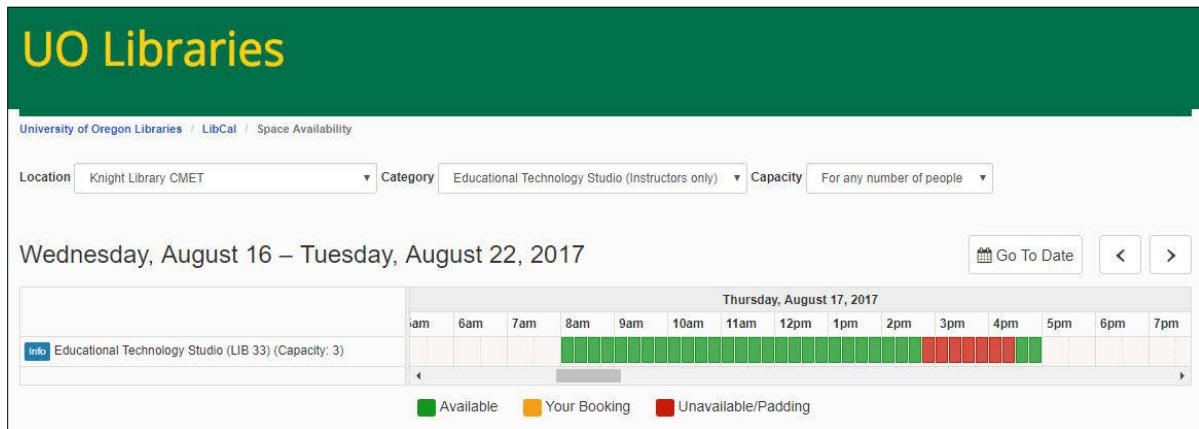


UO Libraries Center for Media and Educational Technologies (CMET)

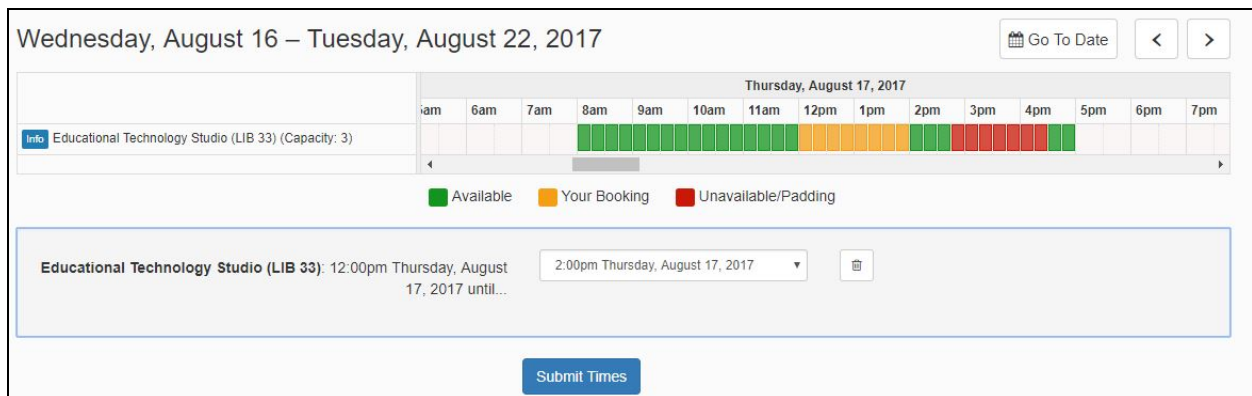
Reserving the Educational Technology Studio (LIB 33)

Reservation:

1. Navigate to the Ed Tech Studio page: <http://library.uoregon.edu/edtechstudio>
2. Select **“Book the Ed Tech Studio”**
 - a. NOTE: Currently only UO instructors can use the ed tech studio.
 - b. NOTE: Students can reserve other library spaces at <http://library.uoregon.edu/rooms-study-spaces> and checkout our equipment if necessary.
3. Check room availability by on the calendar by:
 - a. Using the scroll bar at the bottom
 - b. Selecting **“Go to Date”** button for specific dates.



4. Select a date/time by clicking on a specific time slot in the calendar
5. Your booking will appear in yellow, select the end time using the drop-down menu below and then select **“Submit Times”** when it is correct.



6. Review the booking details for accuracy (select change if edits are required) and review the guidelines.
7. Select **“Continue”** to move on.

8. Next, the booking details and form will appear. Fill out the form with your information and details on how you will use the room.
9. When finished, select “**Submit my Booking**”
10. A confirmation email will be sent within 5 minutes after submitting your booking.

Booking Details

Item	Category	From	To	
Educational Technology Studio (LIB 33)	Educational Technology Studio (Instructors only)	12:00pm Thursday, August 17, 2017	2:00pm Thursday, August 17, 2017	Change

Fill out this form to complete the booking.

Full Name *

Email *
Enter @uoregon.edu addresses only

Are you an instructor at UO? * Yes No

Reason for using room: *

- Online course videos
- Podcasting
- Synchronous course sessions
- Video Conferencing (Skype, Canvas Conferences)

What devices/software are you planning to use? *

- PC/Mac Computer
- Document Camera
- Wacom Tablet
- Camtasia
- Specialized Software
- Room only
- Computer Equipment (Webcam, Microphones, etc.)

Would you like support? *

- No thank you
- Getting Started Technical Support
- Instructional Design/Course Development (subject to availability)

[Submit my Booking](#)

Confirmation Email:

