



Royal Conservatoire *of* Scotland

ASIMUT Student Guide


Public Interface

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- 1.2 Checking your Schedule
- 1.3 Using the Search Facility
- 1.4 Checking what's on where
- 1.5 Booking a room
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- 1.7 Sync to Outlook Calendar
- 1.8 Emailing Students
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ASIMUT Student User Room Bookings Guide

1.1 Getting Started

Go directly to Asimut <http://rcs.asimut.net> or via Moodle, from a web browser, a smartphone or

click the  icon on the desktop when using a Conservatoire PC and login using your RCS username and password.

Royal Conservatoire of Scotland

ACTIVITIES, TIMETABLES AND ROOM BOOKING

Enter your username and password here:

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1.2 Checking your schedule

Your schedule of activities for the current week is displayed here 7 days at a time, use the calendar to navigate the weeks and check another week or days schedule.

ASIMUT
Logout
Admin

Home / ASIMUT

Melanie Simpson

- > My agenda
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- > About ASIMUT

Calendar

March 2014

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						

Search

Location groups:

- AGOS OPERA/VOCAL COACHING ROOMS
- CREATIVE & CONTEXTUAL STUDIES TEACHING ROOMS
- DRAMA REHEARSAL ROOMS
- DRESSING ROOMS
- ELECTROACOUSTIC STUDIOS
- GREEN ROOMS

Agenda for BADFTV3 BADFTV3

Monday 10th of March 2014

- 09:00 - 10:00 **Programme Meeting DFTV - DFTV1, 2 & 3 (1.3)**
Academic staff: Adam McIlwaine (AID0000065)
Students: 35 (Click to show)
Participants: BADFTV1 BADFTV1 (BADFTV1), BADFTV2 BADFTV2 (BADFTV2), BADFTV3 BADFTV3 (BADFTV3)
Mail to: academic staff, students, participants or everyone
- 09:00 - 17:00 **Independent Study - DFTV3 Grad Film Prep**
Students: 13 (Click to show)
Participant: BADFTV3 BADFTV3 (BADFTV3)
Mail to: students, participant or everyone

Tuesday 11th of March 2014

- 09:00 - 17:00 **Independent Study - DFTV3 Grad Film Prep**
Students: 13 (Click to show)
Participant: BADFTV3 BADFTV3 (BADFTV3)
Mail to: students, participant or everyone

Wednesday 12th of March 2014

- 09:00 - 17:00 **Independent Study - DFTV3 Grad Film Prep**
Students: 13 (Click to show)
Participant: BADFTV3 BADFTV3 (BADFTV3)
Mail to: students, participant or everyone

Thursday 13th of March 2014

- 09:00 - 17:00 **Independent Study - DFTV3 Grad Film Prep**
Students: 13 (Click to show)
Participant: BADFTV3 BADFTV3 (BADFTV3)

To check another week or days schedule select the date in the calendar

1.3 Using the Search Facility

Enter the name of the person, group or module you would like to find in the search box

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Participant: BADFTV3 BADFTV3 (BADFTV3)

Search agendas by:

Student Name

Staff Name

Module Name

Room Name

Group Name

1.4 Checking what's on where using the location groups

1. Select the date from the calendar
2. Select a location group from the list

Sunday 26th of January 2014
 No events

Location groups:

- AGOS OPERA/VOCAL COACHING ROOMS
- CREATIVE & CONTEXTUAL STUDIES TEACHING ROOMS
- DRAMA REHEARSAL ROOMS
- DRESSING ROOMS
- ELECTROACOUSTIC STUDIOS
- GREEN ROOMS
- JAZZ ROOMS
- KEYBOARD & MIDI LABS
- MEETING ROOMS
- MUSICAL THEATRE COACHING ROOMS
- PRACTICE ROOMS - BRASS
- PRACTICE ROOMS - STRINGS
- PRACTICE ROOMS - WITH GRAND PIANO'S
- PRACTICE ROOMS - WITH PC
- RECORDING STUDIOS
- RENFREW STREET CLASSROOMS
- SLS DANCE STUDIOS
- TEACHING ROOMS - AGOS
- PRACTICE ROOMS - ALL

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Calendar

February 2014

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
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- GREEN ROOMS

