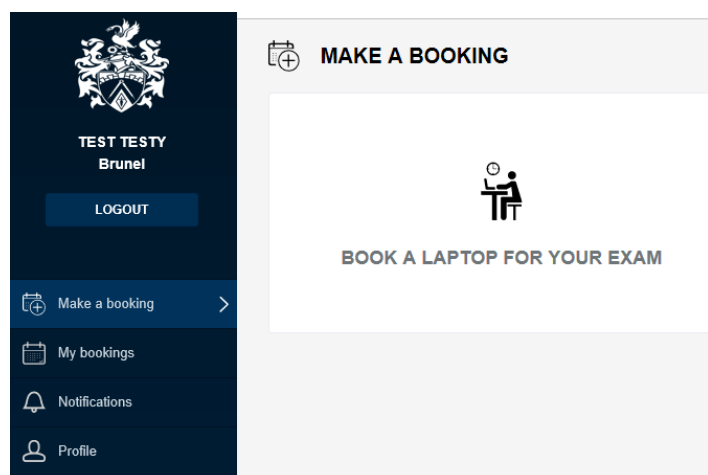


Booking a Laptop for your Exam



If you require the use of a University laptop for your WISEflow exam, please follow these steps to book one from the Library team using Brunel Resource Booker. Laptops will be available on a first-ordered, first-served basis, so be sure to book early to avoid disappointment, and potentially being unable to sit your exam.

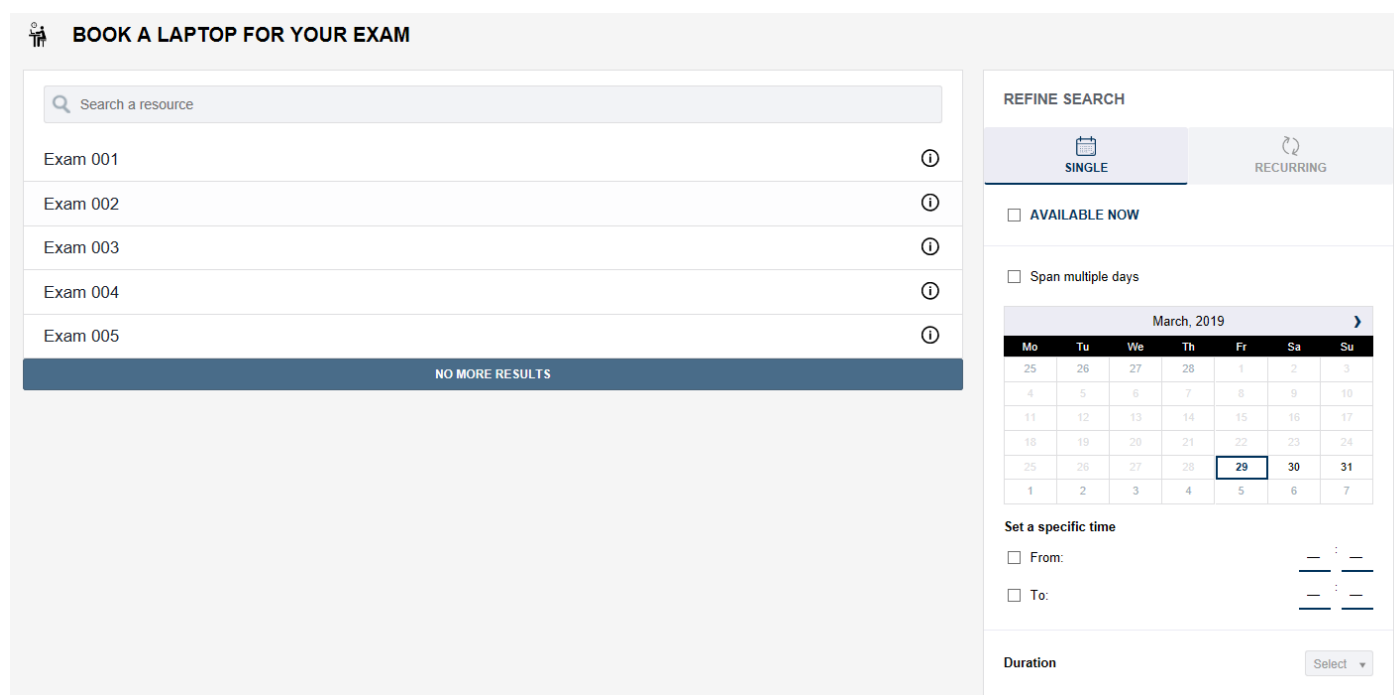
First, go to <https://resource-booker.brunel.ac.uk>, where you will be asked to log in with your usual network username and password.



