RAWL 4082 Usage Guidelines

- (1) Before you get started, if you need any special software, it <u>MUST</u> be requested and approved through emailing <u>kcchelp@purdue.edu</u>
- (2) Any room reservations can only be made <u>after</u> classes are finalized by the Krannert Scheduling Deputy and Purdue University

How to Check Availability

- 1. Log in to <u>https://timetable.mypurdue.purdue.edu</u> with your Purdue Career Account
- 2. Next, click on "Room Availability" in the menu on the left

ļ	Navigation
	Courses
	Scheduling Assistant
	Events
	∃ Rooms
	Events
	Add Event
¢	Room Availability
	Timetable
	Reports
	Administration
	Preferences
	Help
	Log Out

3. A calendar showing the dates of the semester will appear as shown below:

Filter																																						Add	d Eve	ent	<u>C</u>	ear <u>S</u> earch
Academic Session:	« Fall	2016	6 (PV	VL) 8/15/2	016 - 1	2/31/2	» 2016																																			
Dates:			A	ugus	t 201	6	_				Sep	temb	er 2	016				_	0	ctobe	r 201	.6			_	_	No	vem	ber 2	016	_		_		Dec	embe	er 20	16				Selected
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Su	n Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Ned	Thu	Fri	Sat		Not Selected
	31		1	2	3	4	5	6	35					1	2	3	39							1	44	E -		1	2	3	4	5	48					1	2	3	1	Not in Session
	32	7	8	9	10	11	12	13	36	4	5	6	7	8	9	10	40	2	3	4	5	6	7	8	45	6	7	8	9	10	11	12	49	4	5	6	7	8	9	10	22	Classes Start/End
	33	14	15	16	17	18	19	20	37	11	12	13	14	15	16	17	41	9	10	11	12	13	14	15	40	5 13	3 14	15	16	17	18	19	50	11	12	13	14	15	16	17	11	Finals
	34	21	22	23	24	25	26	27	38	18	19	20	21	22	23	24	42	16	17	18	19	20	21	22	47	20	21	22	23	24	25	26	51	18	19	20	21	22	23	24	5	Holiday
	35	28	29	30	31				39	25	26	27	28	29	30		43	23	24	25	26	27	28	29	48	27	7 28	29	30				52	25	26	27	28	29	30	31	10	Break
																	44	30	31																							1
Times:	From	:			Т	o:																																				
Locations:	RAWL	408	2																	▼	×																					



4. Next, click on the days you want to see available or click on the row number for the week you want to see. (Examples shown here)

		No	vemb	er 20	016		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

By **clicking on one date** (November 3) you can select one date.

By **clicking the row number once** (45) you can select the weekdays for one week

By **clicking the row number twice** (46) you can select the entire week- including the weekend.

- 5. Make sure your Location is set to **RAWL 4082**
- 6. Click the "Search" button on the top right corner.



7. Your screen will show the dates you selected with the hours of the day vertically and the dates across the top as shown below:



Quick Lab Reservation

- 1. Follow the directions 1-7 in "How to Check Availability"
- 2. While viewing the screen from step 7 of "How to Check Availability", hold your cursor over the date you want to reserve intersecting with the time of day you need to reserve as such:

RAWI	L 4082 (49) Thu 11/03	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Teaching L Sun 11/
7am							
8am						Fri 11/11 8:02	
9am							

3. Next, click and drag down your cursor to the end time needed for your reservation and it will highlight the section created



4. Next, click "Add Event"



5. Fill in the following:

Event Name (Class and Section Number)
Sponsoring Organization (none needed, leave as "select")
Select the Event Type (choose "Course Related Event" unless not specific to course)
Expected Attendance (max capacity is 49 students and 1 teacher)

Event			<u>B</u> ack
Academic Session:	« Fall 2016 (PWL) » 08/15/2016 - 12/31/2016		
Event Name:	EVENT 10100		
Sponsoring Organization:	Select T		
Event Type:	Special Event		
Expected Attendance:			
Main Contact:	First Name:	<u>L</u> ookup	
	Middle Name:		
	Last Name:		
	Academic Title:		
	Email:		
	Phone:	More Contacts	

