Reserving the Usability Studies Lab

Creating an Oracle Calendar Account

1. Go to www.cmu.edu/myandrew.
2. On the left sidebar under “Calendar,” click “New Account.”
3. Log in with your Andrew ID and password.
4. Follow the instructions to create an Oracle Calendar Account.

Checking Lab Availability

1. Go to www.cmu.edu/myandrew
2. On the left sidebar under “Calendar,” click “View Calendar.”
3. Click on the “Open Scheduler” icon:

4. At the top of the left-hand side top of the screen, you should see a “Search for” drop-down box. Click on the box and select “Resources,” type in “FMS” in “Resource name” field, then select “Find all.” You will see a list of resources in FMS.

5. Select FMS 314 or FMS 315, depending which room you want to schedule:

6. Click the “Add Selected” button.
7. Enter the date that you are inquiring about as well as your desired start and end times:

![Date: March 30, 2005, Time: 9:00 a.m.]

![Refresh button] Start 08:00 a.m. End 07:00 p.m.

8. Click the “Refresh” button.
9. The lab is available for any blocks of time not filled with blue squares:
Reserving the Lab

1. Determine an available time (process outlined above).
2. Fill in the Start Time and the Duration for your reservation:

3. ![Time 9:00 a.m. Duration 1:00](image)

4. Click the “Create a Meeting” button.
5. Fill in the information requested in the resulting form.
6. Click the “Create” button.
7. A meeting is created and stored on your online Oracle calendar. An email reminder will also be sent to your Andrew mail account.
8. Please follow the **Reasonable Person Principle** when reserving the lab:
   a. Don’t reserve the lab if you don’t reasonably expect to use the lab at that time.
   b. Don’t reserve a block of time larger than 2 hours unless you reasonably expect to run more than 2 hours worth of participants back to back.
   c. If you know in advance that you will not be using the lab during your reserved time, please cancel the reservation (process outlined below) as soon as you know.
9. You will need a key for the lab. To arrange a time to pick up a key, contact Margaret Kinsky in the English Department office, Baker Hall 259, or email mk79@andrew.cmu.edu.

Canceling Your Reservation

1. Go to www.cmu.edu/myandrew.
2. On the left sidebar under “Calendar,” click “View Calendar.”
3. Find the reservation on your calendar that you wish to cancel.
4. Click on the name of the reservation:

   ![Usability Testing: Research Methods for Wr...](image)

5. Click the “Delete” button.