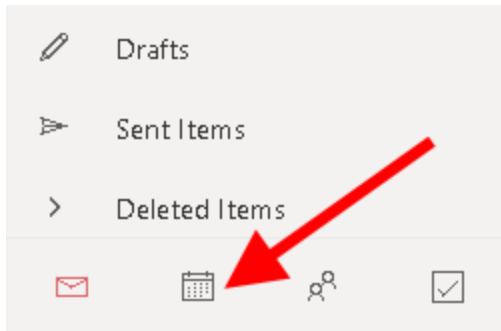
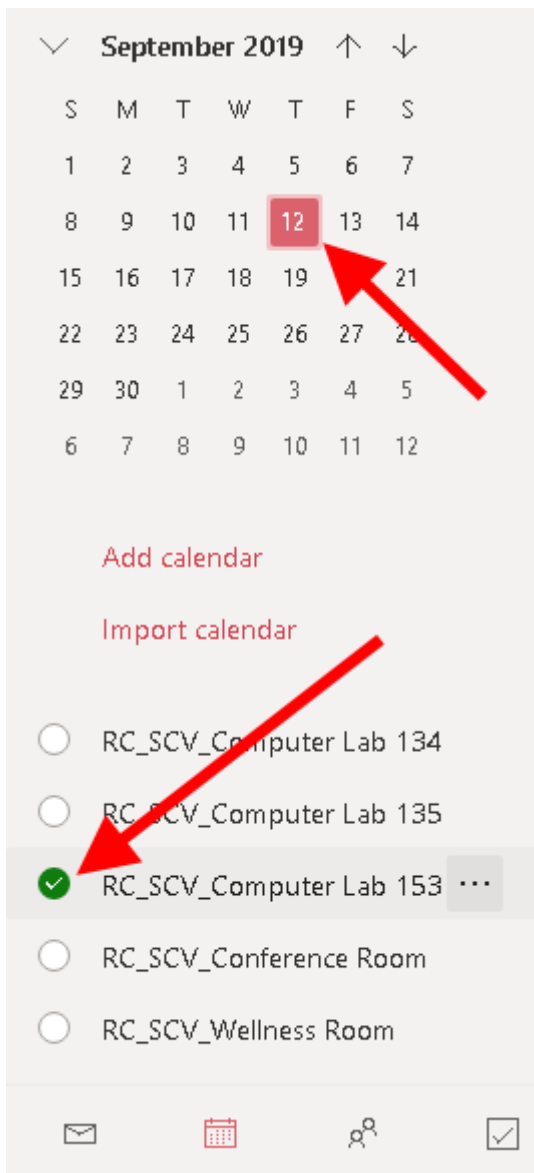


## Lab Booking Instructions for Web Browsers

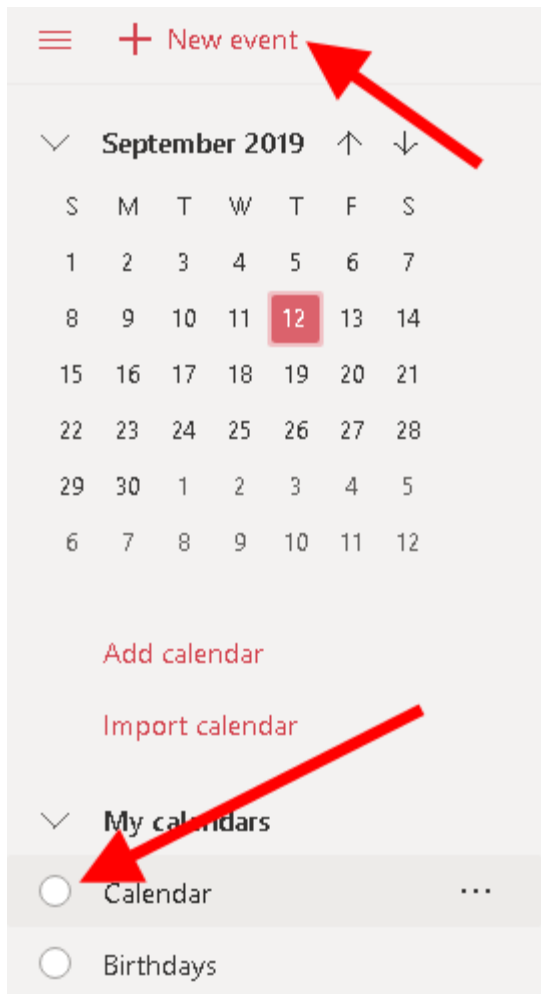
1. Access <http://office.dsbm.org/> through any supported web browser.
2. In the bottom left corner, click the calendar icon.



