

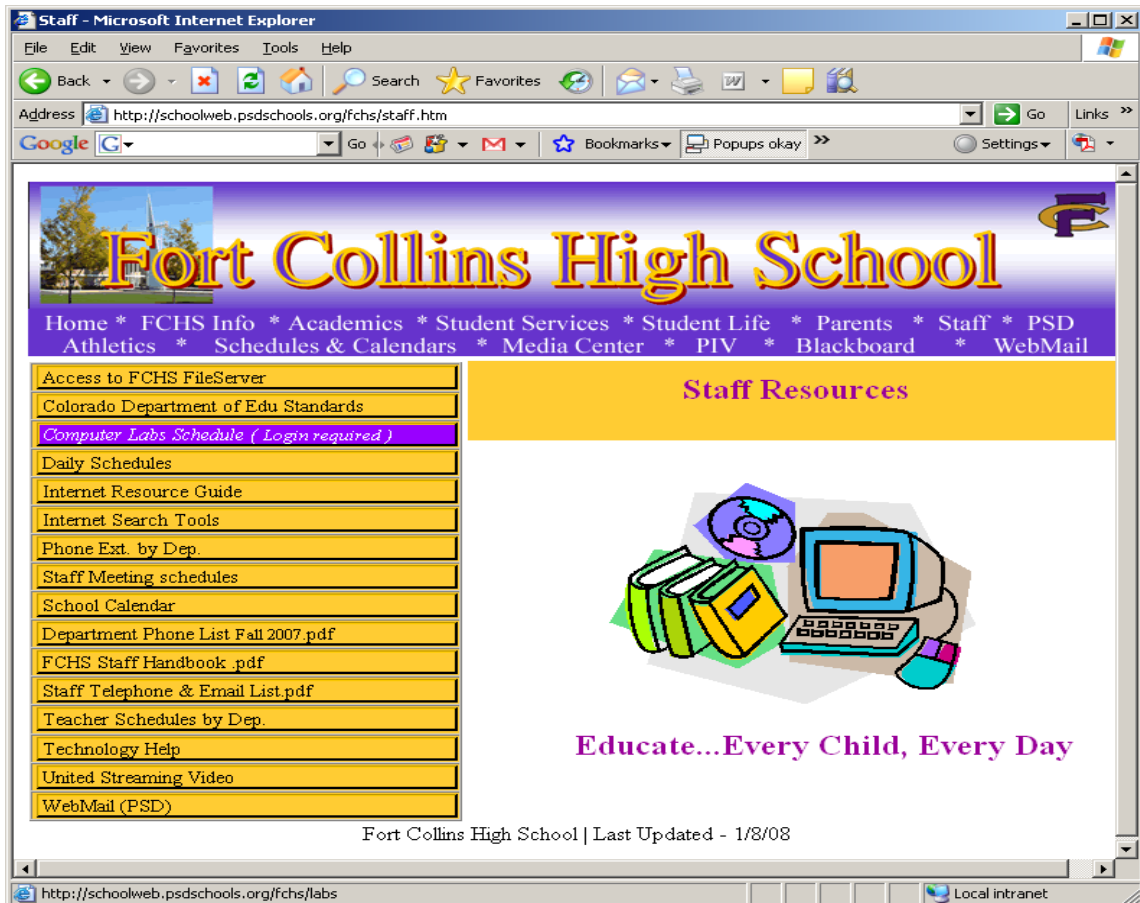
# FCHS Online Computer Lab Signup

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## Logging onto the Website

To start, log into any computer with an Internet connection. If you are using an FCHS computer, Open Internet Explorer. The FCHS homepage should load. Click on the Staff link, Computer Labs Schedule link.



If you are using your home computer, or any computer not connected to the PSDSCHOOLS domain, then you can go to <http://schoolweb.pedschools.org/FCHLabSignup/availablelabs.aspx>. Once the page begins to load, there will be a login screen that pops up:



The User Name and Password are the same as your login for any computer at FCHS. When you have entered both, click 'OK'.  
\*Note for teachers logging on from home: the User Name will be staff.pedschools.org\username.

