

How To Reserve a Computer labs

Start by going to this link

[Course Dog Events](#)

Select an event type to
request a new event.

Rooms Today's Events Featured Events Upcoming Events

Featured Events:

CEESL-BGL-3 (ESL Level 1)
Wed Mar 06 2024 | 9:00AM
CEESL-BGL-3
Organized by: Community Education | Contacts: Qua'fayshia Ransom | Event Type: CE

CEESL-HII-4 (ESL Level 5)
Wed Mar 06 2024 | 7:00PM
CEESL-HII-4
Organized by: Community Education | Contacts: Qua'fayshia Ransom | Event Type: CE

CEESL-HIB-4 (ESL Level 3)
Wed Mar 06 2024 | 7:00PM
CEESL-HIB-4
Organized by: Community Education | Contacts: Qua'fayshia Ransom | Event Type: CE

CEESL-BGL-4 (ESL Level1)
Wed Mar 06 2024 | 7:00PM
CEESL-BGL-4

March 2024
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

FILTERING ✕
Show Academic Events: No
Filter by Event Type: Select event type
Filter by Organization: Select organization

REQUEST AN EVENT
Select an event type to request a new event.
Select event type: Academic Computer Lab, Administrative Services, CE, Enrollment Services/Admissions, Hospitality and Catering Services Priority 1, Hospitality and Catering Services Priority 2, Hospitality and Catering Services Priority 3, North Hudson Campus Event, Registrar's Office, School of Nursing Testing/Guest Speaker, Student Life

How to request a Computer Lab

Please put the requester info. (email)

EVENT INFO

Please fill out the questions, such as public event, Event, description, Campus, etc. You need to facilitate all the details or your event or class.

School/Office
Select your school or office

Academic Lab

Public Event *
Used to show/hide event in Public Events Calendar

Yes No

Event *
Please type name of the Event

Workshop

Event Description
Provide the description and purpose of the event.

Set Description

Expected Head Count
Set Expected Head Count

Select if this event going to be Journal Square or North Hudson Campus *

Journal Square
North Hudson Campus

Do you need Lab Assistant to support during your class or entire event? *

Yes No

Guidelines for Faculty:
The lab assistants can help with all the technology that we have in our computer labs, such as ITV, Projectors, eGlass, TV carts and Webex board. • The lab assistant will be able to assist the students with any software, portal, printer, and Canvas. • The lab assistant can set up your class with the technology or stay in your class the entire time.

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The lab assistant can set up your class with the technology or stay in your class the entire time.
Any questions or suggestions?
Please email us at computerlabs@hccc.edu,
Or you can call us to 201-360-4356

Do you require WebEx Board or TV Cart?
WebEx Board is a mobile video conferencing cart in which you can share content and use a whiteboard to share with students. A TV Cart can have other modalities for video conferencing, not just WebEx, and doesn't have a whiteboard to share with students. It is used only for video conferencing.

Describe the ITS Assistance you need:

Enter ITS Services. For events with remote participation, remember to check the hybrid event box below.

Projector/TV
Laptop
Microphone
Speakers
Video Conferencing

Is this a Hybrid event with remote participation?

Yes No

Do you need ITS to create the meeting link?

Yes No

Meeting Link www...
WebEX or Zoom

Upload required presentation slides or video

Add Files



Continuing with the Meeting and Locations

UNDER MEETING & LOCATIONS,
YOU NEED TO ADD THE TIME,
DATE AND ROOM.



MEETINGS & LOCATIONS *

Start Date *

03/11/2024

Start Time *

02:00 PM

End Date *

03/11/2024

End Time *

04:00 PM

All Day

Yes No

Room Layout

Select room layout

Room *

Room not found

Select Room

Repeat




None

Select Room

SELECT ROOM ✕

[Search for Available Rooms](#)

Available Rooms List

ART Mac Lab N306 Room type computerlaboratory 	Capacity 20	Buildings NHC	Features iMac, Printer, ITV
Computer Lab L314 Room type computerlaboratory 	Capacity 35	Buildings L	Features Whiteboard, Camera (document, web, or Logitech), Projector Screen, Printer, VDI
Computer Lab L317 Room type computerlaboratory 	Capacity 35	Buildings L	Features VDI, Whiteboard, Camera (document, web, or Logitech), Projector Screen, Printer

[Close](#)

- After you add the time date you can click on select room.
- You can see the available rooms on both campuses, included with pictures of the technology that we have in our labs.



Recurrence

THIS OPTION CAN HELP YOU TO
RESERVE A ROOM FOR MORE THAN
ONE DAY.



Recurrence ✕

Predefined options

None Daily Weekly Workdays

Repeat every

Ends

On

After occurrences

Cancel **Done**

Contact

In this part, you will need to add the contact person.

Please add your name, email, and phone and select **Send Email Notification**.

The final request will be Submit the bottom.

As soon as you **submit** the contact person will receive confirmation.

+ Add Meeting

CONTACTS *

Contact Details

Name

Diana Perez

Email

dperez@hccc.edu

Phone

2013604625

Address

Set Contact Address

Send Email Notifications

Yes No

 Delete Contact

+ Add Contact

 Submit

All fields with * are required fields