Overview of Performance Venues

Monday 10th of February 2014

	10:00	12:00	14:00	16:00	18:00	20:00
2.63 Dressing Room (Conduct						
2.64 Dressing Room (Large)						
2.67 Dressing Room (Small)						
AGOS Atrium Venue						
AGOS Foyer Level 2 Venue						
AGOS Studio Venue	Event - SOM Competitions					
Chandler Studio Theatre Venue	Production Classes	Preparing f	MT - BAMT3 - f			
DR1 Dressing Room						
DR2 Dressing Room						
DR3 Dressing Room						
DR4 Dressing Room						
GR1 Green Room 1						
GR2 Green Room 2						
Jack Bruce Space Venue Cafe						
Ledger Recital Room Venue					Tuning	
Venue New Athenaeum Theatre	A3 Showcase - Tech Week			The Fundamentals of Productio		
Venue Stevenson Concert Hall				Set	Introduction to Collaborative P	Governor's Recital Prize

1.5 Making a rehearsal or practice room booking

- Select a date from the calendar
Use the location groups to find a space in from the list below the calendar; all rooms are grouped by type.
Once you select the group of rooms or the specific room you require you will be able to see what is on in that space and what slots are vacant.
- Hover on the screen, you can book slots in 15 minute increments, on the hour, quarter past, half past.
- Click in an available space, a new window will open

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Calendar
February 2014

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17	18	19	20	21	22	23
24	25	26	27	28		

Overview of Drama Rehearsal Rooms
Monday 10th of February 2014

	10:00	12:00	14:00	16:00	18:00	20:00
1.24 Drama R1	The Artist and the Profession -		The Artist and the Profession -	MT - BMT2 - DEvised		
1.3 Drama M2	Program Daily Practice -		An Intro to Directing Theatre			
1.31 Drama M1	Professional Practice 2 (SoD) -					
1.32 Drama M3	The Artist and the Profession -		The Artist and the Profession -			
1.34 Drama R4	Professional Practice 2 (SoD) -					
1.35 Drama D1	BODY C Foundation	Foundation		Acting 2 - Lecoq - Lecoq		
1.36 Drama R5	BAACT Tutorials - A2 - Screen					
1.66 Drama V2		Screen Craft 4				
1.67 Drama V1	BAMT1	BAMT1	BAMT1	Film Lab	Documentary D	
1.73 Drama R2	Choreograph			Arts & Medicine: Experimental	BAMT3 REHEARSAL	
1.75 Drama D2	BODY C Foundation	Foundation		Acting 3 - Shakespeare		
1.78 Drama R6	Program Arts in Participatory Co			Arts in Participatory Contexts		
3.73 Drama R7	Auditions					

Search

Location groups:
AGOS OPERA/VOCAL COACHING ROOMS
CREATIVE & CONTEXTUAL STUDIES TEACHING ROOMS
DRAMA REHEARSAL ROOMS
DRESSING ROOMS
ELECTROACOUSTIC STUDIOS
GREEN ROOMS

Booking Screen

timetables and room booking

Date & time: 4/7/2012 16:00 - 17:00

Location: 336

Description: piano practice

336
Tutorial and Practice Room
Bookable by
• Pianists
• Accompanists
• Vocal

⚠ Your booking will be provisional. You will need to reconfirm it from 1 hour before the reservation starts or it will be automatically cancelled.

Save Cancel

- Check the booking notes, if any, if this is a room you cannot book this will be noted here

- If you are authorised to book that particular room – see the detail on the right panel. You can alter the time up to 2 hours. You could also change the location from this screen too or just hit save to make the provisional booking. There will be a warning if you try to book over 2 hours or are not authorised to book that room.
- The reservation time will be set to the minimum you can book
- The provisional booking will now display in your agenda

ASIMUT · activities, timetables and room booking

Ali Gee
 quota: 4:00 available
 > Overview of my activities
 > Calendar Feed guide
 > Color legend
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Calendar
 July 2012

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					

Search

Location groups:
 ACADEMIC TEACHING ROOMS
 ALL LOCATIONS
 EXTERNAL LOCATIONS
 GENERAL PRACTICE ROOMS

Agenda for Ali Gee
Tuesday 3rd of July 2012
 No events
Wednesday 4th of July 2012
 ● 16:00 - 17:00 piano practice (336)
 Participant: Ali Gee (alig)
 Mail to: participant
Thursday 5th of July 2012
 No events
Friday 6th of July 2012
 No events
Saturday 7th of July 2012
 No events
Sunday 8th of July 2012
 No events
Monday 9th of July 2012
 No events