# Browsing Available Labs

After entering in your User Name and Password, you will be brought to a screen with a calendar. Inside the calendar days there will be the computer labs that are available for reservation.

**FCHS Computer Lab Signup**

[Available Lab Times](#)  
 [Reserved Lab Times](#)  
 [My Schedule](#)  
 [My Schedule \(Printable Version\)](#)  
 [Online Tutorial \(cool Flash version\)](#)  
 [Online Tutorial \(pdf version\)](#)

**Available Lab Times by Lab and Period**

January 2008							
December	Sun	Mon	Tue	Wed	Thu	Fri	February
30			1	2	3	4	5
6		7 L100 1,5 L101 1,4,5,7,8 M100 1,2,3,4,5,6,7,8 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 1,2,3,4,5,6,7,8	8 L101 7,8 M100 1,3,4 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,5,8 M205 1,2,5,8	9 L101 2,5,7,8 M100 1,3,5 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,5,8 M205 2,3,4,5,8	10 L101 4,5,7,8 M100 1,5,7,8 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 1,4,5,6,7,8	11 L100 1,4,5 L101 1,2,5,8 M100 1,4,5,6 M104 (Sp Ed Only) 1,2,4,5,6,8 M203 1,2,5,8 M205 1,6,8	12
13		14 L100 2,3,4,5,8 L101 1,2,4,5,8 M100 1,2,3,4,5,6 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 2,5,8 M205 1,2,4,5,6,7,8 P100 East 2,3,4,5,6 P100 West 1,2,3,4,5,6,7,8	15 L100 5,8 L101 1,2,5,7,8 M100 1 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,5,8 M205 1,2,8 P100 East 2,3 P100 West 1,2,3,4,5,6,7,8	16 L100 1,5,7,8 L101 1,2,4,5,7,8 M100 1,5 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,5,8 M205 1,2,6,8 P100 East 1,2,3,4,5 P100 West 1,2,3,4,5,6,7,8	17 L100 1,2,5,6,7,8 L101 1,4,5,7,8 M100 1,2,3,4,5,6,7,8 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,5,8 M205 1,2,4,6,8 P100 East 4,5,6,8 P100 West 1,2,3,4,5,6	18 L100 1,5,7,8 L101 1,5,7,8 M100 1,2,4,5,6 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,5,8 M205 1,5,6,8 P100 East 1,2,3,4,5,6,7,8 P100 West 1,2,3,4,5,6	19
20		21 L100 1,2,3,4,5,6,7,8 L101 1,2,3,4,5,7,8 M100 1,2,3,4,5,6 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 1,2,4,5,6,7,8 P100 East 1,2,3,4,5,6,7,8 P100 West 1,2,3,4,5,6,7,8	22 L100 1,2,4,5,6,7,8 L101 1,2,3,4,5,7,8 M100 1,5,6,7,8 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 1,2,4,5,6,7,8 P100 East 1,2,3,4,5,6,7,8 P100 West 1,2,3,4,5,6,7,8	23 L100 1,3,4,5,6,7,8 L101 1,2,3,4,5,7,8 M100 1,2,3,4,5 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 1,2,4,5,6,7,8 P100 East 1,2,3,4,5,6,7,8 P100 West 1,2,3,4,5,6,7,8	24 L100 4,5,6,8 L101 1,2,3,4,5,7,8 M100 1,5,6,7,8 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 1,2,4,5,6,7,8 P100 East 1,2,3,4,5,6,7,8 P100 West 1,2,3,4,5,6,7,8	25 L100 1,2,4,5,7,8 L101 1,5,7,8 M100 1,2,4,5,6 M104 (Sp Ed Only) 1,2,3,4,5,6,7,8 M203 1,2,4,5,8 M205 4,5 P100 East 1,2,3,4,5,6,7,8 P100 West 1,2,3,4,5,6,7,8	26

The labs are displayed by the lab name and period(s) available; periods are separated by a comma. Find the date and lab that you would like to reserve, and click on it. You will be brought to a screen that displays the periods that displays the periods available for reservation.

