



KELLOGG COLLEGE
Oxford OX2 6PN

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

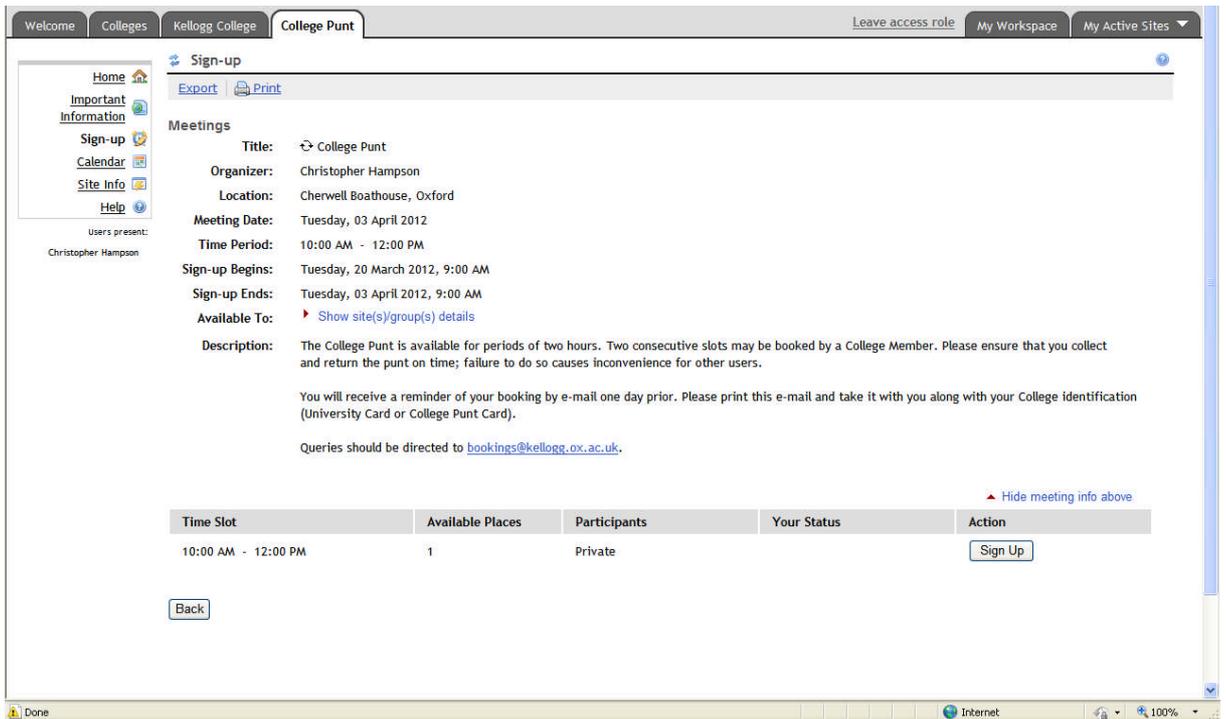
How to Book the College Punt Using WebLearn

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:

