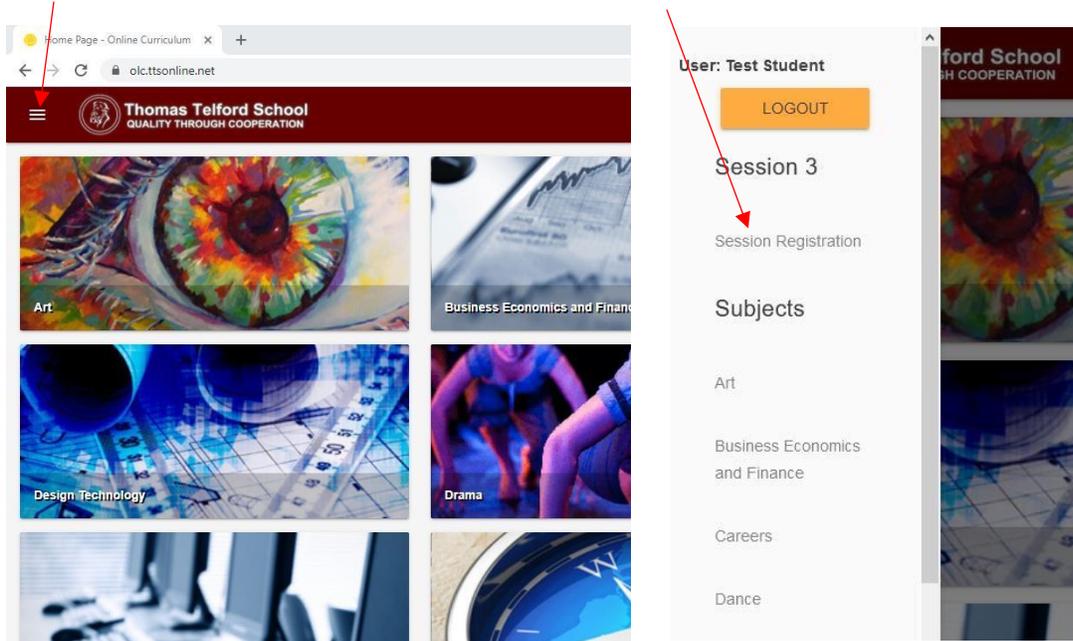


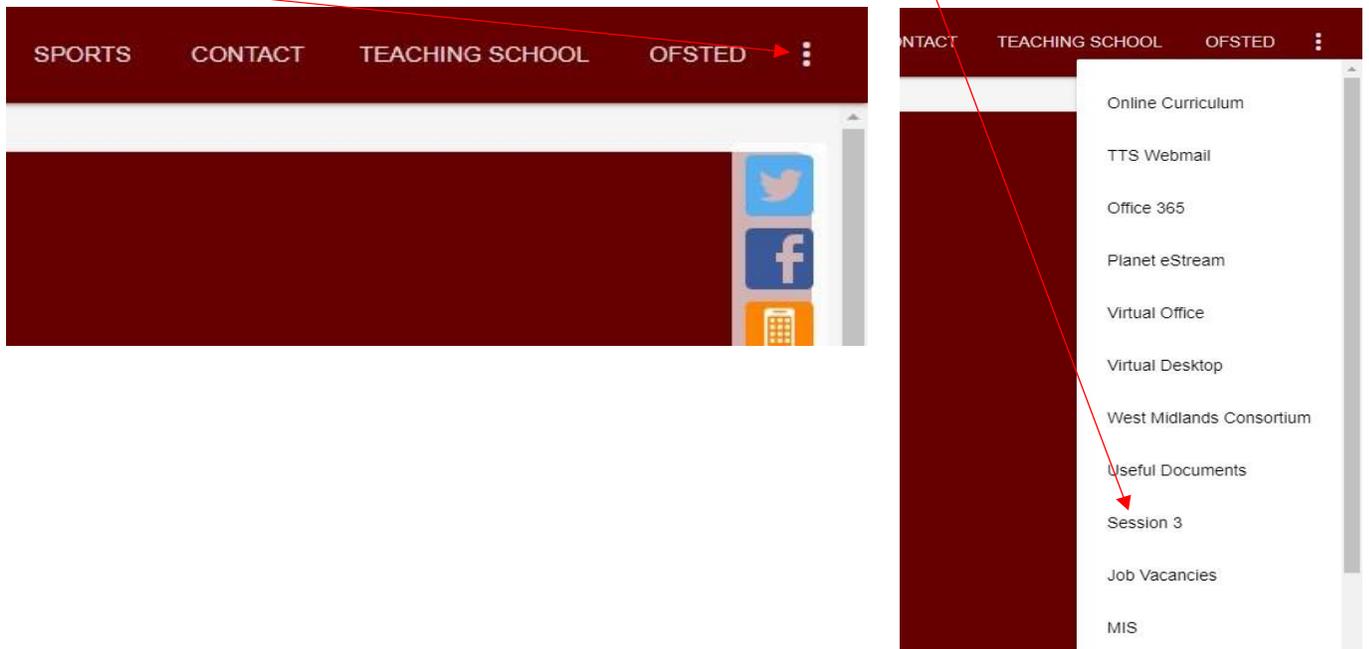
# Session 3 Booking System

## 1. Accessing the System

Students will access the Session 3 Booking system by heading to the OLC and opening up the side menu on the left and clicking on the link that says "Session Registration"



Alternatively Students can access the system through the main Thomas Telford site by clicking on the quick links menu at the top of the page and then clicking on the link titled "Session 3"



## 2. Registering for a Session

**Thomas Telford School**  
 QUALITY THROUGH COOPERATION

Online Curriculum

### Session 3

**Tab displays list of all Sessions**

SESSIONS

**Tab displays student's registered sessions**

REGISTERED SESSIONS

Date	Name	Description	Year Group(s)	Subject	Teacher(s)	Location	Spaces	Registrations	Register for Session
25/02/2021	Test Session	<a href="#">VIEW</a>	7/8/9	Art	ABC	Test Location	20	3	Registrations no longer open
25/02/2021	Test Art Session	<a href="#">VIEW</a>	11	Art	ABC	Test Location	15	0	Registrations no longer open
26/02/2021	Test Session 2	<a href="#">VIEW</a>	7	Computer Science	ABC	Test Location	30	1	
04/03/2021	Test Session	<a href="#">VIEW</a>	7/8/9	Art	ABC	Test Location	20	0	
04/03/2021	Test Art Session	<a href="#">VIEW</a>	11	Art	ABC	Test Location	15	0	

**View brief description of Session**

**Register for Session**

**Filters to adjust what Sessions are displayed**

**Session 3 Filters**

[Reset Filters](#) **Reset filters to default**