## Reserve a Computer Lab:

**FCHS Computer Lab Signup**

[Available Lab Times](#) [Reserved Lab Times](#) [My Schedule](#) [My Schedule \(Printable Version\)](#) [Online Tutorial \(cool Flash version\)](#)  
[Online Tutorial \(pdf version\)](#)

**Reserve lab for suzlab**

Lab: M205  
Period: 1  
6  
8

Date: 01/11/2008  
Teacher: suzlab

Done Local intranet

**Click on the period(s) that you would like to reserve and click 'Reserve'. To select multiple periods, hold down the 'Ctrl' key while clicking on the period. To reserve all the periods that are available, click on the first period, then hold the 'Shift' key while clicking on the last period. When you click 'Reserve', you will be given confirmation under the 'Reserve' button.**

You have successfully reserved the lab.

## Browsing Reserved Labs

By clicking on the “Reserved Lab Times” link at the top of the page, you will be brought to a screen very similar to the ‘Available Lab Times’ page. Inside the days of the calendar on this screen, however,

**Reserved Lab Times by Lab, Teacher and Period**

January 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7 L100-eblas 8 L100-msteinle 2,3,4,6,7 L101-Class 6 L101-rhysr 2,3 M203-esteele 3,6,7 P100 East-Lang Arts 1,2,3,4,5,6,7,8 P100 West-Lang Arts 1,2,3,4,5,6,7,8	8 L100-eblas 8 L100-msteinle 2,3,4,6,7 L100-tdavis 1,5 L101-Class 5,6 L101-jolee 3 L101-kylac 1 L101-tdavis 2,4 M100-lynat 2,5,6,7,8 M203-esteele 3,4,6,7 M205-mdietric 3,4,6,7 P100 East-Lang Arts 1,2,3,4,5,6,7,8 P100 West-Lang Arts 1,2,3,4,5,6,7,8	9 L100-eblas 8 L100-mdietric 3,4,6,7 L100-tdavis 1,2,5 L101-Class 6 L101-jolee 3 L101-kylac 1 L101-tdavis 4 M100-chanson 4 M100-chettlem 6 M100-enriquez 7,8 M100-jcranson 2 M203-esteele 3,4,6,7 M205-fosterm 1,6,7 P100 East-Lang Arts 1,2,3,4,5,6,7,8 P100 West-Lang Arts 1,2,3,4,5,6,7,8	10 L100-eblas 8 L100-kauman 3 L100-mdietric 6,7 L100-tdavis 1,2,4,5 L101-Class 6 L101-jolee 3 L101-kylac 1 L101-rhysr 2 M100-chanson 6 M100-enriquez 2,3,4 M203-esteele 3,6,7 M205-eholmes 2,3 P100 East-Lang Arts 1,2,3,4,5,6,7,8 P100 West-Lang Arts 1,2,3,4,5,6,7,8	11 L100-jroth 8 L100-lynat 2 L100-mdietric 6,7 L100-sillybla 3 L101-Class 6 L101-mdietric 3,4 L101-msteinle 7,8 M100-enriquez 7,8 M100-psysum 2,3 M104 (Sp Ed Only)-chanson 3 M104 (Sp Ed Only)-kkappel 7 M203-esteele 3,4,6,7 M205-Entrepreneurship 3 M205-kkappel 2 M205-pdavidso 4,5,7 P100 East-Lang Arts 1,2,3,4,5,6,7,8 P100 West-Lang Arts 1,2,3,4,5,6,7,8	12
13	14 L100-jroth 1,7 L100-mdietric 6 L101-Class 6 L101-mdietric 7 L101-shunter 3 M100-enriquez 7,8 M203-esteele 3,4,6,7 M203-iguass 1 M205-Entrepreneurship 3 P100 East-cdunn 7,8 P100 East-kylac 1	15 L100-fosterm 1,7 L100-msteinle 2,3,4,6 L101-Class 6 L101-fosterm 4 L101-shunter 3 M100-enriquez 2,3,4 M100-lynat 5,6,7,8 M203-esteele 3,4,6,7 M205-Entrepreneurship 3 M205-fosterm 6 M205-pdavidso 4,5,7 P100 East-cdunn 7,8 P100 East-kylac 1 P100 East-pbusteed 4,5,6	16 L100-msteinle 2,4,6 L100-shunter 3 L101-Class 6 L101-msteinle 3 M100-chettlem 6 M100-enriquez 7,8 M100-jcranson 2 M100-mdietric 3,4 M203-esteele 3,4,6,7 M205-Entrepreneurship 3 P100 East-eholmes 6,7,8	17 L100-mdietric 3,4 L101-Class 6 L101-rhysr 2,3 M203-esteele 3,4,6,7 M205-Entrepreneurship 3 M205-pdavidso 5,7 P100 East-cmatthie 1,2,3,7 P100 West-cdunn 7,8	18 L100-msteinle 2,3,4,6 L101-Class 6 L101-lynat 2 L101-mdietric 3,4 M100-chanson 3 M100-enriquez 7,8 M203-esteele 3,4,6,7 M205-Entrepreneurship 3 M205-kkappel 2,7 M205-pdavidso 4 P100 West-cdunn 7,8	19
20	21 L101-Class 6 M100-enriquez 7,8 M203-esteele 3,6,7 M205-Entrepreneurship 3	22 L100-kauman 3 L101-Class 6 M100-enriquez 2,3,4 M203-esteele 3,6,7 M205-Entrepreneurship 3	23 L100-jcranson 2 L101-Class 6 M100-chettlem 6 M100-enriquez 7,8 M203-esteele 3,6,7 M205-Entrepreneurship 3	24 L100-mgoodwin 1,2,3,7 L101-Class 6 M100-enriquez 2,3,4 M203-esteele 3,6,7 M205-Entrepreneurship 3	25 L100-kauman 3 L100-msteinle 6 L101-Class 6 L101-msteinle 2,3,4 M100-chanson 3 M100-enriquez 7,8 M203-esteele 3,6,7 M205-Entrepreneurship 3	26

