

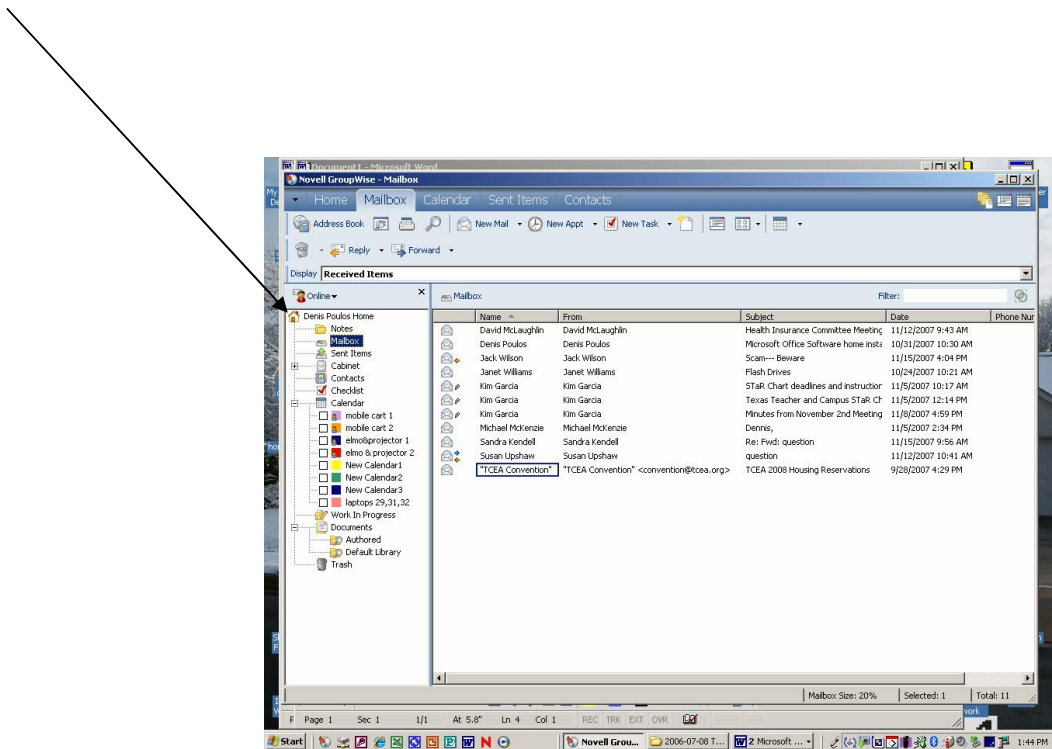
RESERVING TECHNOLOGY LAB AND EQUIPMENT GROUPWISE SHARED CALENDARS

GroupWise **shared calendars are used exclusively** to reserve and schedule Technology Labs and Equipment for use with classrooms at Pickett. The advantage of using GroupWise shared calendars is that you can review the calendars and reserve this equipment electronically from the GroupWise calendar **on your computer** without having to come to the computer lab. You have “read” and “add” rights for these calendars. You do not have “delete” rights. We want to try and use the schedule times of 45 minutes, however if you need more or less time feel free to sign up for the times you need.

To access one of these calendars:

- 1) Open GroupWise.
- 2) In the “Folder List” in the left portion of the screen click on the “+” to the left of “**Calendars**”
 - (If you do not see your folder list, then click on <View> on the Menu Bar, then click on <Folder List> and the Folder List should appear on the left side of the screen).
- 3) Click on the calendar you want and it will open to the current day.

Click on the + sign by the Calendar Folder to open Calendar List. The + sign changes to a - sign

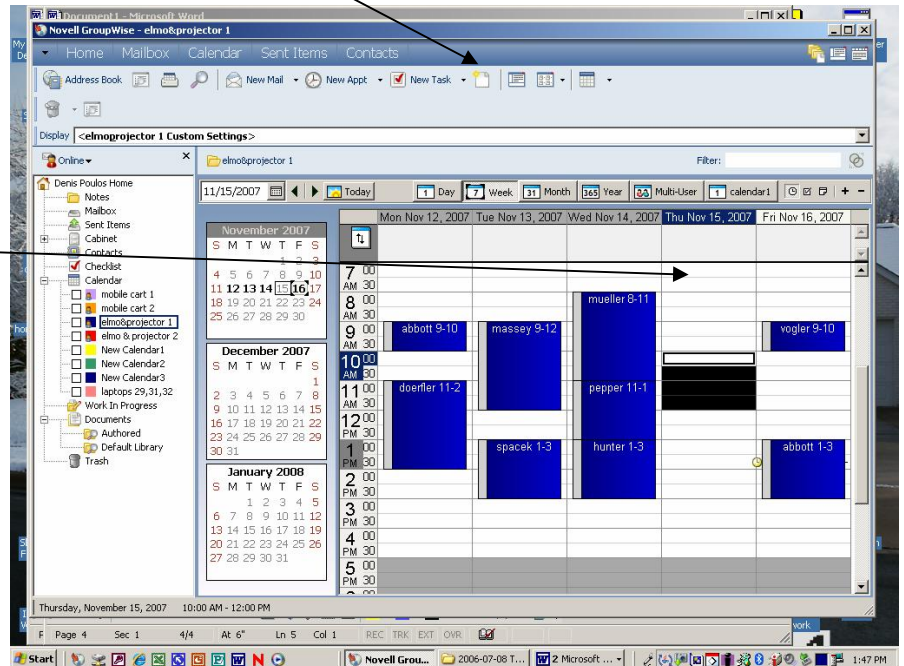


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4) It is easiest to make reservations from the weekly view. Locate the day you wish to reserve the equipment in the weekly view and click on it. Open the weekly view by clicking on the “7 Week” icon.

You will need to set your calendar to view 15 min. intervals. Right click on any time slot and choose **Time Interval>15 minutes.**

The weekly view has each day divided into 15 minutes increments. Click on beginning in the starting time slot and drag to ending time slot. Of the selected slots, the beginning slot will be white and the rest of the time slots selected will be black. **DO NOT** re-click, but just start typing in the white area: type in your last name, “Enter”.



5) You may want to set your appointment default time to 45 minutes if that is the standard time you will spend in the lab. Go to **Tool>Options>Date & Time> Appointment Options**, look for **Default appointment length:** and change to the desired time you want. This will allow you to just click in the start time and type your name and 45 minutes will be scheduled automatically, you not need to drag.

6) If you cannot type in information, then someone else might have accessed the calendar before you. You may have to wait until the other person has closed the calendar.

7) As stated earlier, you have “read” and “add” rights to these calendars. If you reserve a lab time or equipment, but will not be using the equipment, **you cannot “delete” the reservation.** Please send me an email ASAP so I can delete the reservation, and so others can reserve and use it.

8) The process will be very easy after just a couple of times of use. I will be glad to assist you as you become familiar with the process. Just let me know how I can help..

Pickett Elementary
8/24/2009