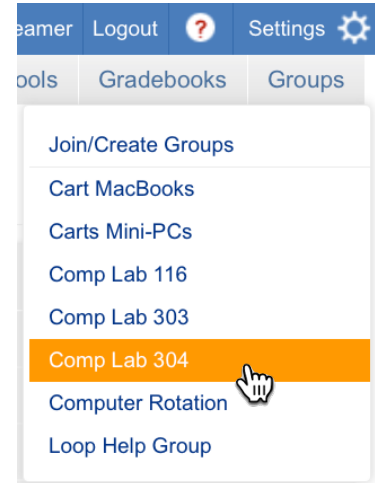
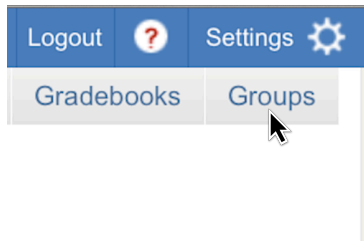


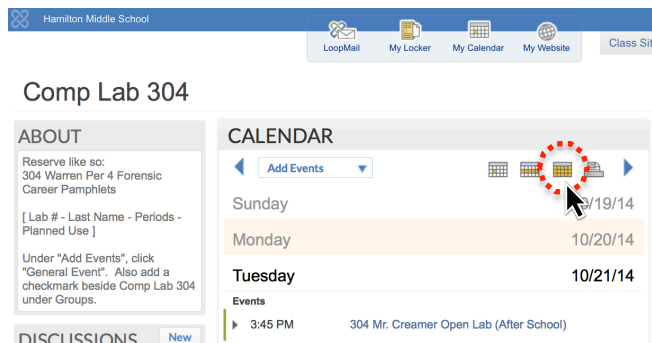
Reserve A Spot In The Computer Lab (How-To)

For this example assume you are “Mr. Smith”, new Latin teacher, Room 210. The goal is to reserve Room 304 during periods 1, 2, and 5, on Friday, October 24, for Latin Tutorial. Here’s what you do:

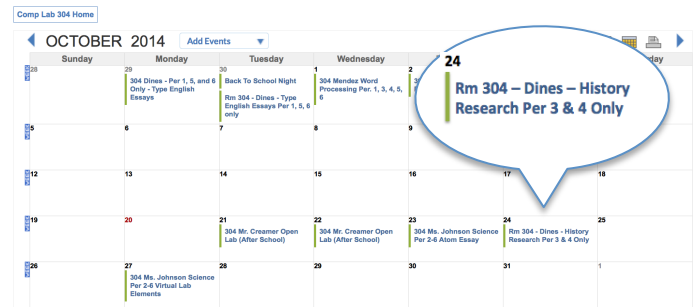
- 1) Log into SchoolLoop, at labhamilton.schoolloop.com.
- 2) In the upper right-hand corner of the page, click Groups.
- 3) Select the Lab or computer cart(s) that you want to use.



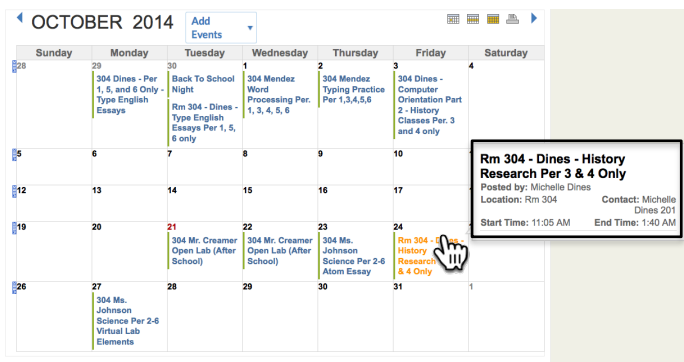
- 4) To get a broad view, click the small gold calendar, which displays “Month View”.



- 5) On the Month View, find the day you want to reserve, and verify that the periods you want are not taken. (Things look OK.)



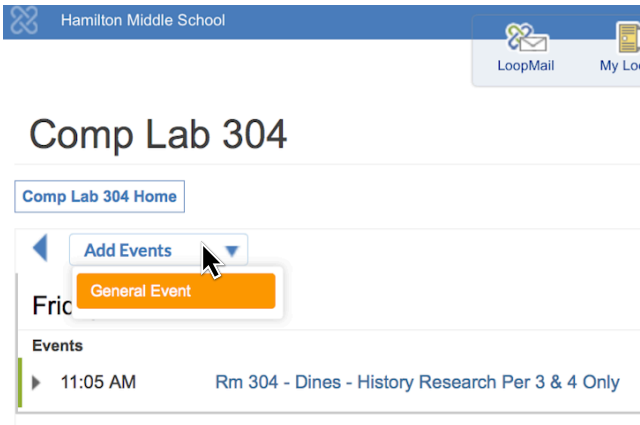
- 6) If you might like to negotiate, hover your mouse over the listing to see the details.



