

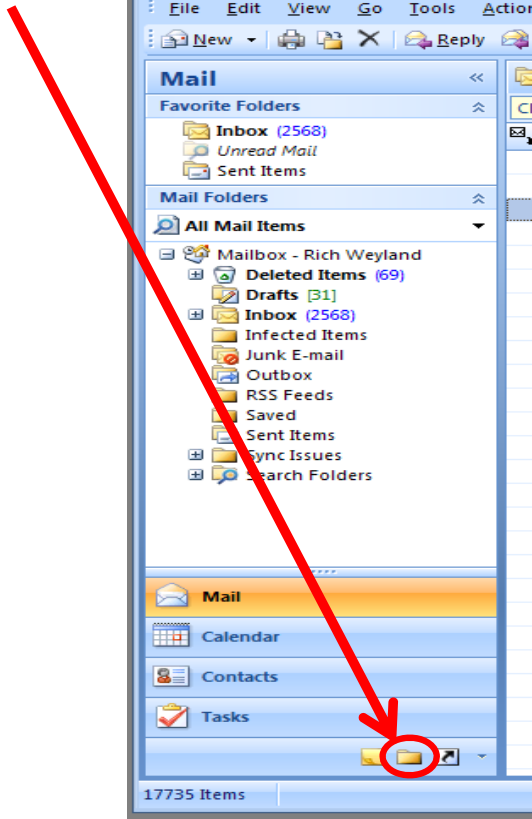
Media Cart Scheduling Instructions

In addition to the instructions for scheduling media carts which I have attached here, there are a few things that you should keep in mind with respect to scheduling media cart use:

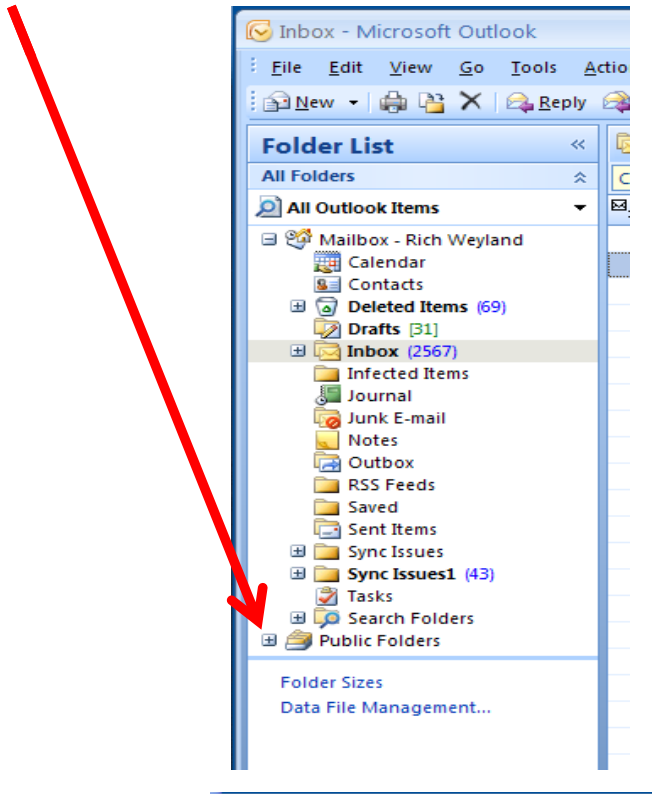
- 1- Please remember that even though we have limited resources, we will do all we can to accommodate your requests.
- 2- Please remember that even though we will do all we can to accommodate your requests, we have limited resources and there may times when we simply won't be able to accommodate everyone's requests. When this happens, please see #1 above. Thank you for your patience with us we try to help you educate young hearts and minds.
- 3- Please do not schedule media carts for times that you MIGHT need them (see #2 above). We will take your requests seriously, so please schedule the media carts with equal seriousness.
- 4- Please do not start the school-year by reserving a media cart for every one of your class periods throughout the year (see #2 above). Getting your request in first will not "ensure" that your request will get first priority. In fact, there is no way to ensure your priority in getting a media cart (see #1 and #2 above).
- 5- Please remember that all media use in your classrooms must be approved by your Principal or Assistant Principal, so please get that approval BEFORE you schedule the media cart.
- 6- Because of system restrictions, only Melanie Bills, Stephanie Reber, Tracey Wilson and Todd Risenmay are able to change or delete scheduled items on the Multimedia Calendar. If you have a change of schedule that requires a change in your media cart reservation, please notify one of the above-named people to change your reservation.
- 7- Please remember that we will bring the media cart to your room and will set it up for you at the time you indicate on your reservation, and we will remove the media cart from your room at the time you indicate on your reservation. Please have the media you will be using ready and available at the time that the media cart is delivered to your room.
- 8- Most of all, please remember #1 above.

