

New LMC Sign-Up Procedure

These directions explain our new online sign up for the library media center. It has been designed as a spreadsheet so that you will be able to sign up for the computer lab, library computers, tables, fishbowl, or chairs during specific blocks. You will also have the convenience of checking availability from your classroom or home computer.

Accessing and Reading our LMC Sign-up

- I have shared the calendar with you. It will forever be in your shared THS Google drive.
 - To access LMC Calendar from your drive:
1. Log in to your Tolland email account
 2. Your email address appears on the right hand side of your screen and there is a square of squares next to it.
 3. Click on the square and all the Google apps will come up from a drop-down menu. Select “Drive”
 4. Once your drive opens, click on the red “Shared With Me” link on the left side
 - Here you will see the calendar which includes the entire school year.
 - Each sheet is one month
 - You may choose a new month on the bottom of the page
 - Half days and late starts appear in a lighter color than normal schedule days.
 - If we have no school because of a holiday, or in-service, the day will appear to be red.

Signing up for Time in one of our Spaces

- Open the LMC Calendar
- Select the month that you are interested in
- Scroll to find the day you would like
- Check to see if that time/center is available
- Click on the box you would like, then **right click** in the same spot
- Click on “Insert Comment”
 - Write your comment; for example:
 - “I would like this slot”
 - “I need 15 of the library computers”
 - “Use the chairs for the last 30 minutes of class”
- Once you have typed your comment, click on “Comment”
- Please be sure that you have indicated the number of students you plan to bring with you.

When you click on “Comment”, I will be able to see that you have requested this time slot and I will put your name into the box.

You will receive an email indicating that your name has been added (your comment has been resolved).

Don't worry, if you have requested a time but your name does not appear in the box yet, other teachers will be able to see your comment.

If when you click on the box you want, another teacher's comment appears, that time has already been booked by the teacher who has commented.

If you do not feel comfortable using the new online sign-up, you can always visit me in the library. I will be happy to check the calendar, let you know the availability of the center and time you are requesting, and then sign you up.