

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## RESERVATIONS:

### High School Lab Reservations Calendar

#### Purpose

This handout describes how view and create High School Lab Reservations using MS Outlook. These calendars are commonly used to reserve the Labs for specific High School Classes or Special Events.

Please Note: To reserve a time in the library, please contact Mr. Mensch.

#### 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 the library on a certain day or period).
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).

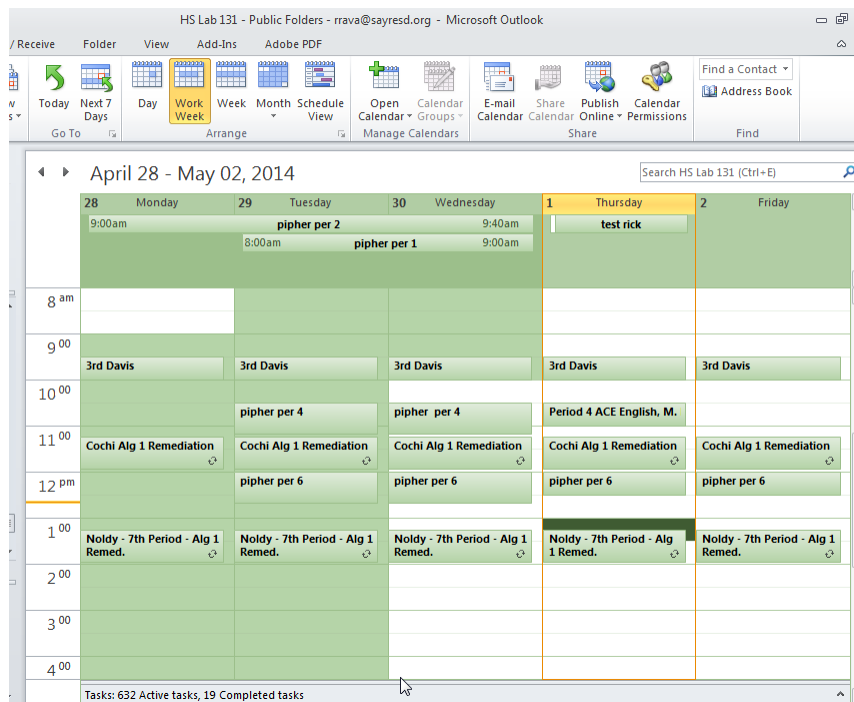
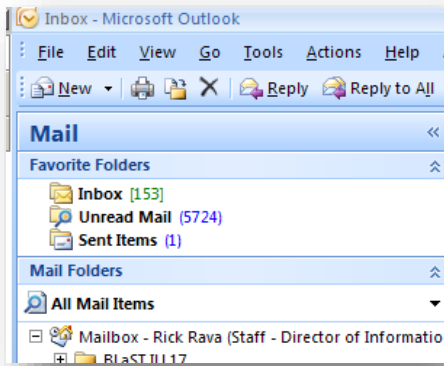


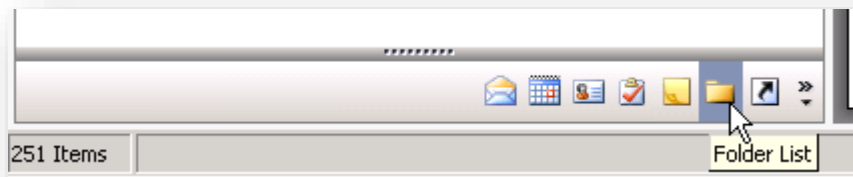
Figure 1 - Sample Electronic Reservation – HS Lab 131

# How Do I View the Availability of a Lab?

Start up MS Outlook on your PC.



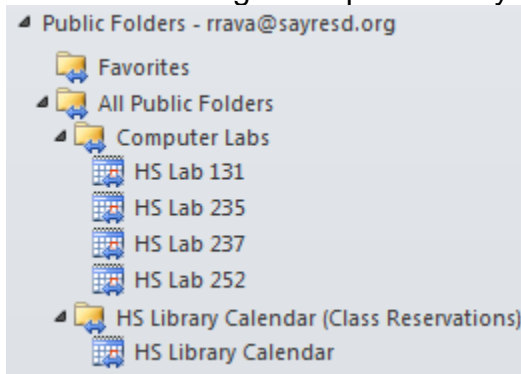
Click on your Folder Shortcut (lower right-hand side of your screen):



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).

