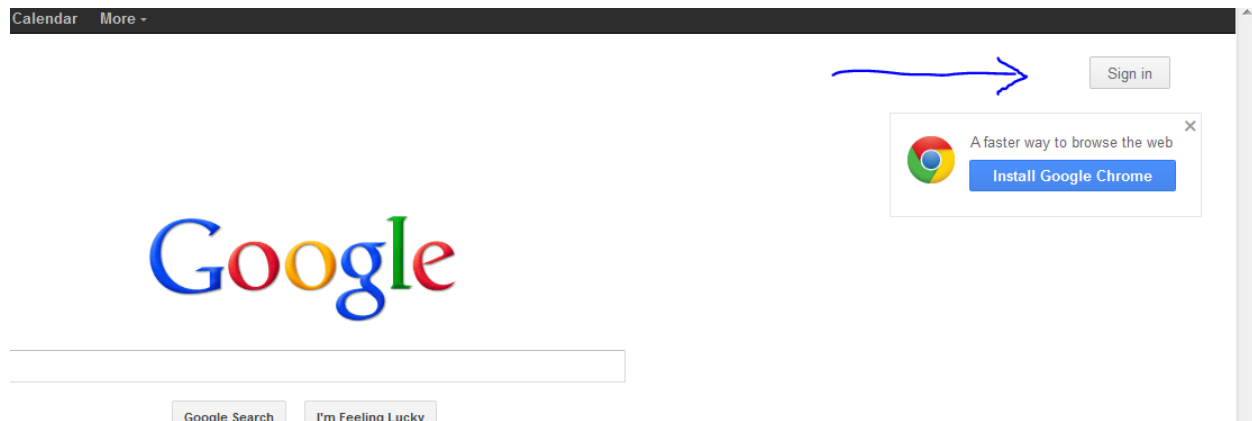


# Signing Up for the Computer Labs

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To sign up for the computer labs you must first login into your Google account that uses your @lausd.net as the username.

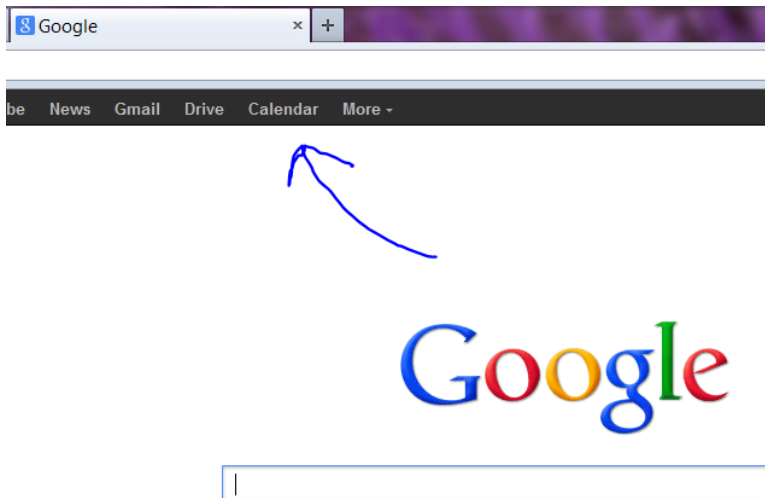
- 1) Sign into your Google account, using your @lausd.net username.



- 2) Once you click on sign in a new page will ask you to sign in. Use your @lausd.net account as the email, and login in with your password. If you haven't created an account go back to the previous page and click on "Sign Up".

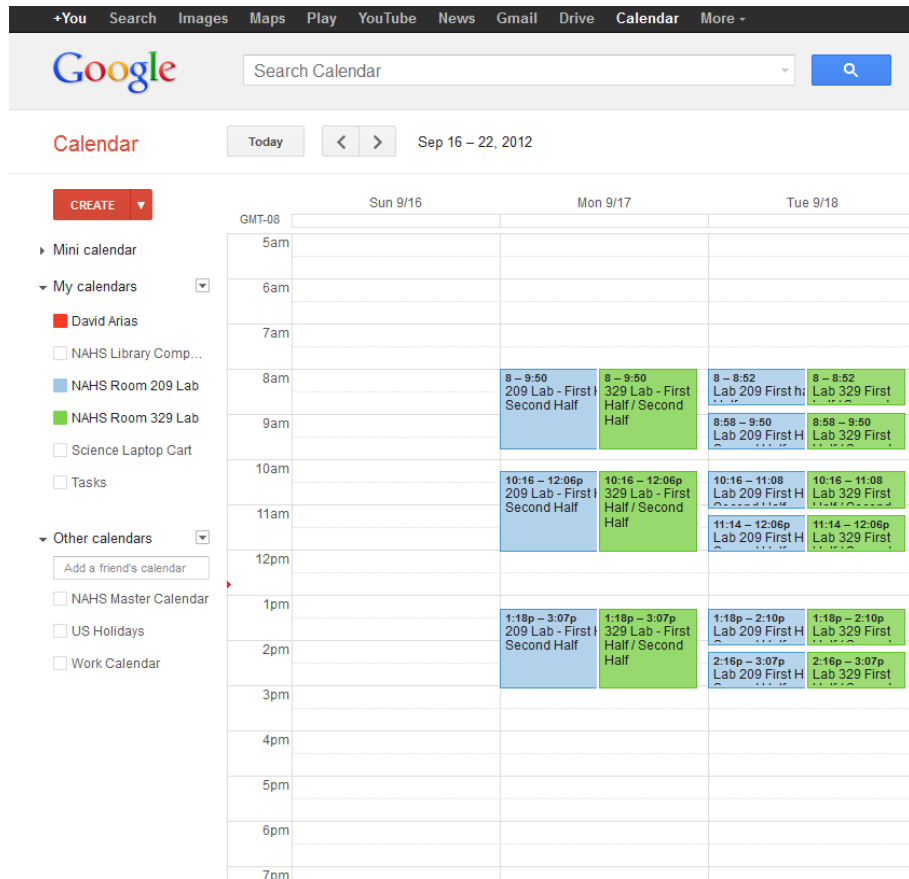
A screenshot of the Google sign-in form. The form is titled "Sign in" and includes the Google logo. It has two input fields: "Email" and "Password". Below the "Email" field is a blue "Sign in" button. To the right of the "Sign in" button is a checkbox labeled "Stay signed in" which is checked. At the bottom of the form, there is a link that says "Can't access your account?".

