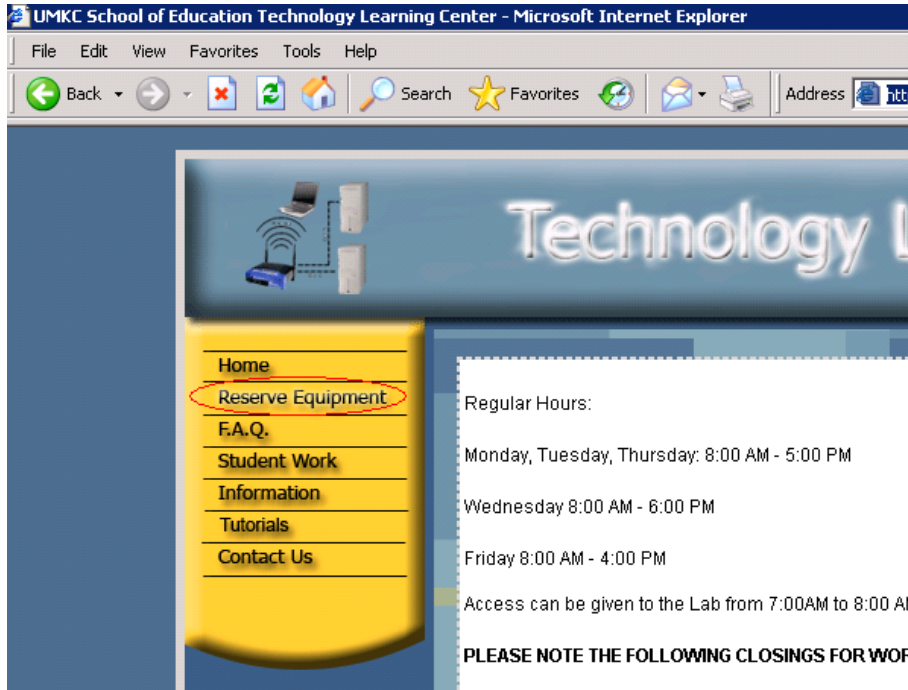


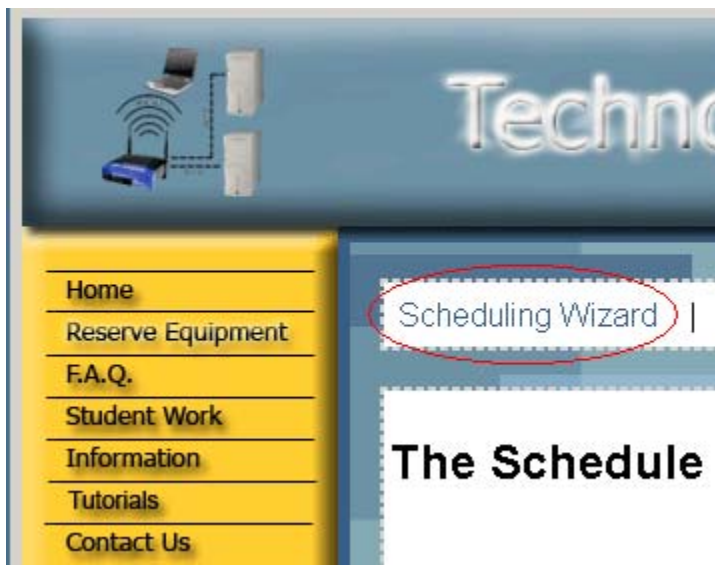
Directions for Making Multiple Equipment Reservations

1. Go to the TLL website at <http://education.umkc.edu/tll/default.aspx>
2. Click the *Reserve Equipment* link on the left.



3. Click the

Scheduling Wizard button.



4. Select the *Advanced Version*.

5. Enter all the pertinent information and click the *Schedule* button.

The screenshot shows a window titled "Scheduling Wizard" with two main sections: "Available:" and "Scheduled:". The "Available:" section contains a list of equipment items: Digital Still Camera, CCTV, MiniDV Camcorder, CD Player, Titanium MAC Laptop, and Overhead Projector. To the right of this list are two buttons: ">>" and "<<". The "Scheduled:" section is an empty rectangular box. At the bottom of the window, there are two buttons: "Schedule" and "Cancel". The "Schedule" button is circled in red.

The screenshot shows a website page titled "Scheduling Wizard". On the left side, there is a yellow navigation menu with the following links: Home, Reserve Equipment, F.A.Q., Student Work, Information, Tutorials, and Contact Us. The main content area has a header "Techno" and a sub-header "Scheduling Wizard". Below this, the title "The Schedule" is displayed. A list of five steps is shown: 1. Choose Your Task, 2. Choose The Date and Time, 3. Check the Availability, 4. Fill in your information, and 5. Finalize Reservation. At the bottom of this list, the text "Advanced Version" is circled in red.

6. NOW FOR THE COOL PART! Click your browser's back button. All of the information that you typed for the first reservation will appear. All you need to do is change the date and, if necessary, change the particular equipment for that day's class and click *Schedule* again.

7. Repeat as needed.

