

SCHEDULING NON-CLASSROOM SPACE

DURING THE SCHOOL DAY 8:40 AM – 4:00 PM

USE the OUTLOOK calendars to reserve a COMMONS, COMPUTER CARTs or COURTYARD DURING PERIODS 1-7

1. In Outlook, click on the Folder ICON at the bottom of the menu bar on the left side of the window. Click Public Folders > All Public Folders > Schools > TJHSST > TJHSST Lab Schedules or Commons Areas
2. Select the calendar of the specific lab or commons that you wish to reserve
3. Select the date and create an ALL DAY APPOINTMENT by entering the period(s) and your last name (i.e. type 6 Hodges for period 6).
 - In a monthly view, type your name and the period (6 Hodges)
 - In the weekly or daily view, hover at the top of the day's schedule (colored area above all time slots) and "click to add an appointment" and check the box for an ALL DAY APPOINTMENT.

DO NOT BLOCK OUT A SELECTED TIME SLOT–USE ONLY ALL DAY EVENTS

TO RESERVE THE SPECIAL AREAS LISTED BELOW, PLEASE CONTACT THE STAFF MEMBER SHOWN:

- ❖ Library [Anne Applin or Katy Oskoui]
- ❖ Cafeteria, Gyms, Auditorium, other misc. spaces [Joan Burch or Marie Lauducci]
- ❖ Career center [Eileen Kropf]
- ❖ Conference rooms (Principal's, Red, Blue) [Cathie Love or Leah Reid]

During 8th period, all rooms are scheduled by the 8th period office with the exceptions listed above.

SCHEDULING BUILDING USE AFTER 4:00 PM AND ON WEEKENDS

ALL use of classroom and non-classroom space after school and on weekends is scheduled through the Student Activities office. Please contact Dorothy Diggs in room 105. Specific building use forms are required and may be obtained in the athletic office.

A printable copy of this information is AVAILABLE ON THE J DRIVE IN THE "8TH Period Info" folder.