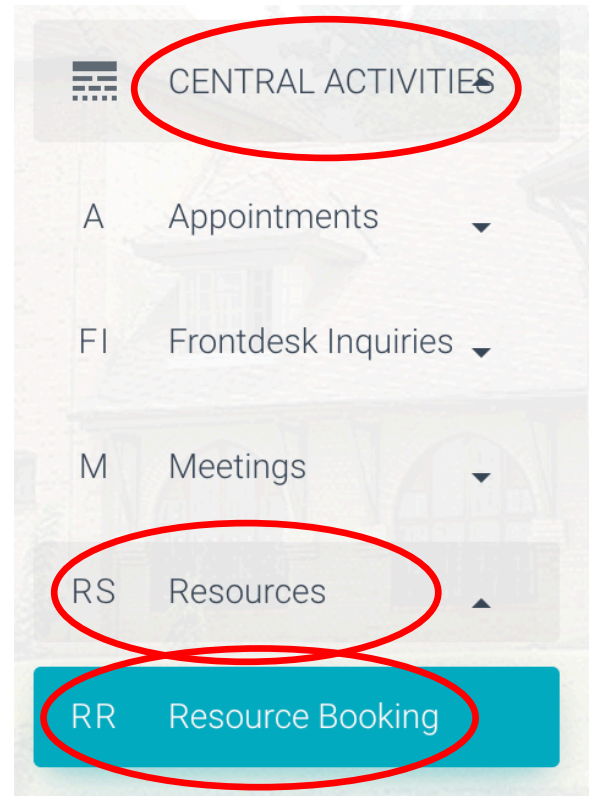


## How to Reserve the elearning Lab

As UCU continues to build its ODL capabilities, we anticipate that the demand to record lectures and host multi-campus meetings will increase. To serve you as efficiently as possible, please use the directions below to reserve your time in the elearning lab. We cannot guarantee that we will be free for walk-in appointments, and we want to be sure that everyone who wishes to use the lab is able to do so.

**NB:** Please note that your appointment must be approved in order for it to be considered booked.

1. Log into the Alpha MIS at <https://alpha.ucu.ac.ug/>.
2. In the left menu, click **CENTRAL ACTIVITIES**, then **Resources**, then **Resource Booking**.