Entries are labeled by lab name, teacher and period(s) reserved.

Viewing Your Schedule By clicking on the “My Schedule” link at the top of the page, you will be brought to another screen similar to the ‘Available Lab Times’ and ‘Reserved Lab Times’ pages. This page will show you in calendar format what your schedule looks like. You can see here what lab you have reserved and for what date and period(s). If you would like a simple way to look at your schedule, or you would like to print your schedule, you can click on the “My Schedule (Printable Version)” at the top of the page. If you click on an item on this page, you will be brought to a screen that looks and feels very similar to the ‘Reserve a Lab’ screen, only it will function as a way for you to delete a lab time you have reserved. Again, if you would like to delete a lab time, click (or ‘Shift’/‘Ctrl’ click) on the period(s), and then press ‘Delete’. You will once again receive confirmation that you have successfully deleted the lab time.

## Possible Errors (and what they mean)

You may run into problems while on the site, so here are the possible errors you will receive and a short description of what they mean. Errors are in italicized red, and what they mean is in black right below them.

Errors on the 'Reserve a Lab' page:

*This lab time has been reserved by someone else, the list has been updated*

Someone has already reserved this lab at this time, right before you.

*You already have this date and period reserved for another lab*

You have signed up for another lab during this period already (for that day).

*You have already signed up 9 times for period(s) 1, 2, 3, or 4*

You have reached your lab per period quota for the term.

*There are no lab times to reserve, click on Available Lab Times above*

Either someone has reserved the last lab right before you clicked on the link, or you somehow reached the page by mistake

*This date is not within the signup period for this lab*

Either the date you are looking at has happened already, or you clicked on a lab farther away than is allowed (eg. Some labs are available for signup only two weeks in advance)

Errors on the 'Delete Lab Time' page:

*There are no lab times available to delete, click on My Schedule above*

You have reached the page by mistake