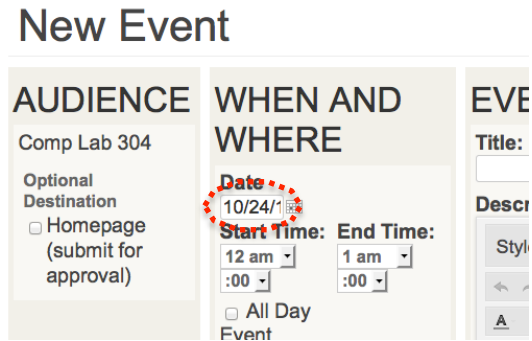
- 7) To create a new listing, click the number of the box for the desired day. In this example, you would click “24”, for October 24.



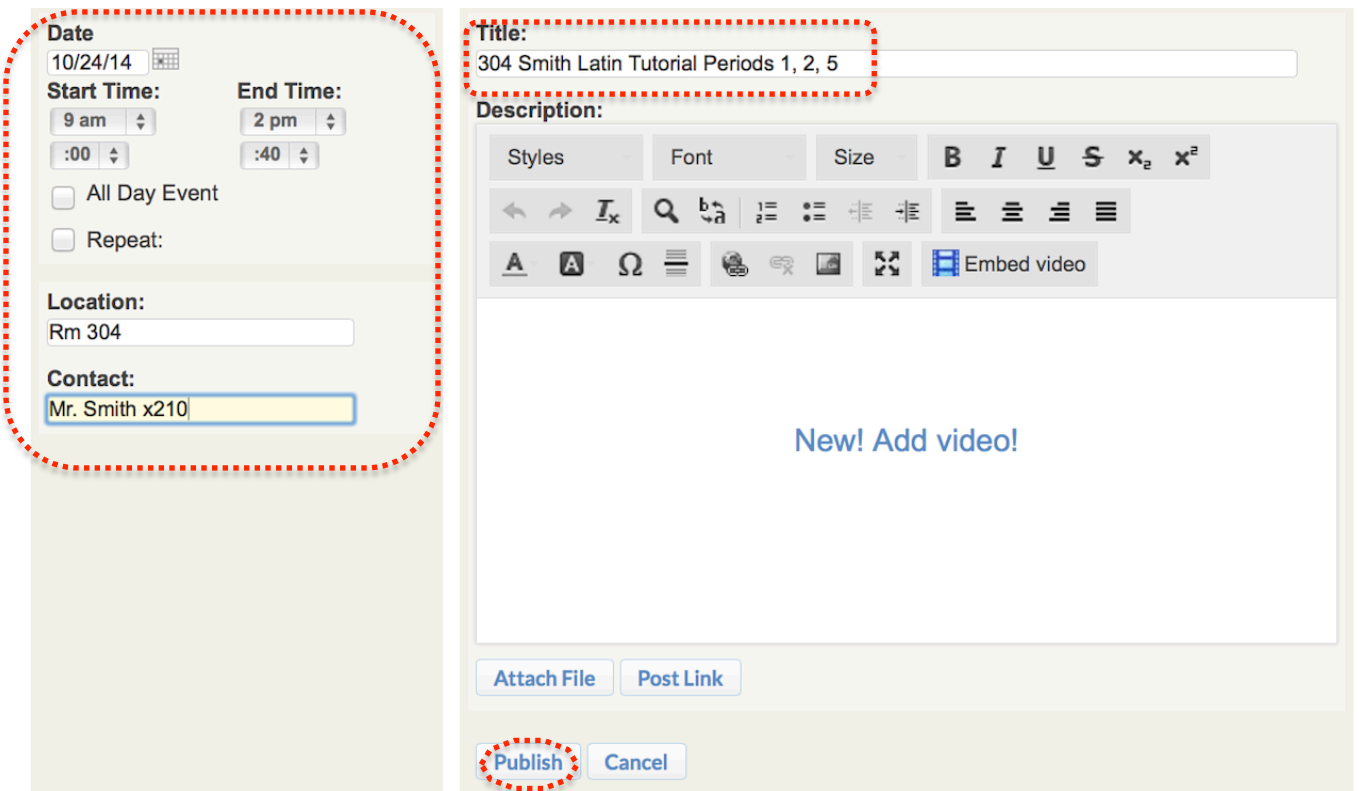
8) Hover your mouse over “Add Events,” in the upper left corner. Select “General Event”.



9) On the New Event screen, the date should be filled in correctly already.



10) Now add your information under “WHEN AND WHERE” and “EVENT”, as “Mr. Smith” did, below. Pay special attention to the Title, because that’s what will appear on the calendar. Use this format left-to-right: a) room number, b) your last name, c) one- or two-word description of use, and d) the period(s) you are reserving. When everything’s in, click Publish (see below).



11) Finally, click the small gold “Month View” calendar one last time, to check your work.