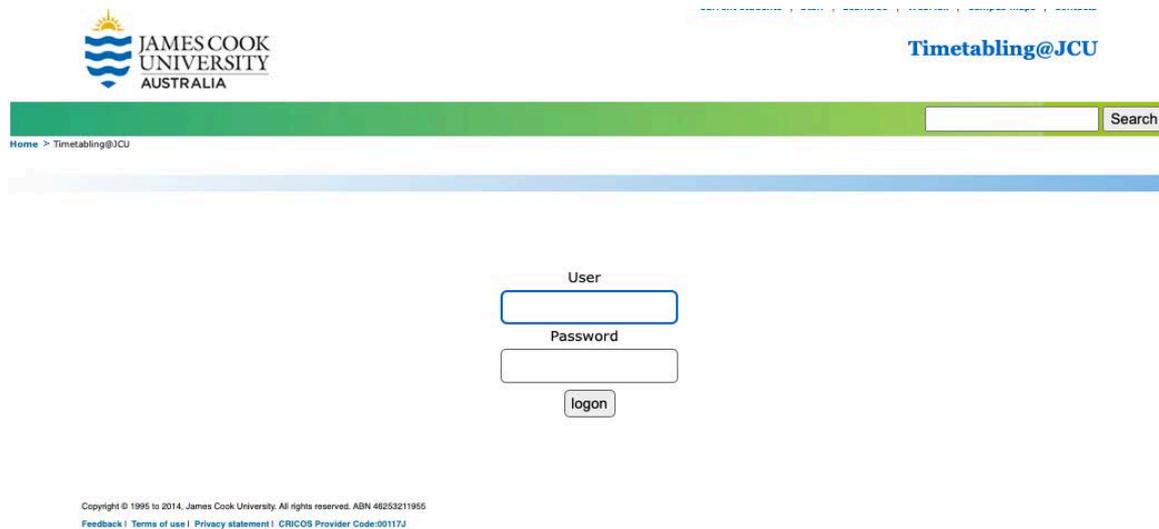


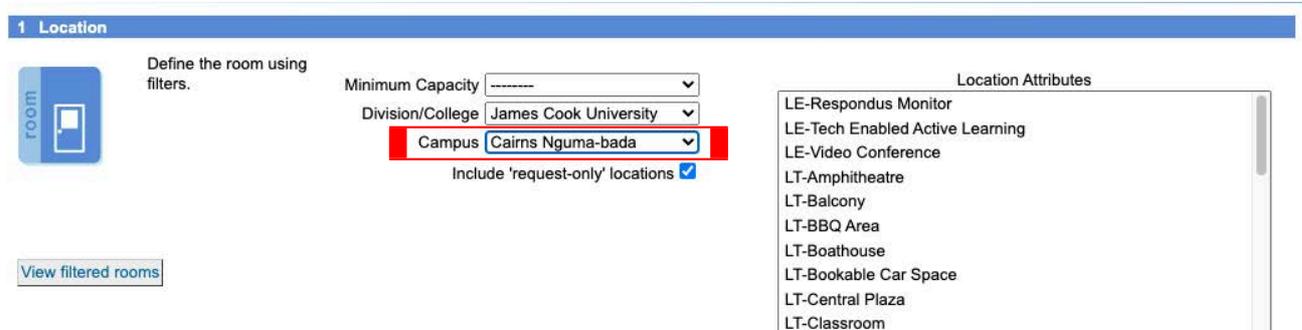
## Learning Glass - How to book

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.



