

Scheduler v.1.5 Quick Start Guide

What is Scheduler?

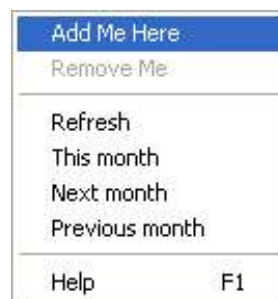
Scheduler is a software system that allows teachers to schedule the computer labs from their classroom computers. It makes it easier to coordinate planning and scheduling.

How do I log in?

You need a username and password. Your username should be the same as your Novell login name, and your password is initially your last name. If you do not know your username or password, contact the Scheduler Administrator (see below).

How do I get started?

After you've logged in, you will see the calendar. To schedule the lab for your class on any given day, right-click and select `Add Me Here` from the context menu:



If you want to remove your name from the calendar, simply right-click on the day you want to remove and select `Remove Me`.

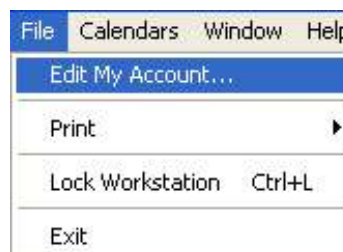
How are the calendars laid out?

There is one calendar for the Writing Lab (Rm 25) and one for the Yearbook Lab (Rm 26). Each calendar has its own window and shows the days of the week (Monday through Friday), and each day is divided into five periods.

How do I change my password?

From the `File` menu, select `Edit My Account`:

You will then need to enter your current password and type your new password in the boxes provided. Click `Done` to save the changes.



Where can I get more help?

The Online Manual can be accessed by pressing `F1` at any time in Scheduler.

If you need help with any of the following,

- The Online Manual does not answer your questions
- You've lost your password
- You need additional help

Feel free to contact the Scheduler Administrator, Steven Nay, at sn21280@students.nebo.edu.

Thank you and good luck!