3. Choose a date and then click in the circle next to the lab you want to check for availability.

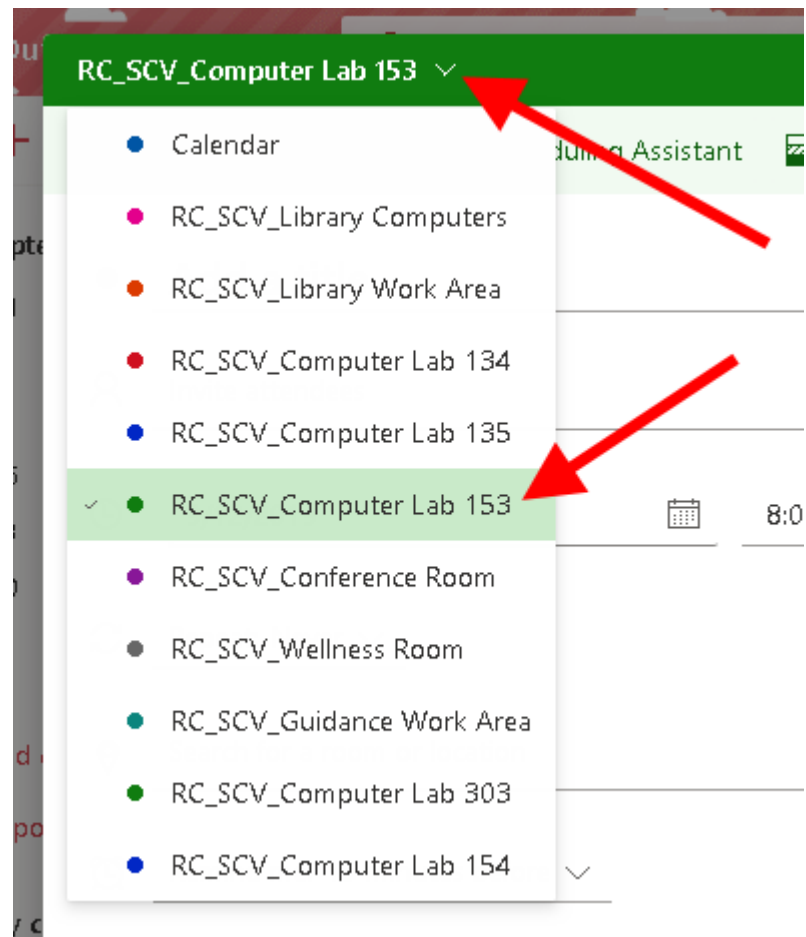


4. Uncheck your personal Calendar and click “+ New event”.



5. Click the down arrow and pick the space you'd like to book.

If you don't do this, the event won't show up in the correct calendar and other teachers won't be able to see it - this could lead to multiple bookings of the same space.



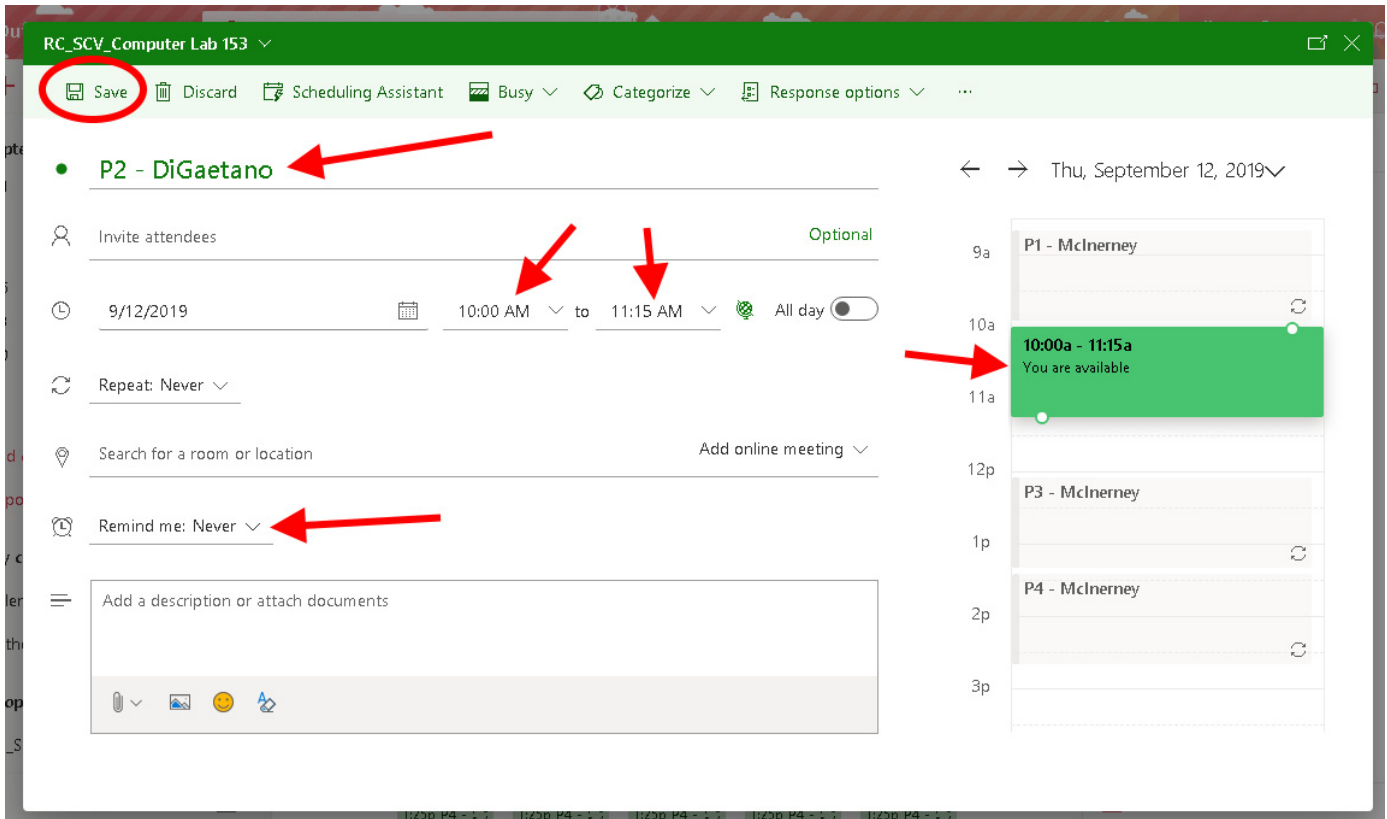
6. Make sure to enter which period you're booking for (P1, P2, P3, P4) and your last name.