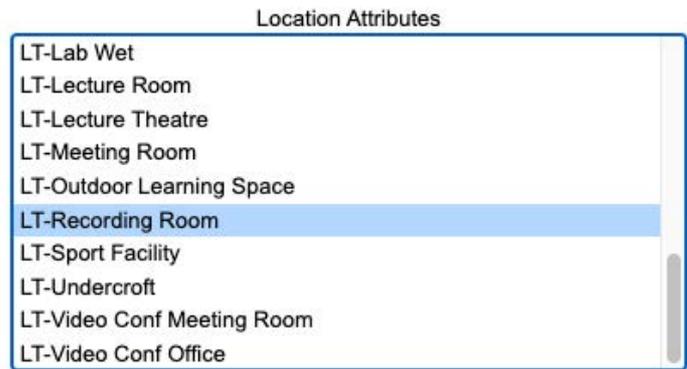
The screenshot shows the login page for Timetabling@JCU. It features the James Cook University Australia logo on the left and the text 'Timetabling@JCU' on the right. Below the logo is a search bar with a 'Search' button. The main content area contains a 'User' input field, a 'Password' input field, and a 'logon' button. At the bottom, there is a copyright notice: 'Copyright © 1995 to 2014, James Cook University. All rights reserved. ABN 45253211955' and links for 'Feedback', 'Terms of use', 'Privacy statement', and 'CRICOS Provider Code:00117J'.

4. Select your campus



The screenshot shows the 'Location' selection interface. It has a blue header with the text '1 Location'. On the left, there is a 'room' icon and a 'View filtered rooms' button. The main area is titled 'Define the room using filters.' and contains several dropdown menus: 'Minimum Capacity' (set to '-----'), 'Division/College' (set to 'James Cook University'), and 'Campus' (set to 'Cairns Nguma-bada'). Below these is a checkbox for 'Include 'request-only' locations' which is checked. On the right, there is a list of 'Location Attributes' including: 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**.

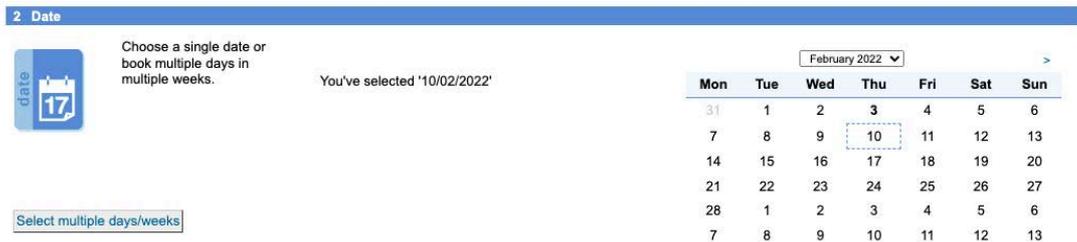


6. Next on the left hand side select **View Filtered Rooms** and then select the tick box next to the Learning Glass room

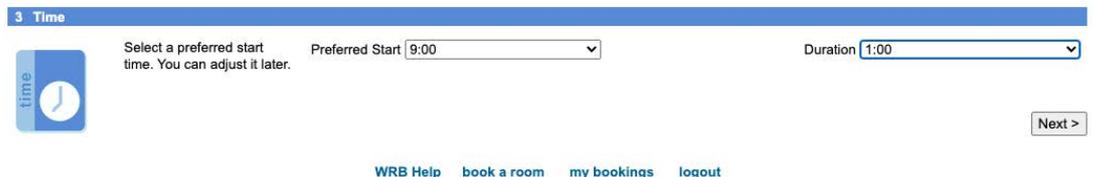


Name	Description	Size	Division/College	Campus	Request?	<input type="checkbox"/>
A004-207	RECORDING ROOM	2	James Cook University	Cairns Nguma-bada		<input type="checkbox"/>
B001-108	LEARNING GLASS ROOM	4	James Cook University	Cairns Nguma-bada		<input checked="" type="checkbox"/>

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



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



## 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**

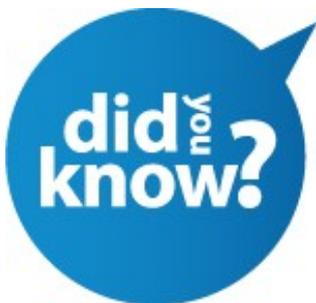
	Time		Name		Description	Size	Campus	Request?
<input checked="" type="checkbox"/>	9:00-10:00		B001-108		LEARNING GLASS ROOM	4	Cairns Nguma-bada	

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**



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