**Current Filters**

Your selected filters will be listed here. Click to remove them. NB: Clearing dates will set them to default values, not remove them completely.

From: 25/02/2021 To: 04/03/2021

**Date**

By default the page displays sessions taking place within the next 7 days.

From: dd/mm/yyyy To: dd/mm/yyyy

[ADD DATES](#)

**Years**

Year 7 + Year 8 + Year 9 +

Year 10 + Year 11 + 6.1 +

6.2 +

**Subjects**

This is where Students will be able to find a list of all the sessions that match the filtering system on the right. By default this page will display Sessions within the next 7 days but you can change the filters to find Sessions that match your criteria, for example you could search for Maths sessions that are for Year 7 (same filtering system that the Homework Log uses).

When the time reaches 11am students will no longer be able to register for Sessions taking place on that day.

Students can register for a session by clicking on the “Register for Session” button.

Date	Name	Description	Year Group(s)	Subject	Teacher(s)	Location	Spaces	Registrations	Register for Session
25/02/2021	Test Session	<a href="#">VIEW</a>	7/8/9	Art	ABC	Test Location	20	3	Registrations no longer open
25/02/2021	Test Art Session	<a href="#">VIEW</a>	11	Art	ABC	Test Location	15	0	Registrations no longer open
26/02/2021	Test Session 2	<a href="#">VIEW</a>	7	Computer Science	ABC	Test Location	30	1	
04/03/2021	Test Session	<a href="#">VIEW</a>	7/8/9	Art	ABC	Test Location	20	0	
04/03/2021	Test Art Session	<a href="#">VIEW</a>	11	Art	ABC	Test Location	15	0	

