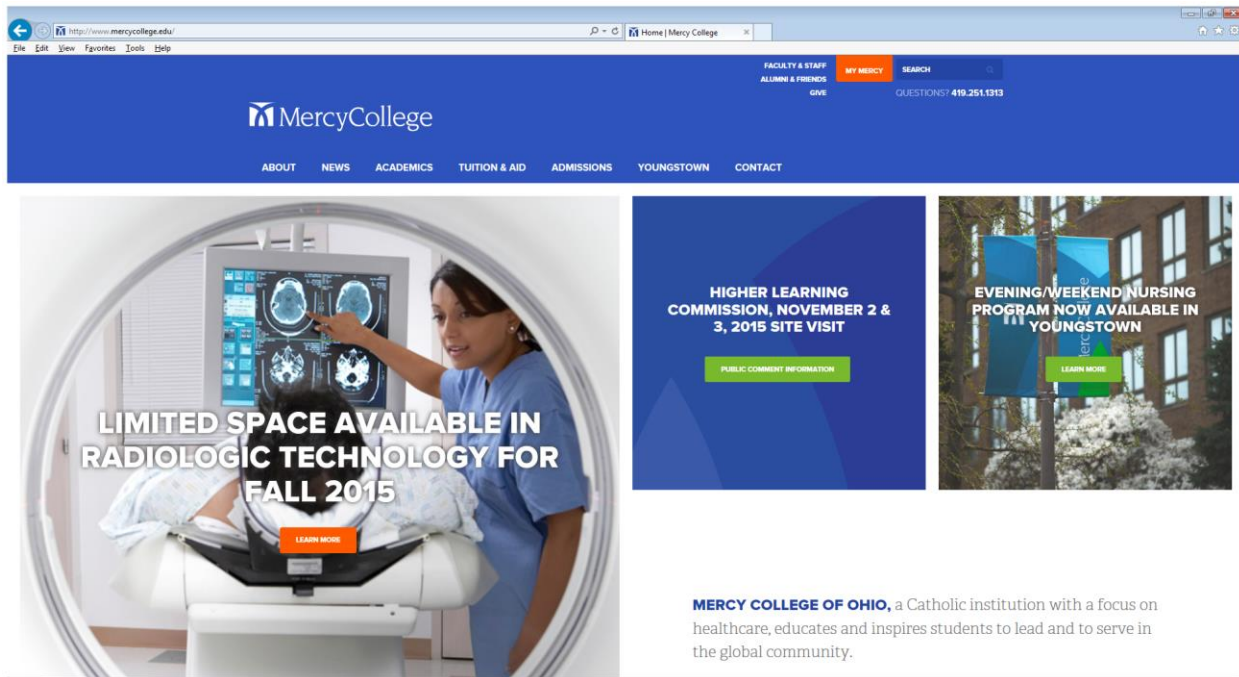


## Navigating the Skills Lab Scheduler: LABTIMES

### 1. Start on the Mercy College Home page



### 2. Click on My Mercy – then click Nursing Skills lab



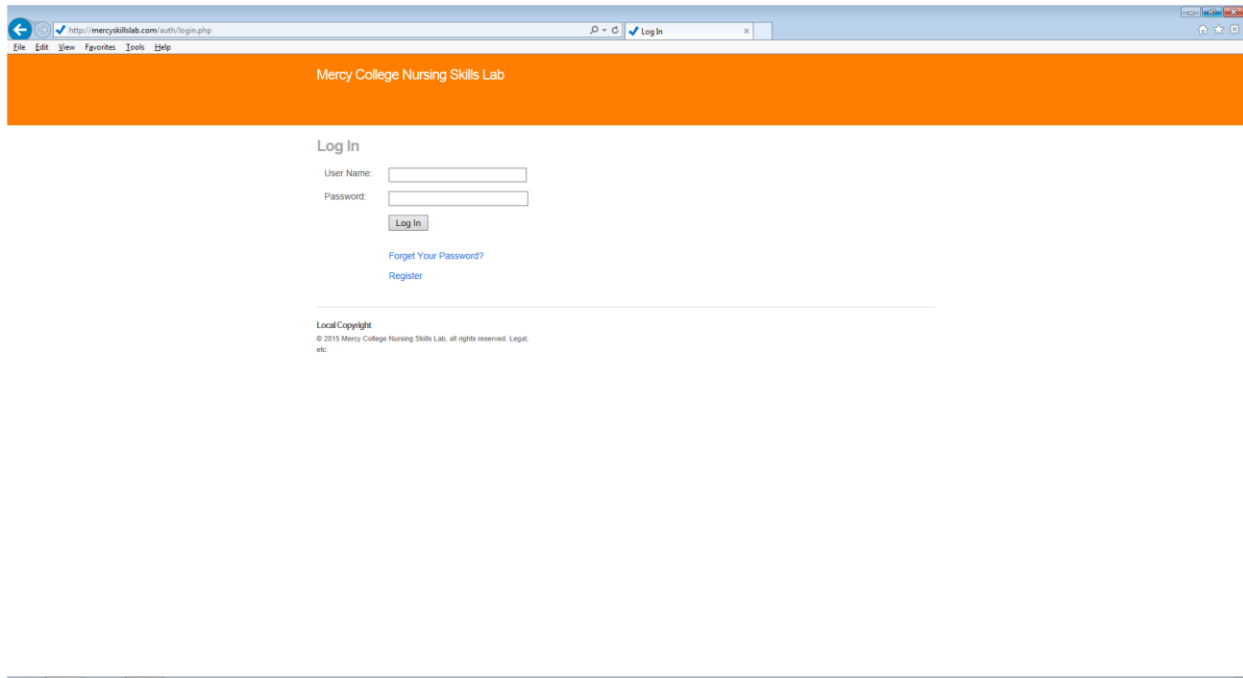
### 3. Click on Labtimes Scheduling

The screenshot shows the Mercy College website's Nursing Skills Lab page. The browser address bar displays <http://www.mercycollege.edu/my-mercy/scheduling-signups/nursing-skills-lab/>. The page features a blue header with the Mercy College logo and navigation links: ABOUT, NEWS, ACADEMICS, TUITION & AID, ADMISSIONS, YOUNGSTOWN, and CONTACT. A secondary navigation bar includes links for FACULTY & STAFF, ALUMNI & FRIENDS, MY MERCY, SEARCH, and a phone number: 419.251.1313. The main content area is titled "Nursing Skills Lab" and includes a welcome message, a brief description of the lab's purpose, and contact information for Emily Schouwer. A sidebar on the right contains a "NURSING SKILLS LAB" menu with links to ASN Skills Mapping, BSN Skills Mapping, Cancellation Request, Lab Hours, Nursing Skills Lab Documents, Product Descriptions and Photos, and Scheduling. Below this is a "CONNECT" section with social media icons and an "UPCOMING EVENTS" section listing the HCL Meeting on July 21, the Academic Council on July 22, and the Exec. Staff Mtg. on July 23.

