How to Reserve Campus Time

Access

Log-into Lab Resources Scheduler using your NetID and password. Researchers will only be able to see the availability of Resources (Campus Time) they have been granted permission to reserve.

Book a Reservation

Although there are several ways to book a reservation, we recommend using Bookings or Resource Calendar.

Reservation Rules

- Check-in & check-out is required through the scheduling system.
- In adherence to social distancing, there is a 30 minute buffer that is automatically added between reservations.
- Reservations must be booked at least 30 minutes in advance.
- Campus Time can be reserved from 8:00 AM - 6:00 PM, including weekends.
- You may check-in for a reservation up to 15 minutes before the reservation starts and check-out up to 30 minutes after the reservation ends.

Bookings
1. Click on Schedule, in the menu that drops down, select “Bookings”

2. This view is akin to a gantt chart; you can see the resource schedule for both PI slots. Click on the calendar icon, or the green arrows, to adjust the date time frame.
3. Click on a time slot and fill out the reservation form. Note that you can click and drag to select a longer period of time.

Resource Calendar

1. In the top navigation bar, click on 'Schedule', in the menu that drops down, select 'Resource Calendar'.

2. Under the Change Calendar drop-down menu, select the Resource you would like to view the calendar of. In our example, we've selected the Resource 'Dr. John Doe - Slot 1'.
3. Click a day on the calendar, and select ‘View Day’. Note that in the top right, you can toggle the view to see dates on a monthly, weekly, and daily basis.

4. View Day will show the resource schedule for that day. Choose a time slot and fill the reservation form. Note that the form shown below is only a representation of the form you will fill.
5. When you click a calendar day, you have the alternative to click 'Create Reservation', which will skip the daily schedule view and instead jump directly to a reservation form.

View Reservations

There are several ways to view reservations.

Dashboard

View upcoming reservations in the dashboard.
**Bookings**

View reservation in a gantt chart format through 'Bookings'.

![Bookings Gantt Chart](image)

**My Calendar**

View reservations in a calendar format. In the top right, toggle the view to see dates on a monthly, weekly, and daily basis.

![My Calendar Calendar](image)

**Search Reservations**

View your reservations in a list format, similar to the dashboard view, through 'Search Reservations'.

1. In the top navigation bar, click on 'Schedule', in the menu that drops down, select 'Search Resources'
2. At a minimum, to search for your reservations, enter the name of the Resource you have reserved time for. Click the green button 'Search Reservations' to search.
3. A list of all your reservations for that Resource (Campus Time) will appear.
Delete a Reservation

1. To delete a reservation, navigate to the reservation details by clicking on the reservation (in whichever reservation view you choose).
2. In the top right, click ‘More’. In the drop-down, select ‘delete’.

Check-In & Out

Check-in/check-out when you enter/exit a building through the Lab Resources Scheduler.
Check-in

Navigate to the reservation details. In the top right, an orange check-in button will become available once it's time to check-in. Click it to check-in. You will receive an email on the day of your reservation with a link that will take you directly to the reservation. Find the reservation manually by navigation to 'Bookings' or 'My Calendar'.

- The button will appear 15 minutes before the start of the reservation, allowing you to check-in early.
- In the dashboard section of Lab Resources Scheduler, under the section "Upcoming Reservations" you can alternatively check-in by pressing the yellow check-in button.
Check-out

Navigate to the reservation details. In the top right, click on the same button that now reads as 'check-out'.

- The check-out button will disappear 30 minutes after the reservation has ended. In other words, you will miss the check-out window if you attempt to check-out 30 minutes after the reservation has passed.
- If you sign-in early, the check-out button will not appear until after the official start of the reservation.
- In the dashboard section of Lab Resources Scheduler, under the section "Upcoming Reservations" you can alternatively check-in by pressing the yellow check-out button.
Human Subjects Research
The method of scheduling campus time for human subjects research is similar to how regular campus time slots are scheduled. Once a PI has undergone the process outlined under the Human Subjects dropdown on the main Return to Campus Research Activities page, and they have chosen how many existing campus time slots they want converted to “Human Subject Slot(s)”, the change will be reflected in LRS.

Schedule Campus Time for Human Subjects Research

- Human Subject Slots are cyan.
- A 30 minute buffer still applies between participants.
- Only 3 research personnel per lab, given the COVID-19 test restrictions, can visit participants in a given week.
  - For example, let's say a PI has elected 6 personnel to conduct research in-person. Visits with participants begin the week of 10/12/2020. Only 3 of the elected personnel would be able to see participants that week. If the other 3 personnel need to see participants on the week of 10/19/2020, then they would take the COVID-19 test on Monday the 19th, and the 3 personnel from the previous week (10/12/2020) wouldn’t not be allowed to take the test for the week of 10/19/2020 and would have to work with their peers to determine who will be visiting participants on a given week to comply with the COVID-19 test restrictions.
- PIs are responsible for ensuring that only 3 of their lab personnel visit campus on a given week and have taken their COVID-19 test.
- Besides following campus guidelines regarding how many people can be in the same place at once, a lab must follow IRB protocol.

1. Choose a time on the “Human Subject Slot (#)” to schedule campus time for human subjects research. See here for more information on how to use the Lab Resources Scheduler.

Schedule COVID-19 Testing Appointment

- Location(s): BrainHealth Imaging Center (BPI 1.2C1) & Main Campus (AD 2.216)
- Hours of Operation:
  - BrainHealth Imaging Center (BPI 1.2C1)
    - Monday 8:00AM-11:00AM and 2:00PM-3:00PM
    - Wednesday 8:00AM-11:00AM and 2:00PM-3:00PM
  - Main Campus (AD 2.216)
    - Monday 8:00AM-11:00AM and 2:00PM-3:00PM
    - Wednesday 8:00AM-11:00AM and 2:00PM-3:00PM
- Appointments must be scheduled 24 hours in advance.
  - For example, to schedule a 2:00PM appointment on Monday, 10/12/2020, the reservation must be made before 2:00PM on Sunday, 10/11/2020.
- COVID-19 testing appointments are scheduled in 5 minute increments.

1. To schedule a COVID-19 testing appointment, you must select the schedule “Campus Time - HSR COVID-19 Testing (AD)” or “Campus Time - HSR COVID-19 Testing (BHIC)” in the drop down, as outlined in red on the image below.
2. 

3. Complete the reservation details.