

KORRS Scheduling Procedure For Classroom Virtual Field Trips



To Schedule an Event:

1. Go to <http://www.k20.ctc.edu/> (Tip: add to favorites or bookmark)
2. Choose the tab “Reservations”
3. Choose “Request a new event”
 - a. Fill in all the requested information
 - i. Note: Important information regarding the event (the event and pin number) will be sent to the email address listed on the form (ensure that this is the appropriate person’s address)
 - b. Leave the default Conference Mode at “Voice Activated” unless you are very familiar with the other modes
 - c. Universal Conference Control requires a telephone to control conference, the default setting is no
 - d. Use “Additional Details” for other pertinent information about the conference (i.e. “Native American Culture virtual field trip with Fort Ancient” or “Second port for our site is to schedule the usage of the MCU only”)
 - e. Click “Continue” to go to the Resource page
 - f. Choose Site Resource Names from drop down
 - i. Choose your site
 1. Fill in number of attendees
 2. Fill in teacher’s name as the Contact
 3. Click “Add”
 - ii. Choose “Off Net (Non-K20) Non specified” for the Provider
 1. Fill in number of attendees
 2. Fill in the name of the Provider as the Contact
 3. Click “Add”
 - iii. If you need K-20 to schedule the MCU for compatibility issues, you must choose your site again
 1. Enter “For use in scheduling MCU” in the Contact field
 2. Be sure to include the “second port” note above in the “Additional Details” section of the General information. This will help the MCU schedulers know how to process the event.
 - iv. If you need K-20 to schedule the MCU for a multi-point, continue adding each site as above
 - g. Click “Continue” to go to Recurrences page
 - i. If this is a one time occurrence, click “Process Event Request”
 - ii. If this is a recurring event, enter recurring information, then click “Process Event Request”
 - iii. The Event will process and show a summary page
 - iv. ****PRINT THIS PAGE! It contains the pin number needed to make changes or cancellations**

To Check the Status of an Event:

1. Choose the tab “Reservations”
2. Choose “Check Event Status”
 - a. Enter the “Event Reservation Number” or select the title from the list box
 - b. Click “Show Status”

To Change an Event:

1. Choose the tab “Reservations”
2. Choose “Change Event Information”
 - a. Enter the “Event ID”
 - b. Enter the “Event Pin Number”, with leading zeros
 - c. Click “Continue”

To Cancel an Event:

3. Choose the tab “Reservations”
4. Choose “Cancel an Event”
 - a. Enter the “Event ID”
 - b. Enter the “Event Pin Number”, with leading zeros
 - c. Click “Continue”