### 4. Then click "Labtimes scheduling and signups"

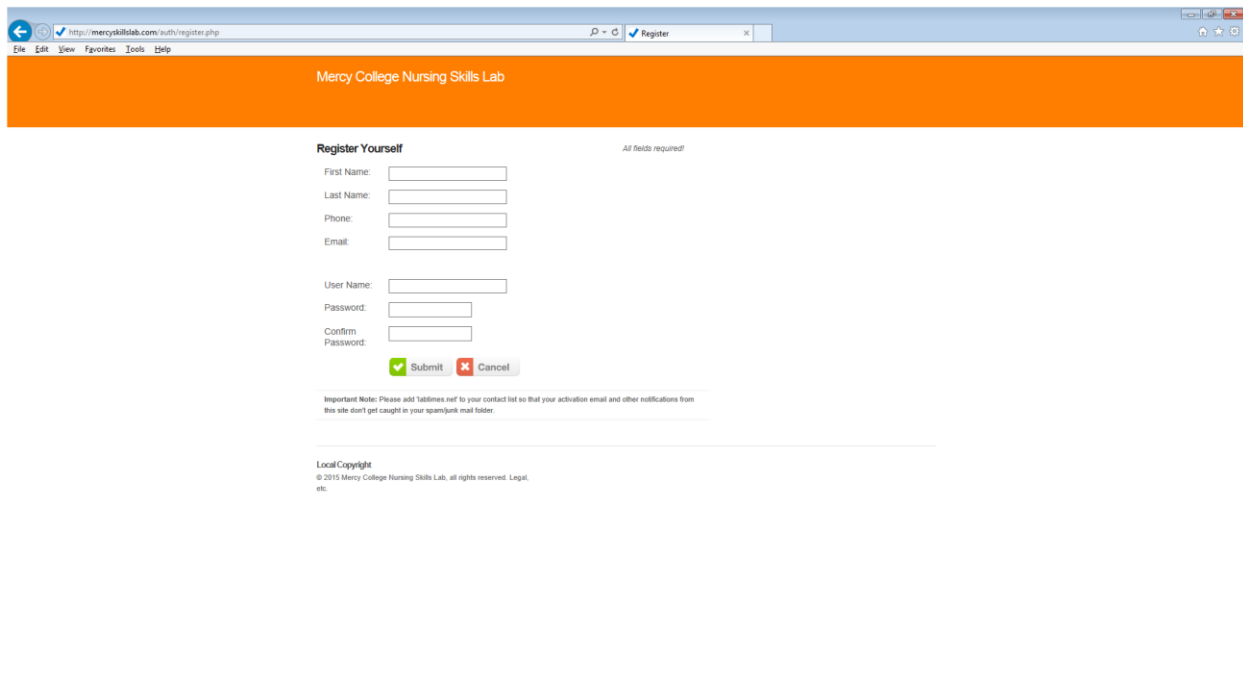
The screenshot shows the Mercy College website's Labtimes Scheduling and Signups page. The browser address bar displays <http://www.mercycollege.edu/my-mercy/nursing-skills-lab/scheduling/>. The page features the same blue header and navigation links as the previous page. The main content area is titled "Scheduling" and includes a link to "Labtimes scheduling and signups click here". It also contains a "Retest & Practice Scheduling" section with a response time of 72 hours Monday - Friday. A form for scheduling is visible, with fields for Name (First and Last), Email, Course & Section, Phone Number, and Type of Appointment (Required Practice Appointment). A sidebar on the right contains a "LABTIMES SCHEDULING & SIGNUPS" menu, a "NURSING SKILLS LAB" menu, a "CONNECT" section, and an "UPCOMING EVENTS" section listing the HCL Meeting on July 21 and the Academic Council on July 22.