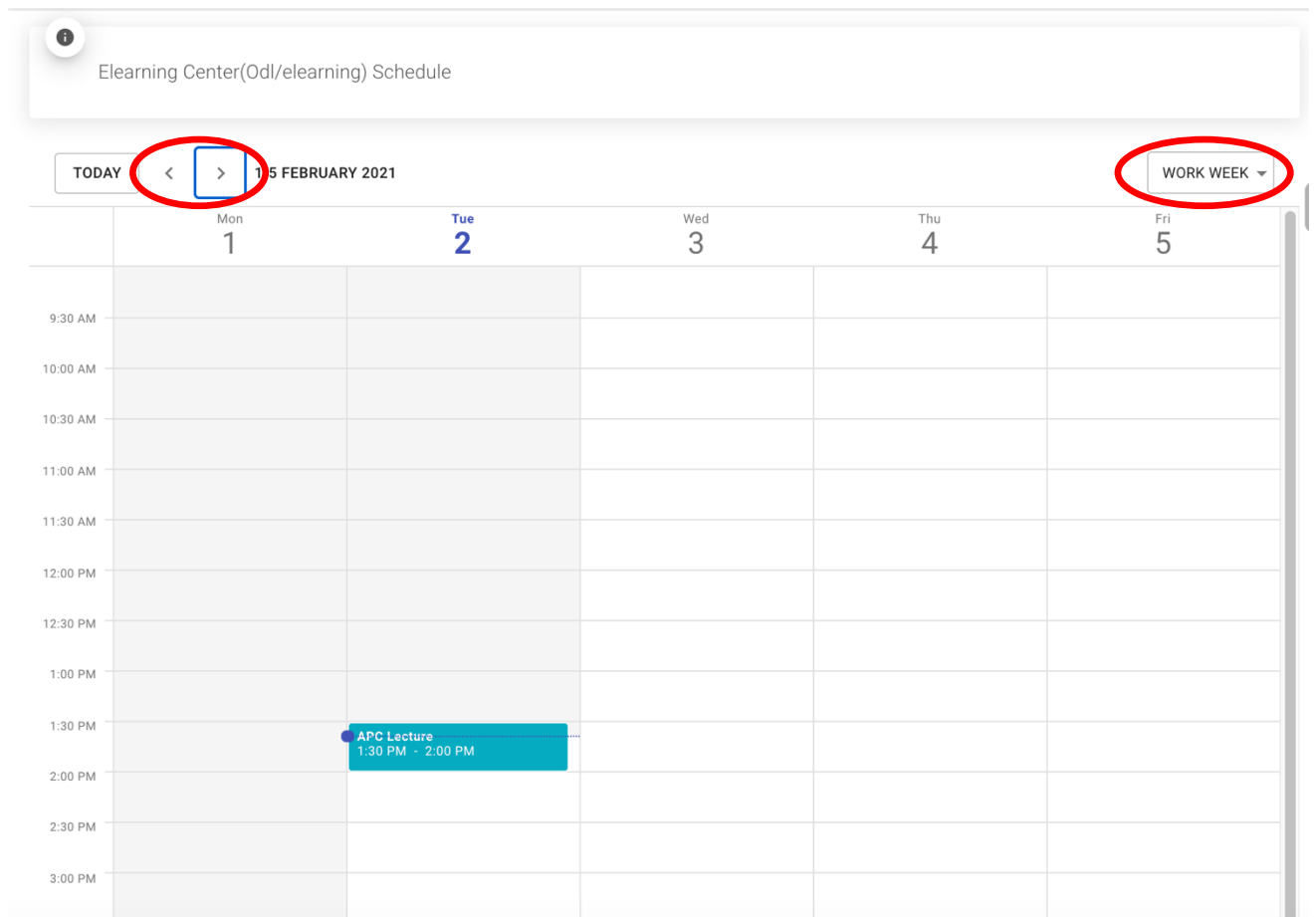


This will show the resources that are available for use; click the arrow next to Odl/elearning to find the Elearning Center.

3. Click the **OPEN SCHEDULE** link to the right of the Elearning Center.

| Label ↑              | Capacity | Start Time | End Time | Excluded Days    | Actions                       |
|----------------------|----------|------------|----------|------------------|-------------------------------|
| Owner: Odl/elearning |          |            |          |                  |                               |
| Elearning Center     | 30       | 08         | 17       | Sunday,Saturday, | <a href="#">OPEN SCHEDULE</a> |

This shows the calendar for the Elearning Center. It defaults to the current day and the current work week. You can change the dates on the calendar by using the < > arrows to the right of the Today button, and you can change the calendar view by clicking the **Work Week** button on the right, and you can choose to see the Week, Work Week, Month, and Day.



4. To submit your request for the room, double click in the time slot you wish. This will open the Details window.
5. Enter the **Title** of your activity, and in the **More Information** field, enter your contact information, as well as any resources that you will need.



SAVE

### Details

Prof Byaruhanga recording lecture

09/02/2021 10:00 AM



09/02/2021 10:45 AM



All Day

Repeat

### More Information

Contact: Prof Byaruhanga on 0779770816  
Resources needed: smartboard, video

### Type

Pending

6. Click the calendar icon to change the date or time, if needed.
7. If you would like to make a recurring reservation, click the **Repeat** box, and click the pull-down menu to indicate whether the reservation is to recur daily, weekly, monthly, or yearly.

The options for how the appointment is to repeat will vary based on how often the repetition is.

When you have finished, click the **Save** button.



**Repeat**

WEEKLY ▾

Repeat every 1 week(s) on:

|     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|

End repeat

Never

On 10 occurrence(s)

After 03/02/2021 11:00 AM

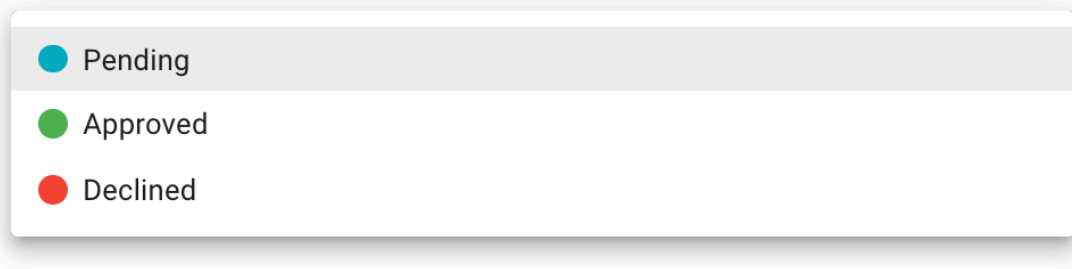
8. You will see your proposed reservation noted on the calendar in teal, which indicates that it has not yet been accepted.

| Tue<br>2                         | Wed<br>3  |
|----------------------------------|---|
|                                  |   |
|                                  |   |
|                                  | Professor Byaruhanga recordin...<br>10:00 AM - 11:00 AM |
|                                  |   |
|                                  |   |
|                                  |   |
|                                  |   |
|                                  |   |
| APC Lecture<br>1:30 PM - 2:00 PM |   |
|                                  |   |

**NB:** As long as the appointment is teal, it has not been accepted. The elearning team must accept your appointment. If there is a conflict with the room, there is a possibility that the appointment could be rejected. If that is the case, please create a new appointment.