- You will also notice that the hour has been subtracted from your quota
- You can still cancel the booking any time up until the commencement time to have your quota reimbursed, if you do not cancel prior to this your quota will not be reimbursed until the booking as elapsed.
- To cancel just click on the booking name (piano practice) to open the booking window
- Click on the Cancel Booking button

s, timetables and room bookir

Date & time: 4/7/2012 16:00 - 17:00

Location: 336

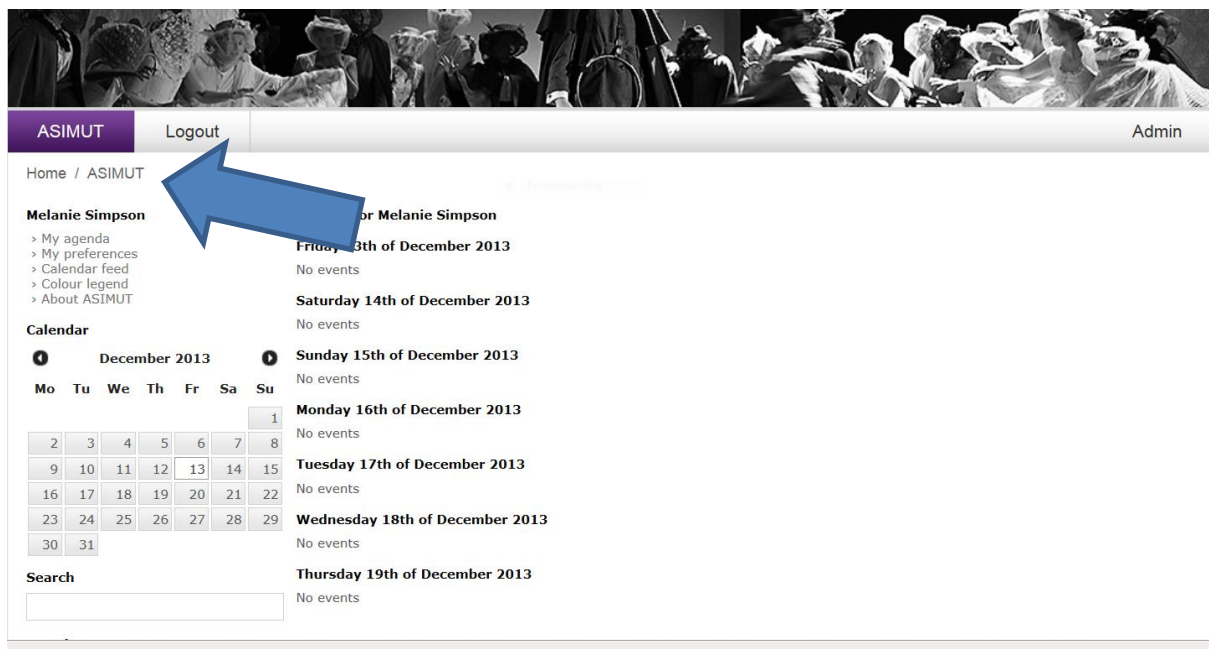
Description:

This booking is provisional. You will need to reconfirm it from 1 hour before the reservation starts or it will be automatically cancelled.

[Click here to cancel booking](#)

Save Cancel

- To make a booking, and search for personal schedules you need to either log into ASIMUT on a pc, tablet or smartphone or swipe your RCS card at one of the kiosks.



If you click on any of the ASIMUT links back it will take you back to today's dates on the calendar.

1.6 Reconfirm or Cancel Booking

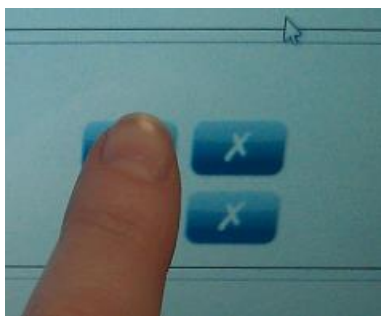
- To reconfirm your bookings go to one of the many designated touch screens around the Conservatoire.