HS Lab 235 - Public Folders - rrava@sayresd.org - Microsoft Outlook

View Add-Ins Adobe PDF

Day Work Week Week Month Schedule View

Open Calendar E-mail Share Publish Calendar Open Calendar Groups E-mail Calendar Share Publish Calendar Calendar Address Book

Manage Calendars Calendar Groups Share Calendar Permissions Find

May 2014 Search HS Lab 235 (Ctrl+E)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4/27 - 5/2	Apr 27	28 pipher per 1 Period 3 Frant Period 6: Year	29 2:00pm 8th Grade Sci Period 4: CDT	30 8th Grade Sci Wagaman 5tr	May 1 Wagaman 1st Wagaman 4tr	2 2:40pm Wagaman 1st Wagaman 4tr	3 Wagaman 1st Wagaman 4tr Wagaman 5tr
5/4 - 9	4 Wagaman 1st Wagaman 4tr Wagaman 5tr	5 Wagaman 1st Wagaman 4tr Wagaman 5tr	6 Wagaman 1st Period 4: CDT Wagaman 4tr	7 Wagaman 1st Wagaman 4tr Wagaman 5tr	8 Wagaman 1st Wagaman 4tr Wagaman 5tr	9 Wagaman 1st Wagaman 4tr Wagaman 5tr	10
5/11 - 16	11	12 PERIOD 3- PO Period 6: Year	13 PERIOD 3- PO Period 4: CDT Period 6: Year	14 10:28am PERIODS 4 & 5 Period 6: Year	15 12:00pm Period 6: Year	16 Period 6: Year	17
5/18 - 23	18	19 Period 6: Year	20 Period 4: CDT Period 6: Year	21 Period 6: Year	22 Period 6: Year	23 Period 6: Year	24
5/25 - 30	25	26 Period 6: Year	27 Period 4: CDT Period 6: Year	28 Period 6: Year	29 Period 6: Year	30 Period 6: Year	31

# How Do I Reserve a Lab?

Start up MS Outlook on your PC.

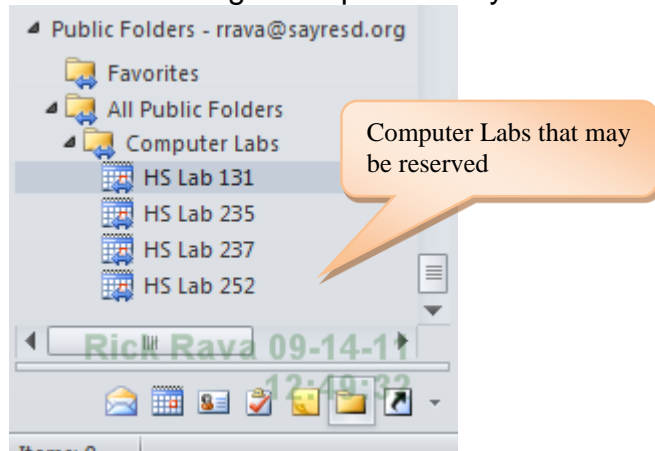
Click on your Folder Shortcut (lower right-hand side of your screen):



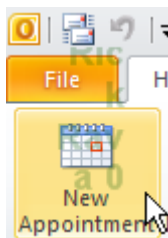
Now you will see the following:



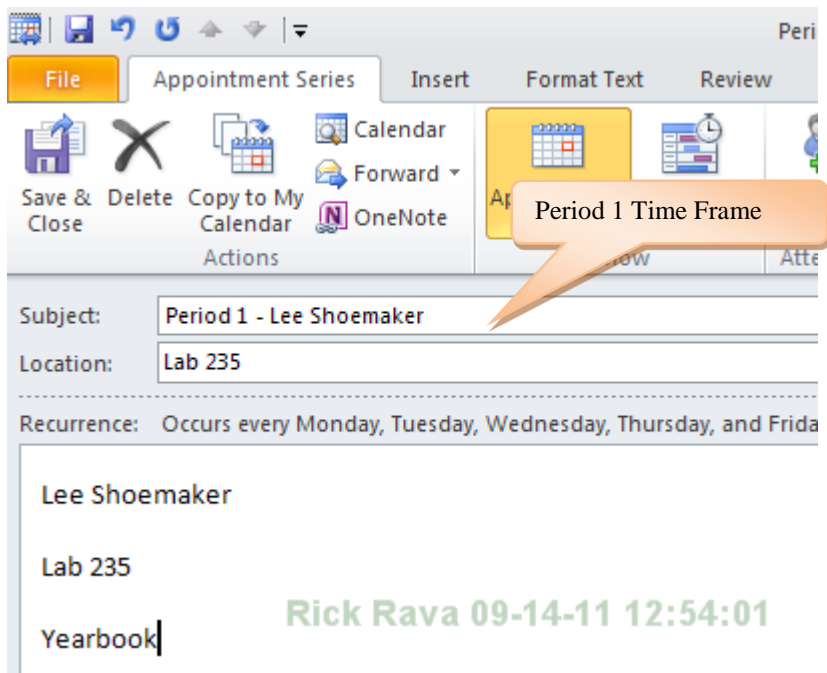
Click on the + sign to expand until you see the following:



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 TR 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!