

How to Reserve a Spaces in the Learning Commons

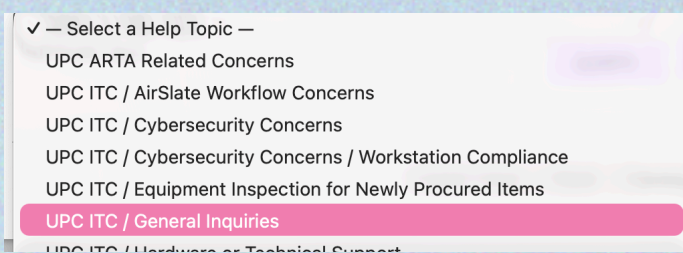
STEP 1

CREATE A ROOMS ACCOUNT

- All users must have an active ROOMS account to reserve a space.

No account yet?

- Submit a request through the ITC Ticketing System (<https://support.upcebu.edu.ph/open.php>)



- Wait for account activation confirmation.

STEP 2

LOG IN TO ROOMS

- Access the ROOMS platform using your account credentials.

STEP 3

SELECT YOUR ROOM & SCHEDULE

- Choose a room.
- Check availability and preferred time slot.

STEP 4

CONFIRM RESERVATION

- Review booking details.
- Submit your reservation request.

STEP 5

USE THE ROOM AS SCHEDULED

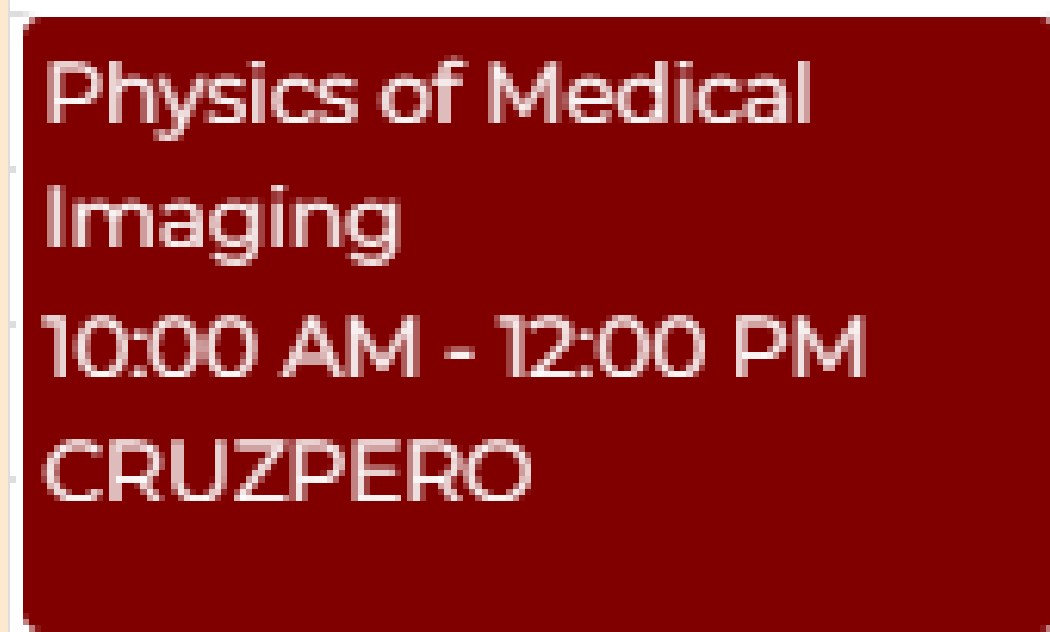
- Arrive on time.
- Follow the [Learning Commons room use guidelines](#).

