Reserving Labs at the Language Learning Center

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Password	
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Language	
English US	2
Remember Me	🗐 Log In
Remember Me	📴 Log In

Go to the LLC website at <u>http://llc.unm.edu</u>, select **Reserve a lab**, and enter your NETID and password.



phpScheduleSt Dashboard My Account	Schedule Help	
	Bookings	
Announcements	My Calendar	
	my calorida	There are no announcements
	Described on the description	
Upcoming Reservations (0)	Hesource Calendar	
		You have no upcoming reservations
	Open Invitations	

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Roll over Schedule and click on Bookings

Language Learning Center School Year -

+ 08/19/2012 - 08/24/2012 + (Show Full Week)

[Reser	vable	ible Unreservable			Reserved				My Reservation				Pending				Past			Res	tricted	\square				
Sunday, 08/19/2012		12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM
Lab 1			Closed																								
Lab 2			Closed																								
Lab 3																											
Lab 4			Closed	1																							
Lab 5																											
Lab 6			Closed	ł							_				_												
Monday, 08/20/2012		12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM
Lab 1																											
Lab 2																											
Lab 3																											
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Lab 6																											
Tuesday, 08/21/2012		12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM
Lab 1																											

To reserve a lab click on the block at the start of the time you want to use it for.

Create a new reservation

Tristan Garwood	Participant List
Resources to be reserved	Add or
Lab 1 (More Resources)	
Begin 08/20/2012 10:30 AM	All Users
End 08/20/2012 2:00 PM	
Reservation Length 0 days, 3.5 hours	
Repeat Does Not Repeat	
Title of reservation	Invitees
course #, section # and title of course	Add or
Description of reservation	All Users

First pick an end time, then fill out your course #, section #, title of the course as the 'Title of Reservation' and put any additional comments in the description. Once that is done click create.

S Cancel

Create

If you want this block to be repeated you can set 'Repeat' to daily, weekly, monthly, etc...

Language Learning Center School Year - ***

← 08/19/2012 - 08/24/2012 → (Show Full Week)

	Reserv	able	e Unreservable			Reserved				My Reservation			Pending					Past			Res	stricted					
Sunday, 08/19/2012		12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM
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Lab 1								Trista	n Garw	rood																	
Lab 2																											
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You should now be able to go back and see your reservation. If there is something you want to change, just click on the block of time That was just created to edit.