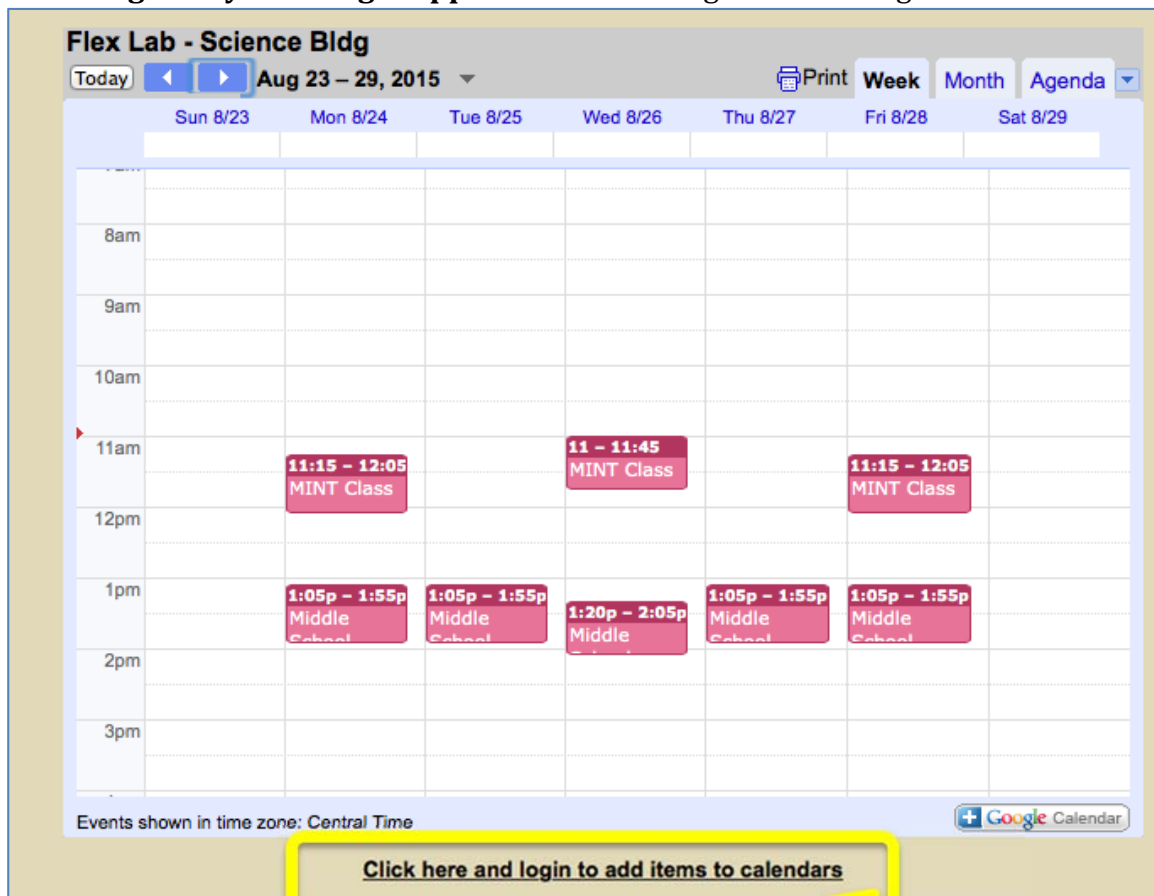


How to Subscribe to the Resource Calendars

1. Go to the Keystone Website.
2. Click on **Staff and Faculty Login** at the bottom right..



3. Once there, go to **Calendars** and select **Resource Calendars**
4. On the next page, you will see a Quick View of all of the resources available to schedule. **Click on the link provided underneath any of the calendars to log in to your Google Apps account** and begin subscribing to the resources.



5. Once you login you should see your Google calendar.

6. Click on the “down arrow” to the right of Others Calendars on the left-hand side. Then choose Browse Interesting Calendars.

