The CORE Mission

The mission of the Lawrence Tech CORE is to improve campus wide communication through centralized scheduling.
Go to the CORE splash page at www.ltu.edu/CORE for useful information.
Or go directly to the CORE at [http://vcore.ltu.edu](http://vcore.ltu.edu). This is the default view of ALL LTU Events happening on the current date.

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 21 2008</td>
<td>03:00 AM</td>
<td>SPAM JAM</td>
<td>ATRIUM</td>
</tr>
<tr>
<td>09:00 AM</td>
<td>11:30 AM</td>
<td>ROBOPARADE WORKSHOP</td>
<td>MGMT CAFE, MGMT</td>
</tr>
<tr>
<td>08:30 AM</td>
<td>01:00 PM</td>
<td>DAPCEP</td>
<td>FACD</td>
</tr>
<tr>
<td>08:30 AM</td>
<td>02:00 PM</td>
<td>NCWTF MEETING</td>
<td>ARTS S204, ARTS S206, ARTS S214, ARTS S216, ARTS S217, ARTS S218</td>
</tr>
<tr>
<td>09:00 AM</td>
<td>11:00 AM</td>
<td>SIGMA PI MEETING</td>
<td>ARTS S212, ARTS S214, ARTS S216, ARTS S217, ARTS S218</td>
</tr>
<tr>
<td>09:30 AM</td>
<td>01:00 PM</td>
<td>LTU MATH CHALLENGE</td>
<td>ARTS S304, ARTS S312, ARTS S324</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>03:00 PM</td>
<td>MICHCA</td>
<td>ARTS S304, ARTS S312, ARTS S324</td>
</tr>
<tr>
<td>03:00 PM</td>
<td>11:00 PM</td>
<td>DANYA KUMURA MEETING</td>
<td>ARTS S304, ARTS S312, ARTS S324</td>
</tr>
<tr>
<td>04:00 PM</td>
<td>10:00 PM</td>
<td>SODA FALL PRODUCTION</td>
<td>ARTS S304, ARTS S312, ARTS S324</td>
</tr>
<tr>
<td>04:00 PM</td>
<td>10:00 PM</td>
<td>SODA</td>
<td>ARTS S304, ARTS S312, ARTS S324</td>
</tr>
</tbody>
</table>

Directions to Lawrence Tech University
Lawrence Technological University • 21000 West Ten Mile Road • Southfield, MI 48075-1058 • ©2008-2009

All times are local for Eastern Daylight Time. U.S.A.
Questions? Comments? Please contact the Administrator.
Events by Day

• Display information for events occurring on campus on any given date
  • Event Name
  • Event Start Times
  • Event End Times

• Events by day only displays events not classes

• Click on BOLDED areas to view details

• Click a “Filters” to narrow your search
  • T410
  • M336
  • UTLC
  • External Events
Locations by Date

- Classes can be viewed here
- Hover over shaded areas to see what is scheduled
- Click on bolded rooms to see features and capacity
- Use “Filters” to narrow down your space search
Locations by Name

• Click “Locations” “By Name” to search for space availability

• Click a specific location name to see the availability of that space for a week at a time
Log-in

If you do not have a username or password, contact us by clicking this link.

For login questions and concerns, click this link.
My Requests

• Go to “Locations” “By Name” to view space availability

• Double click on the available date and time you would like to reserve

• This will populate the date and time in the “Request an Event” form
My Requests

- The “Event Start” and the “Event End” date and time populates
- You can edit the end time to accommodate your meeting times
- The time feature is broke down into 5 minutes increments
Your room selection populates with your "Space Preference".
My Requests

- All required fields are in **RED**
- This information is captured for reports
- Select the **Repeat** feature if your meeting is reoccurring
- Select the feature that is applicable **Daily**, **Weekly**, or **Random**
My Requests

- **Add** setup and take down times in the **Comment** field

- **Comments** are only viewable by the room scheduler

- Add special notes for your attendees in the **Description** field

- All content in the **Description** field can be viewed by anyone accessing the CORE
Event Request Summary

• Review your request
• Make Changes
• Submit your Request

Event Request Summary

Event Name: CORE Training Session
Event Title: Training
Sponsoring Organization: ENROLLMENT SERVICES
Expected Head Count: 15
Start: November 22 2008 09:00 AM
End: November 22 2008 10:00 AM
Date Summary: No Repeating Dates Were Selected.
Space Preference: TAUB C202
Requisites:

Resources:

Custom Attributes:

Requirements:
Comments: Setup 15 minutes
Take down 15 minutes

Description: Attendees should bring a pen. Laptops and paper are not required.
If you have questions please contact calendar@ltu.edu.

NOTE: Your request has not yet been processed.
Please carefully review the information above. If everything is correct, submit it now; otherwise, make changes and then submit it.

Submit Request  Make Changes
Confirmation Sent

• This is a confirmation that your request was sent

• This is NOT a confirmation your room is reserved

• Request another event

• This request is now viewable in PENDING
Pending Requests

• Edit your request
• Cancel your request
Request Received

• Automatic email
• Confirms your request was received
• Not a confirmation your room has been reserved
Request Fulfilled

- Confirmation email
- Your room has been reserved
- AV, catering, set-up and breakdown requests still must be made with the appropriate departments
IMPORTANT: If your event requires…

• Please remember to contact Audio Visual Services regarding AV needs at av@ltu.edu or X3020
• Please remember to contact Facilities regarding set-up and breakdown needs at campfac@ltu.edu or X3800
• Please remember to contact Nancy Thomas in Dining Services regarding catering needs at nthomas@ltu.edu or X3203
• Please remember to contact Campus Safety if your event runs after hours in buildings that are normally locked up early at ltu_safety@ltu.edu or X3945
Approved Requests

• This reservation has moved to APPROVED
• Cancel here by clicking on EventUser
• Changes can be made here
• Future Requests is the default view
## Approved Requests

- Click ALL Requests

- Your reservation history can be found here

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Start Date</th>
<th>Location</th>
<th>Status</th>
<th>Scheduler</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRAINSTORM MEETING</td>
<td>Sep 25 2008</td>
<td>MIGHT M310, Management Building Rm. 310</td>
<td>Confirmed</td>
<td>EventUser</td>
</tr>
<tr>
<td>COMMENCEMENT COMMITTEE</td>
<td>Oct 29 2008</td>
<td>TAUB C402, Taubman Building Boardroom Rm. 402</td>
<td>Confirmed</td>
<td>Beth Gierada</td>
</tr>
<tr>
<td>CORE TRAINING</td>
<td>Nov 05 2008</td>
<td>TAUB C202, Taubman Building Conference Room C202</td>
<td>Confirmed</td>
<td>Beth Gierada</td>
</tr>
<tr>
<td>CORE TRAINING SESSION</td>
<td>Nov 09 2008</td>
<td>TAUB C202, Taubman Building Conference Room C202</td>
<td>Confirmed</td>
<td>EventUser</td>
</tr>
<tr>
<td>CORE TRAINING SESSION</td>
<td>Nov 10 2008</td>
<td>TAUB C202, Taubman Building Conference Room C202</td>
<td>Confirmed</td>
<td>EventUser</td>
</tr>
<tr>
<td>CORE TRAINING SESSION</td>
<td>Nov 17 2008</td>
<td>TAUB C202, Taubman Building Conference Room C202</td>
<td>Confirmed</td>
<td>EventUser</td>
</tr>
<tr>
<td>CORE TRAINING SESSION</td>
<td>Nov 22 2008</td>
<td>TAUB C202, Taubman Building Conference Room C202</td>
<td>Confirmed</td>
<td>EventUser</td>
</tr>
<tr>
<td>R&amp;D DEVELOPMENT MEETING</td>
<td>Jul 31 2008</td>
<td>TAUB C402, Taubman Building Boardroom Rm. 402</td>
<td>Confirmed</td>
<td>Beth Gierada</td>
</tr>
</tbody>
</table>
User Features

• Link to the Academic Calendar
  – Look at the drop, withdrawal, and grade due dates
• Link to LTU Faculty/Staff Directory
• Link to the Campus Map
• Link to Directions to LTU
• Link to the LTU website
• Link back to the CORE
• View room features and capacities
Thank you!

Jessica Greenwald, Beth St. Thomas, Jennifer Wrobel

corecalendar@ltu.edu

CORE Scheduling Team