

ExtBooking COVID Tests on MyProgressTracker

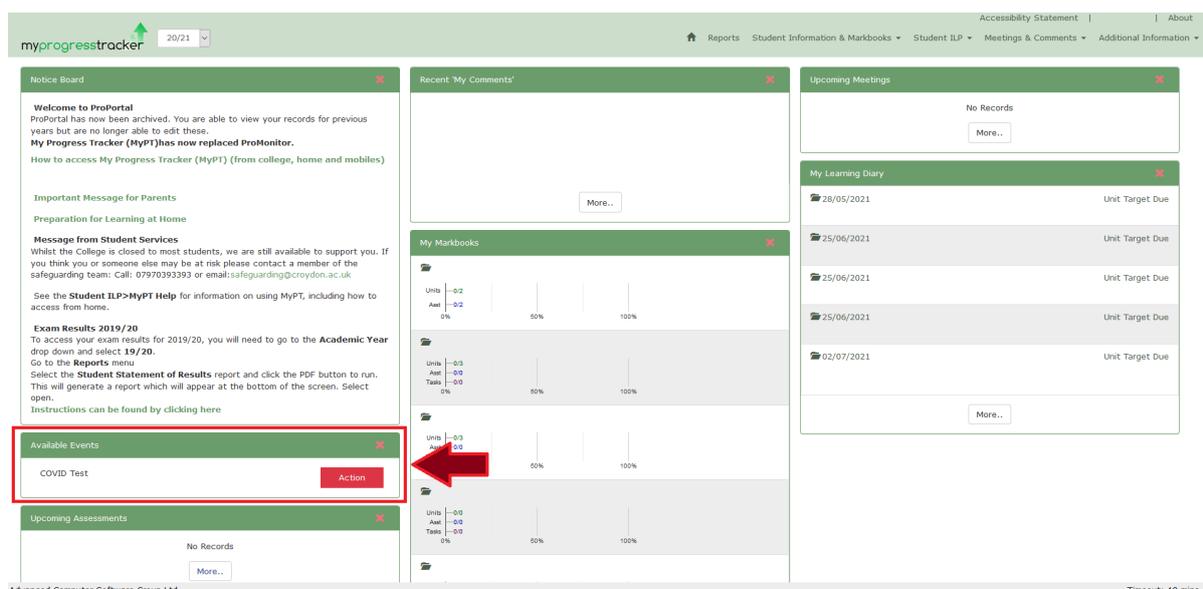
As part of the College's commitment to making lateral flow tests available to learners, you will now be able to book a time slot for a COVID test via MyProgressTracker.

Accessing MyProgressTracker

You can log in to MyProgressTracker as you have done in the past. Links are available on the College website and on Moodle.

Booking a COVID Test

On your MyProgressTracker home page, look for the new 'Available Events' menu. This may differ depending on the device you are using to access MyProgressTracker.



The screenshot shows the MyProgressTracker interface. The 'Available Events' section is highlighted with a red box, and a red arrow points to the 'Action' button next to the 'COVID Test' entry. The interface includes a navigation bar at the top with 'myprogresstracker' and '20/21' dropdown, and a menu with 'Reports', 'Student Information & Markbooks', 'Student ILP', 'Meetings & Comments', and 'Additional Information'. The main content area is divided into several panels: 'Notice Board' with a welcome message and 'Exam Results 2019/20' information; 'Recent My Comments' with a 'More...' button; 'My Markbooks' with progress bars for 'Unit 1-02', 'Unit 1-03', and 'Unit 1-04'; 'Upcoming Meetings' with 'No Records'; 'My Learning Diary' with a table of dates and 'Unit Target Due' status; and 'Upcoming Assessments' with 'No Records'. The footer includes 'Advanced Computer Software Group Ltd.' and 'Timeout: 18 mins'.