Instructions for Scheduling Media Carts

Open Microsoft Outlook
Click on "Folder List"

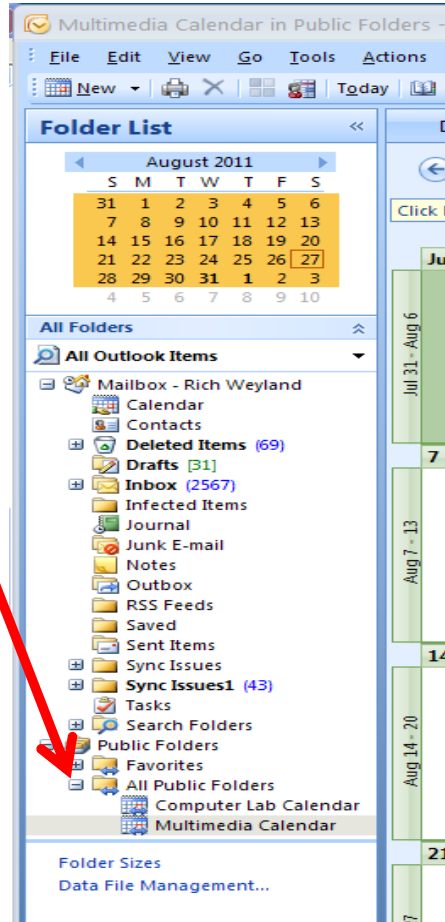


Expand Public Folders (Click on the + next to Public Folders)