6. Next, click "**Lookup**" and type in the name of the main contact for this reservation

Event		<u>B</u> ack
Academic Session:	« Fall 2016 (PWL) » 08/15/2016 - 12/31/2016	
Event Name:	EVENT 10100	
Sponsoring Organization:	Select T	
Event Type:	Special Event	
Expected Attendance:		
Main Contact:	First Name:	
	Middle Name:	
	Last Name:	
	Academic Title:	
	Email:	
	Phone: More <u>Contacts</u>	

NOTE: the main contact should be the person using the room

7. Click on the name of the main contact and it will fill out the needed information in the blanks under "Main Contact"

(If needed, add more contacts by clicking on "More Contacts..." and follow the same instructions to add any other needed contacts to your reservation.)

Main Contact:	First Name:	Kimberly	<u>L</u> ookup	Reset
	Middle Name:	l		
	Last Name:	Depue		
	Academic Title:			
	Email:	depue@purdue.edu		
	Phone:		More <u>C</u> onta	acts
Additional Emails:				1.

8. Add any additional information needed under "Additional Information"



NOTE: DO NOT put in requests for special software in this space, email <u>kcchelp@purdue.edu</u> for any software requests to be approved.

9. Then click "Create Event" and you will receive a confirmation email that your event was created.

Mee	etings			Add Meetings	M <u>o</u> re ▼
8	Date	Published Time	Location	Capacity Appro	ved
	Thu 08/25, 2016	3:00p - 4:30p	RAWL 4082	49 <i>new m</i>	eeting
▲	49 Students Computer	rs, 1 Teaching Station	RAWL 4082	49	
			Show deleted, c	capeelled, and rejec	ted meetings.
			🗷 Send email confirmation	<u>C</u> reate Event	<u>B</u> ack

**A member of Krannert Computing Center will approve your RAWL 4082 request or inquire if there are any concerns. You will receive an email stating your reservation's approval.

Advanced Lab Reservation

- 1. Log in to <u>https://timetable.mypurdue.purdue.edu</u> with your Purdue Career Account
- 2. Next, click on "Add Event"

Vavigation	
Courses	
Scheduling Assistant	t
Events	
∃ Rooms	
Events	
Add Event	-
Room Availability	
Timetable	
Reports	
Administration	
Preferences	
Help	
Log Out	

3. Your Screen should look like this:

Navigation				Add Event 🕜
Courses				Depue, Kimberly J
Scheduling Assistant	UNITIME			Liven manager
Events	Event			<u>B</u> ack
Rooms	Academic Session:	« Fall 2016 (PWL) »		
Events		08/15/2016 - 12/31/2016		
Add Event	Event Name:			
Room Availability	Sponsoring Organization:	Select	۲	
Timetable	Event Type:	Special Event 🔹		
Reports	Expected Attendance:			
Administration	Main Contact:	First Name:		Lookup
Preferences		Middle Name:		
Help		Last Name:		
Log Out		Academic Title:		
		Email:		
		Phone:		More Contacts
	Additional Emails:			
	Auditorial Emails.			
				// One email per line please.
	Additional Information:			
				Ptenderd Netes
	Attachmont	Chasse File No file shases		Standard <u>N</u> otes
	Expiration Date:	Choose File No file chosen		
	Expiration Bate.	MM/DD/YYYY		
	Meetings			Add Meetings More •
	Date Published Tin	ie Locati	on Cap	acity Approved
			Show deleted, c	ancelled, and rejected meetings.
				<u>B</u> ack
	··· · · · · · · · · · · · · · · · · ·			

Select the **Event Type** (choose "Course Related Event" unless not specific to course) **Expected Attendance** (max capacity is 49 students and 1 teacher)

