KELLOGG COLLEGE

Oxford OX2 6PN

Tel (01865) 612000
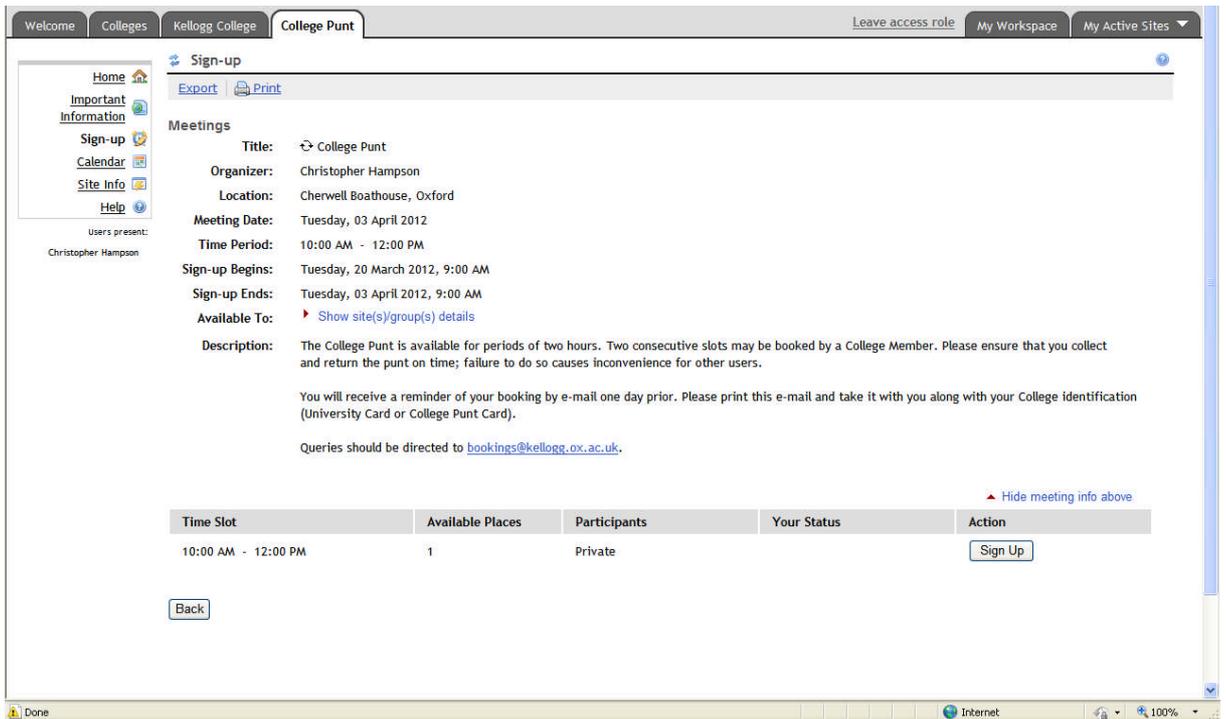Fax (01865) 612001
E-mail academic.office@kellogg.ox.ac.uk

How to Book the College Punt Using WebLearn

1. Go to WebLearn (www.weblearn.ox.ac.uk) and sign in using your username and password.

2. The College Punt site can be found under 'My Active Sites' or through the Kellogg College site.

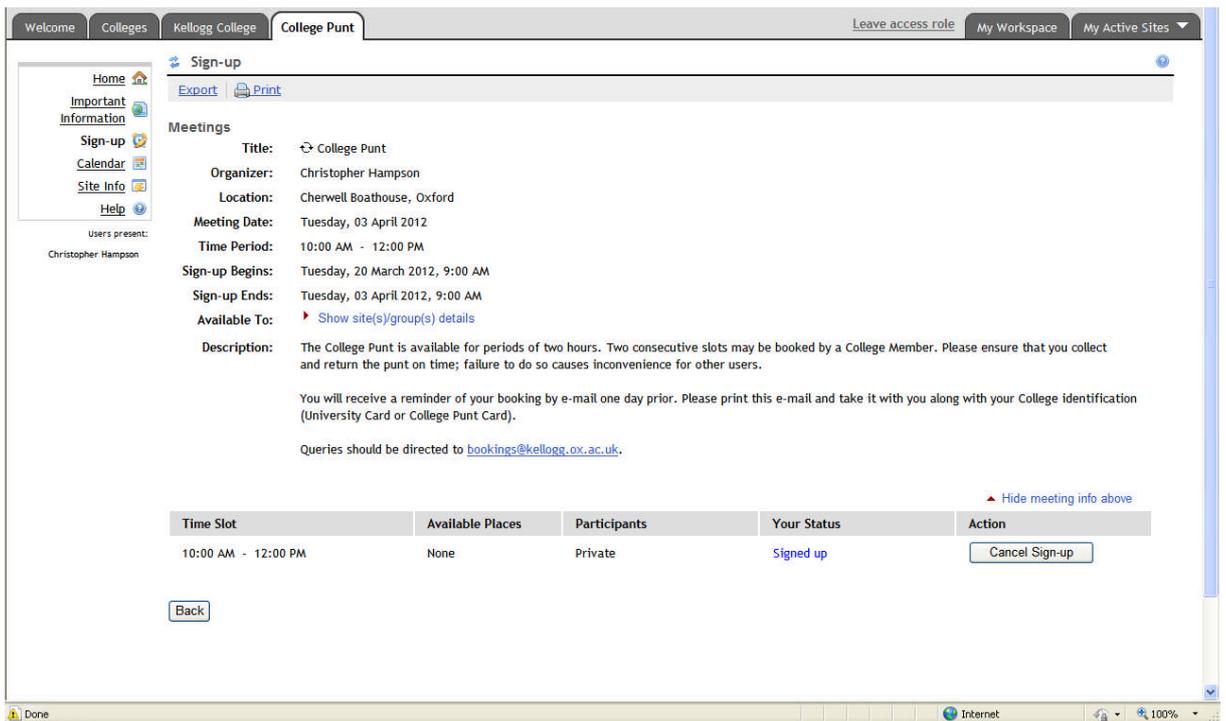3. Click on 'Sign-up'. You should see a list of 'meetings' similar to this:

4. Click on the blue hyperlink 'College Punt' to the right of your preferred session. You will then be taken to a screen like this:

5. Click on the 'Sign-up' button. You have now booked the College Punt for a period of two hours.

6. You can cancel your booking at any time by clicking on the 'Cancel Sign-up' button. Please do this if your plans change so that other people can use the slot.

7. Slots that are taken will be marked 'Full' if taken by another College Member and 'Signed-up' if taken by you.

8. If you wish to you can add your name to the waiting list for a slot that has already been taken. To do this click on the link next to that slot as before. You will now have the option to 'Join Wait List'. Simply click on the button you will be notified if the slot becomes available.

9. You will receive an e-mail confirming your booking 24 hours prior to the start time. It is important that you print this e-mail and take it with you to the Cherwell Boathouse along with your University Card or Punt Card.