## 5. Click register

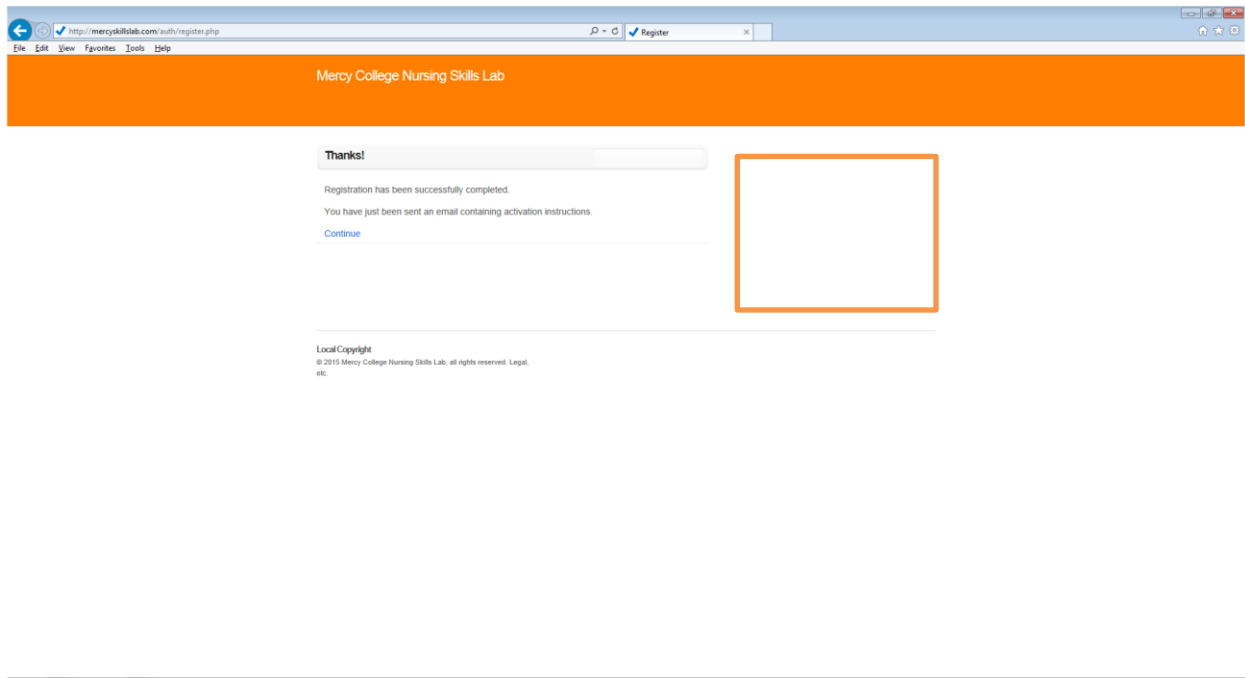


A screenshot of a web browser window showing the login page for the Mercy College Nursing Skills Lab. The browser's address bar displays the URL <http://mercyskillslab.com/auth/login.php>. The page has an orange header with the text "Mercy College Nursing Skills Lab". Below the header, the "Log In" section contains two input fields for "User Name:" and "Password:", followed by a "Log In" button. There are also links for "Forgot Your Password?" and "Register". At the bottom, a "Local Copyright" notice states: "© 2015 Mercy College Nursing Skills Lab. all rights reserved. Legal, etc."

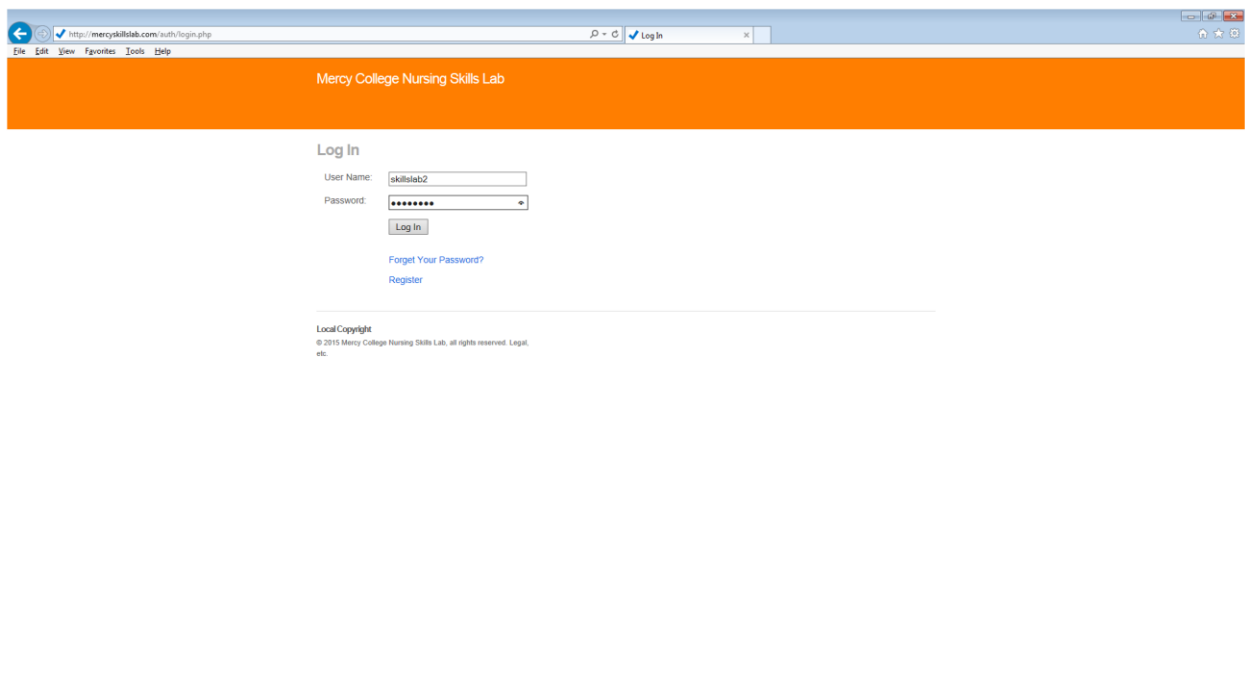
6. You will need to register with a username and password. Please make sure you keep this information for future use. You MUST use your Mercy College email.



A screenshot of a web browser window showing the registration page for the Mercy College Nursing Skills Lab. The browser's address bar displays the URL <http://mercyskillslab.com/auth/register.php>. The page has an orange header with the text "Mercy College Nursing Skills Lab". Below the header, the "Register Yourself" section includes a note "All fields required!". The form contains input fields for "First Name:", "Last Name:", "Phone:", "Email:", "User Name:", "Password:", and "Confirm Password:". At the bottom of the form are "Submit" and "Cancel" buttons. An "Important Note" states: "Please add 'labtimes.net' to your contact list so that your activation email and other notifications from this site don't get caught in your spam/junk mail folder." At the bottom, a "Local Copyright" notice states: "© 2015 Mercy College Nursing Skills Lab. all rights reserved. Legal, etc."



