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.

What is the CORE?

Mission
The Mission of the Lawrence Tech CORE is to improve campus wide communication through centralized scheduling.

Description
The CORE or Calendar of Reservation and Events is a new campus wide, web based, class and event scheduling software product that will unite all users (faculty, staff and students) on a single database. This software will transform communication here at the University, as well as give us a fresh, new way to view a live database of events at Lawrence Tech twenty-four hours a day, 7 days a week.

Policy Change
Previous Policy: Prior to November 3rd, 2003 reservation requests were submitted to calendar@ltu.edu.

New Policy: On November 3rd you are required to place your reservations through the CORE. Log in and submit your room request online.

Lawrence Technological University
21000 West Ten Mile Road • Southfield, MI 48075-1058 • 82000 • 1.800 CALL LTU
CORE URL

Or go directly to the CORE at http://vcore.ltu.edu. This is the default view of ALL LTU Events happening on the current date.
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

Lawrence Tech
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.
My Requests

- 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
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

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**My Pending Requests**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Reference</th>
<th>Start Date</th>
<th>Status</th>
<th>Scheduler</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE TRAINING SESSION</td>
<td>2008-AABEDY</td>
<td>Nov 22 2008</td>
<td>Draft</td>
<td>EventUser</td>
</tr>
</tbody>
</table>

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**Directions to Lawrence Tech University**

Lawrence Technological University • 21000 West Ten Mile Road • Southfield, MI 48075-1098 • @2009-2009

All times are local for Eastern Daylight Time, U.S.A.
Questions? Comments? Please contact the Administrator.
Request Received

• Automatic email
• Confirms your request was received

• Not a confirmation your room has been reserved
• Confirmation email
• Your room has been reserved
• AV, catering, set-up and breakdown requests still must be made with the appropriate departments
Process Reminder

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 Brent Bishop in Dining Services regarding catering needs at bishop@ltu.edu or X3205
• 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 X3925
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
User Features

• Link to the Academic Calendar
  – Look at the drop, withdrawal, and grade due dates
  – Academic Calendars are listed through 2012
• 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
CORE Evolution

Coming soon…

• Link to pictures of all spaces on campus
• Link to room layout choices and room default layout

With your input we can add even more!
Questions?
Thank you!

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CORE Scheduling Team