Event			<u>B</u> ack
Academic Session:	« Fall 2016 (PWL) » 08/15/2016 - 12/31/2016		
Event Name:	EVENT 10100		
Sponsoring Organization:	Select T		
Event Type:	Special Event		
Expected Attendance:			
Main Contact:	First Name:	<u>L</u> ookup	
	Middle Name:		
	Last Name:		
	Academic Title:		
	Email:		
	Phone:	More <u>C</u> ontacts	

6. Next, click "Look up" and type in the name of the main contact for this reservation

NOTE: the main contact should be the person using the room

Event		<u>B</u> ack
Academic Session:	« Fall 2016 (PWL) » 08/15/2016 - 12/31/2016	
Event Name:	EVENT 10100	
Sponsoring Organization:	Select T	
Event Type:	Special Event	
Expected Attendance:		
Main Contact:	First Name:	
	Middle Name:	
	Last Name:	
	Academic Title:	
	Email:	
	Phone: More Contacts	

7. Click on the name of the main contact and it will fill out the needed information in the blanks under "Main Contact"

(If needed, add more contacts by clicking on "More Contacts..." and follow the same instructions to add any other needed contacts to your reservation.)

How to reserve RAWL 4082 in UniTime

Main Contact:	First Name:	Kimberly	<u>L</u> ookup	Reset
	Middle Name:	3		
	Last Name:	Depue]	
	Academic Title:			
	Email:	depue@purdue.edu]	
	Phone:		More <u>C</u> onta	acts
Additional Emails:				

8. Add any additional information needed under "Additional Information"

NOTE: DO NOT put in requests for special software in this space, email <u>kcchelp@purdue.edu</u> for any software requests to be approved.

Additional Information:			
			Standard <u>N</u> otes
Next, click on "Add	Meetings"		
Attachment: Expiration Date:	Choose File No file	chosen	
Meetings	אררירוססאא		<u>A</u> dd Meetings More ▼
Date Published T	ime	Location	Capacity Approved
			Show deleted, cancelled, and rejected meetings
			<u>B</u> ack

9. A calendar with dates will appear as shown below:

			L Ad	d Eve	ent								1	LVEN	1 10	100																						
Add Meet	ings																																					8
																																						<u>V</u> ext
Dates:			August	2016					Sept	temb	er 20	16			_		00	tobe	r 201	16					Nov	/emb	er 20	016					De	cemb	er 20	16		_
		Sun Mo	n Tue W	/ed T	hu Fri	Sat		Sun	Mon 1	Tue	Ved 1	Thu F	ri S	Gat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu F	ri Sa	t
	31	1	2	3	4 5	6	35					1	2	3	39							1	44			1	2	3	4	5	48					1	2 3	
	32	78	9.	10	11 12	13	36	4	5	6	7	8	9	10	40	2	з	4	5	6	7	8	45	6	7	8	9	10	11	12	49	4	5	6	7	8	9 1	0
	33	14 15	16	17 :	18 19	20	37	11	12	13	14	15 1	16	17	41	9	10	11	12	13	14	15	46	13	14	15	16	17	18	19	50	11	12	13	14	15	16 1	7
	34	21 22	23	24 :	25 26	27	38	18	19	20	21	22 2	23	24	42	16	17	18	19	20	21	22	47	20	21	22	23	24	25	26	51	18	19	20	21	22	23 2	4
	35	28 29	30	31			39	25	26	27	28	29 3	30		43	23	24	25	26	27	28	29	48	27	28	29	30				52	25	26	27	28	29 3	30 3	L
				_					I						44	30	31																					-
		Select	ed																																			
		Not Se	lected																																			
	1	Not in	Session	n																																		
	22	Classe	s Start	/End																																		
	11	Finals																																				
	5	Holida	y																																			
	10	Break																																				
Times				-			_																															
Times.	From	0		То																																		
Locations	Even	t × RAW	4082															\mathbf{v}	×																			
																			_																			laut
							_																		- SBC	140.00	oloto	d of	0000	00	200.00	voeto	0.00	20100	20		_	vext
																									3110	w a	eiele	u, ca	ncen	ed, a	and re	jecie	o me	eung	/5.			
Times:	1 22 11 5 10 From	Select Not Se Not in Classe Finals Holida Break	ed elected Session s Start, y	n /End	ĸ										44	30	31	V	×					2	5.00	pw de	eiete	а, са	nceii	0 0, 2	and re	yecte	ea me	eeting	<i>75.</i>			Vext

