

Optional Seat Booking System – Guidance for Students

At the present time, our teaching spaces have restricted capacities due to our requirement to comply with COVID-safe practices in social distancing and ventilation. Regardless of individual COVID-safe capacities of rooms, we currently have a blanket maximum capacity in any one space of 30 on Exeter Campuses and 40 on Cornwall Campuses, as agreed with Public Health England.

This can be frustrating when we want to teach you on campus. We have built a system for academics to use to manage demand for on-campus sessions. Not all campus sessions are affected – for example, some class sizes can easily be accommodated within the restricted capacity, so you may not need to use this system.

This guidance is for this system, which we are calling “**Seat Booking system**”. Your module lead may choose to use this system where they need to manage demand for any on-campus teaching sessions, for example, where the COVID room capacity is lower than the class size or where they want to manage a class across multiple locations or multiple repeat teaching times.

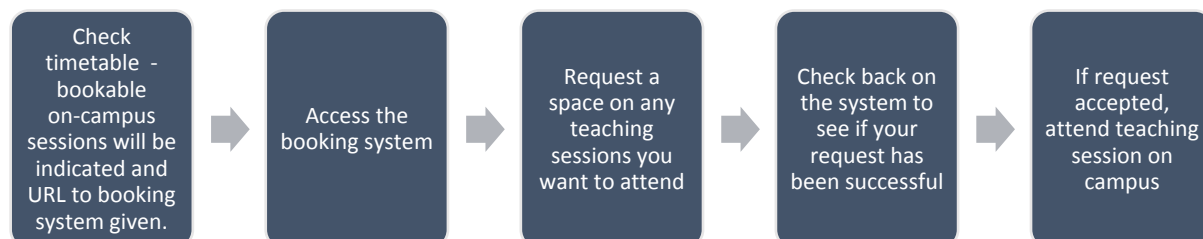
If you have been given the link to this guidance by your academic, it indicates that they intend to use this system for some of your sessions. This is comprehensive guidance on how to use the system and what to expect.

This system is not intended to limit access to teaching. If the number of students wanting to attend exceeds the room capacity, those who do not get a place must be offered an equivalent alternative. This may be an online version of the session, or an on-campus session at a different time, for example.

Process

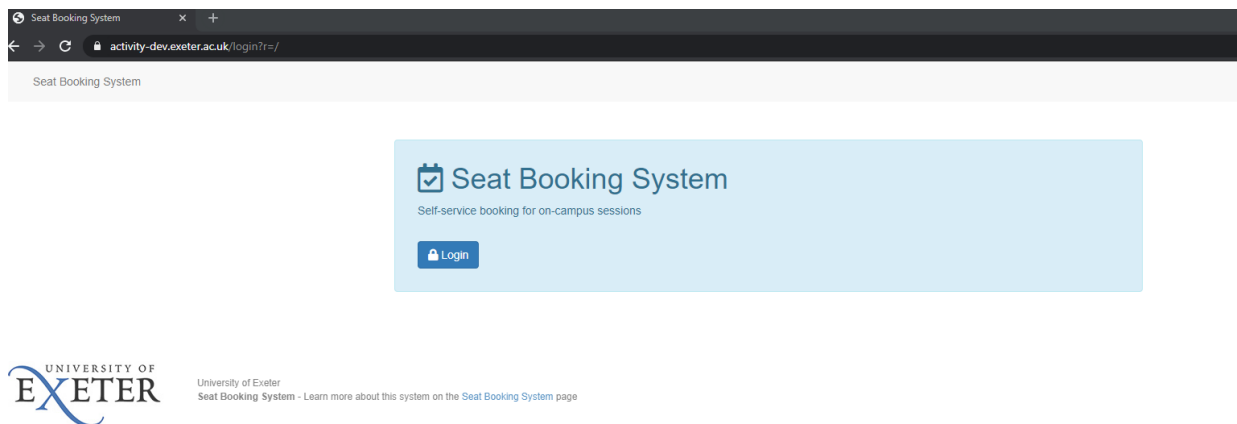
This system, because we developed it at speed to manage the resumption of on-campus teaching, has some limitations. One is that it is not connected to your timetable, SITs profile, or ELE, or any other university system. In other words, it is a standalone, so you need to operate within the system. This will mean that if you are asked to use it, you need to add it to the list of systems you need to check for updates. For example, when you request a space on the system, you need to check back on the system itself to see if your request has been accepted. You will not receive any communications from the system via email etc.