Change the starting and ending times to the correct values.

Double-check that you're not overlapping someone else by looking at the rightmost column.

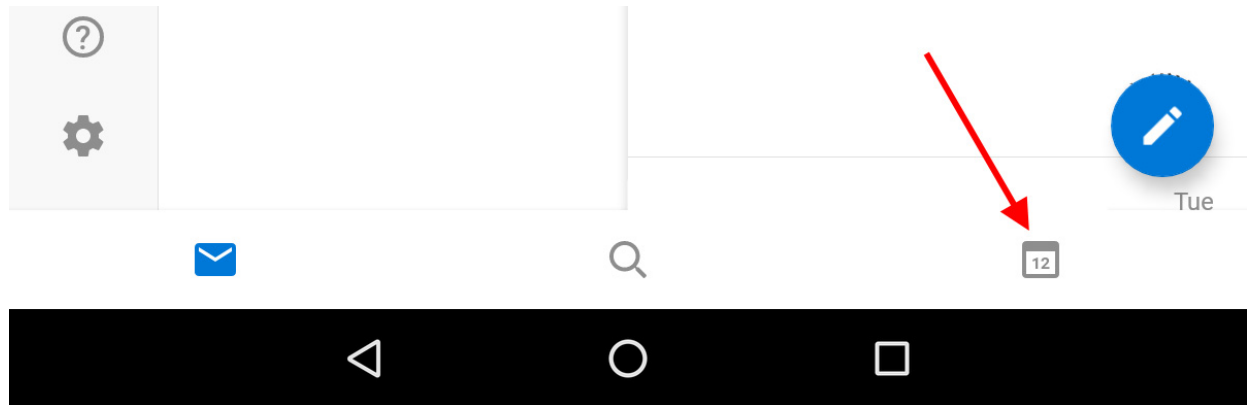
Set "Remind me:" to "Never" unless you want a reminder.

Click "Save" in the upper left.



## Lab Booking Instructions for the Android App

1. Load the Android app on your device.
2. Tap the calendar icon in the bottom right.



3. Uncheck all of the calendars in the list except for the space you want to book.

Choose a date and check for availability in the calendar view on the right.

