

# Signing up for Labs and Laptops Using PE Designs

2019-2020 School Year

To access the lab scheduler, **click** on the link below

<http://pedesigns.com/go/pfshsmc>

Here, you will see the lab/facilities schedule for the current week:

General Message	1st	2nd	3rd	4th	5th	6th	7th	After School
<b>Media Center</b>								
MC Computers 36 Computers	36 Computers Heather Edwards	36 Computers Heather Edwards						
MC Tables 6 Tables								
Front Room 9 Computers	9 Computers Brian Gibson							
<b>Labs</b>								
Lab 130 33 Computers	33 Computers Shanna Gardner	33 Computers Grace Bogdan	33 Computers Nicki Kolinski		33 Computers Grace Bogdan	33 Computers Brian Gibson	33 Computers Grace Bogdan	33 Computers Colleen Harvey Gamers Club
Lab 229 32 Computers		32 Computers Derek Christensen	32 Computers Derek Christensen	32 Computers Yearbook		32 Computers Derek Christensen		
Lab 430 30 Computers	30 Computers William Bicker	30 Computers William Bicker	30 Computers William Bicker		30 Computers William Bicker	30 Computers William Bicker		
<b>Laptop Carts</b>								
Cart 1 30 Laptops		30 Laptops Amy Brown	30 Laptops Amy Brown		30 Laptops Nicole Robiotta A Brown has P. 1, 2, 3		30 Laptops Nicole Robiotta A Brown has P. 1, 2, 3	
Cart 2 30 Laptops	30 Laptops Jennifer Chesna	30 Laptops Jennifer Chesna			30 Laptops Jennifer Chesna			
Cart 3 30 Laptops			30 Laptops Danielle Salvatore		30 Laptops Danielle Salvatore			
Cart 4 30 Laptops	30 Laptops Katherine Hynes	30 Laptops Katherine Hynes			30 Laptops Jenna Mahlberg K Hynes has 1, 2		30 Laptops Jenna Mahlberg K Hynes has 1, 2	
Cart 5 30 Laptops		30 Laptops Bryant Williams					30 Laptops Bryant Williams	
Cart 6 30 Laptops		30 Laptops Chet Lines	30 Laptops Chet Lines					
Cart 7 30 Laptops	30 Laptops MaryEllen Testen			30 Laptops Brittany Cieplinski			30 Laptops MaryEllen Testen	
Cart 8 35 Laptops	35 Laptops Tim Wulf	35 Laptops Tim Wulf	35 Laptops Tim Wulf		35 Laptops Tim Wulf	35 Laptops Tim Wulf		
Cart 9 35 Laptops	35 Laptops Tim Tokars		35 Laptops Tim Tokars	35 Laptops Tim Tokars	35 Laptops Tim Tokars		35 Laptops Tim Tokars	
Cart 11 15 Laptops			15 Laptops James Kazmierczak				15 Laptops James Kazmierczak	

You can use the arrows next to the date to scroll into future dates to see what is available. You can also change the view to **Period View** from **Kiosk View** if you'd like to see a whole week at a time.

In order to make a reservation, **click** on a cell and select **"New Reservation"** from the dropdown menu. You can also click on the button in the upper right hand corner that says **"New Reservation."**

*(Note: Do NOT click on "New Request." This simply "requests" the date, and you want to make sure your dates are reserved.)*

Here, you will fill out all the information you need. You can select multiple class periods and multiple dates if you need. Thank you!

On the next page, you will find a screen shot with further instructions for finalizing your reservation.

Start typing your name in the contacts box.

Your full name should appear. YOU MUST PUT YOUR NAME IN THE CONTACT BOX

Select the class periods and location you are looking for.

Select the date(s) you need. If you need more than one day, select repeating dates and follow the prompts.

Under "Details," type teacher name and applicable periods if you are sharing the cart next to **Other Staff or Group**.

Next to **Notes**, enter your room number so carts can be accurately routed to you if you're sharing with other teachers.

Next to **Assignment**, provide a brief description of the assignment for which you are using computers.

The screenshot shows a reservation system interface with the following sections:

- Contact:** A search box for user names.
- Dates:** A calendar for August 2016 with the 17th selected. It shows "You selected 1 date: 8/17/2016" and options for "Clear Dates" and "Repeating Dates...".
- Times:** A list of class periods from 1st to 7th, with "1st Period" checked. There is also a "General Message" option.
- Facilities:** Two sections: "Media Center & Labs" with "Media Center" checked and several lab options (Lab 107, 130, 187, 222, 330, 331); and "Laptop Carts/Equipment" with various cart and projector options.
- Details:** Fields for "Other Staff or Group" (up to 100 chars), "Notes" (up to 100 chars), and "Assignment".
- Send Confirmation:** A section with a checked "Send confirmation to Contact" option, a field for email addresses, and a text area for "Add comments to confirmation recipients".
- Schedule:** A summary box showing "You are proposing 1 reservation." for "8/17/2016 1st Period [9:00-10:00]" and buttons for "Make Reservation" (highlighted in green), "Cancel", and "Return to Schedule View".

When you are done, click "Make Reservation".

If someone is already booked in the space, the schedule box will tell you that there is a conflict.

Make sure the "Send Confirmation" box is checked. You will get a confirmation email. The confirmation will also go to library staff.

**NOTE: If you don't fill in the contact box correctly, you will not get an email.**