

iPad Program

The College of Architecture has purchased 20 iPad devices for COA faculty checkout. This program was created to help faculty and students explore new opportunities in teaching and learning.

Reserving the iPads

Your students must all fill out the **iPad Checkout Responsibility Form** (Word Document) and submit them to the COA Directors' Assistant located in Gould Hall room 275. It is recommended that the faculty member also submit a form so they may check out an iPad as well. Please do this during class and submit all forms at once.

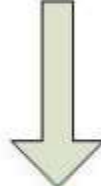
You then must fill out the **iPad Reservation Request Form** (Excel Document) and submit to the COA Directors' Assistant and your Division Director via email at least 1 week prior to needing the iPads.

You will receive a response with further directions if the iPads are available, or will be notified that the requested time is not available.

Faculty Process for reserving iPads



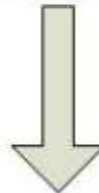
Faculty member gets all students to sign an "iPad Checkout Responsibility Form"



Faculty member turns in signed "iPad Checkout Responsibility form" to COA Directors' Assistant.



Faculty member submits via email the "iPad Reservation Request Form" to COA Director's Assistant and their Division Director at least 1 week prior to needing the iPads.



COA Directors' Assistant receives request and looks to see if the time slot requested is available. If it is, the schedule will be updated and the faculty member notified. If it is not, the faculty member will be notified.

Viewing the iPad checkout schedule

We will keep the public folders schedule up to date for your convenience. Reservations will be done on a first come first serve basis.

To view the iPad schedule in Microsoft Outlook

- Click the "Folders List" icon on the bottom left of the Outlook screen.
- Click the arrow for "Public Folders"
- Click the arrow for "All Public folders"
- Click the arrow for "OU-Norman"
- Click the arrow for "Architecture"
- Double click the calendar titled "iPads". This will show the current schedule. You can also right click the calendar named "iPads" and choose "Add to favorites" to save the calendar in your "Calendar" tab.

*If you need any assistance viewing the calendar please call 325-HELP and let them know you are trying to view an Architecture public folder calendar.

*The iPads will be picked up and dropped off in Gould Hall room 275.