10. To select the date (or dates) desired for the reservation, click on the days in the calendar. (It will appear as highlighted in yellow)

	August 2016													
	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
31		1	2	3	4	5	6							
32	7	8	9	10	11	12	13							
33	14	15	16	17	18	19	20							
34	21	22	23	24	25	26	27							
35	28	29	30	31										

Note: To un-select a date, just click on the day again.

11. Next, select the times for your reservation by clicking on the boxes after "From:" and "To:"

A drop box of possible times will show up, click on which start and end times are needed.

How to reserve RAWL 4082 in UniTime

Times: Fro	m:	To:
	2:00 pm 🔺	
Locations: Eve	nt 2:15 pm	▼×
	2:30 pm	
	2:45 pm	
	3:00 pm	
	3:15 pm	
	3:30 pm	
	3:45 pm	
	4:00 pm	Version 4.1.277 (Purdue) built on Fri, 20 May 2016 © 20
	4:15 pm	distribute
	4:30 pm	Purdue University is an equal access/equal opportunity
	4:45 pm 🔻	please contact the ITaP Customer S

12. Next, click the box next to "Locations:" and type in " RAWL 4082 "

Locations:	RAWL 4082	▼×
	[RAWL 4082 (Teaching Labs, 49 seats)	

13. Click on the highlighted location and then click "Next"

Locations:	RAWL 4082	₹×	
			Next

NOTE: If there are no available meeting times for RAWL 4082, click "Previous" and delete the location of RAWL 4082. Next, click the arrow to see more room options. (your options will appear as below)

How to reserve RAWL 4082 in UniTime

	E Rooms		Academic Session:	« Fall 2016 (PWL)	
				N0/45/20142 41	2/2
	Classrooms (258) Conference Rooms (31)	Teaching Study S	g Labs (360) pace (2)	Computing Labs (29) Special Use Rooms (17)	
Add Montin	Building Lobbies (25)	Other D	ept Rooms (290)	Outside Locations (65)	
Add Meetir	Non-University Locations (130) Collab Lrn (12)	Universi	ty Reserve (7)	Construction Reserve (3)	
Dates:	2 Computer Projectrs (67)	2 Docun	nent Cameras (11)	3 Computer Projectrs (3)	
	Computer (296)	Compute	er Projection (325)	Document Camera (284)	
	ECHO360Audio&Video (37)	Flat Pan	el Display (21)	Hearing Loop 1-way (21)	
	Hearing Loop 2-way (2)	Microph	one (41)	Touch Screen Flat Panel Display	
	BOARDS		(150)		
	Chalkboard < 20 Ft. (105)	Chalkbo	ard >= 20 Ft. (159)	Whiteboard < 20Ft (9)	
	OS				
	Mac (3)	PC (28)			
	SEATING				
	3@Wedges (6)	6@Roun	d (2)	9@Round (2)	
	Collaborative Learning (16)	CompLa	b Cluster Seat (4)	CompLab Column Seat (8)	
	CompLab Row Seating (17)	D-Table	(2)	Fixed Seating ⁽⁸⁷⁾	
	Horseshoe Fixed Table Arrngmr	Movable	Seats (226)	Strip Tables (29)	
	Tables and Chairs (145)	Tablet A	rm Chairs (166)	Theater Seats (4)	
	Tiered Seating (68) GROUP	Trapezo	idal Table Arrangement	Wheeled Tablet Arm Chairs (26)	
	Central Campus (173)	Classroo	m (268)	Finals-Cmpt Labs-PC (17)	
	North Campus (124)	Remote	Campus (27)	South Campus (37)	
	Village Area (26)				
	BUILDING				_
	ABE - Agricultural and Biologi	ical Engin	eering (11)		
	ADDL - Animal Disease Diag	nostic Lal	poratory (1)		
	ADM - ADM Agricultural Innov	vation Ce	nter (2)		•
Times:	OTHER Min: Max:		only event locations	Include close by locations	
Locations:					
Locations.					4

Click on "Computing Labs" and then type in the min and max amount of space needed.