- Swipe your RCS ID on the card reader, this acts as your authentication

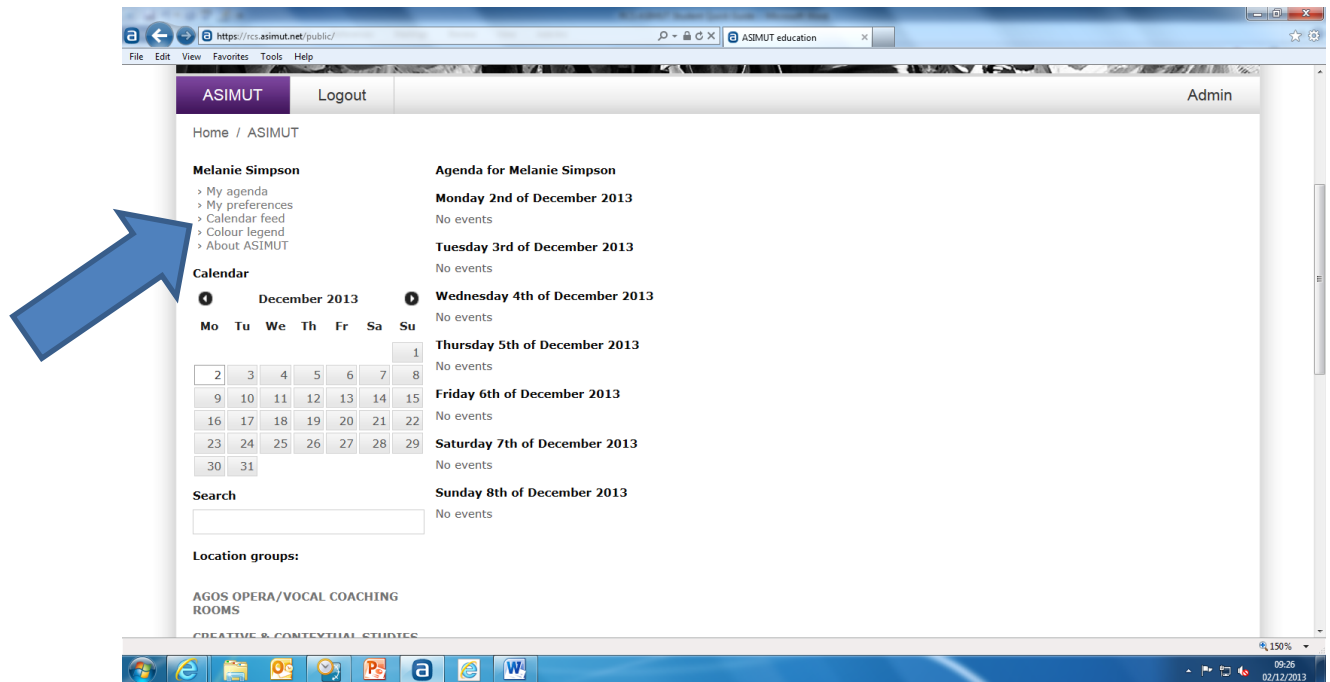


- **You cannot re-confirm your booking without your RCS ID Card.**
- The screen will display your bookings for the day and will allow you to reconfirm those commencing within the next 4 hours by touching tick. Or to cancel touch the cross. Once you have reconfirmed your bookings you may still cancel them by logging into the system.