Book a Room

 Requester

Calendar Tile Colors

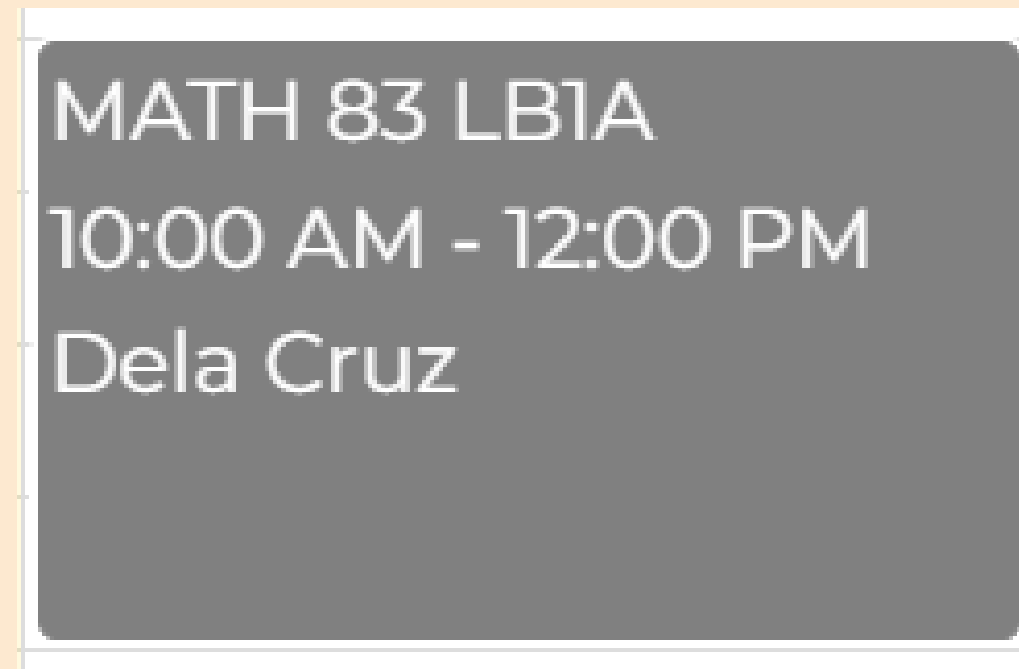
Maroon



Scheduled

These Scheduled Tiles were from the CSV Files that OCS accounts upload

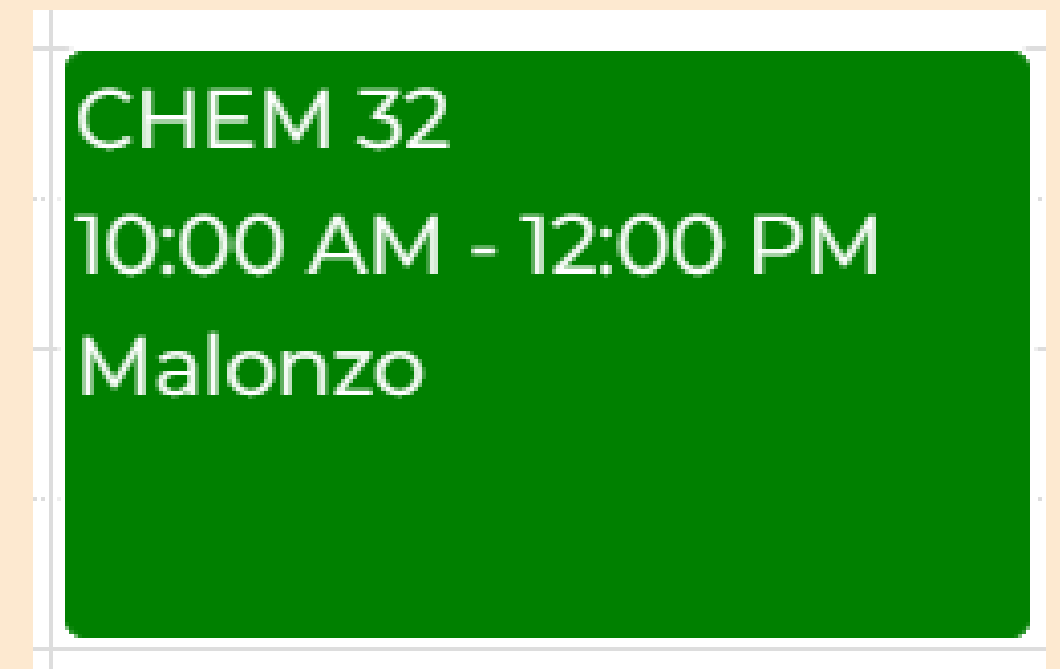
Gray



Pending

Pending Booking Requests are shown initially as Gray.

Green



Approved

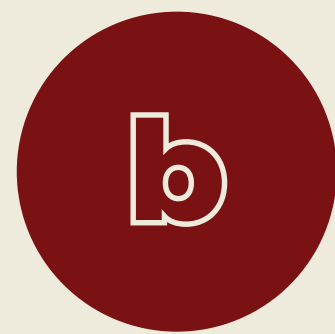
Booking Requests will turn Green when they get approved.



