

## SDA Room & Equipment Booking

**Room Bookings & Equipment Bookings** are optional features available with **School Data Analyser**.

Once enabled, two new items appear in the **School Documents & Bookings** section of the **Main Menu**

Staff & Timetable  
Students  
Exams  
Student Leavers  
**School Documents & Bookings**  
Program Help Files  
Attendance Registers

Book a School Room  
Book School Equipment

For example, the **Room Bookings** form is shown below

After selecting a bookable room and the week, the room bookings are displayed for that week

After school sessions can also be booked for specified times

**Room Bookings** Help Print Close

Room booking instructions:  
1. First select the room & calendar week.  
2. To book a room, click an empty timetable slot then enter your details  
3. To cancel an existing booking, click the booked slot

Select a room:  
Room ID: L12  
Room Description: ICT  
IT Room: ☒  
Timetabled Room?: ☒  
Room Info: 31 dual boot Windows / Apple computers

Select Week  
Week commencing: 19/09/2016  
Week Number: 2  
View Previous Week View Current Week View Next Week

Book equipment: Book School Equipment

Week Commencing: 19/09/2016 Week: 2 Today's Date: Mon 19/09/2016

	Mon	Tue	Wed	Thu	Fri
1	ICT 11A/r/EJS L12	History 0755/r/HAL L12	ICT OCR 11A/r/VKB L12	ICT 0850/r/VKB L12	Learn 10A/L12 MRT L12
2	ICT OCR 11SE/r/VKB L12	Bus Stud 11C/B2 AD L12	ICT 07PM/r/VKB L12	ICT 09NE/r/VKB L12	
3	ICT 07Q/r/VKB L12	Bus Stud 11C/B2 AD L12	ASDAN 11H/De1 N4W L12		ICT 09SC/r/EJS L12
4	ICT 11SA/r/VKB L12		ICT 11SA/r/VKB L12	ICT 07EN/r/NIB L12	Learn 10L/L13 MRT L12
5	Priv Study 10P/PS1 L12	ICT 08HC/r/EJS L12	Sci Nat 10E/Sn2 CR L12	ICT 09SF/r/VKB L12	ICT 07Q/r/VKB L12
After School		IT Club 15:30-16:30 CR L12		IT Club 15:30-17:30 CR L12	

Key: Timetabled Booked Repeat Booking Available Not Available

**Timetabled slots (in blue)** are populated automatically and cannot be edited.

Click an **available slot (in white)** to book it

For lesson slots & timetabled rooms, class details for the selected lesson are shown where applicable

For non-timetabled rooms or after school slots, the form differs slightly.

For example, all day bookings are allowed for non-timetabled rooms.

**Book A Room**

Enter the details for the lesson you are teaching / covering then click 'Book Room'  
Your class details for the selected lesson are shown where applicable.

Date: 06/01/2016  
Day: Wed  
Week: 2  
TeacherID: CR  
Teacher Name: COLIN RIDDINGTON  
Period: 5  
Start Time: 14:10 End Time: 15:10  
Timetabled Room: S09  
Class: 10E/Sn2  
Room to be booked: L12

Book Room L12 Close

**Book A Room**

Enter the details for the lesson you are teaching / covering then click 'Book Room'  
Your class details for the selected lesson are shown where applicable.

Date: 07/01/2016  
Day: Thu  
Week: 2  
TeacherID: LAE  
Teacher Name: LESLEY EWANS  
Session: After School  
Start Time: 15:30 End Time: 16:30  
Activity: Staff training  
Room to be booked: HALL

Book Room HALL Close

By default, staff can book rooms up to 4 weeks in advance though this can be modified  
Bookings for previous weeks can be viewed but not changed.

NOTE: The bookings form is automatically updated every 10 seconds  
Recent changes made by other staff are checked before allowing new bookings

**Booked slots (in yellow)** can only be edited by the member of staff who did the booking (or SDA manager).  
Click a booked slot to edit or delete it. All day bookings are deleted with one click.

**Repeat bookings (in orange)** can only be made by SDA managers.

The **View Previous Week / View Current Week / View Next Week** are used to select a different week

The **Print** button displays a report showing the booking details for the selected week and the following week.