Process



Accessing the system

1. Go to <https://activity.exeter.ac.uk/>
2. Sign in via SSO by clicking the “Login” button.



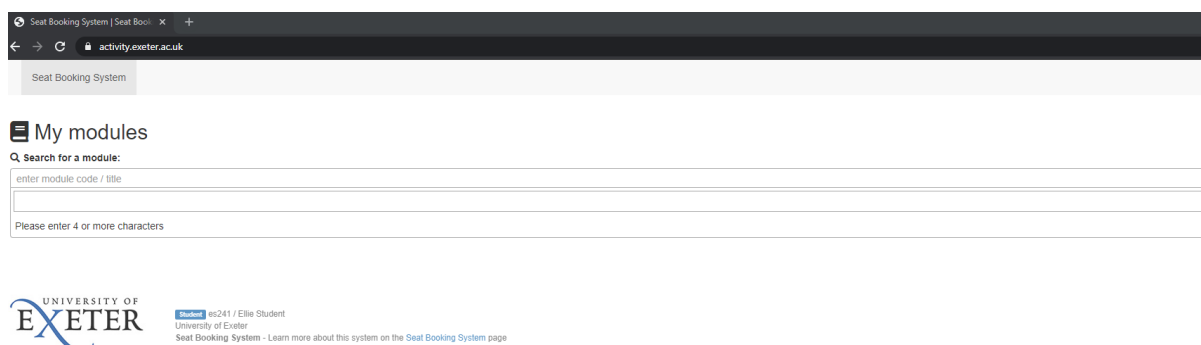
Locate teaching sessions for your modules

Once logged in, the dashboard view shows “My modules”. **This will be blank the first time you enter the site;**

- As you request places on teaching sessions, your requests will appear on this page under this heading of “My session bookings”.

To find any teaching sessions for your module, type in the module code OR words from the title of the module into the search box.

- Your academic may give you a URL to the module site or directly to specific teaching sessions as a short cut.



Requesting a space on a teaching session

1. When you have located the correct module, you will see the sessions available to book for that module.
 - When you have accessed the system before and requested spaces already, these will also be listed with the status of your request.
2. If you want to book a place on a teaching session, select “Request a place”.
 - You will note that you can see how many spaces have been booked and the maximum number available under the “bookings” column.

Seat Booking System XYZ1234 es241

XYZ1234 / Sessions currently available

Switch to session history

Date	End Time	Name	Location	Bookings	Actions
Fri 5th Mar 9:00am	10:00 AM	Lecture 2	Lecture Theatre B, Building C	1 / 20	✓ Reservation Confirmed
Mon 10th May 10:00am	10:00 AM	Lecture 1 of 5	Lecture Theatre 1, Building A	None yet / 20	Request a place

Showing 1 to 2 of 2 entries

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3. You will be asked to check over the information for the session. If that is the session you want to request a space for, click “Request a place in this session”.

Seat Booking System XYZ1234 es241

XYZ1234 / Mon 10th May 9:00am - 10:00am Lecture 1 of 5

Session Info

Date Mon 10th May 10:00am **in 2 months**

Time 9:00am - 10:00am

Cut-off Date Sat 8th May 12:59am **in 2 months**

Name Lecture 1 of 5

Location Lecture Theatre 1, Building A

Notes Bring your laptop

Booking status

No one else has requested a booking for this session yet. 20 places will be available

[Request a place in this session](#)

Submitting a request **does not** confirm your space. Your booking status will be updated prior to the teaching session - confirmed bookings will show as **Reservation Confirmed**. If your booking is confirmed, then you may attend the session.

We will try our best to ensure that the vast majority of requests are fulfilled. However, due to Covid-19 restrictions, it may not be possible to accommodate everyone's preferences. Should we be unable to accommodate you, we will utilize a **priority score**, which is calculated using previous attendance records, to ensure you have priority for subsequent sessions.

- You will note “Cut-off Date” displayed at this stage - this is the last date that a place can be requested to give the academic a chance to allocate spaces. If you want to request a place, please make sure you click “Request a place on this session” before that cut-off date.
4. Please note the warning box in blue. This is a REQUEST FOR A PLACE. Your place is not confirmed. You need to check back on the system later to see if your place has been confirmed.
 5. If you return back to the dashboard view, you will now see that request listed under the heading “My session bookings” with “Pending” status against it.