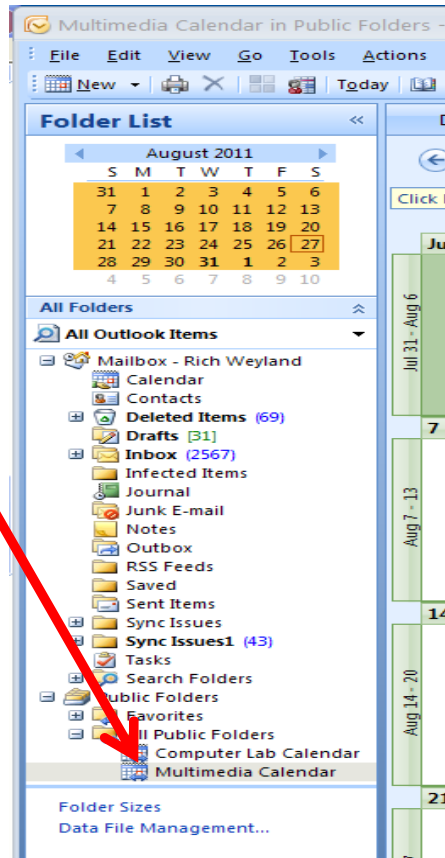


Instructions for Scheduling Media Carts

Expand All Public Folders

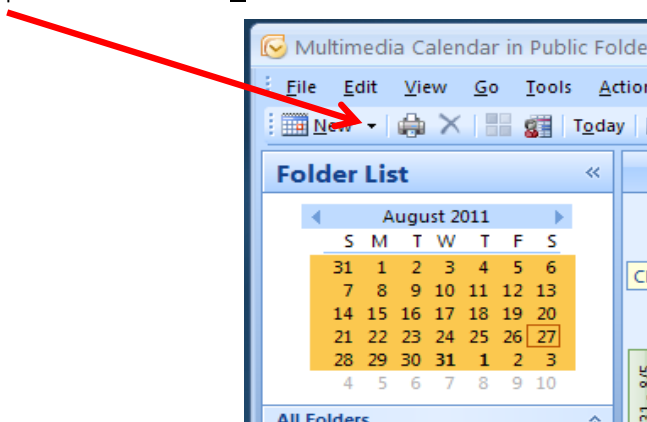


Click on Multimedia Calendar

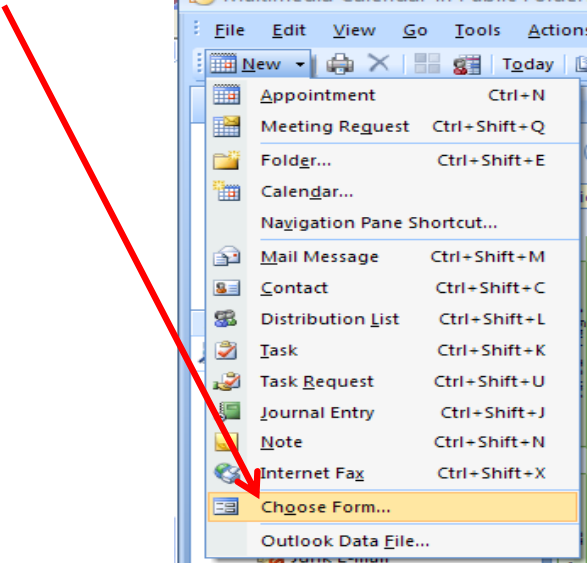


Instructions for Scheduling Media Carts

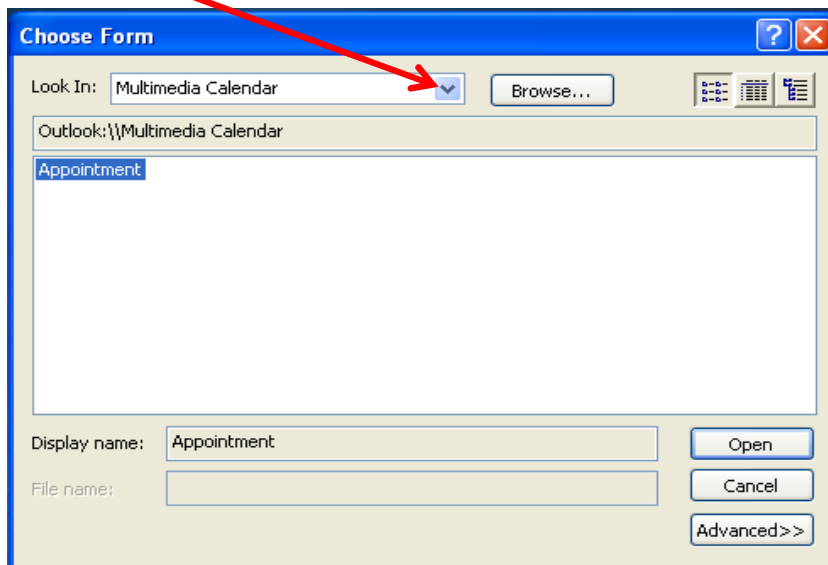
Click on the Drop-Down arrow next to "New"



Select "Choose Form..."

