

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SASD TECHNOLOGY RESERVATION CALENDARS

Purpose

This handout describes how to use SASD Computer Calendars using MS Outlook 2010. These calendars are commonly used to reserve computer labs.

Advantages:

1. Electronic Calendars make it easy to set up repeating computer resource reservations
2. Electronic Calendars are easy to share (for example, from your PC – you can check to see who is using what lab).
3. Security – by utilizing electronic calendars, we can easily keep track of who is using what SASD Computers (ex. After hours use for college classes, bus driver training, etc).

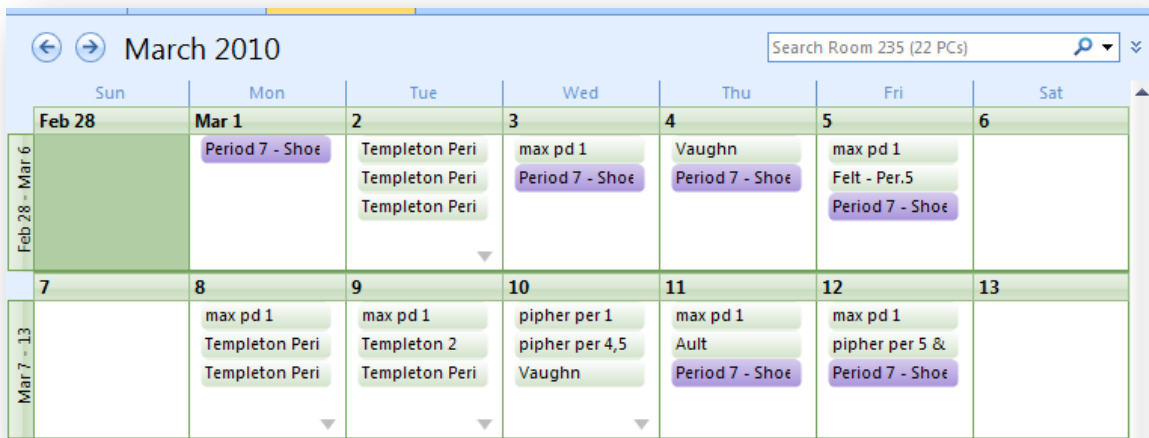
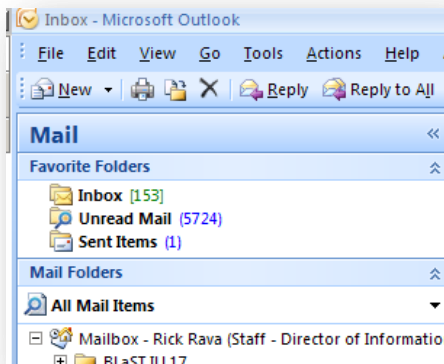


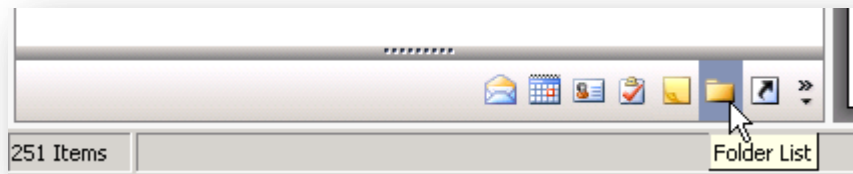
Figure 1 - Sample Electronic Reservation – HS Lab 235

How Do I View the Availability of a Computer Resource Room?

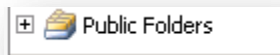
Start up MS Outlook on your PC.



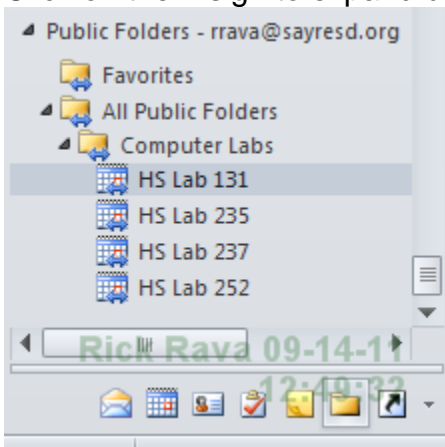
Click on your Folder Shortcut (lower right-hand side of your screen):