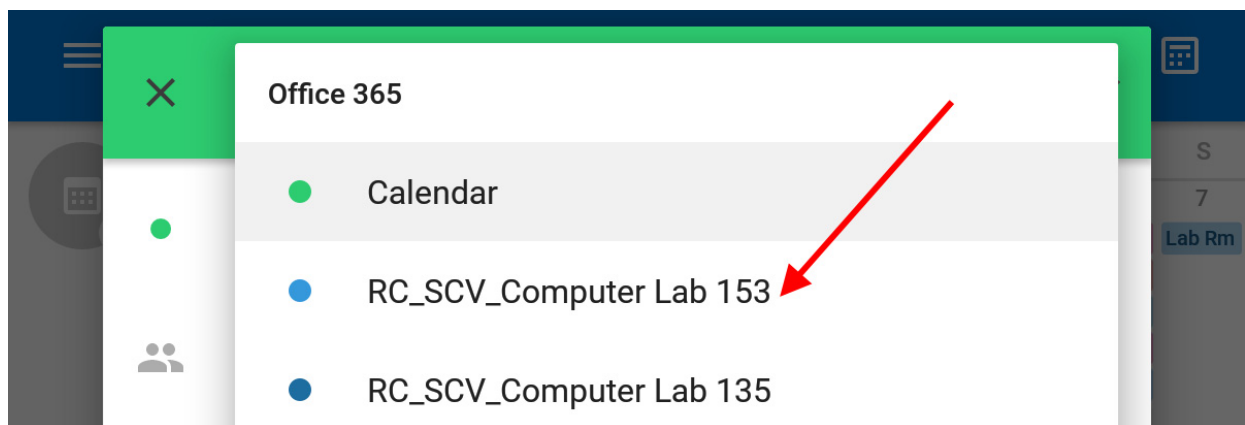
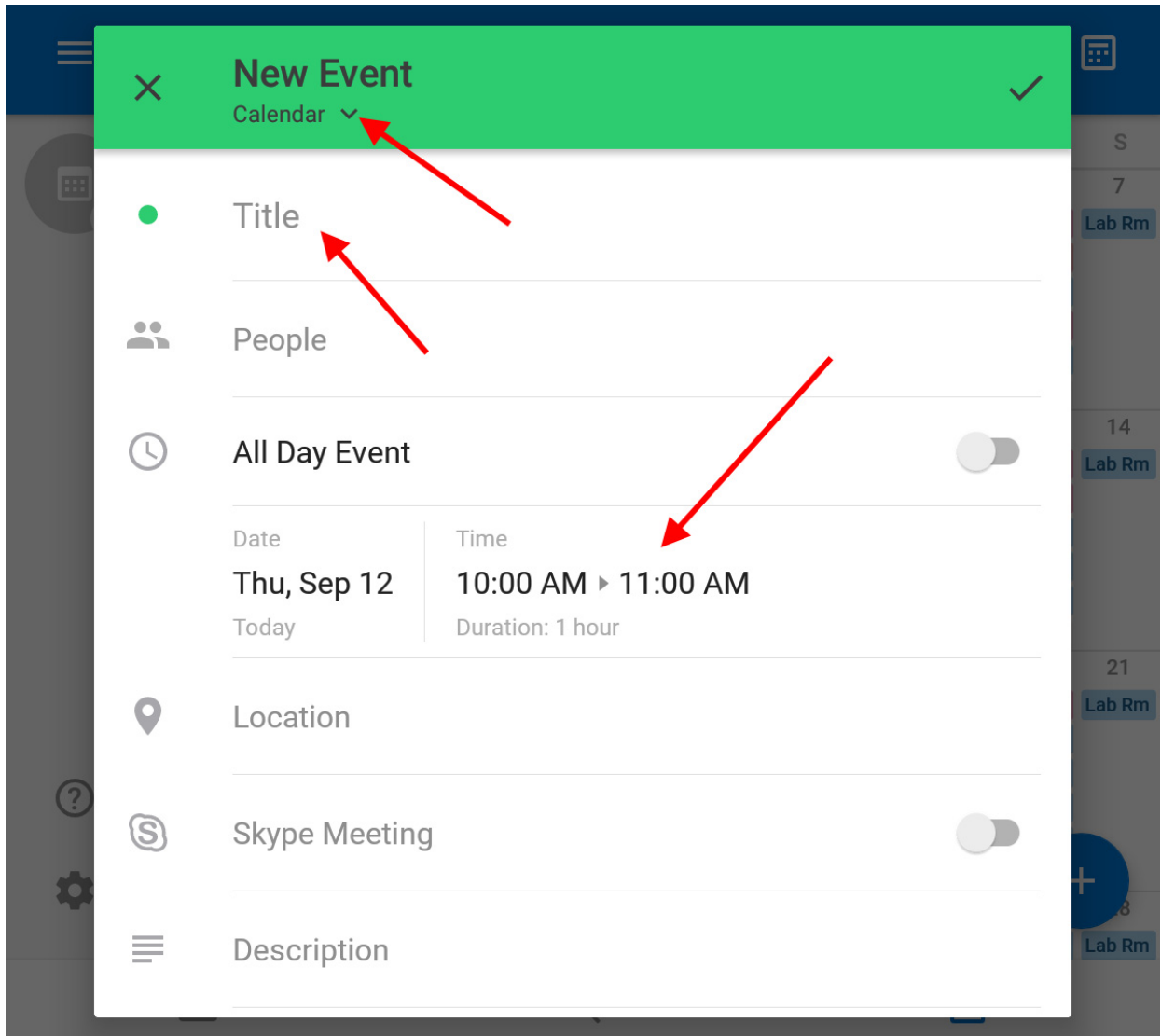
Tap the “+” button in the bottom right once you’ve picked a date.

The image shows a mobile application interface for managing a calendar. On the left, there is a vertical list of calendars, each with a colored square icon, a name, and a gear icon for settings. The 'RC\_SCV\_Comp...' calendar is selected, indicated by a blue checkmark and a red arrow pointing to it. Below the list are a help icon (question mark) and a settings icon (gear). On the right, a calendar grid displays dates from 8 to 12. The date 12 is highlighted with a blue circle. The grid shows various events labeled 'P1 - Mc', 'P3 - Mc', and 'P4 - Mc'. A red arrow points to a large blue '+' button in the bottom right corner of the calendar grid.

4. Choose the right calendar by tapping the down arrow under “New Event”.

The “Title” should be the period you want to book and your last name (see example on next page).

The “Time” should be an available block of time in that space.





