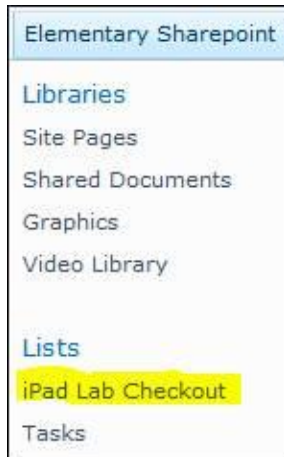


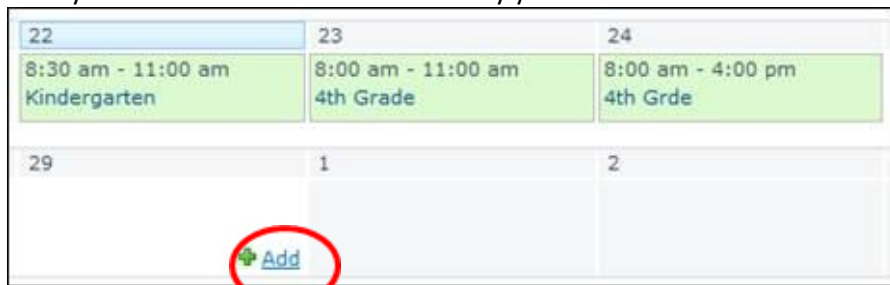
iPad Lab Checkout on the **Elementary** Sharepoint Page. It works similar to the Facility Schedule.

Make sure you're signed in at the top.

Click on iPad Lab Checkout on the left hand side of the page – it will bring up the calendar.



Take your cursor to the bottom of the day you want to checkout the iPads until you see +Add. Click on +Add



Fill out the template that appears, then hit SAVE at the bottom.

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

iPad Checkout * Kindergarten

Location Lawson

Start Time * 2/27/2012 8 AM 30

End Time * 2/27/2012 11 AM 00

How many iPads will you need?

Five

Category Specify your own value:

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Workspace Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

This should allow EVERYONE easy access to see where the iPads are, how many have been requested, and on which day.