The screenshot shows the 'KEystone CONNECTS' calendar interface. At the top left is the logo, and at the top right is a 'Search Calendar' input field. Below the logo is the word 'Calendar' in red, followed by a 'Today' button and navigation arrows. The current date range is 'Aug 2 - 8, 2015'. A red 'CREATE' button with a dropdown arrow is visible. On the left, there is a calendar for August 2015 with the 5th highlighted. Below this is a section for 'My calendars' with several checked and unchecked items: Jennifer Wivagg, Birthdays, Field Trips and Events, and Tasks. Underneath is the 'Other calendars' section, which includes a dropdown arrow, an 'Add a coworker's calendar' button, and a list of calendars: 'Flex Lab - Science Bldg' (checked) and 'Holidays in United St...'. A yellow rounded rectangle highlights the 'Other calendars' section and the 'Add a coworker's calendar' button. A yellow arrow points from the 'Other calendars' dropdown arrow to the 'Browse Interesting Calendars' option in a dropdown menu that is open over the calendar grid. The menu also includes 'Add by URL', 'Import calendar', and 'Settings'. The calendar grid shows times from 5am to 3pm for Sun 8/2 and Mon 8/3.

7. Click on the More tab. Then click on Resources for keystoneschool.org.

The screenshot shows the 'Interesting Calendars' page with a navigation bar containing 'Holidays', 'Sports', and 'More'. The 'More' tab is selected and highlighted with a yellow arrow. Below the navigation bar is a list of calendar categories: 'Day of the Year', 'Hebrew Calendar', 'Phases of the Moon', 'Resources for keystoneschool.org', 'Stardates', 'Sunrise and sunset for San Antonio', and 'Week Numbers'. The 'Resources for keystoneschool.org' item is highlighted with a yellow arrow.

8. Click on Subscribe for all the resources you may want to schedule.

The screenshot shows the 'Resources for keystoneschool.org' page. The navigation bar has 'Holidays', 'Sports', and 'More' tabs. Below the navigation bar is a breadcrumb trail: 'More > Resources for keystoneschool.org'. A list of resources is shown: 'Flex Lab - Science Bldg', 'Lunch Room', and 'Parlor'. Each resource has a 'Preview' link and a 'Subscribe' button. The 'Subscribe' buttons are highlighted with a yellow box and a yellow arrow.

9. Click on Back to Calendar at the top of the page.

The screenshot shows the 'Interesting Calendars' page. The navigation bar contains 'Holidays', 'Sports', and 'More' tabs. Below the navigation bar is a list of calendar categories. The 'Back to calendar' link is highlighted with a yellow arrow.

10. You should now see the resources events on your Google Calendar.

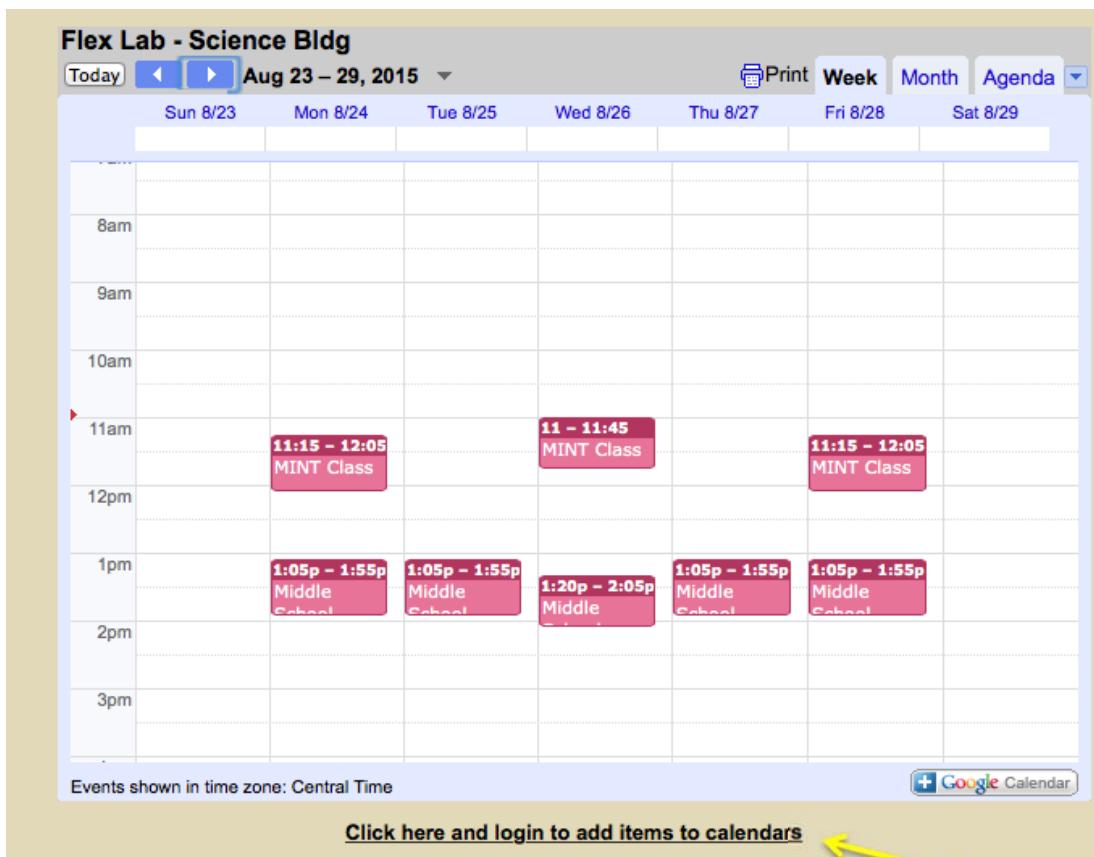
11. You will only have to do this subscription process 1 time.