# New Event



RC\_SCV\_Computer Lab 153 ▾



P2 - DiGaetano



People



All Day Event



Date

Thu, Sep 12

Today

Time

9:00 PM ▶ 10:00 PM

Duration: 1 hour



Location



Skype Meeting



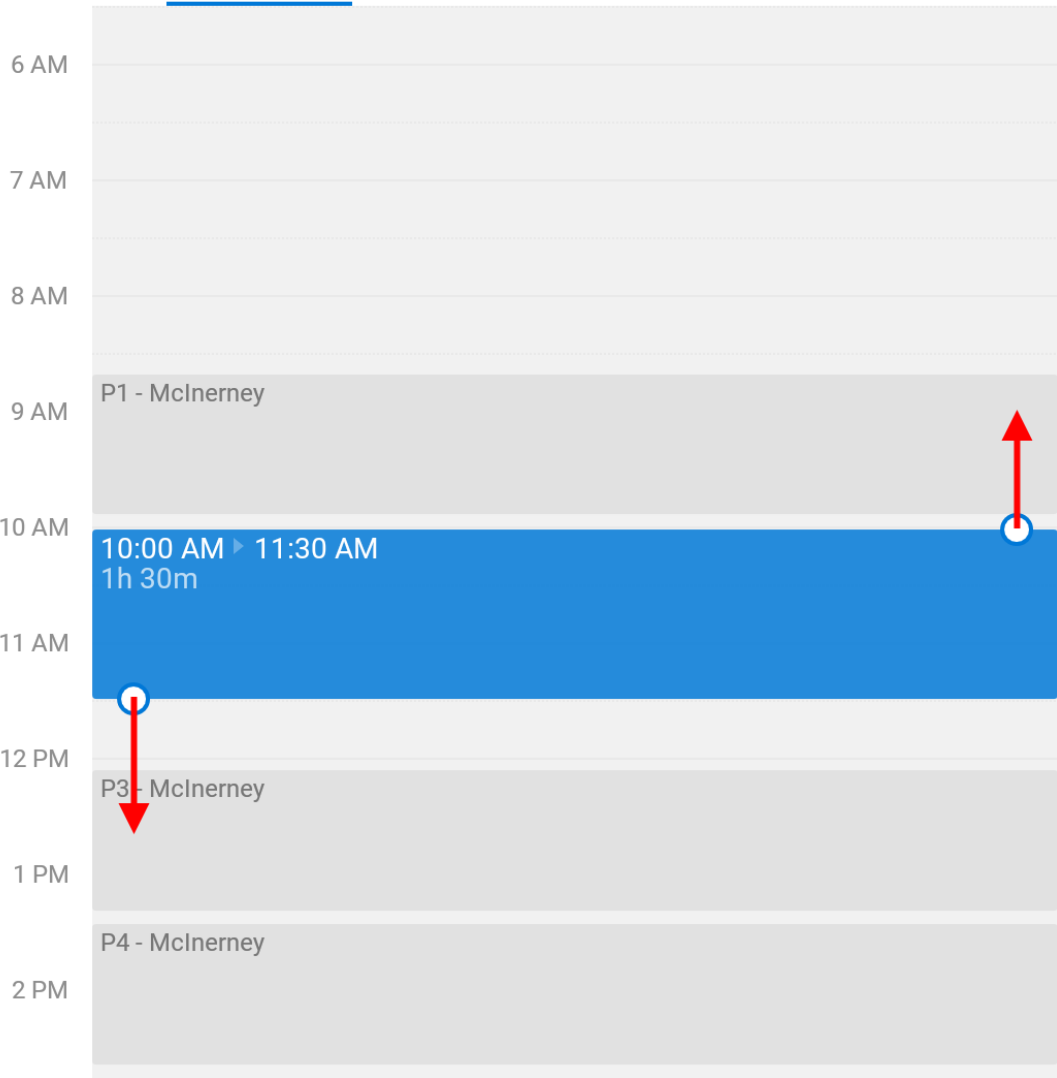
Description

Choose Time



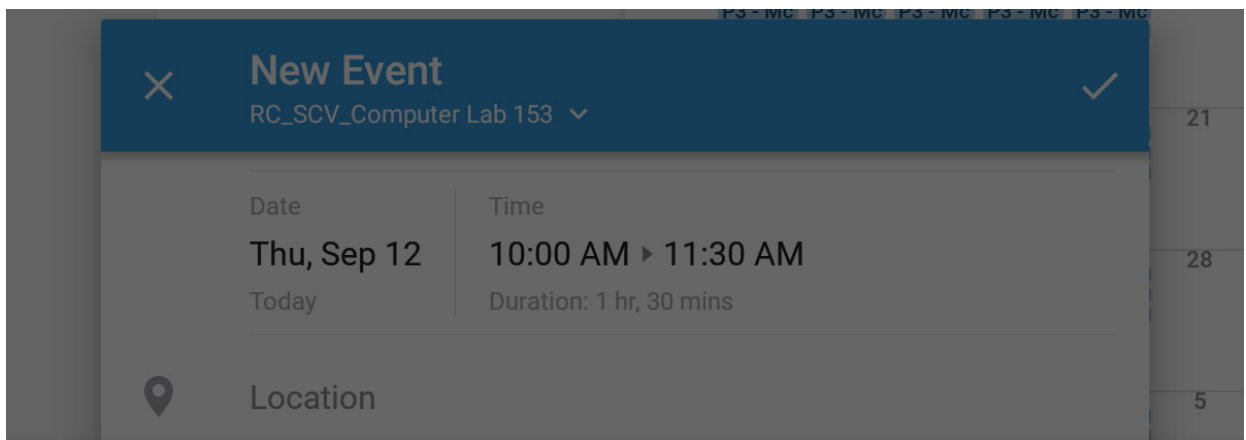
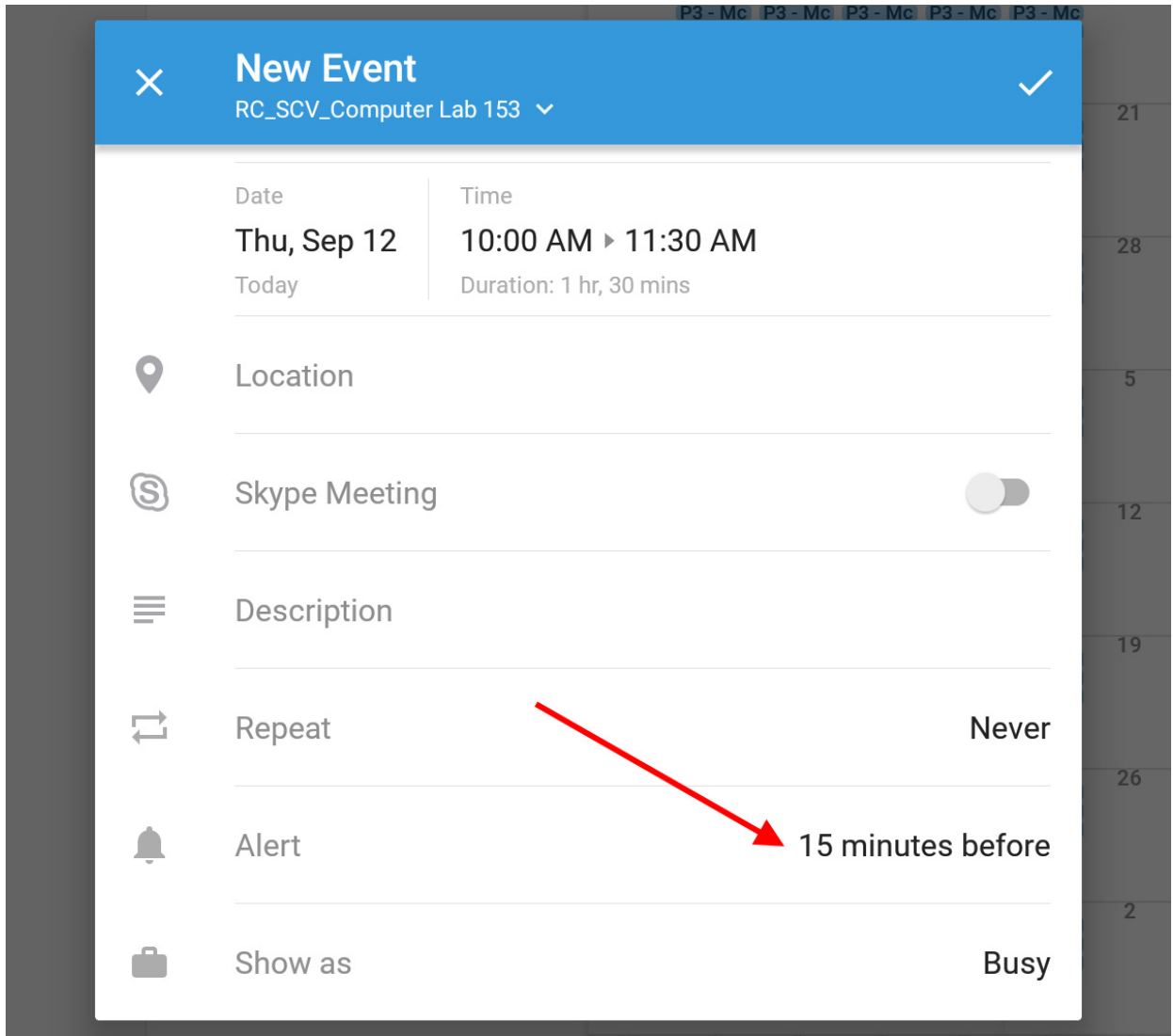
THU, SEP 12 10 AM

