

TUTOR WEB ACCESS EMAIL – TECHNOLOGY BOOKING OUT PROCEDURE

1	Acer laptops	15 in large housing/charging unit
2	Acer tablets	13 in large housing/charging unit
3	Ipads	14 slotted into portable charging unit
4	Nooks	10 slotted into iPad housing unit Nooks Brampton & Nooks Erith
5	Flipcams	Flipcams Brampton & Flipcams Sidcup & Flipcams Erith
6	Headphones	Headphones Sidcup & Headphones Brampton & Headphones Erith
7	Activote	3 sets. Activote Sidcup & Activote Brampton & Activote Erith
8	Visualiser	2, Visualiser Sidcup & Visualiser Brampton
9	Laptop+portable projector	For use in huts, Brampton

TUTOR RESPONSIBILITY

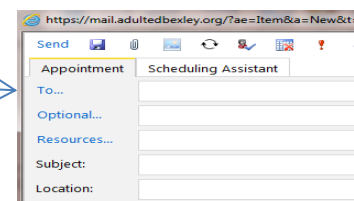
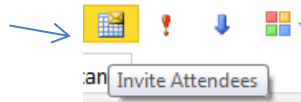
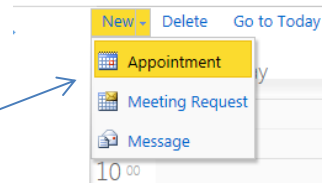
1	Use the booking out system by logging in to your personal email account – instructions on how to do this on page 2. Please do not try to book the equipment out via staff in the Admin Office or via the caretakers
2	48 hours notice required
3	Arrive at least 10 minutes before the start of the lesson to ensure the equipment is taken out and ready to use
4	You are responsible for powering down and putting back the equipment 10 minutes before the end of the lesson. This is very important if you use the equipment in the evening
5	Your link to your tutor email account. Use this email account to login and report any problems with items of equipment. College email link Send email to Tech Support – support@ats2002.com
6	Contact Janet Evans janet.evans@tlcbexley.ac.uk for any training or support you might need in the use of equipment. The College runs a team of Eguides who can help you in equipment use.
7	The VLE has an ICT/Training for tutors staffroom link on the Home screen, no login required.

CARETAKER RESPONSIBILITY

1	Caretakers will ensure the equipment is charged and placed into the booked classroom one hour before class starts
2	Caretakers will ensure equipment is taken from the classroom at the end of the lesson/booked session and return it to agreed secure storage in the College

BOOKING OUT PROCEDURE FOR MICROSOFT OUTLOOK WEB APP

1. Log in to your College Outlook email (link in header) using your personal username/password
2. In Email Inbox click on CALENDAR to open
3. Click NEW, in drop down list click APPOINTMENT
4. Click INVITE ATTENDEES
5. Click TO
6. Scroll through list to find the item of equipment you want to book out
7. Double click on one of ACER TABLETS, ACER LAPTOPS, IPADS, FLIPCAMS, NOOKS SIDCUP/NOOKS ERITH, HEADPHONES, ACTIVOTE/LAPTOP+PROJECTOR.
8. Click OK (bottom right)
9. Fill in SUBJECT (what you teach), Location (room number) change START TIME and END TIME.
10. Click SEND (top left)
11. You will get an immediate confirmation email “Your request was accepted”. The caretaking team will activate your request.



Note: If you follow these instructions on a non College computer, you may get a Pop Up Blocker message appear “window couldn’t be opened because pop ups currently blocked”. Pop up blocker for the College mail system can be easily unblocked – email tech.support@tlcbexley.ac.uk for advice on how to do this.