

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.

A screenshot of the 'iPad Checkout' form. The form has a top toolbar with icons for Save, Cancel, Paste, Copy, and Attach File. Below the toolbar are sections for 'Commit', 'Clipboard', and 'Actions'. The main form fields are: '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' (radio buttons for selection), 'All Day Event' (checkbox), 'Recurrence' (checkbox), and 'Workspace' (checkbox).

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