

Language Learning Centre

Making Classroom Bookings through Outlook Calendar

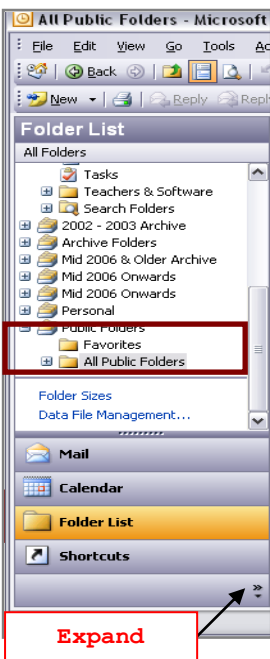
Setting up to view LLC's Room Calendars

In Outlook (from your work computer only), ensure that **Public Folders** is visible at the bottom of your list of folders – then open **All Public Folders** and scroll down to **LLC**.

If you don't currently view **Folder List**, click on the **Expand Arrow** (bottom left), select **Add and Remove Buttons**, and tick **Folder List** to view it. Expand **All Public Folders** and scroll down to **LLC**, then double click on the **LLC Folder** to view calendars for each room.

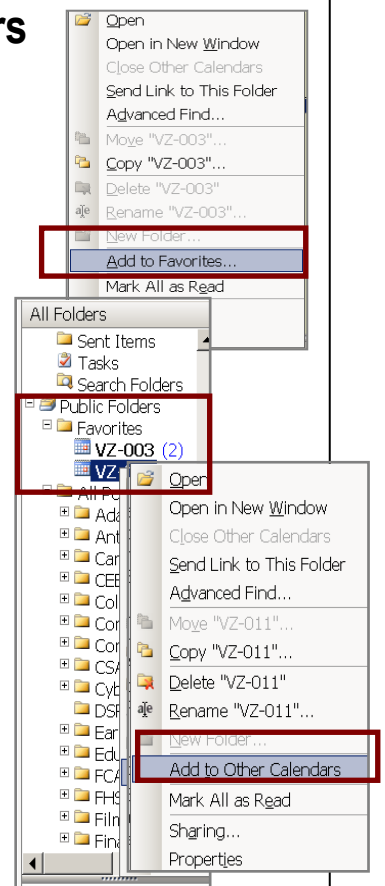
The next two steps will allow you to view both room calendars simultaneously on your computer screen so that you can easily make bookings from your **Outlook Calendar**.

Click on the calendar for **VZ-003** and right click to view menu, then select **Add to Favorites**. Repeat for **VZ-011**.



Scroll to **Favorites** folder, select **VZ-003** right click to view menu, and click on **Add to Other Calendars**. Repeat for **VZ-011**.

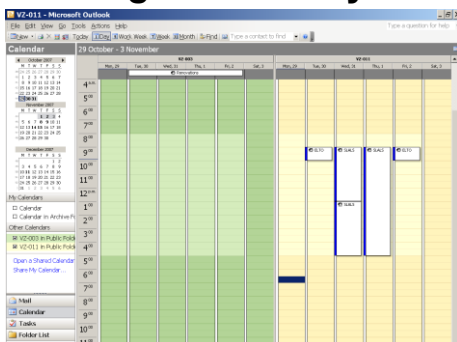
These steps should be repeated when the user receives a new computer.



Viewing Availability and Confirmed Bookings

Select **Calendar**, then on the left hand menu see **Other Calendars**, tick both room calendars **VZ-003** and **VZ-011** to view available times and bookings already made.

This view shows the schedules for both LLC rooms plus your personal calendar in Outlook. (To view the room calendars only, deselect **My Calendar**)



You can view the schedule by **Work Week** or **Month** on the **Standard Outlook Toolbar** and navigate the view by highlighting the weeks on the month calendar at the top left of the screen.

When choosing a room please be aware that priority use for VZ003 will be given to Deaf Studies as they require access to the specialised camera equipment only available there.



Making Bookings

To make a booking, highlight the empty time slot in the room you would like to use, then right click on it, starting at the beginning of the hour for your class. (Modify for 2-hour classes/ classes in a row).

