

## Scheduling a Lab

<http://www.labandresourcescheduler.com/>



The screenshot shows the login page of the Lab and Resource Scheduler. At the top left is the logo, which consists of a blue circle containing a white calendar icon and a blue pencil. To the right of the logo, the text "Lab and Resource SCHEDULER" is displayed in blue and yellow. Below the logo is a navigation bar with links for "Home", "Pricing", "Contact Us", and "Help". The main content area is titled "LOGIN" and "Welcome to Lab and Resource Scheduler 2.0!". It features a "User name:" field, a "Password:" field, a "Remember me" checkbox, and "Login" and "Forgot" buttons. To the right of the login fields, there is a welcome message and a list of features.

Home | Pricing | Contact Us | Help

**LOGIN** Welcome to Lab and Resource Scheduler 2.0!

User name:

Password:

Remember me

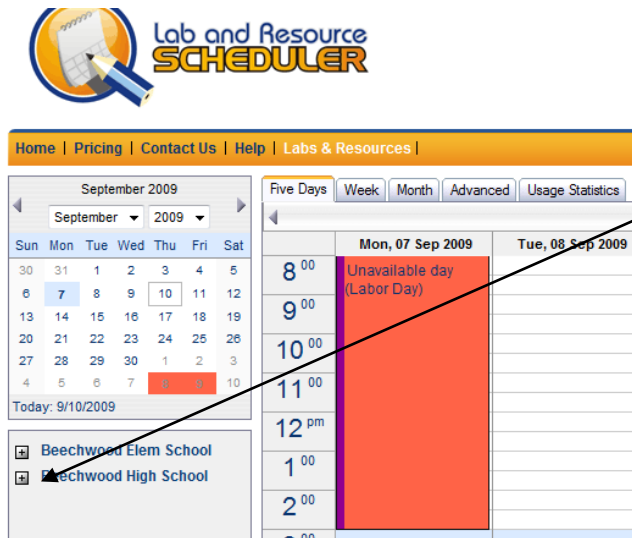
Login Forgot

This website provides an easy way for organizations to quickly and easily schedule labs, rooms, and other resources such as digital cameras, projectors, and more.

The site has been redesigned from the ground up and includes a clean, modern interface and better support for all the major browsers including Chrome, Firefox, and Internet Explorer. In addition to these improvements, the program includes the following features:

- Create unlimited resources and categories
- Supports timeslot-based scheduling or block-based scheduling

Type in your username  
(firstlast) and password  
(password)



The screenshot shows the main interface of the Lab and Resource Scheduler. At the top left is the logo, which consists of a blue circle containing a white calendar icon and a blue pencil. To the right of the logo, the text "Lab and Resource SCHEDULER" is displayed in blue and yellow. Below the logo is a navigation bar with links for "Home", "Pricing", "Contact Us", "Help", and "Labs & Resources". The main content area is titled "September 2009" and "September 2009". It features a calendar view for the month of September 2009, with the date "9/10/2009" highlighted. To the right of the calendar is a "Five Days" view showing a grid of time slots for "Mon, 07 Sep 2009" and "Tue, 08 Sep 2009". The time slots range from 8:00 to 2:00. A red vertical bar indicates an "Unavailable day (Labor Day)" on Monday, 07 Sep 2009. Below the calendar and grid is a list of schools: "Beechwood Elem School" and "Beechwood High School".

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September 2009

September 2009

Sun Mon Tue Wed Thu Fri Sat

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 1 2 3

4 5 6 7 8 9 10

Today: 9/10/2009

Five Days Week Month Advanced Usage Statistics

Mon, 07 Sep 2009 Tue, 08 Sep 2009

8:00 Unavailable day (Labor Day)

9:00

10:00

11:00

12:00 pm

1:00

2:00

3:00

Beechwood Elem School

Beechwood High School

Click on + by the school



# Lab and Resource SCHEDULER

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September 2009

September 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 9/10/2009

Five Days | Week View | Advanced | Usage Statistics

Mon, 07 Sep 2009 | Tue, 08 Sep 2009

1st Period: Unavailable Day (Labor Day)

2nd Period

3rd Period

4th Period

- Beechwood Elem School
- Beechwood High School
  - Room 304
  - Wireless Cart

Select what you want to schedule – Room 304 or Wireless Cart

Click on a rectangle for Day of week and Period to “highlight” it  
Put in 28 seats at bottom under number of seats  
Click SAVE

September 2009

September 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 9/10/2009

Five Days | Week View | Advanced | Usage Statistics

Mon, 07 Sep 2009 | Tue, 08 Sep 2009 | Wed, 09 Sep 2009 | Thu, 10 Sep 2009 | Fri, 11 Sep 2009

1st Period: Unavailable Day (Labor Day)

2nd Period

3rd Period

4th Period

5th Period

6th Period

- Beechwood Elem School
- Beechwood High School
  - Room 304
  - Wireless Cart

User Name: Dawn Morris

Number Of Seats (Max 28):

Save Cancel

September 2009

Five Days | Week View | Advanced | Usage Statistics

	Mon, 07 Sep 2009	Tue, 08 Sep 2009	Wed, 09 Sep 2009	Thu, 10 Sep 2009	Fri, 11 Sep 2009
1st Period	Unavailable Day (Labor Day)				New (Click Save) 28 Remaining Seats
2nd Period					
3rd Period					
4th Period					
5th Period					
6th Period					

User Name: Dawn Norris | Number Of Seats (Max 28): 28 | Save | Cancel

Cell is now Green on Friday Sept 11<sup>th</sup> for 1<sup>st</sup> period – and 28 number of seats at bottom – be sure to click SAVE for it to finalize your entry.

September 2009

Five Days | Week View | Advanced | Usage Statistics

	Mon, 07 Sep 2009	Tue, 08 Sep 2009	Wed, 09 Sep 2009	Thu, 10 Sep 2009	Fri, 11 Sep 2009
1st Period	Unavailable Day (Labor Day)				Dawn Norris 28 Seats Scheduled 0 Remaining Seats
2nd Period					
3rd Period					
4th Period					
5th Period					
6th Period					

User Name: Dawn Norris | Number Of Seats (Max 28): 28 | Save | Cancel

Now the cell is highlighted and Dawn has reserved Room 304 for Friday -1<sup>st</sup> period

**To Unreserved the room or lab** – log back in and click on the date/period, it turns RED, click SAVE and the room is now open for anyone else.

**To change your password** – click on your username at the top of the page – click CHANGE PASSWORD