

Student Computer Lab Policy

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It is important to recognize that using the Student Computer Lab in HH322 for teaching purposes requires some organization on the part of faculty in order to avoid any conflicts when booking the lab.

If you are interested in using the Student Computing Lab for teaching, the Williams School has initiated a policy that must be adhered to.

- Contact Lloyd Goad who will grant permission to use the 'proxy' known as WilliamsSchool322. Lloyd will confirm that he has given you access to this proxy.
- Start GroupWise, and then click on Online, selecting 'proxy'.
- Type 'williamsschool322' where your name is highlighted and click on OK

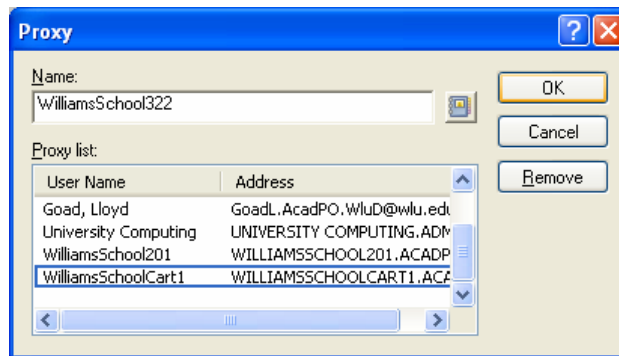


Figure 1 Add WilliamsSchool322 proxy to your mailbox

- Click on Calendar and highlight the day you wish to book the Student Computer Lab
- Right-click on the day, click New, then select 'Posted Appointment'

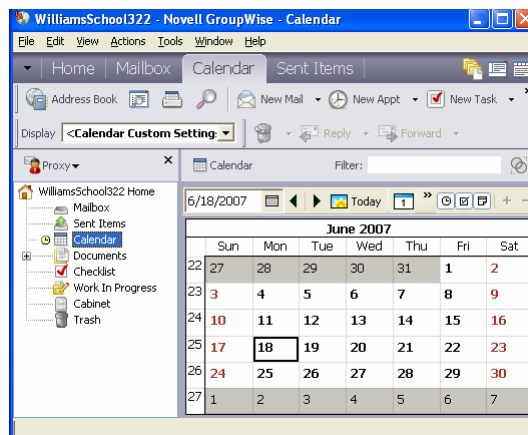


Figure 2 Right-click on day, click New, and select Posted Appointment

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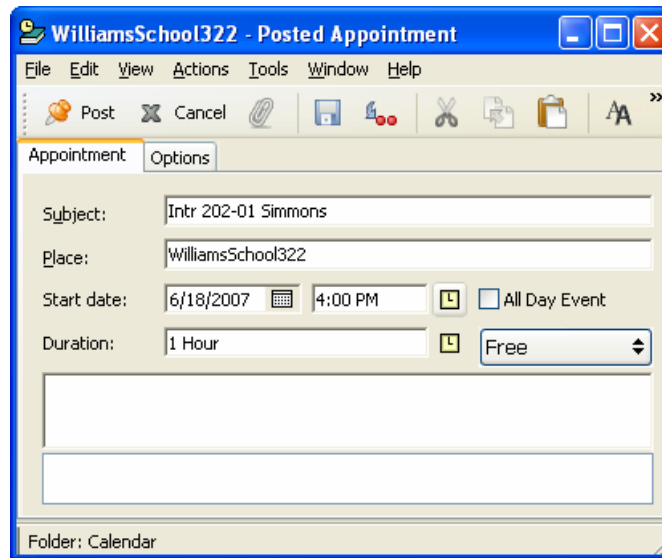


Figure 3 Add Posted Appointment to Calendar

- Click on Post to add the appointment to the Calendar
- Multiple posted appointments can be made by clicking on New, selecting 'Posted Appointment,' clicking on Actions in the GroupWise Menu, then selecting Auto-Date
- Click on the dates you wish to book the Student Computer Lab, then click on OK

