

All internal room bookings for **non-teaching** activities must be made through the Web Room Booker (WRB), this is best viewed using Mozilla or Google Chrome. To book teaching space or to arrange additional teaching activities please contact your College Academic Services Officers.

1. On the staff home page select the 'Timetable & Rooms@JCU' button.



2. Click on 'WRB' button.



3. Log in using normal JCU log in details.

User Login

Welcome to Timetable Portal!

Please enter your JCU Username and Password below.


Username:

Password:

TIP 1: To ensure that your chosen suitabilities will provide room choices click on the 'view filtered rooms' hyperlink.

TIP 2: To select more than one suitability for example a videoconferenced meeting room use the Ctrl key and click on both suitabilities

1 Location




Define the room using filters.
View filtered rooms

Minimum Capacity
Division/College
Campus

Suitabilities

LE-VDCNFRNC
LT-BALCONY
LT-BBALL COURT
LT-BBQ AREA
LT-BOOKABLE OFFICE
LT-CLASSROOM
LT-CRTYARD
LT-CRTYARD ARTS
LT-FOUND GREEN
LT-FOYER

1 Location



Define the room using filters.
Hide filtered rooms

Minimum Capacity
Division/College
Campus

Suitabilities

LE-VDCNFRNC
LT-BALCONY
LT-BBALL COURT
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LT-CRTYARD
LT-CRTYARD ARTS
LT-FOUND GREEN
LT-FOYER

Name	Description	Size	Division/College	Campus	Request?	
004-222	Social Sciences Room 222	1	James Cook University	TSV		<input type="checkbox"/>
A001-124A	Chancellery Building Room 124A	1	James Cook University	CNS		<input type="checkbox"/>
A002-126	A2 Room 126	1	James Cook University	CNS		<input type="checkbox"/>
A001-124	Chancellery Building Room 124	2	James Cook University	CNS		<input type="checkbox"/>
004-265	Social Sciences Room 265	3	James Cook University	TSV		<input type="checkbox"/>

Tip 3: No rooms showing when you click 'View filtered rooms'?

1. Check the 'Minimum Capacity', is it set close to the real capacity of the room you are looking for? Check the room list for the actual capacities and select a minimum capacity slightly under this size.
2. Check the 'Suitabilities', are you trying to use too many suitabilities? Reduce the number of suitabilities or if you know the actual room/s you want to book leave the suitabilities blank.

Tip 4:

If VIDEOCONFERENCING or RECORDING is required the 'Booking Type' on the final page MUST be 'Video Conferencing' and all additional fields need to be completed so the videoconferencing team can ensure the booking is set up appropriately

Event Details

Event Name*

Booking Type*

Charge Code**

Video Conference Type**

External Connection Details**

(Provide as many details as possible such as name of institution, URI dial support, IP address, E164 alias, ISDN number, contact details of technical staff etc.)

Recording required? (must be in a videoconference room)

No of Attendees*

Booking for*

Other Information

TIP 5: Further information is available on the Timetable and Room Bookings website, available [here](#).

IMPORTANT NOTE:

If the room required is not available for booking through the WRB please check its availability using the CLASS TIMETABLE, <https://timetable.jcu.edu.au/2016/Login.aspx>. The below diagram shows how to use the timetable to check room availability quickly and easily.

- Log in to the above link – if you do not have a JCU log in you can still check availability using the 'TIMETABLE' button on the left of the log in page
- On the left menu select 'ROOMS'
- The list of rooms can be reduced by using the campus code or by using the first few numbers/letters of the building required. This is not required if a number of rooms are to be checked in different buildings.
- Multiple rooms can be selected by using the 'Ctrl' key
- Multiple weeks can be selected (Teaching Weeks) using the 'Ctrl' key
- If the days required are just week days select the 'All Weekdays' option or other depending on your requirements
- In the 'Time Period' options please choose the relevant time period
- Click 'View Timetable'
- If more than one room has been chosen to view each room individually on the timetable screen click the 'Split' button in the menu



- To return to the search page without losing the current selections click on the return button



- After a suitable room/s have been found and days and times are available please email timetable@jcu.edu.au to request the booking and confirmation will be sent as soon as possible.

