

Computer Reservations Quick Reference Guide

Follow these guidelines when making a class computer lab reservation!

1. Remember all reservations are made in our Google Calendar.
2. Sign in to your email, then select Calendar from the App Launcher (the grid in the top right corner).
3. To make the reservation:
 - a. Click the red + at the bottom right of the calendar.
 - b. Type your **name and the class period in the Event Title box**. EX: Bauer (3). PLEASE make sure you put your name in the title!
 - c. Check the date and time. **PLEASE use the EXACT class period times for your reservations!** General times will cause issues for others to make reservations. Pay attention to am and pm times, as well.
 - d. Under Rooms on the right, scroll down to Thompson Valley High School and select the computer lab you want to reserve. You will only see what is available based on the time you entered.
 - e. Be sure to click SAVE when you are finished entering your information!

Computer Lab Numbers...

- English Lab: 28-30
- Library Macs (which are really PCs...): 28
- Library PCs: 15
- Math Lab: 28-30
- Mobile Lab 1, 2, and 4: 32
- Mobile Lab 3: 20
- Social Studies Lab: 28-30
- Extras: We have a few extra Chromebooks not in carts. If you need a few, come let us know; there is not a way to reserve in the calendar.

Other notes... Thank you for taking care of all computers! :)

- Mobile Labs are set up with Chromebooks. You cannot print from them, and they do not have Microsoft Office. Kids sign in using their school email, so they can use their Google Drive to work.
- If you use a mobile lab, PLEASE count how many are in the cart when you get it and when you bring it back. Please plug in and organize computers neatly for return.
- If using physical labs, please be sure to have kids clean up and push in chairs when finished.
- If you have a sub, we prefer you use a physical lab rather than a mobile cart, as the mobile carts are harder to keep track of all moving pieces for a sub.
- You can also reserve the conference room B3 and the Summit Room on the calendar.