Reserving Labs at the Language Learning Center

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

Roll over **Schedule** and click on **Bookings**

Language Learning Center School Year ▾ 📅

| Reservable | Unreservable | Reserved | My Reservation | Pending | Past | Restricted |

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																								
Lab 5																										
Lab 6		Closed																								

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																										
Lab 4																										
Lab 5																										
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
Resources to be reserved
Lab 1 (More Resources)
Begin 08/20/2012   10:30 AM
End   08/20/2012   2:00 PM
Reservation Length **0 days, 3.5 hours**
Repeat Does Not Repeat
Title of reservation

course #, section # and title of course

Description of reservation

Participant List
Add   or
All Users

Invitees
Add   or
All Users

Create   Cancel

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.

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

| Reservable | Unreservable | Reserved | My Reservation | Pending | Past | Restricted |

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							Tristan Garwood																			
Lab 2																										
Lab 3																										
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Lab 5																										

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.