Reserving Lab Spaces for Your Classes

Collaborating with the Registrar’s Office, ITS, the Deans and Department Heads, the CITDE has developed a set of Exchange Calendars for all university computer labs. You can find that list at:

http://online.tarleton.edu/technology/labs/index.htm

Remember, to reserve a computer lab for an entire semester, you should work through your department head during the normal course scheduling process. Ultimately this scheduling goes through the Registrar’s Office.

To schedule computer lab times after the semester begins and classes are set, the CITDE will schedule ad-hoc meeting times. For example, if you have a class that needs to take a BlackBoard test, we will do our best to find you a time in a university lab. To reserve a time, you should contact CITDE’s Tech Support Services at 254.968.1934. The CITDE/Tech Support Services books university labs on a first-come first-serve basis. You will receive confirmation of the reservation by email in an Exchange Calendar reservation.

Here’s the bottom-line:

- To book a class that needs to meet in a lab for the entire semester, go through the Registrar’s Office.
- To book a class, after the semester begins, that needs to meet on an ad hoc basis, call the Tech Support Services at 254.968.1934.

The CITDE is dedicated to serving you and your students, and one of those ways is getting the most use from our technology resources. We want to see that our university labs get used as much as possible. If you take the time to get your classes reserved through the registrar for entire semesters, we will do our best to get you into a university lab during the semester when the need arises. If a space is open in any university lab that fits your needs, we will reserve that space for you.

We want to thank ITS (especially Cory Shaw) and the Registrar’s Office (especially Lori Algood) for helping us develop this system. Going forward, using a computer in a classroom on this campus just got a little easier.

Nick Lilly
Manager, Technology Support Services
Center for Instructional Technology and Distributed Education
lilly@tarleton.edu
254.968.9323