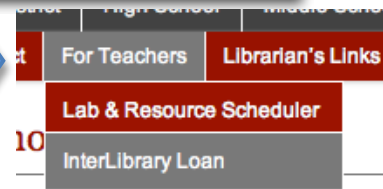




Lab and Resource SCHEDULER

Access LARS through each library under For Teachers on the menu bar



For scheduling the use of the libraries, library labs, mobile labs, and library media equipment that is stored in each library.

- Link located in “For Teachers” in the menu bar of each library website.
- Username: FirstLast (EmilyOlson)
Password: password (you have the ability to change your own password)
- All resources available to reserve are listed along the left hand side below the calendar under each category: Equipment, Labs, and Library.
- Click on the resource you would like to schedule so it is highlighted in blue.
- Click on the “block” of time you are requesting.
- At the bottom of the page, enter the number of seats (for labs) and click SAVE.
- Your request will then be added to the calendar.
- You may delete or change your request by clicking on it and viewing the options that appear.
- Be sure to schedule only the number of seats needed for labs and cancel your reservation if it is not needed

The screenshot shows the Lab and Resource Scheduler interface. On the left, there is a calendar for August 2010. Below the calendar is a list of resources, including 'A006 LMC Lab', 'Auditorium', 'Downstairs Mobile Lab', and 'Fine Arts Mobile Lab'. The 'A006 LMC Lab' is highlighted in blue. In the center, there is a calendar grid showing periods 1 through 7 for the days Mon, 16 Aug 2010, Tue, 17 Aug 2010, Wed, 18 Aug 2010, Thu, 19 Aug 2010, and Fri, 20 Aug 2010. A reservation for 'A006 LMC Lab' is shown in a blue box, indicating '20 Seats Scheduled' and '4 Remaining Seats'. At the bottom, there is a form with fields for 'User Name' (Emily Olson), 'Number Of Seats (Max 24)' (20), and 'Notes'. There are 'Save' and 'Cancel' buttons. A 'Related Items' field is also present.

1. Click on the resource you would like to schedule
2. Click on the block you will need the resource
3. For labs, enter the number of seats you need, then click SAVE
4. If you need to edit your reservation, simply click on it for options