Location Attributes

LT-Lab Wet
 LT-Lecture Room
 LT-Lecture Theatre
 LT-Meeting Room
 LT-Outdoor Learning Space
LT-Recording Room
 LT-Sport Facility
 LT-Undercroft
 LT-Video Conf Meeting Room
 LT-Video Conf Office

6. Next on the left hand side select **View Filtered Rooms** and then select the tick box next to the Learning Glass room

View filtered rooms

Name	Description	Size	Division/College	Campus	Request?	
A004-207	RECORDING ROOM	2	James Cook University	Cairns Nguma-bada		<input type="checkbox"/>
B001-108	LEARNING GLASS ROOM	4	James Cook University	Cairns Nguma-bada		<input checked="" type="checkbox"/>

7. Select the date you wish to make the booking for.

2 Date



Choose a single date or book multiple days in multiple weeks.

You've selected '10/02/2022'


[Select multiple days/weeks](#)

February 2022 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

8. Select your preferred start time followed by the duration and then select the **Next** button in the bottom right hand corner

3 Time



Select a preferred start time. You can adjust it later.

Preferred Start

Duration

[Next >](#)

[WRB Help](#) [book a room](#) [my bookings](#) [logout](#)

Learning Glass - How to Book

9. On the next menu select your booking by checking the check box on the left. If all details are correct select **Next**

	Time		Name		Description	Size	Campus	Request?
<input checked="" type="checkbox"/>	9:00-10:00		B001-108		LEARNING GLASS ROOM	4	Cairns Nguma-bada	

Earlier Day

Earlier Start

Later Start

Later Day

Show More Options

Next >

10. Complete the confirmation details highlighted in red.

Event Details

Booking Description*	<input type="text"/>
Booking Type*	<input type="text" value="-----"/> ▼
No of Attendees*	<input type="text"/>
Booking for*	<input type="text" value="-----"/> ▼
Other Information	<input type="text"/>

11. To complete your booking once details have been completed, select **Confirm Booking**

Confirm Booking



You will receive a confirmation once your booking is complete. Prior to your booking you will also receive details on how to access the Learning Glass room.

Cairns - You will receive an email with a pin code to access the Learning Glass. If you do not receive this prior to your session please call 4232 1700

Townsville - You will automatically have swipe card access to the Learning Glass. If you do not please call 4781 5555 or 1800 675559