

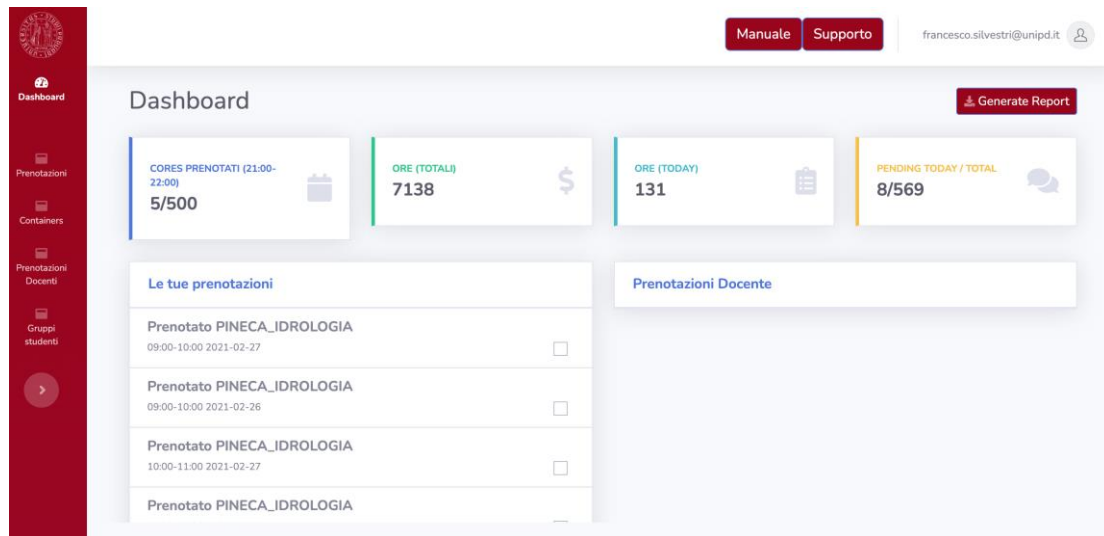
T.2020 virtual laboratory Instructor lab booking howto

Links:

- Virtual machine booking: <https://vlabbooking.vdi.ict.unipd.it>
- Downloading the client or accessing the virtual machine via HTML: <https://vlab.vdi.ict.unipd.it>.

This document explains how an instructor can book a virtual laboratory provided by the T.2020 project, supported by the School of Engineering of the University of Padova. The virtual laboratory is a remote workspace (a virtual machine or VM) that you can access from your computer. In order to ensure a high level of performance the laboratory needs to be booked before use (similarly to what happens for real labs). Instructors can book the laboratory for the slots they are going to use it for lecturing. Students also need to book the virtual machine for personal study activities. To access the virtual machine please refer to the dedicated guide.

Go to <https://vlabbooking.vdi.ict.unipd.it> and authenticate using your SSO credentials.



The portal consists of 5 elements listed on the left:

