

Google Apps Resource Scheduling with Google Apps Calendars

Computer Labs and Libraries at each school can be reserved by faculty and staff using Calendars in the Google Apps suite. Some set up is required. **If you have not** already created a Resource Scheduling calendar in your Google Calendar account, refer to the **SETUP** Help Sheet available on the district website.

To schedule a time in a computer lab or library, you'll need to do two things - go to the district Resource Scheduling page and view already scheduled resources to find a free time, then login to Google Apps to schedule your class into an open time slot.

To view scheduled resources:

Go to the district website and from the main menu, choose **Teacher Resources > Resource Scheduling**

Select one or more resources and click **Display Calendar**

All time slots scheduled for the resource will display; calendar 'events' are color-coded to the resource names in the list

Navigate to the date you want to schedule and locate a free time slot that will work for your class

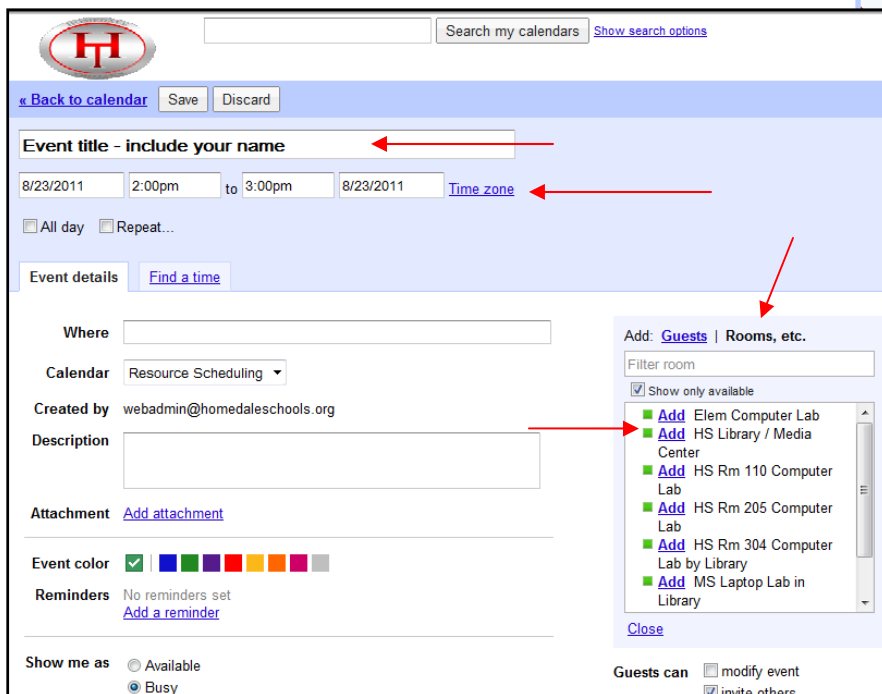
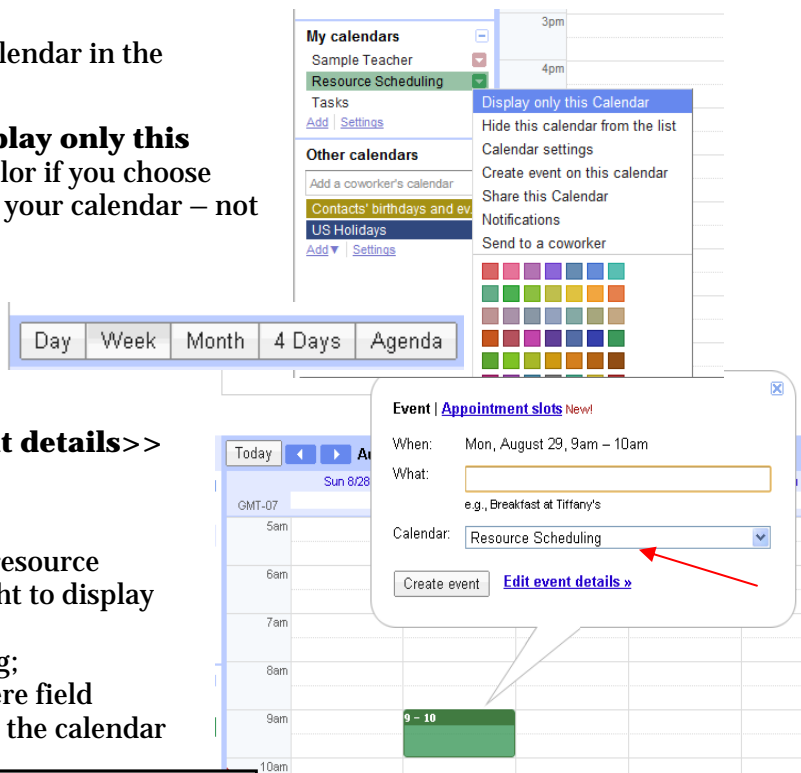
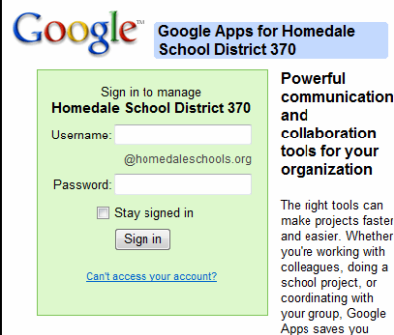
The screenshot shows a web browser window with the URL <http://www.home...>. The page title is "Resource Scheduling" and it is part of the "Homedale School District" website. The main content area is titled "Library/Media Centers" and "Computer Labs". Under "Computer Labs", there is a list of resources with checkboxes and descriptions:

- Elementary Computer Lab** 30 computers; projector and SmartBoard
- MS Rm 51 TWT Lab** 28 computers; projector and SmartBoard
- MS Laptop Lab** located in library 28 computers; BrightLinks projector and board
- HS Rm 304 Lab** adjacent to library 29 computers; projector and SmartBoard
- HS Rm 205 Lab** upstairs, main bldg 23 computers; no projector
- HS Rm 110 Lab** downstairs, main bldg 23 computers; projector and screen

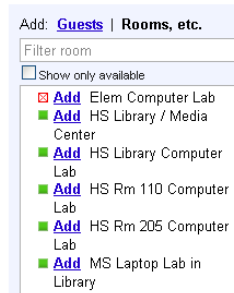
A "Display Calendar" button is located below the list. The calendar below shows a week view for August 21-27, 2011. The calendar grid shows scheduled events for different resources, color-coded to match the resource names in the list above. For example, "Astrono" events are shown in green, "Astr" events in purple, and "War class ren" events in orange.

To schedule your class into a time slot:

- **Login** to Homedale's Google for Education account. You can access the account through the Google Apps link in the district website Teacher Resources menu or the Resource Scheduling page, or at www.google.com
- **Username:** your district email name
Password: (whatever you set at first login)
- At the Welcome screen, choose **Calendar**
- Locate the **Resource Scheduling** calendar in the My calendars list
- Click the down arrow and choose **Display only this Calendar**; you can also change the color if you choose although the color will only display on your calendar – not on the website calendar
- With the calendar in **Week** mode, navigate to the date and time desired and click on the calendar
- In the event popup, choose **Edit event details**>>
- On the details screen:
 - type a Title - include your name
 - type in exact times you will use the resource
 - click the **Rooms, etc** link at the right to display the Resources list
 - Add** the resource you are scheduling; the resource displays in the Where field
 - click **Save** and the event is added to the calendar



If the resource you want to schedule is not on the list, it is probably already scheduled so not available. Uncheck **Show only available** and the resource will display with a red box



To see only resources from a single school, type in the Filter field and press Enter

