

## Site Resource Reservation System – Logging In

Find your school at [mrbs.spps.org](http://mrbs.spps.org)

When you open your school's page you will see a screen similar to this:

**Monroe Elementary**  
**SAC:**  
 Site Resources Reservation System Home Page

24 Jan 2011 goto

Not logged in

Unknown user

Log in

**Areas**  
 Computer Labs  
 Equipment Check Out  
 Large Group Areas  
 Library

**Rooms**  
 Green Cart  
 Practice Lab /3303  
 Project Lab/1316

December 2010      January 2011      February 2011

Mon Tue Wed Thu Fri Sat Sun    Mon Tue Wed Thu Fri Sat Sun    Mon Tue Wed Thu Fri Sat Sun

6 7 8 9 10 11 12    3 4 5 6 7 8 9    7 8 9 10 11 12 13

13 14 15 16 17 18 19    10 11 12 13 14 15 16    14 15 16 17 18 19 20

20 21 22 23 24 25 26    17 18 19 20 21 22 23    21 22 23 24 25 26 27

27 28 29 30 31    24 25 26 27 28 29 30    28

**Computer Labs - G**

Click on a time slot and you will be prompted to log in    or    Click here to log in

<< Go To Week Before      Go To This Week      Go To Week After>>

Time:	Mon Jan 24	Tue Jan 25	Wed Jan 26	Thu Jan 27	Fri Jan 28	Sat Jan 29	Sun Jan 30
08:00am	+	+	+	+	+	+	+
08:15am	+	+	+	+	+	+	+
08:30am	+	+	+	+	+	+	+

If you look in the upper left corner you will see your login status:

- Unknown user – means you are not logged in
- You are eXXXXXX – means you are currently logged in.

To log in either:

- Click on a time slot you want
- Click on the Log In button in the top right

Your log in will be your Active Directory account

- Name: eXXXXXX (do not enter ISD625eXXXXXX)
- Password: your regular password to go with the name

NOTES:

- If you change your Active Directory password on your computer it will change for this site as well
- Do not save your password in your browser or else you will run into difficulty when you change your password

Please log in

Name

Password

Log in

# Site Resources Reservation System Home Page - User Overview - Login at

Monroe Elementary  
Site Resources Reservation System Home Page

Areas

**Computer Labs**

Large Group Areas

Library

Rooms

**1316/Main Computer Lab**

Blue Cart

Green Cart

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
5						1	2	
13	14	15	16	17	18	19	20	21
27	28	29	30	31				
					31			

**Computer Labs - 1316/Main Computer Lab**

<< Go To Week Before
Go To This Week
Go To Week After>>

Time:	Mon Aug 31	Tue Sep 01	Wed Sep 02	Thu Sep 03	Fri Sep 04	Sat Sep 05	Sun Sep 06
08:00am	+	+	+	+	+	+	+
08:15am	+	+	+	+	+	+	+
08:30am	+	+	+	+	+	+	+
08:45am	+	+	+	+	+	+	+
09:00am	+	+	+	+	+	+	+
09:15am	+	+	+	+	+	+	+
09:30am	+	+	+	+	+	+	+
09:45am	+	+	+	+	+	+	+
10:00am	+	+	+	+	+	+	+
10:15am	+	+	+	+	+	+	+
10:30am	+	+	+	+	+	+	+
10:45am	+	+	+	+	+	+	+
05:30pm	+	+	+	+	+	+	+
05:45pm	+	+	+	+	+	+	+
06:00pm	+	+	+	+	+	+	+

General Testing

View Day: [Aug 25](#) | [Aug 26](#) | [Aug 27](#) | [Aug 28](#) | [Aug 29](#) | [Aug 30](#) | [Aug 31](#) | [Sep 01](#) | [Sep 02](#) | [Sep 03](#) | [Sep 04](#) | [Sep 05](#) | [Sep 06](#) | [Sep 07](#)

View Week: [Aug 03](#) | [Aug 10](#) | [Aug 17](#) | [Aug 24](#) | [Aug 31](#) | [Sep 07](#) | [Sep 14](#) | [Sep 21](#) | [Sep 28](#)

View Month: [Jun 2009](#) | [Jul 2009](#) | [Aug 2009](#) | [Sep 2009](#) | [Oct 2009](#) | [Nov 2009](#) | [Dec 2009](#) | [Jan 2010](#) | [Feb 2010](#)

Print tool.

Print Preview

Switch between day, week and month calendar views.

Click link to return to site home page.

Enter text strings (example: "mca") to locate all entries with the text "mca".

Step 1: Select resource group.

Step 2 and 3: Select specific resource (room) and reservation date.

Navigate by day of month.

Step 4: Click directly on time slot to reserve a resource. Then, complete the Add Entry form.