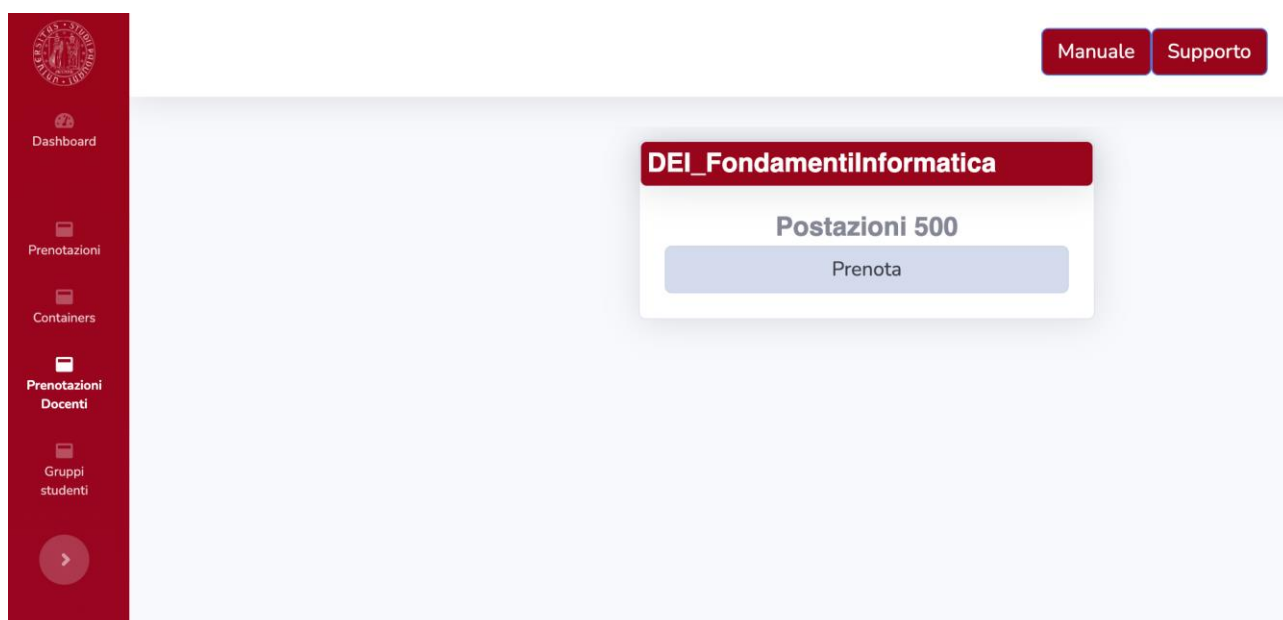
- **Dashboard:** a summary of the active bookings and available resources.
- **Prenotazioni/bookings:** lets you book a single virtual machine. This part is not available to instructors (a blank page appears) as they can always access a virtual machine without booking it.
- **Containers:** a container represents a single course and includes a list of instructors, technical staff and students. If a course is split into multiple channels, one single container is used for all channels and will be associated with several student groups (see below), one for each channel. Containers are created by the technical staff in charge of the T.2020 project. You can edit the student and instructor lists.
- **Prenotazioni docenti/instructor bookings:** lets you book the virtual machines needed in a laboratory lecture of a course.
- **Gruppi studenti/student groups:** student groups are used when a course is split into multiple channels to list students belonging to each channel. Student

groups are created by the technical staff; instructors can update the information of each group and create new groups.


As an example, consider a Course named “Course” that is divided into two channels: “Course1” and “Course2”. This is mapped into a single container named “Course” and two student groups named “Course1” and “Course2”. Course represents both channels and includes information about the virtual machine to be used and about students and instructors for both channels. A booking for the “Course1” channel can be done by first choosing the container “Course” and then linking it to the student group “Course1”.

In order to book the virtual machine to be assigned to a laboratory lecture you can follow these steps:

1. Click on **Prenotazioni Docenti/Instructor booking** in the left banner.
2. A list of active containers will appear. Select the container associated to the desired course clicking on its **Prenota/book** button. In the following image, one container (“DEI_FondamentiInformatica”) is available.



3. A calendar will be shown. Select the day and click on **Add Event**.


Dashboard
Prenotazioni
Containers
Prenotazioni Docenti
Gruppi studenti

DEI_FondamentiInformatica

Manuale
Supporto

francesco.silvestri@unipd.it

February 2021
Add Event

month
week
day
list
today
<
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 • 12a 00:00-01:00 (1) • 1a 01:00-02:00 (1)	1	2	3	4	5	6
7 • 8p 20:00-21:00 (1)	8	9 • 10p 22:00-23:00 (1) • 11p 23:00-00:00 (1)	10 • 10a 10:00-11:00 (1) • 11a 11:00-12:00 (1)	11 • 10a 10:00-11:00 (1) • 5p 17:00-18:00 (1)	12	13
14	15	16	17	18	19	20
21 • 7a 07:00-08:00 (1) • 8a 08:00-09:00 (1)	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13


4. A menu will appear. To book a laboratory, select the start and end dates, the time slots and enter the email address of the person booking the slot in the **Professore/Tecnico (Instructor/tech staff)** field. Select “Studenti del Container” (Students in the container) in the **Gruppo da Abilitare/Enable group** field if you wish to enable all the students listed in the container. Otherwise, select the student group in the menu.

Modal Title ×

Data Inizio

26/02/2021 

Data Fine

26/02/2021 


Slots

00:00-01:00
01:00-02:00
02:00-03:00
03:00-04:00

Professore/Tecnico

referente

Gruppo da Abilitare

Studenti del Container 

Close

Save

5. Click on **Save**.

You can delete or edit an existing booking:

1. Click on the booking to modify in the calendar;
2. A drop-down menu will appear. Scroll to the end and click on Edit or Delete.