00:00





5. Set "Alert" to "Never" unless you want a reminder.



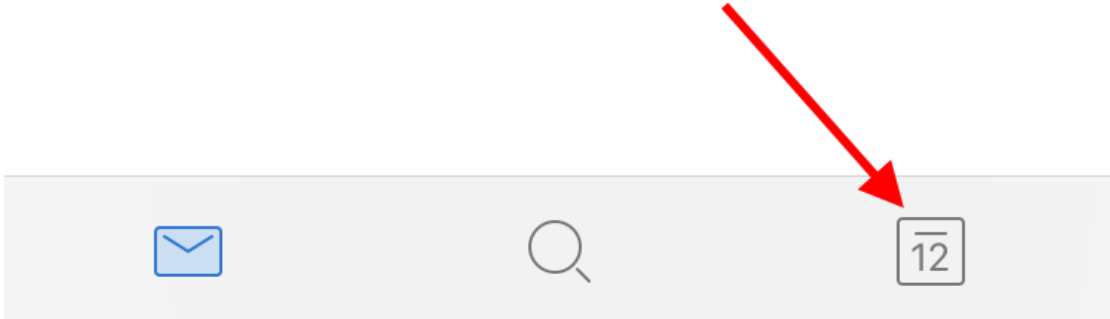
None

At time of event

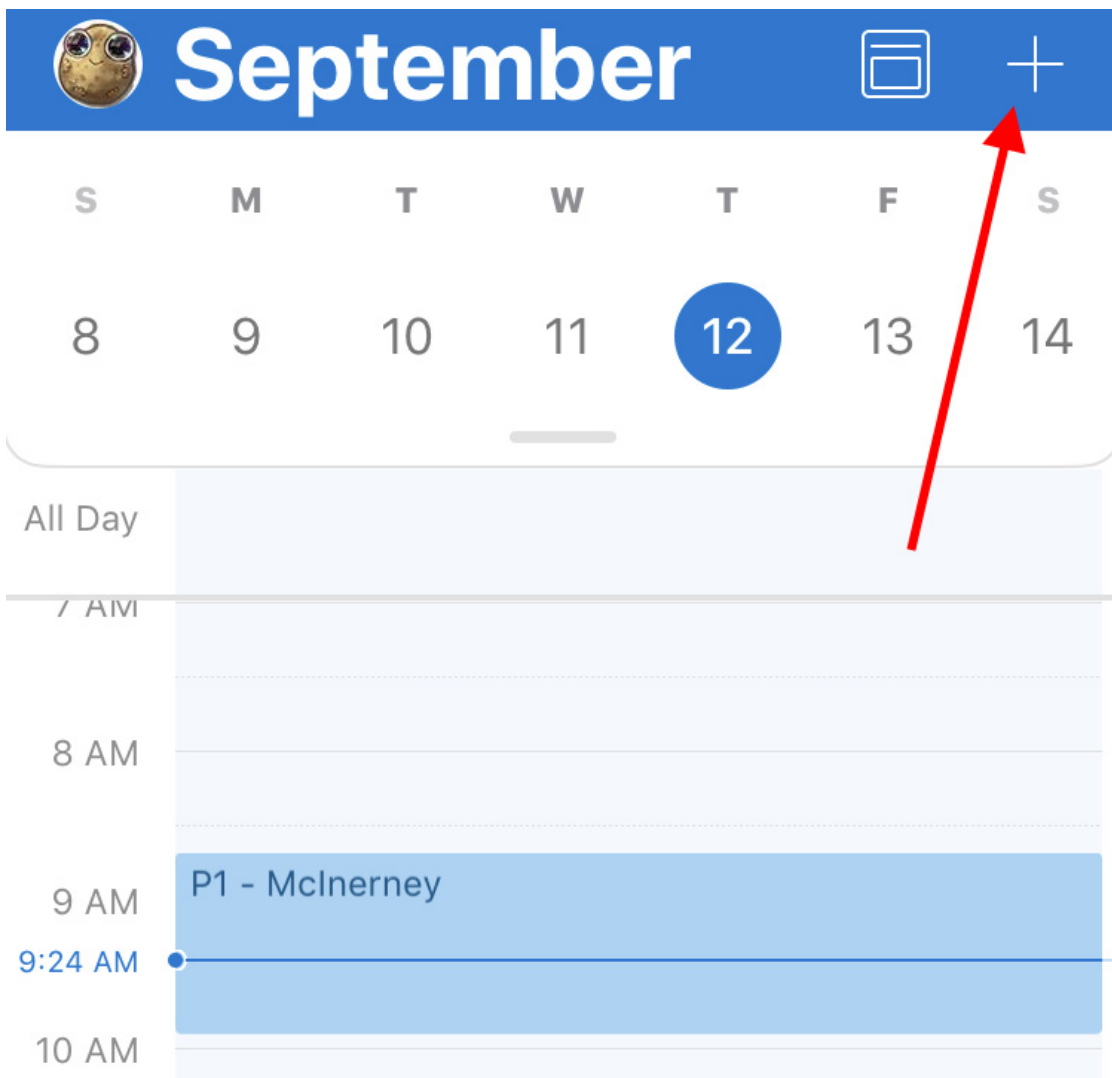


## Lab Booking Instructions for the iOS App

1. Load the iOS app on your device.
2. Tap the calendar icon in the bottom right.



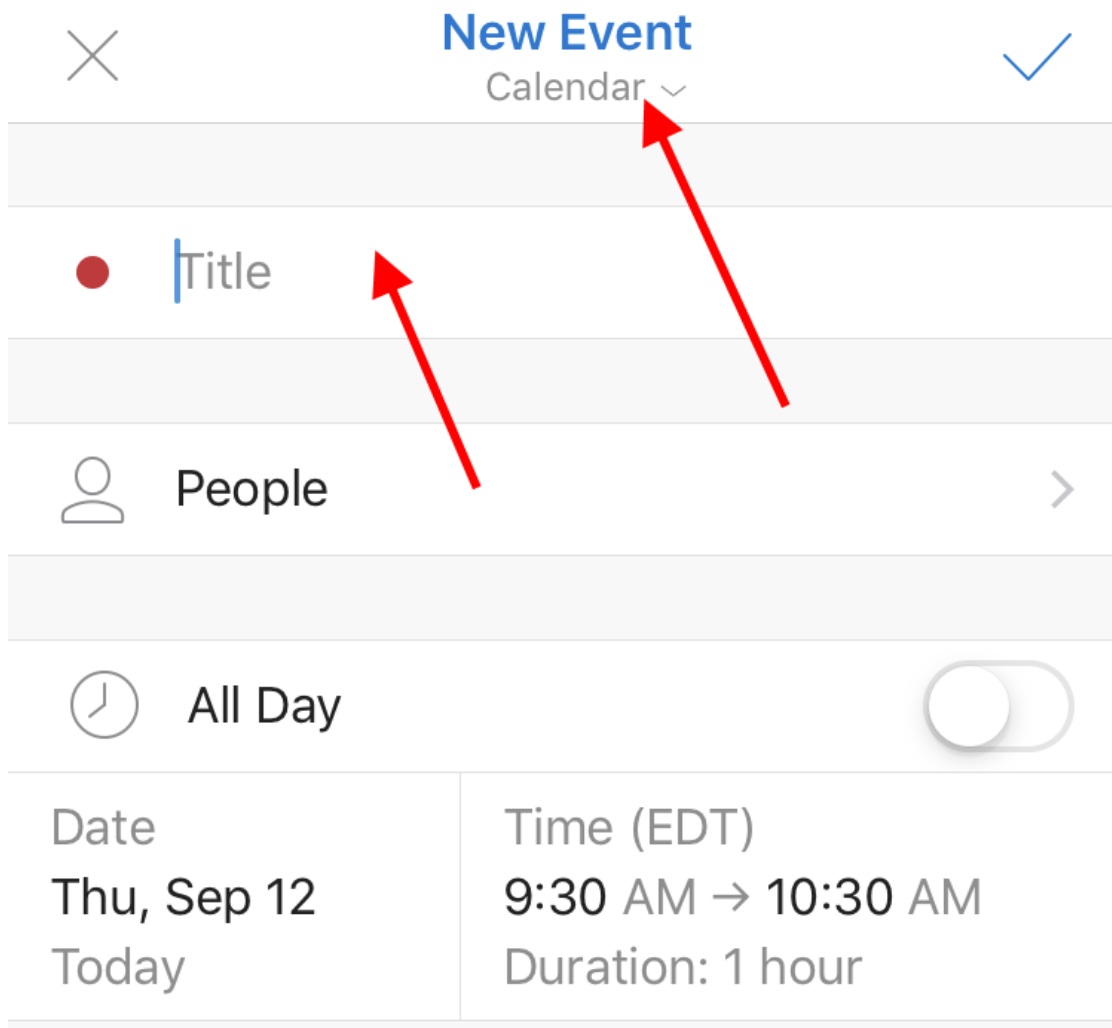
3. On iOS, all calendar events are displayed all at once (at least on my iPhone).  
Pick the day you're interested in and tap the "+".



4. Choose the right calendar by tapping the down arrow under “New Event”.

The “Title” should be the period you want to book and your last name (see example on next page).

The “Time” should be an available block of time in that space.



The screenshot shows the 'New Event' form with the following elements:



- Top bar: A close button (X) on the left, the title 'New Event' in the center, and a checkmark on the right.
- Calendar selection: A dropdown menu labeled 'Calendar' with a downward arrow, indicated by a red arrow.
- Title field: A text input field with a red dot on the left and the placeholder text 'Title', indicated by a red arrow.
- People field: A field with a person icon on the left, the text 'People', and a right-pointing arrow on the right, indicated by a red arrow.
