School of Social Work Practice Skills Lab
Student Reservation Guide

Create an appointment:

1) Log into your WiscMail account:
   a.  https://wiscmail.wisc.edu/

2) Go to your calendar by clicking on the Office 365 Apps button in the top right corner (looks like 9 dots in a square) and then clicking on “Calendar”

3) Click the “+ New” button to create an appointment with the Practice Skills Lab.

4) Under Details, put in the following information:
   a.  Title -> Your Name (First Name and Last Name)
   b.  Location -> Leave blank for now.
   c.  Start -> Enter the date and time you would like to schedule a room
   d.  End -> Pick a time 1 hour or less from the Start
   e.  Repeat -> Never
   f.  Save to calendar -> Calendar
   g.  Reminder -> That’s up to you, whether you want it to pop up a reminder for you
   h.  Show as -> Busy
   i.  Big box at the bottom -> Please type in the course and instructor for whom you are doing an assignment
j. People -> You should include the name(s) of all partner(s) you will be working with

5) Above the People box is a button that says “Scheduling assistant”. Click it.

6) In the box that says “Attendees”, type “Social Work 4” then click on “Search Directory” when it pops up. It will provide you a list of the Practice Skills Lab rooms. Please use the information on the website (https://socwork.wisc.edu/skillslab/) as a guide for which room would be appropriate for you to use. Select an appropriate room.
7) The Scheduling Assistant will then display whether you, your partner(s), and the room are all available.

8) You then have two options:
   a. **If the Room and Partners are available at the selected time**: Move ahead to Step 9.
   b. **If there is a time conflict**: You can see if there is another time that day that fits all of your schedules and adjust your time accordingly. Alternatively, you can click the “X” next to the Room you selected, removing it. You may then repeat from Step 6 with a different room.

9) Click the “OK” button in the top left of the Scheduling Assistant.

10) Click “Send”. *You have now booked time with the Practice Skills Lab, and an invitation to attend has been sent to your partner(s). You can confirm this by double-clicking on the event in your calendar. Under Attendees, you should see the Room name and underneath it should say “Accepted”.*

If you encounter significant difficulties scheduling a time, first contact your interview partner and ask if they can schedule the room for you. If you are still having trouble, contact the Technical Support Assistants (*skillslab@socwork.wisc.edu*) with your name, your partner(s) name(s), the time you would like to reserve, the course you are doing an assignment for, and the course instructor’s name. The next time an Assistant is available, they will schedule a room for you and your partner(s), or will notify you if the time is unavailable and coordinate with you to find an available time slot.

*Please be aware of the time and be conscientious of your fellow students’ needs to get into the room on time following your scheduled time. Please cancel promptly if you know you will be unable to show, to allow others to schedule into the gap.*
Cancel an appointment:

1) Follow steps 1 and 2 in “Create an appointment” (above)
2) Double-click on the event you created in your calendar.
3) Click the “Cancel” button:
4) A popup box titled “Cancel Event: Are you sure you want to cancel this event?” will appear.
5) Click “Yes”. An email composition box will appear, addressed to your partner(s) and the Room you selected.

![Email Composition Box](image)

6) Click “Send”. This will automatically remove the appointment from the Room calendar, and will notify your partner of the cancelation.

---

If you encounter significant difficulties scheduling a time, first contact your interview partner and ask if they can schedule the room for you. If you are still having trouble, contact the Technical Support Assistants (skillslab@socwork.wisc.edu) with your name, your partner(s) name(s), the time you would like to reserve, the course you are doing an assignment for, and the course instructor’s name. The next time an Assistant is available, they will schedule a
room for you and your partner(s), or will notify you if the time is unavailable and coordinate with you to find an available time slot.

Please be aware of the time and be conscientious of your fellow students’ needs to get into the room on time following your scheduled time. Please cancel promptly if you know you will be unable to show, to allow others to schedule into the gap.