From this screen you can monitor any existing bookings you might have, as well as make new ones.

Click on the 'Book a Laptop for your Exam' icon to start a new booking.

You will see a list of available laptops (Exam 001, 002 etc) and a calendar on the right-hand side.



Start by selecting the date you require a laptop for from the calendar. This will narrow the list down to laptops available on that date. Choose one of the laptops by clicking on its name (eg. Exam 001)

You will see a monthly view of the bookings for this laptop, which can be difficult to read, so choose the 'Week' option near the top left of the screen to make your view much clearer.

< BOOK A LAPTOP FOR YOUR EXAM

EXAM 001 SHOW AVAILABILITY

MONTH WEEK DAY 13 MAY - 19 MAY 2019

	Mon 13 May	Tue 14 May	Wed 15 May	Thu 16 May	Fri 17 May	Sat 18 May	Sun 19 May
8:00						0:00 - 23:59 Unavailable	0:00 - 23:59 Unavailable
9:00					9:00 - 10:00 Unavailable		
10:00							
11:00							
12:00							
13:00	13:00 - 23:59 Unavailable	13:00 - 23:59 Unavailable	13:00 - 23:59 Unavailable	13:00 - 23:59 Unavailable	13:00 - 23:59 Unavailable		
14:00							
15:00							
16:00							
17:00							
18:00							

Choose the 'Week' option on the left of the screen to make your view much clearer.

Here we can see that the laptop Exam 001 is only available for the morning exams that week. For this example we will be booking for a morning exam on Tuesday 14th May. Click anywhere on the grid under Tuesday's date to bring up the Booking Details screen.

You will need to enter a title for the booking, so write your name followed by Laptop, as in this example.

For morning exams, laptops will be available to collect from 8-9am, so put the start time as 08:00. This must be returned by 13:00, so that will be your end time.

A description for this booking is unnecessary, so feel free to skip this part.

Enter your student details, including Student ID, first name, surname and the module code for the exam. If you do not know this, please look it up on your timetable as it is important that these details are filled out correctly.

Choose your exam start time – there are only two to choose from at Brunel University. In this instance it will be 09:30.

You must accept the Terms and Conditions of Use to complete your booking. These can be viewed by clicking on the link below the Student Details.

Click the blue BOOK button to complete your booking. You should receive an email confirming your booking details.

John Smith Laptop

Main resource of this booking

Exam 001

☒ SINGLE ☐ RECURRING

From

14/05/2019 08 : 00

To

14/05/2019 13 : 00

Description

YOU MUST BOOK OUT YOUR LAPTOP FOR AN ENTIRE MORNING OR AFTERNOON SESSION. (08:30 to 12:30) or (13:30 to 18:00)

LAPTOPS MUST BE RETURNED AT THE END OF YOUR EXAM.

▼ STUDENT DETAILS *

Student ID Number*

1234567

First Name*

John

Last Name*

Smith

Exam Module ID (eg: CS1001)*

EN1704

Take this confirmation email to **BANN 019i** in the Library on the day of your exam, where you will be able to pick up your laptop. Please note that you cannot pick up a laptop for the afternoon exams during the morning, you will be asked to come back later. BANN 019i will be open at the following times to pick up your laptop:

Morning: 08:00-09:00 Afternoon 13:00-14:00

- If you have any further questions please contact the WISEflow team at WISEflowhelp@brunel.ac.uk