



School of Social Work
UNIVERSITY OF WISCONSIN-MADISON

Scheduling a Recording in the Practice Skills Lab

Please check <https://socwork.wisc.edu/programs/practice-skills-lab/> and follow the directions there for scheduling time in the lab prior to scheduling your recording using these directions.

1. (If off-campus, connect to UW VPN) Go to <https://psl.socwork.wisc.edu/> and log in using your Net ID and Password.
2. Once logged in, click on “Schedule” on the left hand side of the screen.
3. Then click on “New Schedule” on the top of the screen.
4. Fill out the information. Select the room, fill the Assignment, Class, and Section fields. Add any additional comments. Click save once you’re done.
5. Then select the Start Date and Start Time, and the duration of your scheduled recording.
6. If you would like to share your recording with an instructor or student, click on “Sharing” and choose the people you would like to share it with. Click on the “+” buttons to expand a list of people or simply search by the person’s Net ID. Click save.
7. Your recording should now be scheduled.