

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.

The screenshot shows a user login form titled 'User Login' with the sub-instruction 'Welcome to Timetable Portal!'. It asks the user to 'Please enter your JCU Username and Password below.' There are two input fields: 'Username:' and 'Password:', both enclosed in light blue boxes. Below the password field is a 'Login' button.

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 1

Division/College James Cook University

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 1

Division/College James Cook University

Campus -----

Suitabilities

- LE-VDCNFRNC
- LT-BALCONY
- LT-BBALL COURT
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- LT-BOOKABLE OFFICE**
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Name	Description	Size	Division/College	Campus	Request?	<input type="checkbox"/>
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 VIDEOCONFERENCE 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* **Video Conferencing**

Charge Code**

Video Conference Type**

External Connection Details**

(Provide as many details as possible such as name of institution, URL 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.

- a. 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
- b. On the left menu select ‘ROOMS’
- c. 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.
- d. Multiple rooms can be selected by using the ‘Ctrl’ key
- e. Multiple weeks can be selected (Teaching Weeks) using the ‘Ctrl’ key
- f. If the days required are just week days select the ‘All Weekdays’ option or other depending on your requirements
- g. In the ‘Time Period’ options please choose the relevant time period
- h. Click ‘View Timetable’
- i. If more than one room has been chosen to view each room individually on the timetable screen click the ‘Split’ button in the menu



Split

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



- k. 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	<input type="text" value="CNS"/>
Refine Room List by Division/College	<input type="text" value="Please Select..."/>
Refine Room List by Name	<input type="text" value="a001"/> <input type="button" value="Search"/>
Select Room(s)	<input type="checkbox" value="A001-013A"/> <input type="checkbox" value="A001-013B"/> <input type="checkbox" value="A001-014"/> <input type="checkbox" value="A001-015"/> <input type="checkbox" value="A001-016"/> <input type="checkbox" value="A001-017"/>
Select Teaching Week(s)	<input type="checkbox" value="week 11 w/c 07 Mar 2016"/> <input type="checkbox" value="week 12 w/c 14 Mar 2016"/> <input type="checkbox" value="week 13 w/c 21 Mar 2016"/> <input type="checkbox" value="week 14 w/c 28 Mar 2016"/> <input type="checkbox" value="week 15 w/c 04 Apr 2016"/> <input type="checkbox" value="week 16 w/c 11 Apr 2016"/>
Select Day(s)	<input type="checkbox" value="All Weekdays (Mon - Fri)"/> <input type="checkbox" value="All Week (Mon - Sun)"/> <input type="checkbox" value="All Weekend (Sat - Sun)"/> <input type="checkbox" value="Monday"/>
Select Time Period	<input type="text" value="All Hours (7:00 AM - 00:00 AM)"/>
Type of Report	<input type="text" value="Grid Timetable - best results with single selection"/>
<input type="button" value="View Timetable"/>	

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

	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							
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		CV2400_CNS_SP1_1_Tutorial 1/02 A001-013A MR Scott Lahney 9-16,18-22			
4 PM							
5 PM							
6 PM							

A001-013B

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM							
8 AM							
9 AM							
10 AM							
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			BX3181_CNS_SP1_1_Computer Workshop A001-013B DR. Janelle Rose 10-16,18-22		
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							