From the options, select **New Appointment** and the window below will open. Enter your **Course Code**, **Booking Name** and the duration of the booking, and then **Close** the window (top right X) and select **Save** (or **Save and Close**). **DONE!**

The screenshot shows the 'New Appointment' dialog box on the left, which is open to the 'New Appointment' option. The main window is titled 'LLC Language Learning Centre Room VZ-003' and shows a booking form for '31 October 2007'. The form has the following fields:

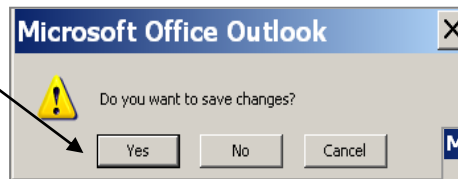
- 1. Course Code: [text box]
- 2. Booking Name: [text box]
- 3. Start: [Wed 31/10/2007] [8:00 AM] All Day Event
- 4. Finish: [Wed 31/10/2007] [9:00 AM]

Below the form is a 'BOOKING GUIDE' section with the following text:

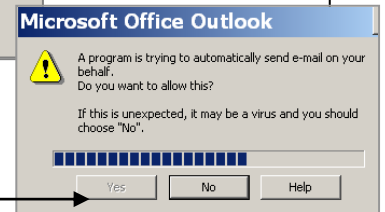
NOTE: Bookings must be at least 1hr long.
 Maximum of 8 Sessions per tutorial per term - Above and beyond requirements should be discussed with: Tatyana.Probenko@vuw.ac.nz
 For more information on equipment in each room check our website: <http://www.victoria.ac.nz/vc/services/facilities.asp#fav> or contact Edith.Pallat@vuw.ac.nz

BOOKING GUIDE

- All Bookings must be between 8am and 8pm unless you are booking a full day
- All Bookings must be in one hour increments on the hour
 - 10:00 a.m. to 1:00 p.m.
 - 10:00 a.m. to 1:30 p.m.
 - 10:30 a.m. to 1:30 p.m.
- You must enter a Course Code and Booking Name to save the booking



*Be aware that this application automatically generates an email to Tatyana, so please click **YES** to allow this action.*



The booking is now done! No one but yourself can change or delete your booking (but LLC staff moderate all bookings).

Repeat for your other LLC classes on different dates in the current trimester. Then, return to the calendar to view all bookings made.

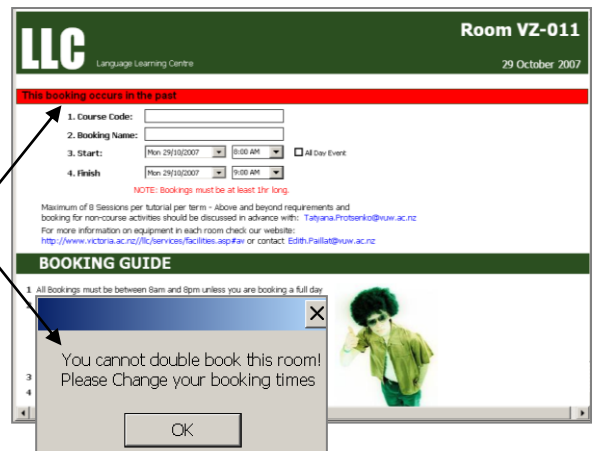
Next time you make bookings, you will only have to **check for availability and repeat these steps**, provided that you retain the **Calendars for VZ-011 and VZ-003** in your **Favorites Folder!**

Other Message Boxes

Outlook Calendar Bookings help you easily navigate and use LLC room schedules in a flexible way.

You are responsible for your own bookings!

In some instances you may see a highlighted message in **red** / or see a text box. You must close the window without saving and select another time slot, e.g. you can not book **in the past** and you can not make a **double booking**.



Please observe Guidelines for Booking LLC's classrooms

- Maximum of 8 sessions per tutorial group per trimester - Above and beyond requirements, and bookings for non-course activities should be discussed in advance with: Yolande.Young@vuw.ac.nz
- All bookings must be between 8am-8pm Monday to Friday
- You must enter a course code and contact name to be able to save a booking.
- While bookings in the Outlook Calendar must be made on the hour, the actual start and finish times for classes match those for Victoria University schedules, e.g. 10-10.50am, 3.10 – 4pm, with a 20 minute lunch break between 12.50-1.10pm.

Please note: You will be able to view all confirmed bookings and availability of the rooms off campus, however you will **not be able to make any changes or create a new booking off campus.**

For assistance in creating a booking, please contact <mailto:Yolande.Young@vuw.ac.nz> or 463 7416