Submitting teaching booking requirements for Computer Labs gatekept by Learning Spaces Technology

The following process has been worked out for when a Timetabler requires to ask for computer labs controlled by Learning Spaces Technology for class teaching activities:

- This covers all three computer labs in KB Centre Phase 2 as well as the computer lab in the Hugh Robson Building

- Timetabler creates the requisite Activity Template and generates activities as usual (**don't schedule them though**)

- Make sure to have the activity’s Zone entered as either KB Centre Phase 2 or Robson Building dependent on what you need

- Within the Resources tab, you should have the activity set as – 1. Locally Allocated Space and 2. Computer Laboratory

- Add the name of the computer lab that you want into User Text 1 in the activity so that Learning Spaces Technology are able to see what you want

- When emailing Learning Spaces Technology to notify them that there is an activity from you that needs their attention, include the Host Key for each activity in the email so that they can search for it using this

- You have the option to check the web timetables to see what availability looks like for each lab ([https://www.ted.is.ed.ac.uk/UOE1415_SWS](https://www.ted.is.ed.ac.uk/UOE1415_SWS)) but this is only a guide and the final allocation decision rests with Learning Spaces Technology as usual

- Learning Spaces Technology will then consider your request and email you back with the result/decision

Please get in touch with our colleagues at Learning Teaching Spaces who look after the booking of these rooms on 504097 if you require any further clarification.