

Classroom booking instructions

1. Go to the website www.my.nu.edu.kz through your own account
2. Choose: **ACADEMICS** → **Instructional Technologies** → **NU Classrooms** or you may use Quick links in the upper right corner

The screenshot shows the website <https://my.nu.edu.kz> with the following elements:

- Navigation Menu:** A dark blue horizontal bar with the following categories: **ACADEMICS**, **HR AND FINANCIAL**, **ISSD**, and **SERVICES**.
- ACADEMICS Dropdown:** A list of links including: Instructional Technologies, Academic Quality Enhancement, Institutional Research, Academic Excellence, and Professional Development.
- SERVICES Dropdown:** A list of links including: **NU Classrooms**, NU Conference rooms, NU Computer Labs, NU Videoconferencing Facilities, Software at NU, iTeach, Moodle @ NU, Digication (e-Portfolio), Qualtrics @ NU, Copyright intro, TurnItIn, E-resources in the Library, Instructional Technology Blog, and Diigo Collection.
- Quick Links:** A link in the top right corner.
- Footer:** A note stating: "If you have any comments, please email web@nu.edu.kz". Below this is a note: "Note: Currently the portal is under development. If you wish to have any new sections added, please follow the process outlined in the attached document."

3. Then you choose one of the links shown on the webpage to reserve a room.