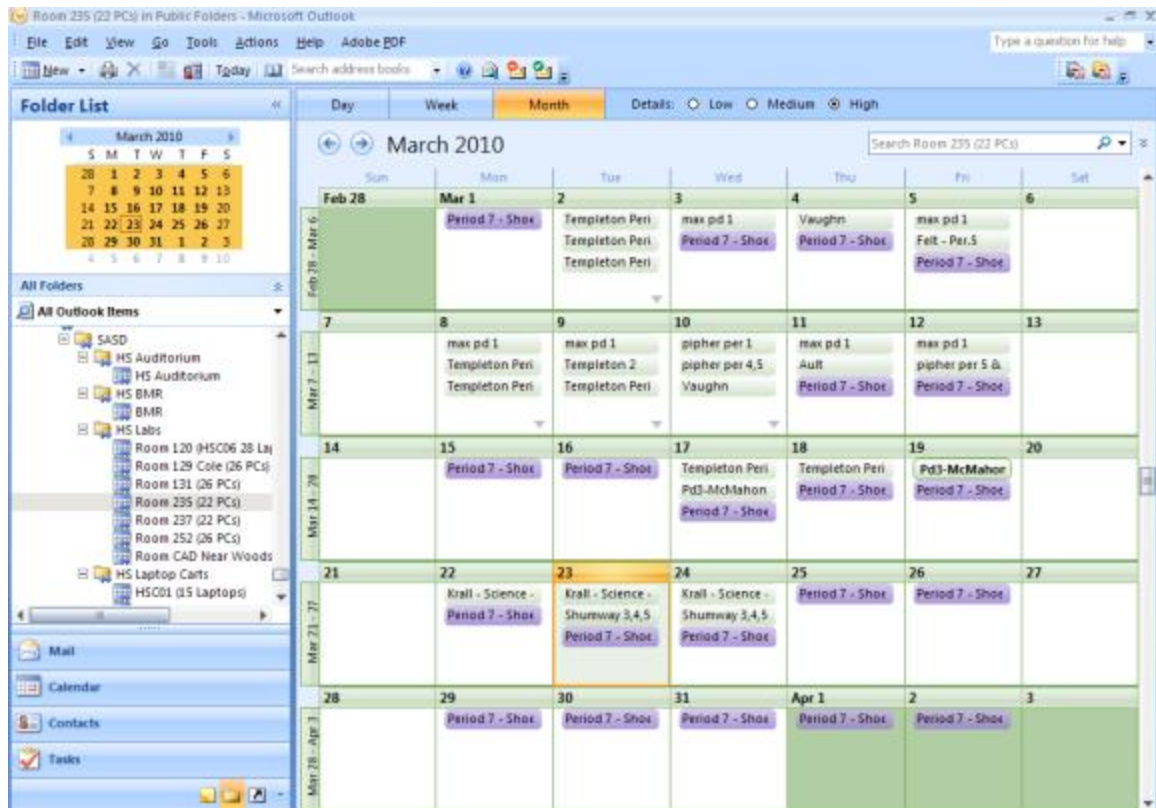
Now you will see the following:



Click on the + sign to expand until you see the following:



To see the availability of a specific resource room, just **single-click** on that specific room (the following is an example of HS Lab 235).



How Do I Reserve a Computer Resource?

Start up MS Outlook on your PC.

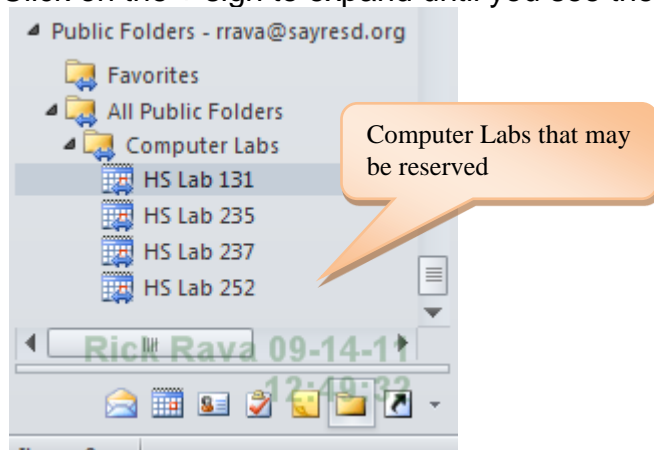
Click on your Folder Shortcut (lower right-hand side of your screen):



