Creating a Reservation for the Lightboard

Faculty and staff can reserve the Lightboard recording studio through an online system.

1. To reserve the Lightboard go to http://uconn-cts.libcal.com/space/25622
2. Navigate to the date you want to book. Use the Go To Date button to select a specific date.

3. Use the Back (←) and Forward (→) buttons to scroll between weeks.
4. If there are no available times in the current view, the Next Available button will appear. Click this button to view the next available time slot.
5. In a span of time when the room is available, select a start time for your reservation. Click on the green slot under the time you wish to begin.

6. Once a start time is selected, use the drop down menu to select the end time for your reservation.

7. Click Submit Times to complete your reservation.
8. When prompted, login using your NetID and password.
9. View the details of your reservation and the terms & conditions of using the Lightboard. Press Continue.
10. Complete the required questions and press submit my booking.
11. You will receive a confirmation email for your reservation. Please keep this email as it will include a link to cancel this reservation.

If you are unable to make your reserved time slot and no longer have the emailed link to cancel, please email edtech@uconn.edu to remove your reservation.

Related Articles

- Accessing Recordings in Mediaspace
- Recording and Streaming a Presentation
- Lightboard Tips and Techniques
- Recording Using Kaltura Capture
- Allowing Remote Participants to View a Class or Conference Without Interaction
- Embedding Media in HuskyCT