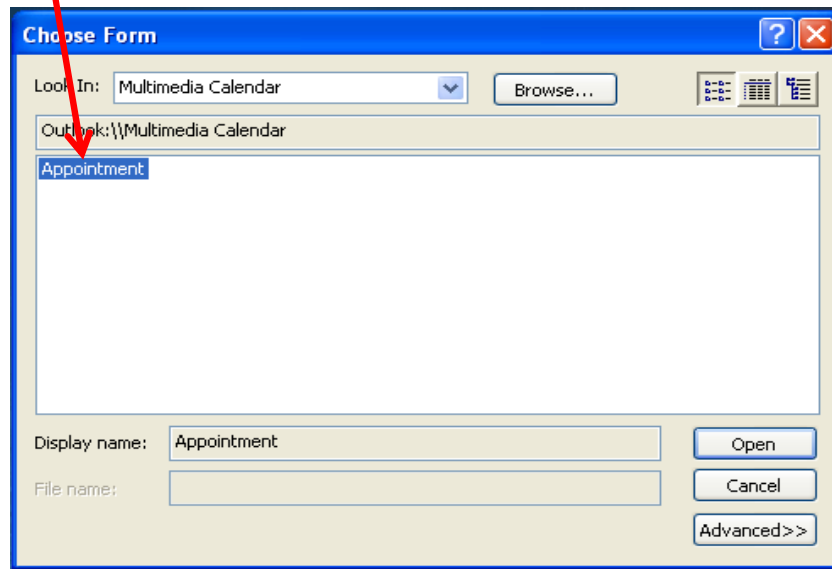


Change "Look In:" to "Multimedia Calendar"

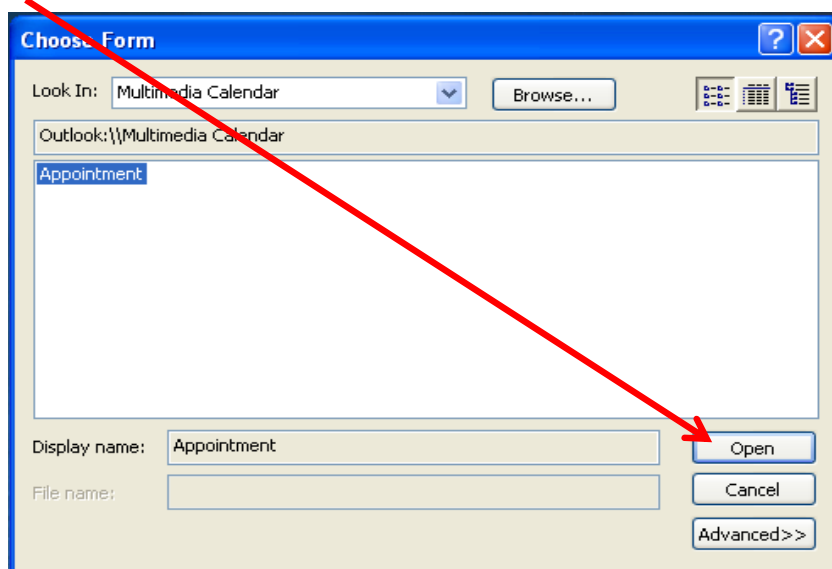


Instructions for Scheduling Media Carts

Select "Appointment"