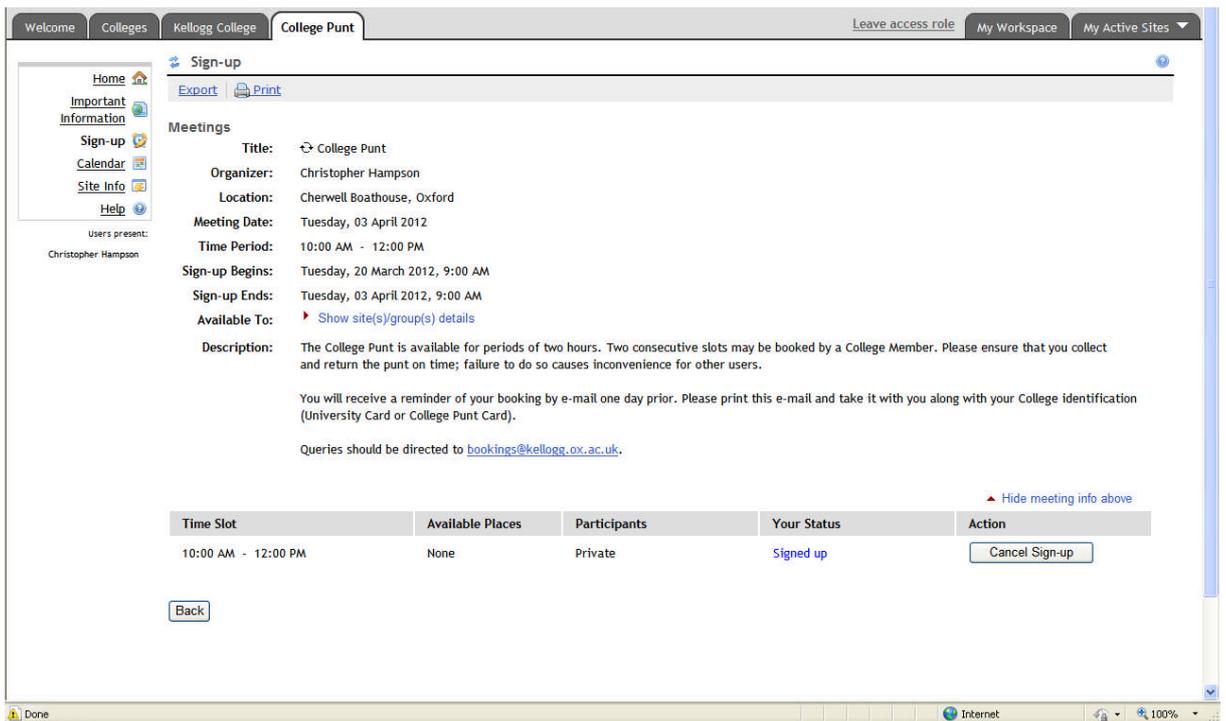
The screenshot shows the 'Sign-up' page in WebLearn. The page has a navigation bar with 'Welcome', 'Colleges', 'Kellogg College', and 'College Punt'. Below the navigation bar, there is a sidebar with links for 'Home', 'Important Information', 'Sign-up', 'Calendar', 'Site Info', and 'Help'. The main content area displays a table of meetings. The table has columns for 'Meeting Title', 'Mobile info', 'Organiser', 'Location', 'Date', 'Time', 'Status', and 'Remove'. The meetings listed are for 'College Punt' sessions on Monday, 02/04/12 and Tuesday, 03/04/12, all organized by Christopher Hampson at Cherwell Boathouse, Oxford. The statuses are: Closed, In Progress, On Wait List, Available, Signed up, and Full.

Meeting Title	Mobile info	Organiser	Location	Date	Time	Status	Remove
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	10:00 AM - 12:00 PM	Closed	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	12:00 PM - 2:00 PM	In Progress	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	2:00 PM - 4:00 PM	On Wait List	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	4:00 PM - 6:00 PM	Available	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	6:00 PM - 8:00 PM	Signed up	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	8:00 PM - 10:00 PM	Full	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Tue, 03/04/12	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Tue, 03/04/12	12:00 PM - 2:00 PM	Available	<input type="checkbox"/>
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Tue, 03/04/12	2:00 PM - 4:00 PM	Available	<input type="checkbox"/>

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:



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



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

College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	6:00 PM - 8:00 PM	Signed up
College Punt		Christopher Hampson	Cherwell Boathouse, Oxford	Mon, 02/04/12	8:00 PM - 10:00 PM	Full

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.

The screenshot shows a web browser window displaying a Sakai Sign-up page. The page title is 'Sign-up' and it is for a meeting titled 'College Punt'. The meeting details are as follows:

- Title:** College Punt
- Organizer:** Christopher Hampson
- Location:** Cherwell Boathouse, Oxford
- Meeting Date:** Monday, 02 April 2012
- Time Period:** 8:00 PM - 10:00 PM
- Sign-up Begins:** Monday, 19 March 2012, 7:00 PM
- Sign-up Ends:** Monday, 02 April 2012, 9:00 PM
- Available To:** [Show site\(s\)/group\(s\) details](#)
- Description:**

Below the meeting details is a table with the following columns: Time Slot, Available Places, Participants, Your Status, and Action. The table contains one row for the 8:00 PM - 10:00 PM slot, where 'Available Places' is 'None' and 'Participants' is 'Private'. An action button labeled 'Join Wait List' is visible in the 'Action' column. A 'Back' button is located below the table.

The page footer includes 'Powered by Sakai' and 'Oxford University Computing Services'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

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.