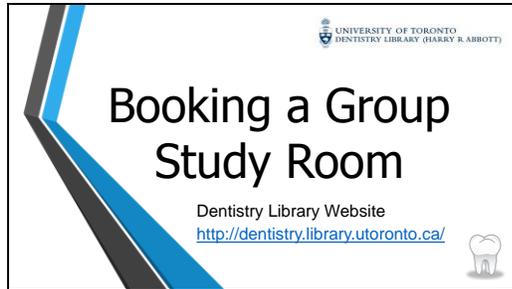


Slide 1



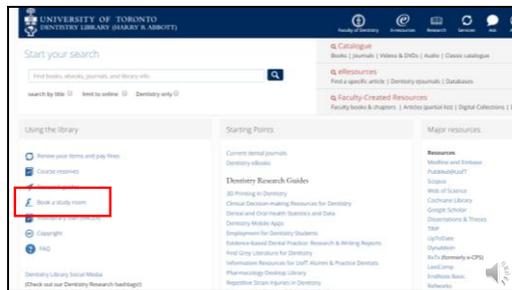
Welcome to the University of Toronto Dentistry library's video on how to book a group study room.

Slide 2



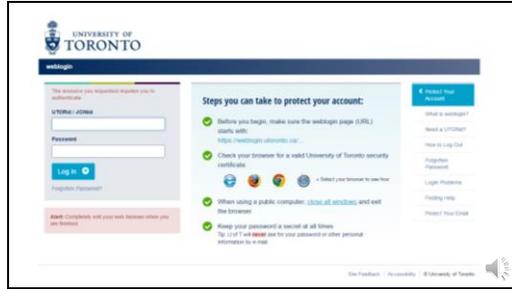
The Dentistry Library website does not display well in Internet Explorer. It works best in Firefox, Chrome or Safari.

Slide 3



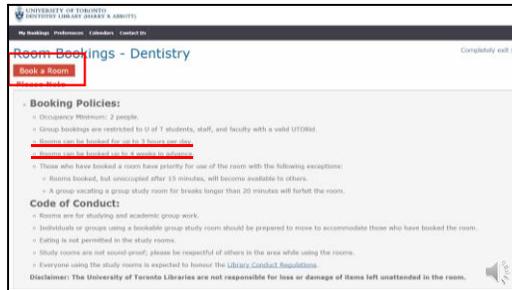
This is the Dentistry Library's home page. You can access this page by going to [dentistry.library.utoronto.ca](http://dentistry.library.utoronto.ca). The "book a study room" link is located in the box labelled "Using the Library".

Slide 4



You will have to sign in using your Utorid and password before you can book a room.

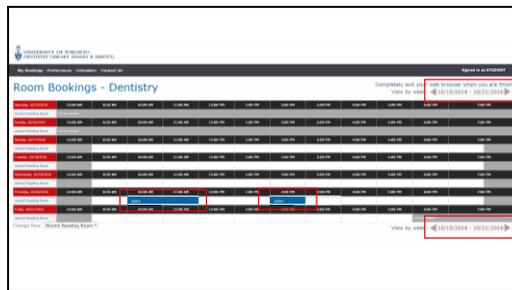
Slide 5



After signing in, the Room Bookings page will now appear.

After reviewing this page, you can click on “Book a Room”.

Slide 6



Here you will see all available times and room bookings that have already been created.

You can select the date at the top of the page by using the arrows or clicking on the calendar icon.

We can see if someone has booked a time slot if it is blue contains a name.

Slide 7

The screenshot shows a web interface for 'Room Bookings - Dentistry'. At the top, it says 'UNIVERSITY OF SUSSEX' and 'DENTISTRY (DENTAL STUDENT & STUDENT)'. Below that, there's a navigation bar with 'My Bookings', 'Preferences', 'Calendar', and 'Contact Us'. The main heading is 'Room Bookings - Dentistry'. A sub-heading says 'Create a new Booking'. Below this, there's a form with fields for 'Room No (Optional)', 'Dental Booking Room', 'Accessories List?', 'Number of attendees', 'Begin' (set to 10/18/2014 8:30 AM), 'End' (set to 10/18/2014 11:00 AM), and 'Booking Length & Max Attendees'. There are 'Create' and 'Cancel' buttons. At the bottom, it says 'Change View: Dental Booking Room' and 'View by week: 10/13/2014 - 10/20/2014'. The main content is a calendar grid with columns for days of the week and rows for time slots. A booking is highlighted in green for the time slot 8:30 AM - 11:00 AM on 10/18/2014.

Now we can go ahead and book an available time.  
For this example, we will book a room from 8:30am to 11:00am on October 18th.

Slide 8

The screenshot shows the 'Create a new Booking' form. The fields are: 'Room No (Optional)' (empty), 'Dental Booking Room' (dropdown menu), 'Accessories List?' (text input), 'Number of attendees' (text input), 'Begin' (date and time picker set to 10/18/2014 8:30 AM), 'End' (date and time picker set to 10/18/2014 11:00 AM), and 'Booking Length & Max Attendees' (text input). There are 'Create' and 'Cancel' buttons at the bottom.

When you select the time you would like and release, this page automatically opens.

After you finish inputting your information, click create to finish your booking.

Slide 9

The screenshot shows the 'Room Bookings - Dentistry' page with the calendar grid. The booking from 8:30 AM to 11:00 AM on 10/18/2014 is highlighted in green. A red box highlights the name 'STUDENT' in the header of the calendar grid. The rest of the page is the same as in Slide 7.

Your booking will now show up on the main page.

You can always come back to this page and click your name if you would like to make changes or delete it.

Slide 10



Thank you for watching. If you have any questions about this video feel free to send us an email.