3) Click on the word Calendar at the top of the header



4) Once you hit save you should see the calendar below. Your name should be listed here on the period/date you signed up for. Note: If you were already here before signing up, then hit F5 to refresh your web browser.

5) You should see two Calendars under My Calendars on the left of your screen. It should say NAHS room 209, and NAHS room 329 The colors might be different though.



- 6) Next click on the block of time on the day you would like to schedule the computer lab.

8 - 9:50 209 Lab - First Second Half	8 - 9:50 329 Lab - First Half / Second Half	8 - 8:52 Lab 209 First H	8 - 8:52 Lab 329 First
10:16 - 12:06p 209 Lab - First Second Half	10:16 - 12:06p 329 Lab - First Half / Second Half	8:58 - 9:50 Lab 209 First H	8:58 - 9:50 Lab 329 First
		10:16 - 11:08 Lab 209 First H	10:16 - 11:08 Lab 329 First
		11:14 - 12:06p Lab 209 First H	11:14 - 12:06p Lab 329 First

- 7) A new screen shows the image below. Make sure you only change the title after "209 Lab" or "329 Lab." Add your name to the event (e.g. change *Lab 209 Period 4- First Half / Second Half* to *Lab 209 Period 4- Arias First Half / Second Half*). If you want the whole period, erase the First Half/Second Half and write your name followed by All period (e.g. *Arias All Period*). Do not adjust the starting or ending time. **Press save.**

Google Search Calendar

← SAVE Discard changes Delete More Actions

209 Lab - First Half / Second Half

9/17/2012 8:00am to 9:50am 9/17/2012 Time zone

All day  Repeat: Weekly on Monday, Wednesday, Thursday, Friday, until Dec 14, 2012 Edit

Event details Find a time

Where

Video call Add a Google+ hangout

Calendar NAHS Room 209 Lab

Created by david.arias@lausd.net

Description

- 8) You will then be asked if you want to change this for all event – **BE SURE TO SELECT ONLY THIS EVENT**

**Edit recurring event**

Would you like to change only this event, all events in the series, or this and all following events in the series?

Only this event All other events in the series will remain the same.

Following events This and all the following events will be changed. Any changes to future events will be lost.

All events All events in the series will be changed. Any changes made to other events will be kept.

Cancel this change

- 9) Once you hit save you should see the calendar below. Your name should be listed here on the period/date you signed up for. Note: If you were already here before signing up, then hit F5 to refresh your web browser.

Wed 9/12		Thu 9/13		Fri 9/14	
8 – 9:50 209 Lab - I Half / Seco	8 – 9:50 329 Lab - -Haywood All Period	8 – 9:50 209 Lab - I Half / Seco	8 – 9:50 329 Lab - First Half / Second Half	8 – 9:50 209 Lab - I Half / Seco	8 – 9:50 329 Lab - First Half / Second Half
10:16 – 12:0 209 Lab - I Half / Seco	10:16 – 12:0 329 Lab - First Half / Second Half	10:16 – 12:0 209 Lab - I Half / Seco	10:16 – 12:0 329 Lab - First Half / Second Half	10:16 – 12:0 209 Lab - I Half / Seco	10:16 – 12:0 329 Lab - First Half / Second Half
1:18p – 3:07 209 Lab - I Half / Seco PARMAR	1:18p – 3:0 329 Lab - Haywood All Period	1:18p – 3:07 209 Lab - I Half / Seco	1:18p – 3:0 329 Lab - First Half / PARMAR/ Second Half	1:18p – 3:07 209 Lab - I Half / Seco	1:18p – 3:0 329 Lab - First Half / Second Half