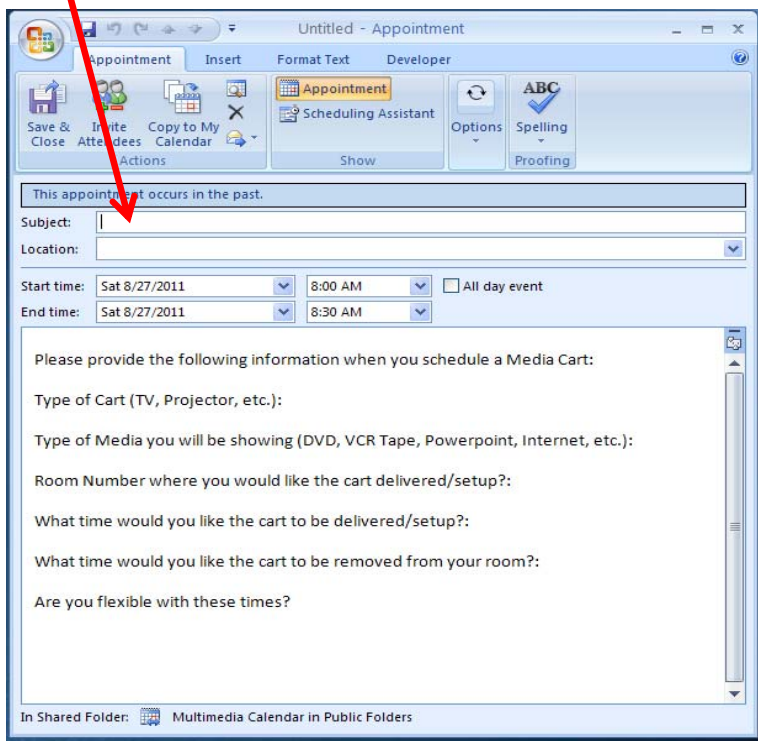


Click "Open"



Instructions for Scheduling Media Carts

In Subject: enter "Media Cart for Your Name", where Your Name is your name



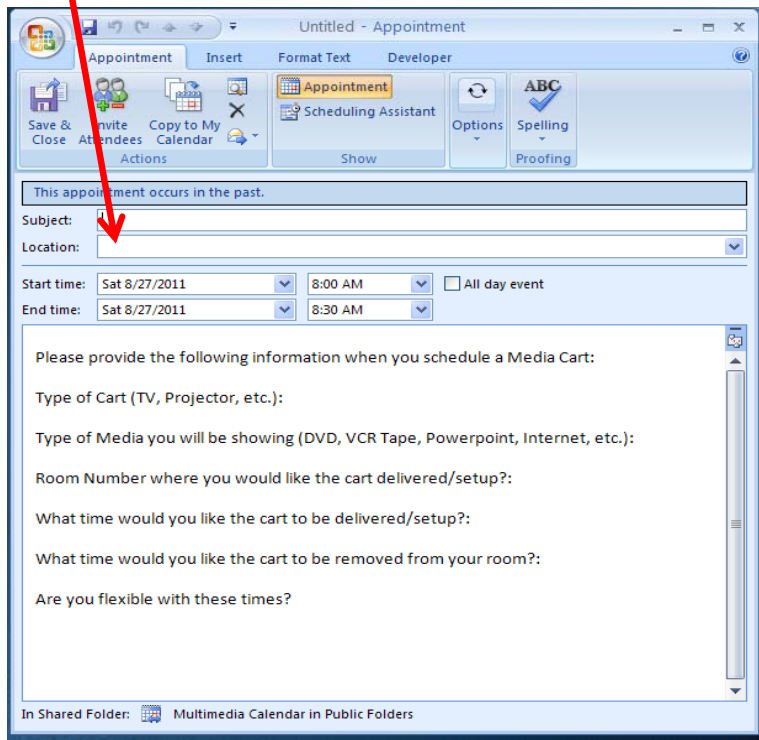
Appointment Scheduling Assistant dialog box. The Subject field is highlighted with a red arrow. The Location field is empty. The Start time is Sat 8/27/2011 at 8:00 AM, and the End time is Sat 8/27/2011 at 8:30 AM. The "All day event" checkbox is unchecked. The main text area contains the following instructions:

Please provide the following information when you schedule a Media Cart:

- Type of Cart (TV, Projector, etc.):
- Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):
- Room Number where you would like the cart delivered/setup?:
- What time would you like the cart to be delivered/setup?:
- What time would you like the cart to be removed from your room?:
- Are you flexible with these times?