How to Schedule the Resources

1. Go to the Keystone Website.
2. **Click on Staff and Faculty Login.**

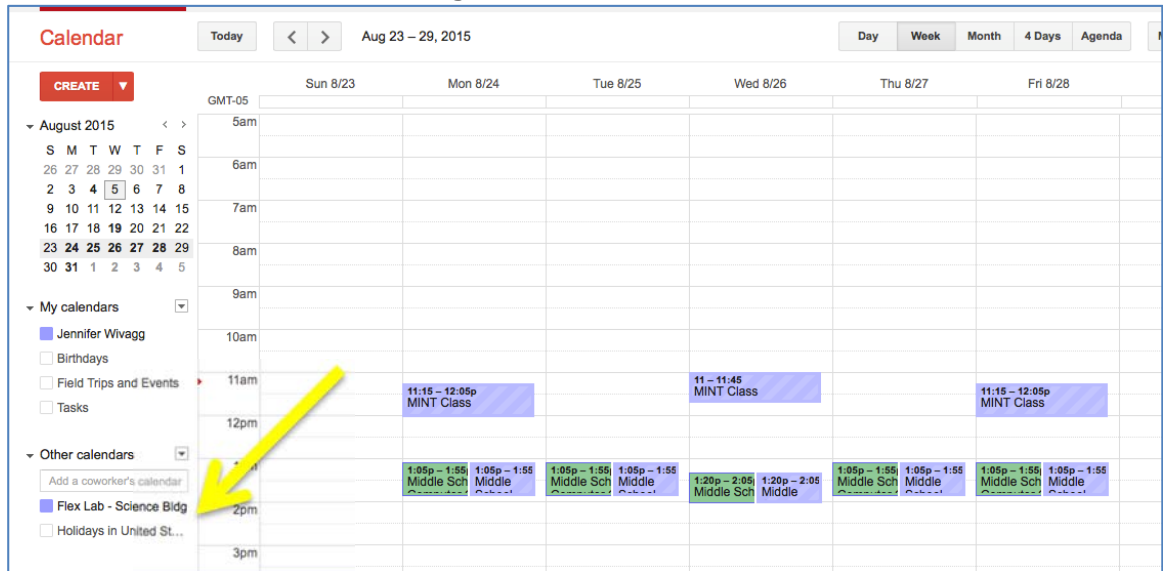


3. **Go to Calendars and select Resource Calendars**
4. You will see a Quick View of the Resource Calendars. This will show you what is currently scheduled.

