Scheduling a Classroom

Basic Instructions

INVITING A CLASSROOM TO AN EVENT

1. Login to your weber state E-mail account
2. In the Gmail application click on calendar on the top bar of the screen
3. Click the spot on the calendar that you want to schedule
   o Hit Edit event in the box that appears
4. Once you are in the event editor set the title, time and date of your meeting
5. Over on the right hand side of the screen where it says Add: click on Rooms, etc.
6. Select the rooms you want to add and then click add. This will invite the classroom

Note: Even though you invited the classroom to the event, you still do not have the use of the room until it accepts your invitation. You are not guaranteed the classroom until that point.

ADDING A CLASSROOM TO YOUR GOOGLE CALENDAR

1. Follow the above steps 1-2.
2. On the left-bottom of Google Calendar, you should see a section that says other calendars: Hit the arrow with a box around it on the right side of the words Other Calendars
3. A drop down menu should appear click on Browse interesting calendars
4. In interesting calendars, click on resources for weber.edu.
5. Once you are here click on LI to view the library classrooms
6. Click Preview or Subscribe according to what you would like to do
Detailed Instructions

GOOGLE CALENDAR

To schedule a classroom go to gmail.weber.edu and log into your university email account. Once you log into Gmail click on Calendar at the top of the page. This will bring up Google Calendar.

Creating an Event

To create an event find the day and time that you want and click on that time period. This will bring up a window that will allow you to create an event. This window is very basic and allows you to type in the name of the appointment and set the specific calendar that you want it to appear on.

To add a room to the event click on Edit event. 
The edit event link brings up the following screen:

At the very top of the page right under the name of the event, you can see boxes for setting the time. This allows you to make events longer or shorter depending on your need.

If you click on these boxes, a drop down menu will appear. You can use this drop down menu or you can just type the specific time you want directly into the box.
In the Event details menu you can set where your event is happening, change the specific calendar that it appears on, add a description, and change the color shown on the calendar for this event.

**Setting up a Meeting**

Over on the right hand side of the Event detail area you will see a box that allows you to invite other people to your recently created event. To add a guest to your event type in their e-mail address and then click add.

If you would like to find a time that does not interfere with other individuals’ schedules, change the view from event detail to find a time. This will allow you to see the calendars of others and see when they are busy and then set a meeting time that fits their schedule.
Inviting a Classroom to Your Meeting

If you would like to use one of the library classrooms for your meeting, you will need to invite it. To do this go over to the side menu on the edit event screen where you would add guests; instead of adding a guest click on Rooms, etc.

In this box scroll down until you see LI, click on LI to pull down a menu that will show any available library classrooms. Click on the one you want to use.

Once you have done this, the classroom should appear in the list of guests.

NOTE: Just because you have requested the use of a room does not automatically make that room available for your meeting. If the room rejects your meeting that means you cannot use it, (it will be crossed out on the list of guests).

Adding A classroom Calendar to your list

In order to view the classroom calendars you will have to add them to your other calendars list. To do this click on the arrow to the right of other calendars on the side bar; Click on browse interesting calendars as show in the box to the right.
This will bring up a list of “interesting calendars” In the interesting calendars menu click on “Resources for Weber.edu” Once you click on Resource for Weber.edu Go down until you see LI click to see the LI classrooms. If you want to subscribe or preview these specific calendars, click the appropriate button besides the calendar.