In Shared Folder: Multimedia Calendar in Public Folders

In Location: enter the Room Number where you want the Media Cart delivered and set up



Appointment Scheduling Assistant dialog box. The Location field is highlighted with a red arrow. The Subject field is empty. The Start time is Sat 8/27/2011 at 8:00 AM, and the End time is Sat 8/27/2011 at 8:30 AM. The "All day event" checkbox is unchecked. The main text area contains the following instructions:

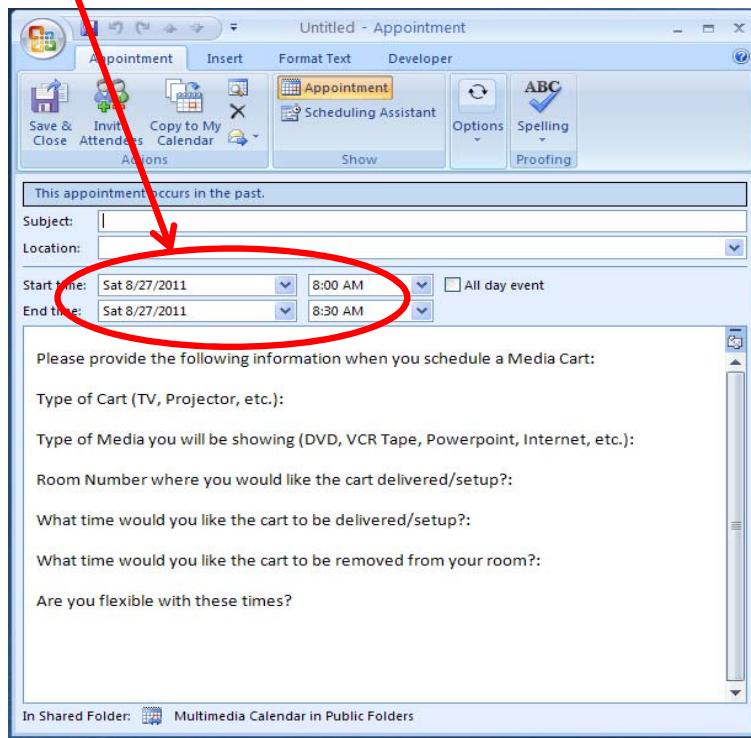
Please provide the following information when you schedule a Media Cart:

- Type of Cart (TV, Projector, etc.):
- Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):
- Room Number where you would like the cart delivered/setup?:
- What time would you like the cart to be delivered/setup?:
- What time would you like the cart to be removed from your room?:
- Are you flexible with these times?

In Shared Folder: Multimedia Calendar in Public Folders

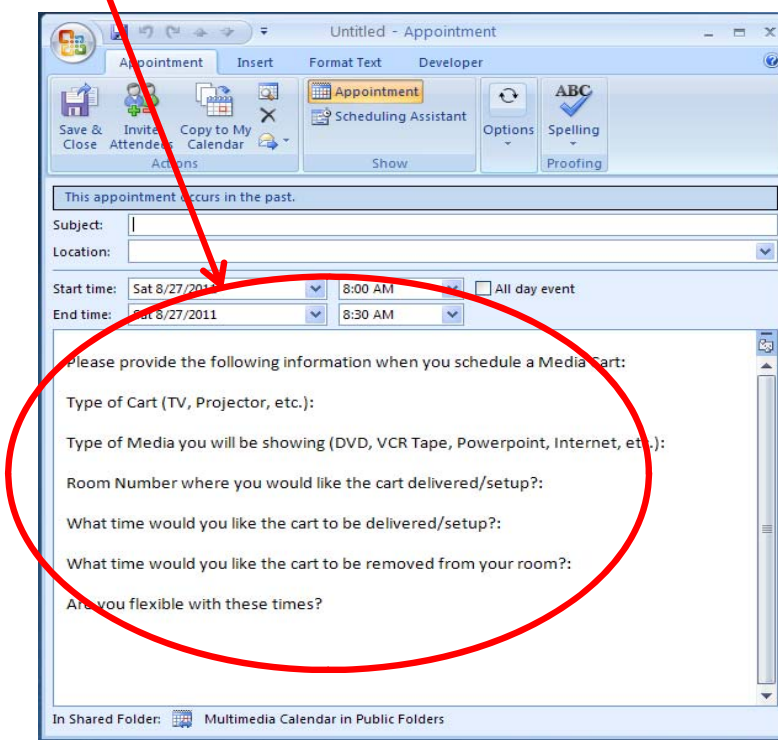
Instructions for Scheduling Media Carts

Ensure that the "Start time:" and "End time:" show the exact date and times that you would like the Media Cart delivered, setup and removed from your room.