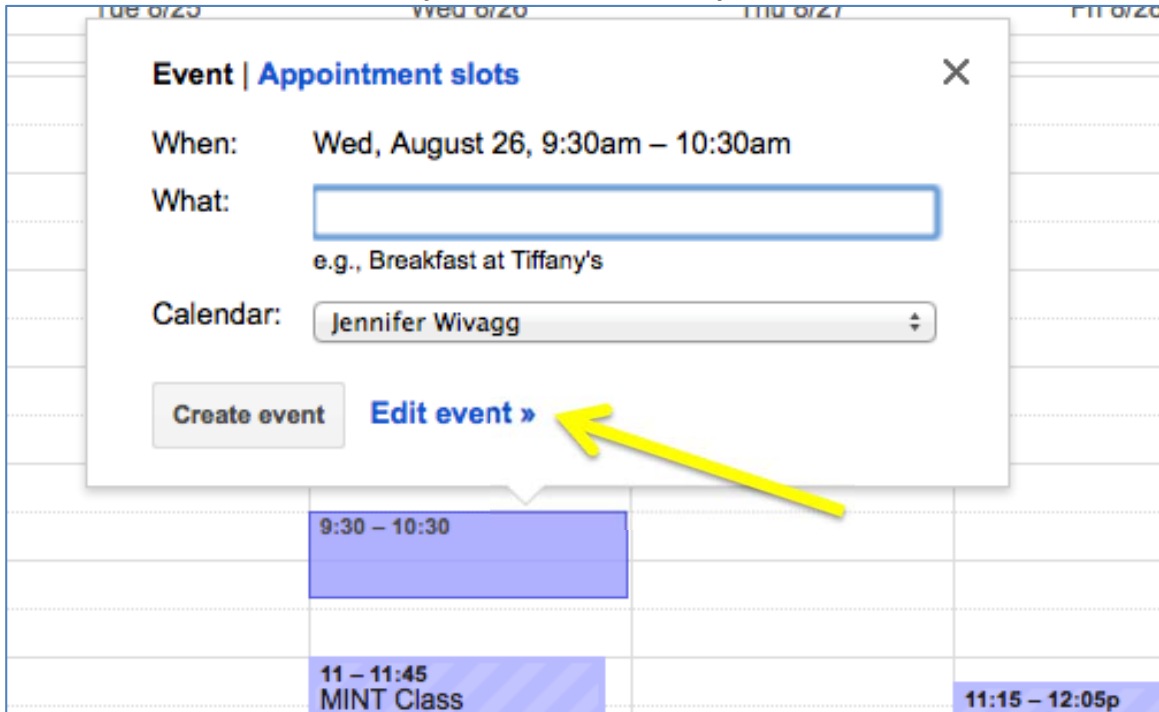


5. To reserve your resource, please click here to login.

6. Once you login you will see your Google calendar.
7. Click on the Flex Lab-Science Bldg calendar.



8. Click in the area where you wish to schedule your class or reserve the lab.

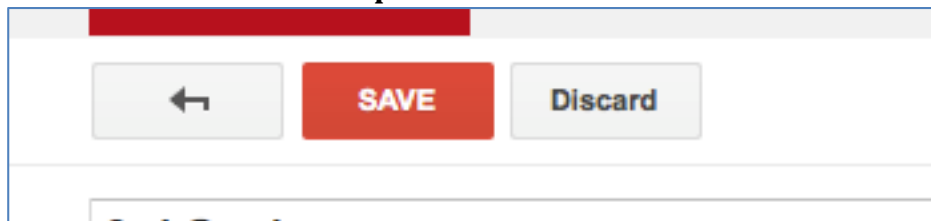


9. Click on Edit event.

The screenshot shows an event creation interface. At the top, there are navigation buttons: a back arrow, a red 'SAVE' button, and a 'Discard' button. The event title is '3rd Grade'. The date and time are set to 8/26/2015 from 9:30am to 10:30am. There are checkboxes for 'All day' and 'Repeat...'. Below this is a section for 'Event details' with a 'Find a time' button. The 'Where' field contains 'Enter a location'. The 'Calendar' is set to 'Jennifer Wivagg'. The 'Description' is 'Programming lesson with Jennifer'. There is an 'Attachment' section with 'Add attachment'. The 'Event color' is selected as blue. 'Notifications' are set to 'Pop-up' for 10 minutes. 'Show me as' is set to 'Busy'. 'Visibility' is set to 'Calendar default'. On the right side, there is a dropdown menu titled 'Add: Guests | Rooms, etc.' with a 'Filter room' input field. The dropdown is open, showing a list of rooms with 'Add' buttons: Flex Lab - Science Bldg, Lunch Room, Parlor, Theater, US Library - Downstairs, and US Library Conference Rm. A yellow arrow points to the 'Add' button for 'Flex Lab - Science Bldg'. Another yellow arrow points to the 'Rooms, etc.' link in the dropdown header.

10. Add pertinent information about the reservation. **Then click Rooms, etc. and Add the Flex Lab.**

11. **Click Save at the top.**



12. The event will now appear in the calendar.