General = Teaching activity (green fill color)  
 Testing = Testing activity (red fill color)

08:00am	MCA Testing SAC: Swanson, Joel	*
08:15am		*
08:30am		*
08:45am		*
09:00am		*
09:15am		*
09:30am		*
09:45am		*

## Site Resources Reservation System Home Page - Add Entry Page

**Edit Entry**

Brief Description: Swanson, Joel

Full Description: Math Activity. 31 Students.  
(Number of people, Internal/External etc)  
Word-Processing Assignment. Internal.

Date: 1 Sep 2009

Time: 08 :00 am

Duration: 1 hours  All day

Areas: Computer Labs

Rooms: 1316/Main Computer Lab  
Blue Cart  
Green Cart Use Control-Click to select more than one room

Type: Testing

Repeat Type: None

Save

### To create a **General** calendar entry:

- Brief Description: Name only.
- Full description: Purpose, number of students, audience (students/teachers) or non school related.
- Type: It is important to select General if usage is non testing related.
- Other Fields: (self explanatory).

**Edit Entry**

Brief Description: MCA Testing SAC: Swanson

Full Description: 31 Students. Online.  
(Number of people, Internal/External etc)

Date: 25 Aug 2009

Time: 08 :00 am

Duration: 2 hours  All day

Areas: Computer Labs

Rooms: 1316/Main Computer Lab  
Blue Cart  
Green Cart Use Control-Click to select more than one room

Type: General

Repeat Type: None

Save

### To create a **Testing** calendar entry:

- Brief Description: Name of Test (MCA, MAP...) and SAC Name (Including a SAC [assessment coordinator] name assumes SAC is aware and available on testing day.)
- Full description: Number of students, description of test including format, online or paper and pencil.
- Type: It is important to select Testing.
- Other Fields: (self explanatory).

# Site Resources Reservation System Home Page - Creating Reports

## Report on Meetings:

Report start date: 4 Sep 2009

Report end date: 3 Nov 2009

Match area:

Match room:

Match type:  Testing  General Use Control-Click to select more than one type

Match brief description:

Match full description:

Created By:

Include:  Report only  Summary only  Report and Summary

Sort Report by:  Room  Start Date/Time

Display in report:  Duration  End Time

Summarize by:  Brief description  Creator

### To create Reports:

Enter search text (complete words or parts of) into fields and/or use drop-down menus or radio buttons to retrieve calendar entries that fall within selected parameters.

View Day: [Aug 29](#) | [Aug 30](#) | [Aug 31](#) | [Sep 01](#) | [Sep 02](#) | [Sep 03](#) | [Sep 04](#) | [Sep 05](#) | [Sep 06](#) | [Sep 07](#) | [Sep 08](#) | [Sep 09](#) | [Sep 10](#) | [Sep 11](#)

View Week: [Aug 03](#) | [Aug 10](#) | [Aug 17](#) | [Aug 24](#) | [Aug 31](#) | [Sep 07](#) | [Sep 14](#) | [Sep 21](#) | [Sep 28](#)

View Month: [Jul 2009](#) | [Aug 2009](#) | [Sep 2009](#) | [Oct 2009](#) | [Nov 2009](#) | [Dec 2009](#) | [Jan 2010](#) | [Feb 2010](#) | [Mar 2010](#)

[Print Preview](#)

## **Site Resources Reservation System Home Page - Additional Instructions**

- **Why can't I delete/alter a meeting?** In order to delete or alter a meeting, you must be logged in as the same person that made the meeting. Contact one of the meeting room administrators or the person who initially made the meeting to have it deleted or changed.
- **How do I schedule rooms at different sites?** The system cannot book 2 different rooms simultaneously. You must schedule each one separately. Make sure that the time you want is available at both sites before making a booking.
- **How do I make a recurring meeting?**
  - **Clicking on the desired time brings you into the booking screen. Select the appropriate Repeat Type. The room will be scheduled at the same time, until the Repeat End Date, on the days determined by the Repeat Type.**
  - **A Daily repeat schedules every day. A Weekly repeat schedules those days of the week that you check under Repeat Day. For example, use Weekly repeat to schedule the room every Monday, Tuesday, and Thursday; check those days under Repeat Day. If you check no days under Repeat Day, the schedule will repeat on the same day of each week as the first scheduled day. A Monthly repeat schedules the same day of each month, for example the 15th of the month. A Yearly repeat schedules the same month and day of the month, for example every March 15th. Finally, a Monthly, corresponding day repeat schedules one day each month, the same weekday and ordinal position within the month. Use this repeat type to schedule the first Monday, second Tuesday, or fourth Friday of each month, for example. Do not use this repeat type after the 28th day of the month.**