Once you have registered for a session it will show up in your “Registered Sessions” tab shown below

Session 3

SESSIONS REGISTERED SESSIONS

Date	Name	Description	Year Group(s)	Subject	Teacher(s)	Location	Spaces	Registrations	Register for Session
17/03/2021	Year 10 Football Training	<a href="#">VIEW</a>	10	PE	JPN/DLL	3G	60	2	

Session 3 Filters

Reset Filters

Current Filters

Your selected filters will be listed here. Click to remove them. NB. Clearing dates will set them to default values, not remove them completely.

From: 01/03/2021 To: 31/03/2021

Date

By default the page displays sessions taking place within the next 7 days.

Clicking on the tab will show you all of your registered Sessions.

Session 3

SESSIONS REGISTERED SESSIONS

Date	Name	Year Group(s)	Subject	Teacher(s)	Location	Spaces	Registrations	Cancel Session
17/03/2021	Year 10 Football Training	10	PE	JPN/DLL	3G	60	2	

Session 3 Filters

Reset Filters

Current Filters

Your selected filters will be listed here. Click to remove them. NB. Clearing dates will set them to default values, not remove them completely.

From: 01/03/2021 To: 31/03/2021

Date

By default the page displays sessions taking place within the next 7 days.

On this page you will be able to see important details for the Session such as when it is taking place, teacher(s), location and how many spaces there are.

### 3. Cancel a Registration

To cancel your registration for a Session you simply go to your “Registered Sessions” tab shown below and click on the “Cancel Session” button. Doing this will remove you from that Session’s register and remove it from your list of registered Sessions.

Session 3

SESSIONS REGISTERED SESSIONS

Date	Name	Year Group(s)	Subject	Teacher(s)	Location	Spaces	Registrations	Cancel Session
25/02/2021	Test Session	7/8/9	Art	ABC	Test Location	20	3	Session has started
26/02/2021	Test Session 2	7	Computer Science	ABC	Test Location	30	1	

Registered Sessions Tab

Cancel Session Button

Session 3 Filters

Reset Filters

Current Filters

Your selected filters will be listed here. Click to remove them. NB. Clearing dates will set them to default values, not remove them completely.

From: 25/02/2021 To: 04/03/2021

Date

By default the page displays sessions taking place within the next 7 days.

From: dd/mm/yyyy To: dd/mm/yyyy

ADD DATES

Years

Year 7 + Year 8 + Year 9 +  
Year 10 + Year 11 + 6.1 +  
6.2 +

Subjects

A Registration can’t be cancelled after the session has started as shown in the example above

# 4. Parents

Parents are also able to browse what Sessions are available via the main school website – (<https://www.ttsonline.net/page/session-3>). Sessions can't be booked on this page, only viewed.

The screenshot shows the 'Session 3' page on the Thomas Telford School website. At the top, there is a navigation bar with links for MAIN, ABOUT, INFORMATION, CAREERS, SPORTS, CONTACT, TEACHING SCHOOL, and OFSTED. The page title is 'Session 3'. Below the title is a table with the following data:

Date	Name	Year Group	Subject	Teacher(s)	Location	Spaces	Reservations
15/03/2021	Year 10 Football A v B	10	PE	JPN/DLL	GRASS PITCH	36	35
17/03/2021	Year 10 Football Training	10	PE	JPN/DLL	3G	60	1

Below the table is a 'Key' section with two buttons: 'Upcoming Session' and 'Past Session'. A red arrow points from the text 'Lists all Sessions that match the filters on the right' to the 'Year 10 Football Training' row in the table. On the right side of the page, there is a 'Filters' sidebar with a 'Reset Filters' button and a 'Current Filters' section. The 'Current Filters' section shows a date range filter set to 'From: 02/03/2021' and 'To: 19/03/2021'. Below this is a 'Date' section with a note 'By default the page displays today's sessions.' and a date range input field with 'From:' and 'To:' labels, a calendar icon, and an 'ADD DATES' button.

**Lists all Sessions  
that match the  
filters on the right**