**Room Booking Timetable for L13**

Key: Timetabled Booked Repeat Booking Available Not Available

**Week Commencing 19 Sep 2016 (Week 2)**

	Mon	Tue	Wed	Thu	Fri
1	ICT DOOR 11:00-12:00 L13	ICT 09:00-10:00 L13	ICT DOOR 11:00-12:00 L13	ICT 08:00-09:00 L13	ICT 07:00-08:00 L13
2	ICT 08:00-09:00 L13		ICT 10:00-11:00 L13	ICT 08:00-09:00 L13	
3		Music A/C 10:00-11:00 L13	ICT Double 11:00-12:00 L13	ICT 10:00-11:00 L13	ICT 09:00-10:00 L13
4	ICT Double 11:00-12:00 L13	ICT 07:00-08:00 L13	ICT Double 11:00-12:00 L13	ASD/Art 11:00-12:00 L13	Science 08:00-09:00 CR
5	ICT DOOR 11:00-12:00 L13	ICT 08:00-09:00 L13	ICT 07:00-08:00 L13	ICT 08:00-09:00 L13	ICT Double 11:00-12:00 L13
After School			IT Club 15:30-16:30 L13	Net 15:30-16:30 L13	

**Week Commencing 26 Sep 2016 (Week 1)**

	Mon	Tue	Wed	Thu	Fri
1	ICT 08:00-09:00 L13	ICT 07:00-08:00 L13	ICT DOOR 11:00-12:00 L13	ICT Double 11:00-12:00 L13	ICT Double 11:00-12:00 L13
2	ICT 08:00-09:00 L13	ICT 08:00-09:00 L13		ICT 10:00-11:00 L13	Music 08:00-09:00 L13
3	ICT 08:00-09:00 L13	ICT 08:00-09:00 L13	ICT DOOR 11:00-12:00 L13	ICT 10:00-11:00 L13	ICT DOOR 11:00-12:00 L13
4	ICT DOOR 11:00-12:00 L13	ICT 07:00-08:00 L13	ICT DOOR 11:00-12:00 L13	ICT 08:00-09:00 L13	ICT Double 11:00-12:00 L13
5	ICT 07:00-08:00 L13	ICT 07:00-08:00 L13	ICT 08:00-09:00 L13	ICT 08:00-09:00 L13	ICT 08:00-09:00 L13
After School					

The **Equipment Bookings** form is very similar to that for **Room Bookings**.

**School Equipment Bookings**

Help Print Close

**Equipment booking instructions:**  
1. First select the Item(s) of equipment you require & the calendar week.  
2. To book the item(s), first click an empty timetable slot and then enter your details. Some items may only be available for double period slots or for all day.  
3. To cancel an existing booking, click the booked slot

**Select existing equipment:**

Item: iPads Set 1  
Description: 15 iPads  
Further Info: Delivered & collected by ICT technicians.  
NOTE: These are only available for 'double period slots' at the start of the day, break and lunch.  
Double period only: ☒

**Select Start & End Weeks:**  
Start week commencing: 19/09/2016  
Week Number: 2  
Repeat bookings?: ☐ available for SDA Managers only

View Previous Week View Current Week View Next Week

Book room: Book a Room

Week Commencing: 19/09/2016 Week: 2 Today's Date: Mon 19/09/2016

	Mon	Tue	Wed	Thu	Fri
1	Research CR 61		Research CR 64	Science 09:00-10:00 CR 509	Enterprise 11:00-12:00 CR 509
2	Not available Allocated to CR for Period 1		Not available Allocated to CR for Period 1	Not available Allocated to CR for Period 1	Not available Allocated to CR for Period 1
3		History 11:00-12:00 HAL M12			Research CR 64
4		Not available Allocated to HAL for Period 3			Not available Allocated to CR for Period 3
5			Sci Nat 10:00-11:00 HL S11		
After School					

Key: Timetabled Booked Repeat Booking Available Not Available

NOTE: bookings for certain equipment may be restricted to double period slots.  
If so, the equipment may be displayed in grey and marked as not available for some lessons – see above

All day bookings can also be made for certain types of equipment

**Book School Equipment**  
Enter the details for the lesson you are teaching / covering then click 'Book Equipment'  
Your class details for the selected lesson are shown where applicable.

Date	20/01/2016		
Day	Wed		
Week	2		
TeacherID	CR		
Teacher Name	COLIN RIDDINGTON		
Period	All Day	All Day	<input checked="" type="checkbox"/>
Start Time	08:40	End Time	15:10
Room	CONF		
Activity (required)	Staff Training		
Item(s) to be booked	iPads Set 2		

**Book Item(s)****Close**

**Repeat equipment bookings** can also be done by SDA managers only. These are shown in **orange**

Colin Riddington      19/09/2016