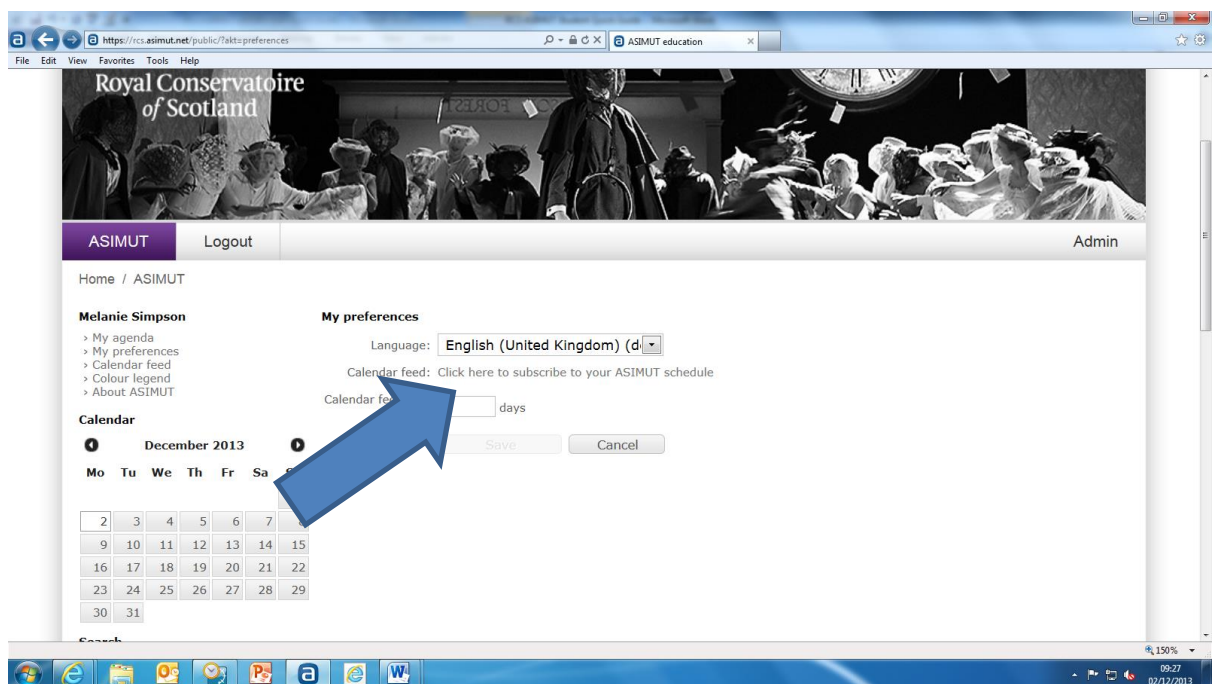


- From the touch screens you can also make a bookings, search for tutors and peers schedules and see what events and classes are happening today around the college.
- **To reduce queues at peak times, avoid using the touch screens to make bookings. This can be done from any computer or smart phone.**

1.6 Sync to your outlook calendar to get your timetables

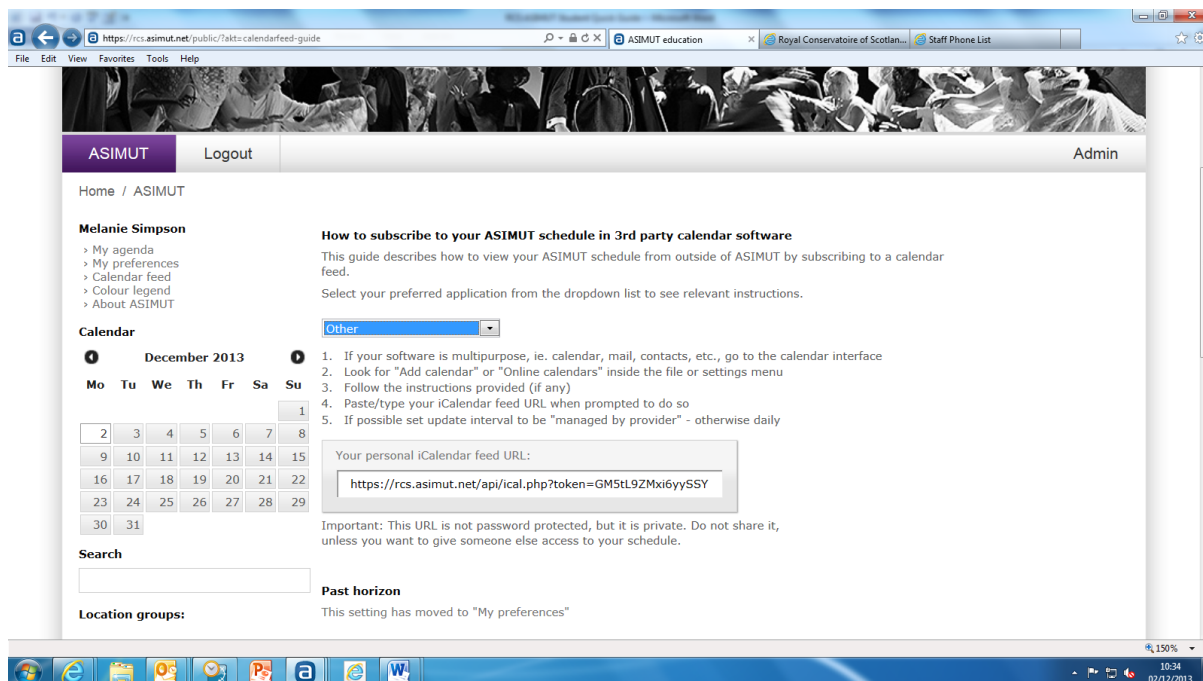


Whilst logged into ASIMUT Select the calendar feed



1. Select your language
2. Select the amount of days you want your timetable to stay in your calendar in the past from 0-14 days
3. Save
4. Click to subscribe to your schedule

From the drop down choose OTHER and follow the instructions



Touch Screen Locations for booking reconfirmation of practice room x 8

Ground Floor Reception	x3 (1 set at DDA height)
AGOS entrance from Drama corridor	x1
Level 2 SOM at room 2.25	x1
Level 3 at room 2.14	x1
Level 3 piano corridor	x1
Level 2 Café Bar	x1

System access to check timetables is available on all PC's in the building, IT suite and the library

Remember to log out

You are logged out when you close the browser – the default time to auto log out is 8 hours.