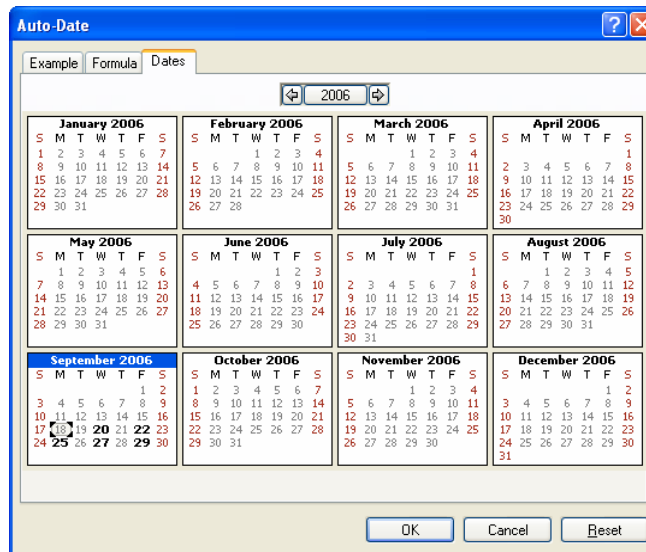


Figure 4 Auto-Date feature to Add Multiple Appointments to the Calendar

- Click on 'Post'

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- The appointments will be added to the WilliamsSchool322 Calendar.

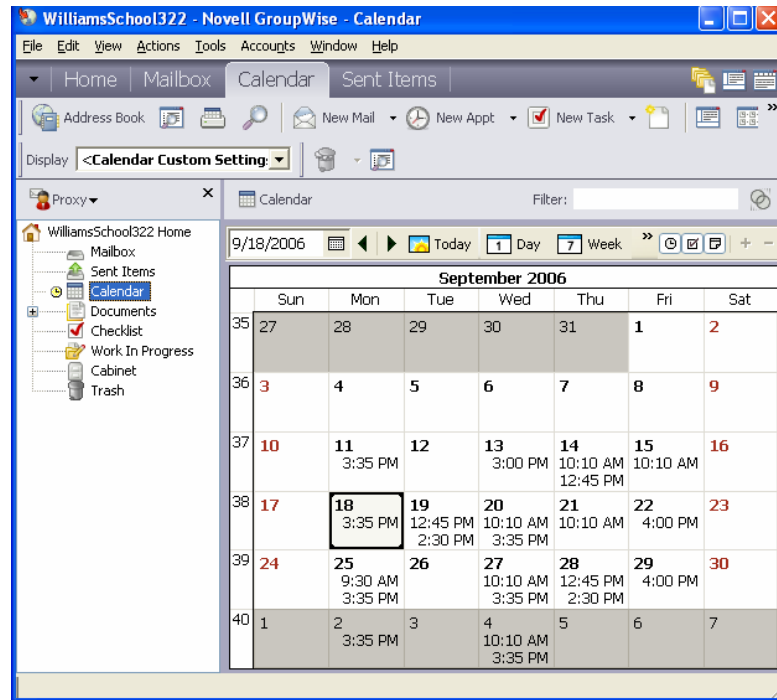


Figure 5 Auto-Date Appointments Added to the Calendar

- Click on 'proxy' then click on your name to return to your Mailbox.

Additional Steps Necessary to Keep the Student Computer Lab Running Smoothly:

- Please post your appointments early to prevent conflicts with other faculty courses.
- In the event the Student Computer Lab is required by more than one faculty member, please contact Lloyd Goad, Technology Coordinator, who will discuss a compromise in days/times according to the schedules requested. Lloyd will decide the outcome for posted appointments in the case of course conflicts.
- Please print a notice detailing the faculty member's name, course and times the Student Computer Lab is booked and tape two copies on the doors (one for each door) at least 24 hours prior to the lab session.
- Please remove the notices after your lab session has ended.

Thank you for your cooperation. If you have any questions, please contact Williams School Technology Services.

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