

DIGITAL DAILY SCHEDULE MANUAL

The Digital Daily Schedule (DDS) (Fig. 1) includes color-coding to differentiate between classes, although there are some similarities (ex. all seminars will appear as light green). All activities outside of the class schedule for any given day will be assigned a different color. Rooms such as the jazz combo room, computer lab, and conference room are included.

Fig. 1

Reservations for the Music Building Recital Hall, Evans Auditorium and the Performing Arts Center Recital Hall have not changed. You will still have to fill out the online form for those, unless it is for a time that is not generally used for recitals. Inquiries for the use of Evans Auditorium should be directed to Gaila Raymer (512.245.8484 or gr22@txstate.edu). Inquiries for the use of the Performing Arts Center Recital Hall should be directed to Kristin Vandenberg (512.245.6510 or klv22@txstate.edu).

How to use the schedule: If you see a spot on the schedule that is not being used, and you would like to sign up for it, you may request it in person in the Main Office, by phone at 512.245.3375, or by email at db69@txstate.edu. When sending a request by email, please be as specific as possible about the day/date, room, and time you are requesting as well as what the room will be used for. Students may check out a room for a maximum of two hours. Weekly fraternity meetings will be granted extensions if needed.

If you are looking for a space on another day, you will find all of the dates for the current semester at the bottom of your screen. (Fig. 2)

Saturday 6/2	Sunday 6/3	Monday 6/4	Tuesday 6/5	Wednesday 6/6	Thursday 6/7	Friday 6/8	Saturday 6/9	Sunday 6/10	Monday 6/11	Tuesday 6/12	Wednesday 6/13	Thursday 6/14	Friday 6/15
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Fig. 2

Click on the tab for the date that you are looking for and the activities for that day will load. If the date you are looking for is not within the range of days displayed at the bottom of the page, click on the right arrow to advance to a date further out, up until the end of the semester. (Fig. 3) You can click on the left arrow to return to the present day if you so desire.

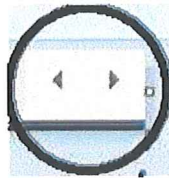


Fig. 3

If you will **not** be using a space that is assigned to you, please let us know so that the space can be released for someone. If you do not see a reservation that you made, please inform the Office as soon as possible so that it may be corrected. All requests for space will be entertained in the order that they are received, and will be entered accordingly.

As a reminder, this calendar is ONLY for daily use of rooms for the current semester. All recital dates for either the Music Building Recital Hall, or the Performing Arts Center Recital Hall must be completed through the online reservation calendar at:

<http://www.music.txstate.edu/resources/scheduling/reservationcalendar.html>

Questions? Contact:

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