The screenshot shows the "Appointment Scheduling Assistant" window. The "Start time:" field is set to "Sat 8/27/2011" at "8:00 AM" and the "End time:" field is set to "Sat 8/27/2011" at "8:30 AM". These two fields are circled in red. A red arrow points from the top of the page down to the "Start time:" field. Below the time fields, there is a section titled "Please provide the following information when you schedule a Media Cart:" with several text input fields for "Type of Cart", "Type of Media", "Room Number", "What time would you like the cart to be delivered/setup?", "What time would you like the cart to be removed from your room?", and "Are you flexible with these times?".

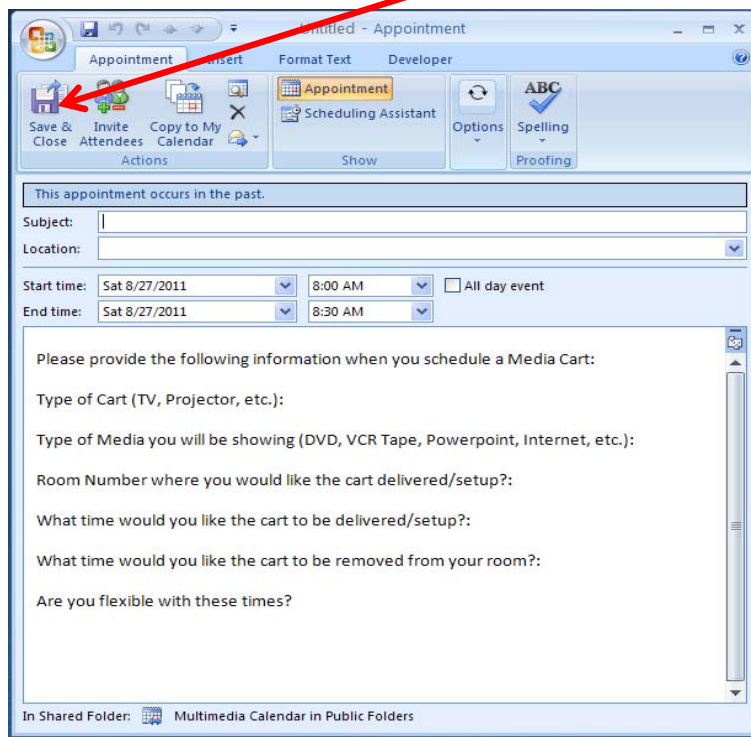
Complete the information requested on the form. Enter any additional information that is helpful.



This screenshot is identical to the one above, but the entire form area, including the "Please provide the following information when you schedule a Media Cart:" section, is circled in red. A red arrow points from the top of the page down to the "Start time:" field.

Instructions for Scheduling Media Carts

When you have completed the form, please click "Save & Close"



The screenshot shows a software window titled "Untitled - Appointment" with a menu bar containing "Appointment", "Insert", "Format Text", and "Developer". The "Appointment" menu is open, showing options: "Save & Close", "Invite Attendees", and "Copy to My Calendar". A red arrow points to the "Save & Close" button. Other menu items include "Appointment", "Scheduling Assistant", "Options", and "Spelling/Proofing".

Below the menu bar, a status bar indicates "This appointment occurs in the past." The form fields include:

- Subject: [Empty text box]
- Location: [Dropdown menu]
- Start time: Sat 8/27/2011, 8:00 AM, All day event
- End time: Sat 8/27/2011, 8:30 AM

The main content area contains the following text:

Please provide the following information when you schedule a Media Cart:

- Type of Cart (TV, Projector, etc.):
- Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):
- Room Number where you would like the cart delivered/setup?:
- What time would you like the cart to be delivered/setup?:
- What time would you like the cart to be removed from your room?:
- Are you flexible with these times?

At the bottom, it says "In Shared Folder: Multimedia Calendar in Public Folders".