

How to use the booking form

Technology Enhanced Learning (TEL)

Panopto for video content

Moodle features
30 minutes



Moodle page design
30 minutes



Digital Accessibility
30 minutes



Other TEL query
30 minutes



Zoom for LOIL teaching
30 minutes



Panopto for video content
30 minutes



- To book a time, log onto the [booking form at this link](#).
- If prompted, log in with your University email address and password.
- Select a service, e.g. Moodle features.
- You can book up to 18 hours ahead.


- This will bring up a list of available people and times.
- If you choose 'Anyone' then someone will be allocated to you.
- Or you can choose a specific person to book with depending on their availability.

07 January

< > January 2021

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select staff (optional)

 Anyone ▼

Anyone

Lynn Cheong-White Available

Tom Brunsdon Available

Jake Willott Available

Stephanie Kamffer Available

15:10 15:40

- There are further details to fill in such as a brief description of what you would like to discuss.
- Press the green 'Book' button when you are ready to book.

Add your details

Test Tom

test-tab@bath.ac.uk

Provide additional information

Faculty/School (required)

Other ▼

Brief description of what you would like to discuss (required)

How to edit videos in Panopto.


[Book](#)

- You will immediately receive a summary – you can reschedule, cancel or make a new booking.


Technology Enhanced Learning (TEL)

Upcoming booking for
Test Tom

Panopto for video content



07 January 2021
11:40 (30 minutes)



Tom Brunsdon

Reschedule

Cancel booking

New booking

ⓘ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London


- You will also receive an email with a Teams meeting link.
- This email gives you the option to cancel the appointment at a later date.

Technology Enhanced Learning (TEL)
Wed 06/01/2021 14:00
To: Test-Tom Test-Brunsdon