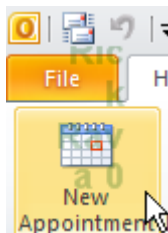
Now you will see the following:



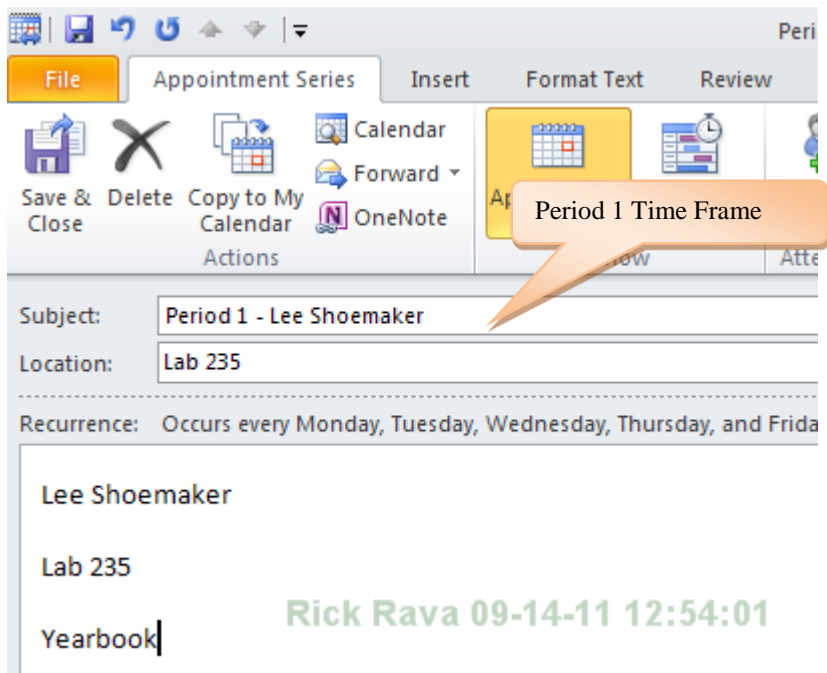
Click on the + sign to expand until you see the following:



To see the reserve of a specific resource room, just **single-click** on that specific room (the following is an example of Room 131)



Click on New



- Enter the **Person** reserving the room and **Period** number (if applicable)
- Enter the **Start Time** and **End Time** (note that the above time is the Period 1 Time frame)



Then click on the Recurrence button (if you are reserving the room for multiple dates)

Appointment Recurrence

Appointment time
 Start: 8:10 AM
 End: 8:52 AM
 Duration: 42 minutes

Recurrence pattern
 Daily Recur every 1 week(s) on:
 Weekly Sunday Monday Tuesday Wednesday
 Monthly Thursday Friday Saturday
 Yearly

Range of recurrence
 Start: Wed 9/14/2011 No end date
 End after: 193 occurrences
 End by: Fri 6/8/2012

OK Cancel Remove Recurrence

End of repeating reservation

Rick Rava 09-14-11 12:52:38

For the above example, the room is reserved for M T W Th F starting on 09/14/2011 and ending on 6/8/2012

Just click on OK

Period 1 - Lee Shoemaker - Appointment Series

File Appointment Series Insert Format Text Review

Save & Close Delete Copy to My Calendar Calendar Forward OneNote Appointment Scheduling Assistant Invite Attendees Show As: Busy Reminder: None Recurrence

Subject: Period 1 - Lee Shoemaker
 Location: Lab 235

Recurrence: Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 9/14/2011 until 6/8/2012 from 8:10 AM to 8:52

Lee Shoemaker
 Lab 235
 Yearbook

Rick Rava 09-14-11 12:56:09

Click on Save and Close (this creates the following reservation)

September - October 2011 Search HS Lab 131 (Ctrl+E) 🔍

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sep 4	5	6	7	8	9	10	
9/4 - 9							
11	12	13	14	15	16	17	
9/11 - 16				Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	
18	19	20	21	22	23	24	
9/18 - 23		Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	
25	26	27	28	29	30	Oct 1	
9/25 - 30		Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	
2	3	4	5	6	7	8	
10/2 - 7		Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	Period 1 - Lee SI	
Rick Rava 09-14-11 12:55:43							

This sample reservation will now appear for all the desired dates!