- All Day toggle: A clock icon on the left, the text 'All Day', and a toggle switch on the right.
- Date and Time summary: A table at the bottom with two columns.

Date	Time (EDT)
Thu, Sep 12 Today	9:30 AM → 10:30 AM Duration: 1 hour



## Calendar

Office 365

- Calendar 
- RC\_SCV\_Computer Lab 134
- RC\_SCV\_Computer Lab 135
- RC\_SCV\_Computer Lab 153
- RC\_SCV\_Computer Lab 154
- RC\_SCV\_Computer Lab 303
- RC\_SCV\_Conference Room
- RC\_SCV\_Guidance Work Area
- RC\_SCV\_Library Computers 



# New Event



RC\_SCV\_Library Computers ▾



Title



People



All Day



Date

Thu, Sep 12

Today

Time (EDT)

9:30 AM → 10:30 AM

Duration: 1 hour



00:00

Thu, Sep 12



6 AM

7 AM

8 AM

9 AM

9:26 AM

10 AM

11 AM

12 PM

1 PM



8:45 AM → 9:45 AM

1 hr.





P3 - DiGaetano


5. Set "Alert" to "None" unless you want a reminder.

 **New Event**  
RC\_SCV\_Library Computers 

---

 **People** 



---

 **All Day**


---

<b>Date</b> Thu, Sep 12 Today	<b>Time (EDT)</b> 8:45 AM → 9:45 AM Duration: 1 hour
-------------------------------------	------------------------------------------------------------



---

 **Location** 



---

 **Skype Meeting**


---

 **Description** 

---

 **Repeat** None 

---

 **Alert** None 