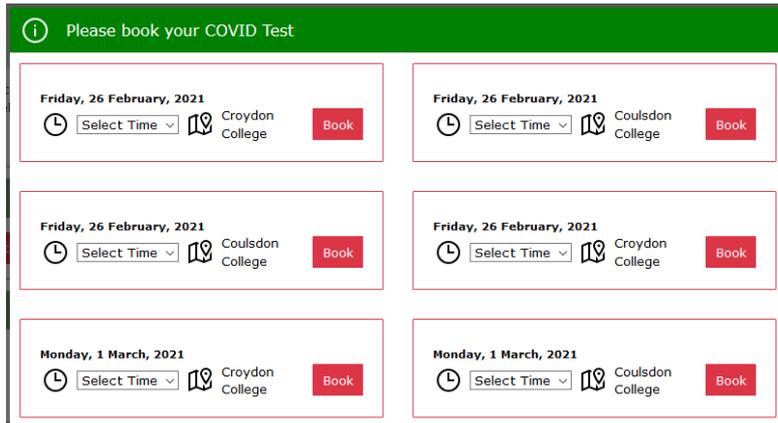
Next to the COVID Test option, click on the red 'Action' button:



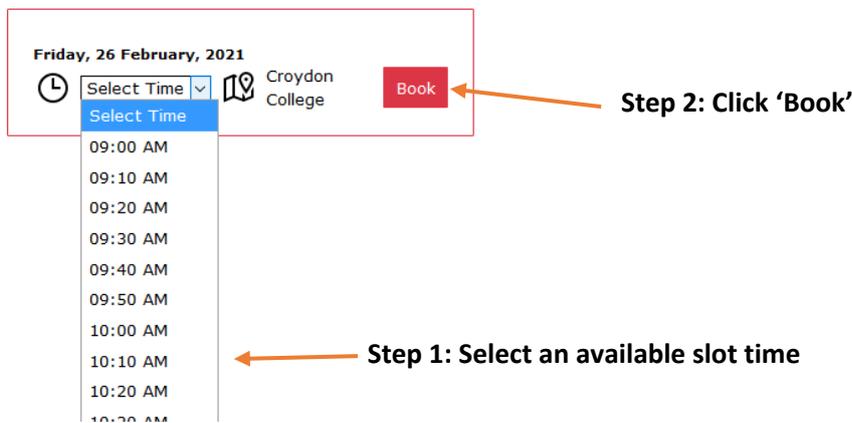
This close-up shows the 'Available Events' menu. It contains a single entry 'COVID Test' with a red 'Action' button to its right. A large red arrow points to the 'Action' button.

Choosing a session

Clicking the 'Action' button will show you a list of the sessions that are available to you. There will usually be a morning and an afternoon session for each day – *please take careful note of the location for the session as you may be offered the option of a test at more than one location.*

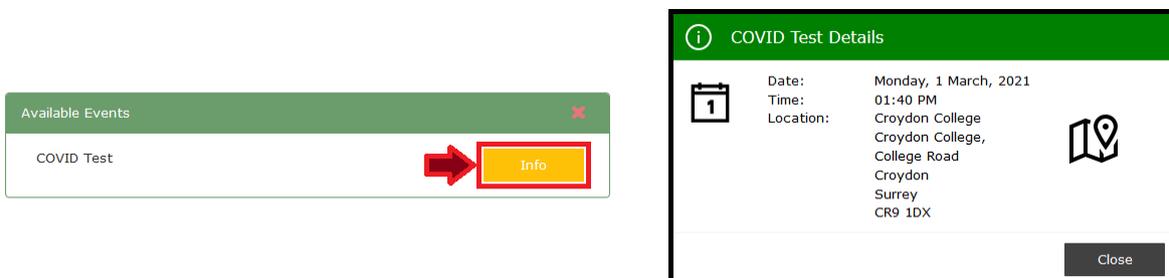


To see availability for the session, please click on the 'Select Time' drop down list for that session. This will show you a list of the time slots that are available for booking. If a particular time has been greyed out, then it has been booked to capacity.



Checking your booking

Once you have booked your session you can refer to it at any time by logging into MyProgressTracker. You will now be able to check your booked session by clicking on the Yellow or Green 'Info' button in the Available Events box. This will display the date, time, and location of your booking.



Changing or cancelling your booked appointment

If you need to change your booked appointment, you will need to contact the Testing Centre staff at:

Email: COVID19-Testcentre@croydon.ac.uk

Telephone: 020 8686 5700 Ext. 3294 (Croydon)