



Classroom Setup Checklist for Teaching Fellows:

- ☐ 1. Always coordinate with the Course faculty assistant regarding who is doing room and media reservations and when. Each course can be different in terms of how the duties are broken down.
- ☐ 2. Register for EMS if you have not used it in the past, to be connected to the course:
 - Visit the IT Service Center (third floor of the Gutman Library) to set up an EMS password
 - Log in once to the events reservation website at <http://reservations.gse.harvard.edu> to establish your account
 - After 24 hours the ability to add Resource Requests will automatically show up in your account
- ☐ 3. Make your media requests for pre-scheduled classes - here's how:
 - Log In to the [Events Reservation System](#)
 - Click the drop-down arrow in the box next to "Welcome" in the top right corner of the screen
 - Select "Service Only Request"
 - Hover over the "Reservations" link within the top crimson toolbar and select "View My Requests"
 - In the "Event Name" field, type the course number i.e. A123
 - Select "Quick Search"
 - Select the class you would wish to add resources to by clicking on the blue hyperlink under the "Name" column
 - Click on the green and white + sign next to the date to which you would like to add resources.
 - If you would like to add the same resources to multiple dates, select the first date to which the resources should be added.
 - You will have an opportunity later in the process to assign additional dates to the resource request.
 - Under the "Available Services" section (left side of the screen) select the category of resources you would like to view
 - Event Description – Add additional information about the class
 - IT Media Services – Audio Visual equipment and consultation
 - Catering Food & Beverage – Catering orders
 - Select the items you would like to add to the class and select "Save" at the bottom of the screen
 - At this time you can select any additional booking dates you would like to add the same resource to by selecting the checkbox next to each date
 - To select all dates within the booking, select the checkbox next to "Date" at the top left of the "Additional Bookings" grid
 - Select "Save." Your resource request has been submitted. The respective departments will follow up with you should any questions arise
- ☐ 4. Make your room requests for sections and breakouts - here's how:
 - Log In to the [Events Reservation System](#)
 - Mouse over to "Reservations" in the menu above and several options will show up
 - Select "Request a Room" to book space for meetings or events
 - Select the Date, Time, etc. for your event and click "Find Space"
 - Click on the green plus sign to choose the available space
 - Click on the "Details" tab at the top of the form to enter information about your request. You can also use this form to request services (i.e., catering, media services, etc.)
- ☐ 5. Schedule a One-on-One training with a Media Technician to show you how your classroom technology works at IT_OneStop@gse.harvard.edu

If you experience any issues please contact the IT Service Center at 617-496-0628 or at IT_OneStop@gse.harvard.edu