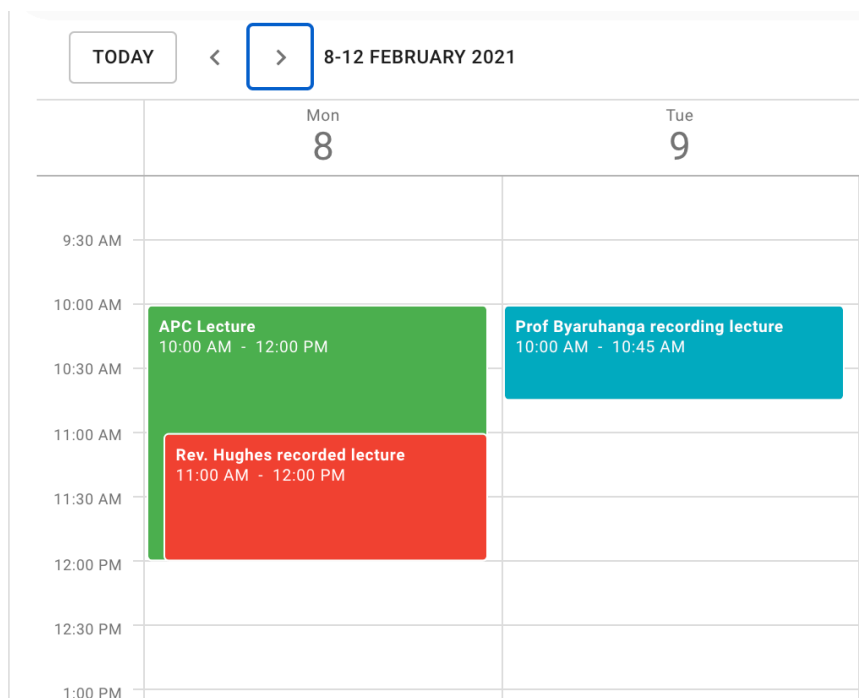
You will know that your appointment has been accepted when you see that it has turned green on the calendar. The colour coding for appointments is as follows:

### Type



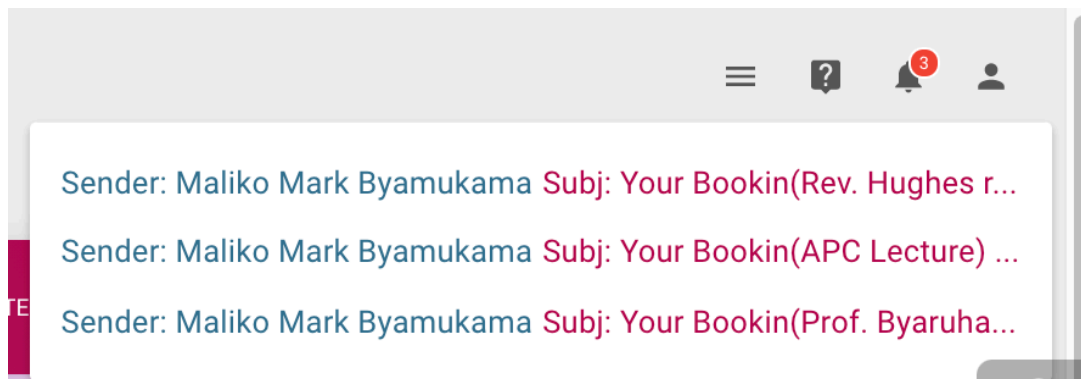
- Pending
- Approved
- Declined


For example, this is how each of the types will appear on the calendar. Note that the APC Lecture has been approved, the recording for Prof. Byaruhanga is pending acceptance, and the recording for Rev. Hughes was rejected because it conflicted with another scheduled appointment.



You will receive a notification in Alpha, as well as an email, when the appointment has been accepted or rejected.

**NB:** If there are conflicts with the room, it is possible that the appointment may be rejected.



 **Your Bookin(APC Lecture) Has been Approved (Alpha Memo)**

From: [misadmin@ucu.ac.ug](mailto:misadmin@ucu.ac.ug)

To: [jhughes@ucu.ac.ug](mailto:jhughes@ucu.ac.ug)

---

**Dear** Hughes Jessica

Your Booking (APC Lecture) has beenApproved

**Title** :APC Lecture

**Resource** : Elearning Center

**Owner** : Odl/elearning

**Start Date** : 08th [February 2021](#) 10:00 AM

**End Date** : 08th [February 2021](#) 12:00 PM

If you need to change an appointment, double click the appointment in the calendar, make the required changes, and click the **Save** button.