Room Timetables

Refine Room List by Campus:

Refine Room List by Division/College:

Refine Room List by Name:

Select Room(s):

A001-013A
A001-013B
A001-014
A001-015
A001-016
A001-017

Select Teaching Week(s):

week 11 w/c 07 Mar 2016
week 12 w/c 14 Mar 2016
week 13 w/c 21 Mar 2016
week 14 w/c 28 Mar 2016
week 15 w/c 04 Apr 2016
week 16 w/c 11 Apr 2016

Select Day(s):

All Weekdays (Mon - Fri)
All Week (Mon - Sun)
All Weekend (Sat - Sun)
Monday

Select Time Period:

Type of Report:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM							
8 AM			EV1011_CNS_SP1_1_Lecture 1/01 A001-017 DR Colin MacGregor 9-16,18-22	MH1061_CNS_S P1_1_Lecture A001-017 DR Ernie Jennings 9-16,18-22	SC1101_CNS_S P1_1_Tutorial A001-015 10-16,18-22		
9 AM	PY21 01_C A001-016 9-16,18-22	EL28 51_C A001-014 9-16,18-22	EL38 51_C A001-014 9-16,18-22	WS2 510 A001-018 9-16,18-22	BX2 016 A001-017 9-16,18-22		LB5212_CNS_SP1_1_Intensive 1/01 A001-016 DR Ray McNamara 14,20
10 AM	APRO Richa Lansd 9-16,18-22	APRO Richa Lansd 9-16,18-22	APRO Richa Lansd 9-16,18-22	APRO Richa Lansd 9-16,18-22	APRO Richa Lansd 9-16,18-22		
11 AM	SY20 05_C A001-016 9-16,18-22	SY30 05_C A001-016 9-16,18-22	CU1 022 A001-017 9-16,18-22	CU2 022 A001-017 9-16,18-22	CU3 022 A001-017 9-16,18-22		
12 PM	ROG Wilkin 9-16,18-22	ROG Wilkin 9-16,18-22	ROG Wilkin 9-16,18-22	ROG Wilkin 9-16,18-22	ROG Wilkin 9-16,18-22		
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM							
8 AM							
9 AM				CP3307_CNS_S P1_1_Practical A001-013A DR Jason Holdsworth 10-16,18-22	CP5307_CNS_S P1_1_Practical A001-013A DR Jason Holdsworth 10-16,18-22		
10 AM							
11 AM		NM1500_CNS_SP1_1_Tutorial 1/01 A001-013A 9-16,18-22	PY2111_CNS_SP1_1_Tutorial 1/01 A001-013A DR David Cottrell 10-16,18-22	CV2400_CNS_SP1_1_Tutorial 1/01 A001-013A MR Scott Lahney 9-16,18-22	PY2111_CNS_SP1_1_Tutorial 1/02 A001-013A DR David Cottrell 10-16,18-22		
12 PM							
1 PM	NM1200_CNS_SP1_1_Practical 1/02 A001-013A 9-16,18-22	NM1400_CNS_SP1_1_Practical 1/01 A001-013A 9-16,18-22					
2 PM				CV2400_CNS_SP1_1_Tutorial 1/02 A001-013A MR Scott Lahney 9-16,18-22			
3 PM	NM1200_CNS_SP1_1_Practical 1/03 A001-013A 9-16,18-22	NM1400_CNS_SP1_1_Practical 1/02 A001-013A 9-16,18-22					
4 PM							
5 PM							
6 PM							

Displaying Dates: 29/2/16 - 13/3/16

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM							
8 AM							
9 AM							
10 AM					BX3151_CNS_SP1_1_Computer Workshop01 A001-013B DR Janelle Rose 10-16,18-22		
11 AM		BZ2001_CNS_S P1_1_Tutorial A001-013B APROF Will Edwards 10-16,18-21	BZ5001_CNS_S P1_1_Tutorial A001-013B APROF Will Edwards 10-16,18-21				
12 PM							
1 PM							
2 PM					BZ2001_CNS_S P1_1_Tutorial A001-013B APROF Will Edwards 10-16,18-21	BZ5001_CNS_S P1_1_Tutorial A001-013B APROF Will Edwards 10-16,18-21	
3 PM							
4 PM							
5 PM							
6 PM							