

HOW TO Room booking



Website DigiLLabs

Information on booking rooms at the Centre of Excellence for Digital Teaching and Learning (DigiLLabs)
in Building 25: Rooms 01.031, 01.032, 01.033, 01.034

ROOM BOOKING AND ACCESS



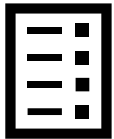
- Room requests are made via WueStudy. For courses in the winter semester, requests must be submitted by mid-April; for the summer semester, by mid-October.

- Room bookings for individual courses can be requested via WueStudy at any time.



- Access to the rooms is granted via the JMU Card. To have access activated, please send your card number along with details of the room you require access to to digillab@uni-wuerzburg.de
- If access is required for individuals who do not hold a JMU Card (e.g. guests or lecturers), they may borrow a guest card from Ms Madera.

BEFORE USE



- Quick guides for the equipment are available in every room. Detailed documentations can be found on the Competence Centre's website.
- If you have any specific requirements, technical queries or software requests, please contact us at digillab@uni-wuerzburg.de at least two weeks before using the room.

AFTER USE



- Back up important data and delete sensitive data from the devices.
- Switch off all devices or put them into standby mode.
- Recharge any devices that have been used.
- Return the furniture to its original position.

PROBLEMS?



- If you encounter any problems whilst using the room, please contact digillab@uni-wuerzburg.de afterwards with a description of the issue.