

Scheduling Equipment Use Through FirstClass

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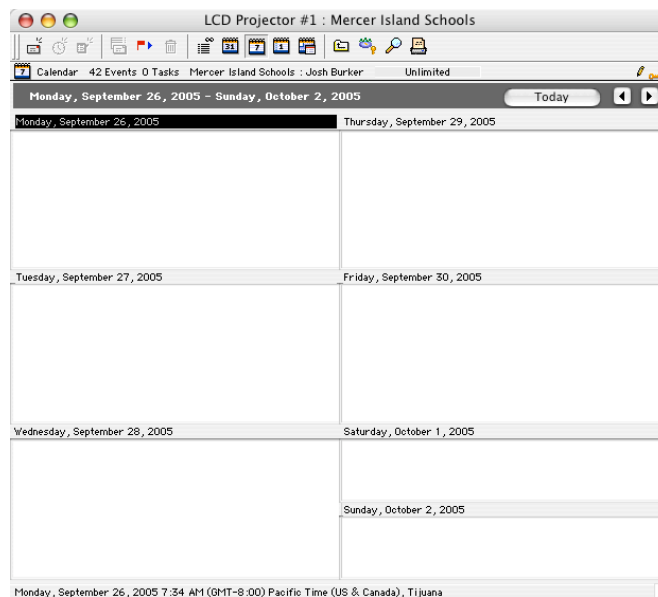
In addition to being an email client, FirstClass can also be used for scheduling. MISD uses FirstClass as a means of scheduling equipment for use by faculty and staff. This document will explain how to use the scheduling features of FirstClass.

The FirstClass administrator must create the “calendar” that you will use to schedule. Once the calendar is created users may start scheduling.

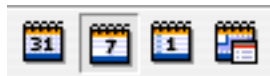
Login to FirstClass as you normally would. Once a calendar has been created you will see an icon for it in your FirstClass “Desktop.” The example below is for an LCD projector:



Double-clicking this icon will open the calendar, which will look similar to this:

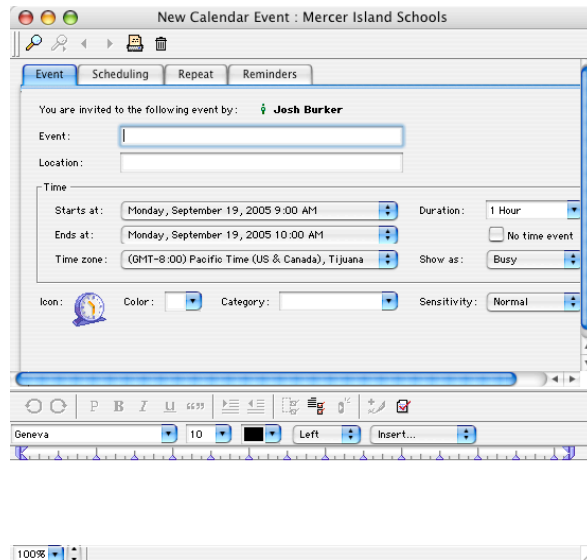


You can change the “view” of the calendar to month, week, day, and “today list,” though the week view, as shown above, probably works the best because it provides the most amount of information in an easy to read manner. Views can be changed by going to the **View** menu or by using the buttons in the toolbar:



Nobody has signed up to use this LCD projector, so the calendar is blank. You can create a new event by double-clicking on the day you wish to create the event.

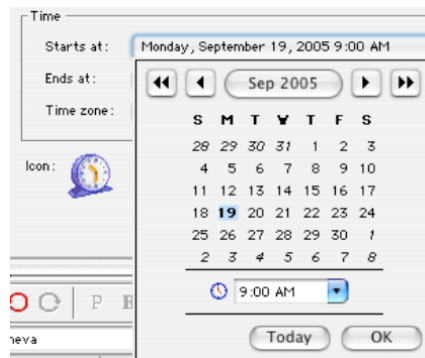
When you double-click the day, a new **Calendar Event** window opens, as shown in the graphic below:



You should fill out the **Event** field in this window with your name; this way people looking at the schedule can easily see who has a piece of equipment reserved or checked out.



Next you need to define the time during which you plan to use the equipment. Click on the contextual menu next to the **Starts at** field and a calendar and clock will open:



Select the time at which you wish to reserve the equipment. Similarly, set the appropriate time for the **Ends at** field so people know when you will be finished using the equipment.

When you have scheduled an event, the event will show up in the appropriate space on the calendar. Closing the event window automatically saves the event; you do not need to explicitly save the event.