Book a room in two ways:



Click and Drag in the
Calendar



Book Now button





Today

Nov 19 – 25, 2023

Week

Month

Day

W 47	Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25
7:00 AM		Essentials of Analysis I	Essentials of Analysis I		Essentials of Analysis I	Essentials of Analysis I	Click and Drag
8:00 AM			7:00 AM - 8:00 AM DAMILINDO				
9:00 AM			Integrated Principles of Biology 8:30 AM - 10:00 AM	Ang Kababaihan sa Kasaysayan ng Pilipinas 9:00 AM - 12:00 PM NAVARRO,JOSE		Physics in the Life Science II 8:30 AM - 10:00 AM DOMINCO,H	
10:00 AM			College Algebra 10:00 AM - 11:30 AM MOJICA		Elementary Course 10:00 AM - 11:30 AM VIBAR	College Algebra 10:00 AM - 11:30 AM MOJICA	Physics of Medical Imaging 10:00 AM - 12:00 PM CRUZPERO
11:00 AM			Principles of Chemistry 11:30 AM - 1:00 PM ORGANO		Philippine Indigenous and Ethnic Arts 11:30 AM - 1:00 PM	Principles of Chemistry 11:30 AM - 1:00 PM ORGANO	
12:00 PM							
1:00 PM		Fundamentals of Biochemistry 1:00 PM - 2:30 PM ENDIQUEZ		Nstp 1:00 PM - 4:00 PM ONG JEROME	Fundamentals of Biochemistry 1:00 PM - 2:30 PM ENDIQUEZ		Science, Technology and Society 1:00 PM - 4:00 PM
2:00 PM							



A.Y. 2023-2024 1st SEMESTER

Book Now

Today

Week Month Day

W 47	Sun 11/19	Mon 11/20
7:00 AM		Essentials of Analysis I 7:00 AM - 8:00 AM
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		Fundamentals of Biochemistry 1:00 PM - 2:30 PM ENRIQUETE
2:00 PM		Organic Chemistry I 2:30 PM - 4:00 PM GAYOSA
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		Sociology of Health and Wellness

	Fri 11/24	Sat 11/25
	Essentials of Analysis I 7:00 AM - 8:00 AM	
	Physics in the Life Science II 8:30 AM - 10:00 AM DOMINGO H.	
	College Algebra 10:00 AM - 11:30 AM MOJICA	Physics of Medical Imaging 10:00 AM - 12:00 PM CRUZPERO
	Principles of Chemistry 11:30 AM - 1:00 PM ORGANO	
		Science, Technology and Society 1:00 PM - 4:00 PM OLFINDO

BOOK NOW
✕

Subject* Section*

Faculty*

Dept/Office

Organization

Start Date: November 25, 2023 7:0

Date* Hour* : Minute* AM/PM*

Duration Hour* hr Minute* min

End Date: November 25, 2023 9:0

Recurring Meeting

Number of Students*

Activity*

Equipment
 air conditioner

A.Y. 2023-2024 1st SEMESTER

Book Now



Today

Nov 19 – 25, 2023

Week

Month

Day

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 **BOOK NOW**



Subject*

Section*

Faculty*

Dept/Office

Organization

Start Date:

Date*

Hour*

: Minute*

AM/PM*

Duration

Hour*

hr

Minute*

min

End Date: Please Select Duration

Recurring Meeting

Edit Booking Request



Requester



Bookings

Filter by:



No.	Date	Time	Room	Remarks
1	Dec 9, 2023	7:30 AM - 9:30 AM	GAB 102	None
2	Nov 29, 2023	7:00 AM - 8:30 AM	GAB 102	From System: booking expired
3	Nov 27, 2023	8:30 AM - 10:30 AM	GAB 102	None

BOOKING DETAILS

Status **Pending**
Remarks None

Subject Introduction to Computer Science
Section IMS 1
Activity LECTURE
Faculty Nixie Ioanna Ocampo
<nmocampo@up.edu.ph>

Requested By Nixie Ioanna Ocampo
<nmocampo@up.edu.ph>

Date Filed December 5, 2023

Room **GAB 102**
Participants 10
Equipment Needed air conditioner

Term 2023-2024 1st SEMESTER

Edit Close

Edit Booking

Room*

GAB 102

Subject*

Introduction to Computer Science

Section*

IMS 1

Faculty*

✕ Nixie Ioanna Ocampo <nmocampo@up.edu.ph>

Dept/Office

Organization

Number of Students*

10

Activity*

exam

Additional instructions

Date*

09/12/2023

Hour*

7

Minute*

00

AM/PM*

AM

Duration:

Hour*

2

Minute*

00

Recur Meetings

AttachFile

Attach your Google Drive Link here

Equipment

air conditioner