booking.ics
4 KB

Confirmed booking for
Test Tom

Panopto for video content with
Tom Brunsdon

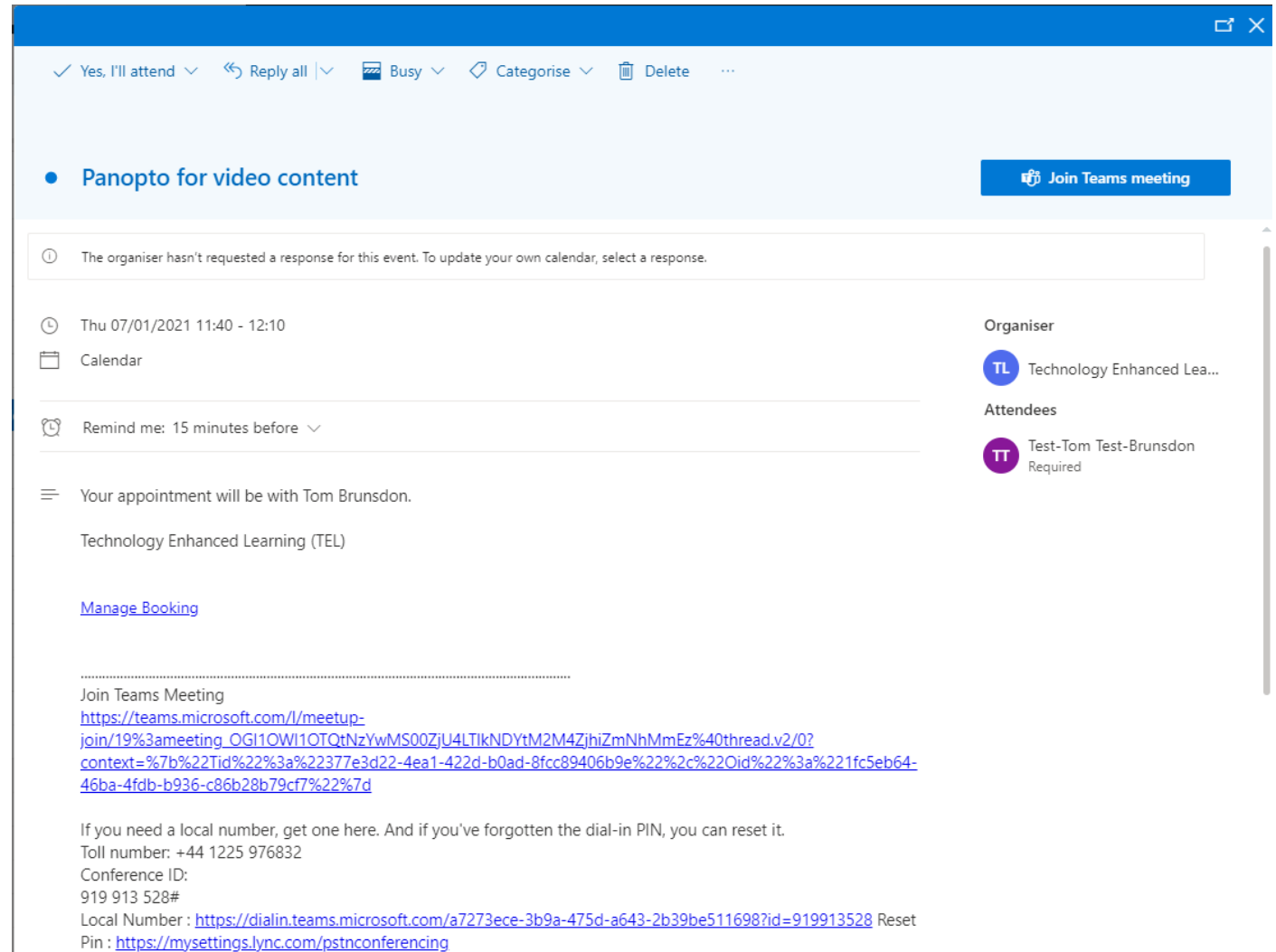
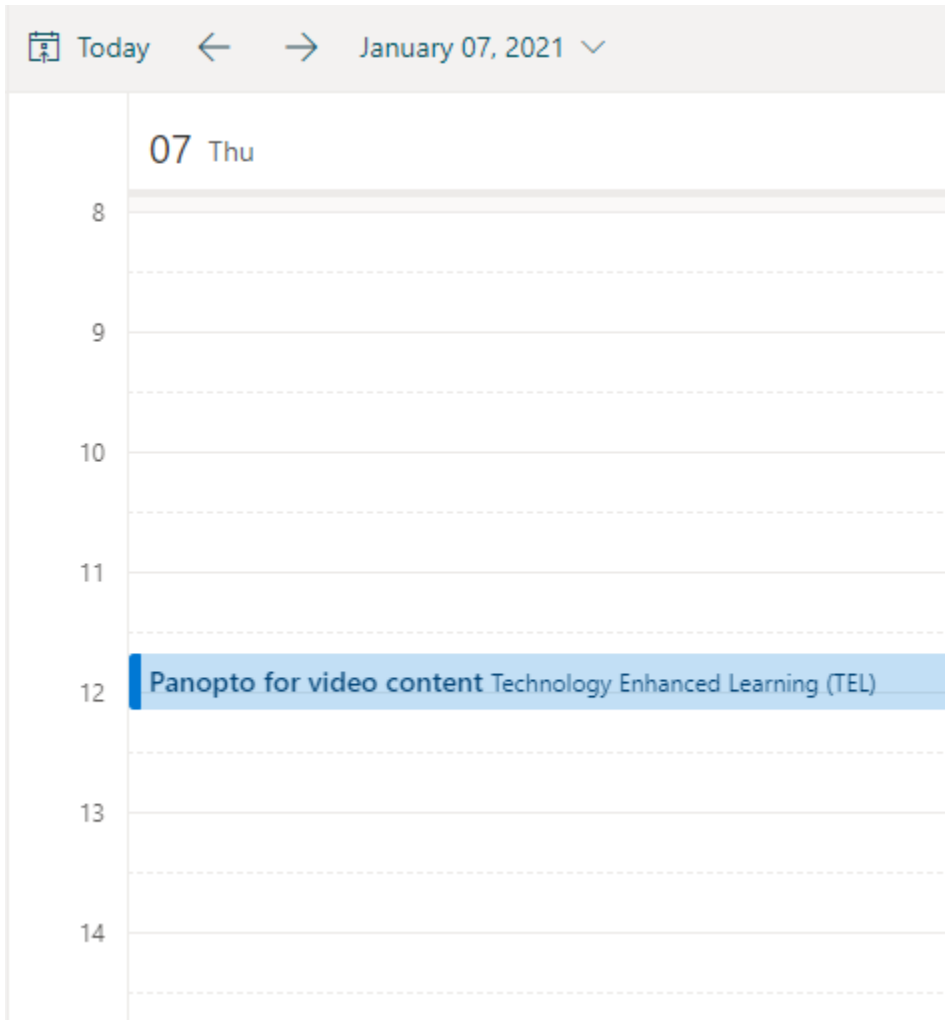

07 January 2021
11:40 - 12:10
(UTC+00:00) Dublin, Edinburgh, Lisbon, London

[Join your appointment](#)
via Microsoft Teams

Have a conflict?
[Change your appointment](#)

Technology Enhanced Learning (TEL)

- The meeting automatically appears in your Outlook calendar too.



Join the meeting

Join Teams Meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGI1OWI1OTQtNzYwMS00ZjU4LTlkNDYtM2M48fcc89406b9e&threadId=19_meeting_OGI1OWI1OTQtNzYwMS00ZjU4LTlkNDYtM2M4

If you need a local number, get one here. And if you've forgotten the dial-in PIN, you can find it here.

Toll number: +44 1225 976832

Conference ID:

919 913 528#

Local Number : <https://dialin.teams.microsoft.com/a7273ece-3b9a-475d-a643-2b39b9c1e1e1>

Learn More <https://aka.ms/JoinTeamsMeeting> | Meeting options: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGI1OWI1OTQtNzYwMS00ZjU4LTlkNDYtM2M48fcc89406b9e&threadId=19_meeting_OGI1OWI1OTQtNzYwMS00ZjU4LTlkNDYtM2M4

- It's just like any Teams meeting.
- Join using the link in your calendar at the time you booked.

Summary

- Access the [booking form at this link.](#)
- Book a time.
- Receive an email confirmation.
- Receive an Outlook calendar invite.
- If you need to cancel, do so via the link on the confirmation email.
- On the day/time of the meeting, join via the Teams calendar invite link.
- If you have any issues email tel@bath.ac.uk