Seat Booking System | Seat Book: X +

activity-dev.exeter.ac.uk

Seat Booking System

My session bookings

Showing you bookings for today onwards

Module Code	Session	Location	Date	Status
XYZ1234	Lecture 2	Lecture Theatre B, Building C	Fri 5th Mar 9:00am in 2 days	✓ Reservation Confirmed
XYZ1234	Lecture 1 of 5	Lecture Theatre 1, Building A	Mon 10th May 10:00am in 2 months	Pending

Showing 1 to 2 of 2 entries

Previous 1 Next

Submitting a request **does not** confirm your space. Your booking status will be updated prior to the teaching session - confirmed bookings will show as ✓ Reservation Confirmed. If your booking is confirmed, then you may attend the session.

We will try our best to ensure that the vast majority of requests are fulfilled. However, due to Covid-19 restrictions, it may not be possible to accommodate everyone's preferences. Should we be unable to accommodate you, we will utilize a **priority score**, which is calculated using previous attendance records, to ensure you have priority for subsequent sessions.

Checking if your request has been accepted

1. Log back into the system.
2. Under “My session bookings” on the dashboard, check the status of your bookings under the “status” column. You will see one of these:

Reservation pending – still waiting for places to be allocated, check back later

Reservation Provisionally Accepted – this means your place has been accepted, but the lecturer has still to confirm that the session is going ahead. This may be because they are waiting for a minimum number of students for a particular activity, for example. Check back later.

Reservation confirmed – you have a place, and the session is going ahead. Turn up at the right time/location for teaching.

Reservation declined - your request has not been approved. This may be because there are too many students for the capacity of the room. The system uses a priority score to allocated places based on previous success at getting allocated a place on a session. Do not turn up to a teaching session if your reservation is declined as we cannot breach COVID-safe room capacities.

Cancel a request

1. You can cancel a request when it is pending, provisional or confirmed if you can no longer make the session. We would encourage you to do this so that your place can be re-allocated to someone else, so they don't miss out on a space.
2. Log on to the system, and under “My session bookings” locate the session you want to cancel and select it.
3. Under “Booking status” select “Cancel”.

Seat Booking System

XYZ1234

es241

XYZ1234 / ✓ Reservation Confirmed | Fri 5th Mar 9:00am - 10:00am Lecture 2

Session Info

Date

Fri 5th Mar 9:00am

In 2 days

Time

9:00am - 10:00am

Cut-off Date

Wed 3rd Mar 11:59pm

In 8 hours

Name

Lecture 2

Location

Lecture Theatre B, Building C

Notes

Bring your notebook

Booking status

1 / 20 booking requests have been made so far

Booking requested: Tue 23rd Feb 7:13pm

8 days ago

Booking status: ✓ Reservation Confirmed (Cancel)

Submitting a request **does not** confirm your space. Your booking status will be updated prior to the teaching session - confirmed bookings will show as ✓ Reservation Confirmed - If your booking is confirmed, then you may attend the session.

We will try our best to ensure that the vast majority of requests are fulfilled. However, due to Covid-19 restrictions, it may not be possible to accommodate everyone's preferences. Should we be unable to accommodate you, we will utilize a **priority score**, which is calculated using previous attendance records, to ensure you have priority for subsequent sessions.

4. You will see a warning box. Tick the box and click proceed if you are sure you want to cancel.

Seat Booking System

XYZ1234

es241

XYZ1234 / ✓ Reservation Confirmed | Fri 5th Mar 9:00am - 10:00am Lecture 2

Session Info

Date

Fri 5th Mar 9:00am

In 2 days

Time

9:00am - 10:00am

Cut-off Date

Wed 3rd Mar 11:59pm

In 8 hours

Name

Lecture 2

Location

Lecture Theatre B, Building C

Notes

Bring your notebook

Booking status

1 / 20 booking requests have been made so far

Booking requested: Tue 23rd Feb 7:13pm

8 days ago

Booking status: ✓ Reservation Confirmed (Cancel)

⚠ If you cancel this booking request, you will not be able to re-request this session if you change your mind at a later date

☐ I confirm that I want to cancel this booking

Proceed

Submitting a request **does not** confirm your space. Your booking status will be updated prior to the teaching session - confirmed bookings will show as ✓ Reservation Confirmed - If your booking is confirmed, then you may attend the session.

We will try our best to ensure that the vast majority of requests are fulfilled. However, due to Covid-19 restrictions, it may not be possible to accommodate everyone's preferences. Should we be unable to accommodate you, we will utilize a **priority score**, which is calculated using previous attendance records, to ensure you have priority for subsequent sessions.