***Any use of computer labs other than RAWL 4082 will be confirmed or denied by that spaceholder and NOT Krannert Computing Center.

14. A box to "Add Meeting" will appear on your screen, click on the empty box



15. After you click the empty box, it will highlight blue and a "Select" box will appear, click "Select"

	Last Name:	Depue			
	Add Meetings	S		8	
	F Previous	M <u>o</u> re ▼	<u>S</u> ele	ect	
5:		RAW Teach 49	/L 4082 hing Labs seats		
nation:	Thursday 08/25/201 3:00p - 4:3	/ 6 0p			
	<u>P</u> revious	M <u>o</u> re ▼	Sele	ect	
	Choose File	No file chose	en		

16. After clicking "Select," the meeting created will be added to the bottom of your screen like this:

			Send email confirmation	Create E	vent	Back
Academic Session: « F	Fall 2016 (PWL 08/) » 15/2016 - 12/31/2016				
Event Name: EV	ENT 10100					
Sponsoring Organization: Se	elect		¥			
Event Type: St	pecial Event	•				
Expected Attendance:						
Main Contact: Fir	st Name:	Kimberly		<u>L</u> ookup	Reset	t
Mi	ddle Name:	J				
La	st Name:	Depue				
Ac	ademic Title:					
En	nail:	depue@purdue.edu				
Ph	ione:			More Contac	ts	
Additional Emails:						
addionar Emails.						
				One email per line	// please.	
Additional Information:						
				Standard Note	es	
Attachment: C	hoose File	No file chosen				
Expiration Date:		\neg				
	MM/DD/YY	77				
Meetings				<u>Add Mee</u>	tings	M <u>o</u> re ▼
🐼 Date	Put	lished Time	Location	Capacity	Approv	ed
🔲 Thu 08/25, 2016	3:00)p - 4:30p	RAWL 4082	49	new me	eting
A9 Students Computer	rs, 1 Teaching	Station	RAWL 4082	49		
			Show deleted,	cancelled, an	d rejecte	d meeting
			Send email confirmation	Create E	vent	Back

17. Finally, click "Create Event" at the bottom of the page:

Mee	etings			Add Meetings	M <u>o</u> re ▼
8	Date	Published Time	Location	Capacity Appro	ved
	Thu 08/25, 2016	3:00p - 4:30p	RAWL 4082	49 <i>new m</i>	eeting
	49 Students Comput	ers, 1 Teaching Station	RAWL 4082	49	
			Show deleted	, cancelled, and rejec	ted meetings.
			🗹 Send email confirmatio	n <u>C</u> reate Event	<u>B</u> ack
				\smallsetminus \checkmark	

18. After creating the event, you will receive an email stating your room reservation has been created.

UNITIME EVENT 1010	Event	EV	ENT 10	100 crea	ted.
Event Type: Contacts Expected Attendance Following me behalf	Special Event Name En Depue, K J dep e: 2 eetings were	nail pue@pur requ	Phone rdue.edu	ou or on yo	ur
Date Wed 07/13, 2016 All Notes of I	Published Time 8:30a - 9:30a EVENT 101	e Al 8: 00	l located Time 30a - 9:30a	Location RAWL 4082	Status pending
Date 07/12/2016 10:56AM For an	User Kimberly J Depue hup to date version https://timetable.n	Actio n Create	Meetings W 07/13, 2016 4082 EVENT 10100 ev e.purdue.edu/Tin	8:30a - 9:30a RAV vent, please visit netabling.	Not e WL

**A member of Krannert Computing Center will approve your RAWL 4082 request or inquire if there are any concerns. You will receive an email stating your reservation's approval.