7. Then login with your user information.



## 8. To schedule a Skills Lab appointment click your course and the skill.

12 >

Date	Day	Time	Skill	Students	
Aug 12, 15	Wed	1:00 pm	NUR 270 - Competency		Full Lab
Aug 18, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 18, 15	Tue	9:00 am	NUR 241 - Lab - Demo		Sign Up
Aug 19, 15	Wed	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 20, 15	Thu	8:00 am	NUR 232 - Lab - Demo		Sign Up
Aug 21, 15	Fri	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 25, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 26, 15	Wed	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 27, 15	Thu	8:00 am	NUR 232 - Lab - Demo		Sign Up
Aug 28, 15	Fri	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 29, 15	Sat	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Aug 30, 15	Sun	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Sep 1, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 2, 15	Wed	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 4, 15	Fri	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 8, 15	Tue	7:00 am	NUR 110 - Clin Lab/Check - offs		Sign Up
Sep 9, 15	Wed	7:00 am	NUR 110 - Clin Lab/Check - offs		Sign Up
Sep 11, 15	Fri	7:00 am	NUR 110 - Clin Lab/Check - offs		Sign Up
Sep 12, 15	Sat	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Sep 13, 15	Sun	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Sep 15, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 15, 15	Tue	1:30 pm	NUR 241 - Clin Lab/Check - offs		Sign Up

Lab Schedule posted in lab.

There is a Daily/Monthly calendar with open lab times.

FYI: Check & maintain your Student Agendas. All appts will be sent to your agenda when entered. There will also be an automatic e-mail sent to your Mercy account. An email is generated for any appts that are made or for any editing of appt times.

Please contact lab (419/251-1715 or by e-mail) if you have problems with registering or scheduling appts.

Thank - you!  
Skills Lab Faculty

12 >

Date	Day	Time	Skill	Students	
Aug 12, 15	Wed	1:00 pm	NUR 270 - Competency		Full Lab
Aug 18, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 18, 15	Tue	9:00 am	NUR 241 - Lab - Demo		Sign Up
Aug 19, 15	Wed	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 20, 15	Thu	8:00 am	NUR 232 - Lab - Demo		Sign Up
Aug 21, 15	Fri	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 25, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 26, 15	Wed	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 27, 15	Thu	8:00 am	NUR 232 - Lab - Demo		Sign Up
Aug 28, 15	Fri	7:00 am	NUR 110 - Lab - Demo		Sign Up
Aug 29, 15	Sat	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Aug 30, 15	Sun	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Sep 1, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 2, 15	Wed	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 4, 15	Fri	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 8, 15	Tue	7:00 am	NUR 110 - Clin Lab/Check - offs		Sign Up
Sep 9, 15	Wed	7:00 am	NUR 110 - Clin Lab/Check - offs		Sign Up
Sep 11, 15	Fri	7:00 am	NUR 110 - Clin Lab/Check - offs		Sign Up
Sep 12, 15	Sat	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Sep 13, 15	Sun	7:00 am	NUR 110 E - Lab - Demo		Sign Up
Sep 15, 15	Tue	7:00 am	NUR 110 - Lab - Demo		Sign Up
Sep 15, 15	Tue	1:30 pm	NUR 241 - Clin Lab/Check - offs		Sign Up

Lab Schedule posted in lab.

There is a Daily/Monthly calendar with open lab times.

FYI: Check & maintain your Student Agendas. All appts will be sent to your agenda when entered. There will also be an automatic e-mail sent to your Mercy account. An email is generated for any appts that are made or for any editing of appt times.

Please contact lab (419/251-1715 or by e-mail) if you have problems with registering or scheduling appts.

Thank - you!  
Skills Lab Faculty

http://mercyskillslab.com/go/index/ Welcome to LabTimes

File Edit View Favorites Tools Help

Mercy College Nursing Skills Lab

Lab Times My Agenda My Profile Faculty & Staff

Schedule a Lab

Showing lab times for: All Courses

For the months: August 2015

12

Date	Day	Time	Skill	Sign Up
Aug 12, 15	Wed	1:00 pm	NUR 110 - Lab - Demo	Sign Up
Aug 18, 15	Tue	7:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 18, 15	Tue	9:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 19, 15	Wed	7:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 20, 15	Thu	8:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 21, 15	Fri	7:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 25, 15	Tue	7:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 26, 15	Wed	7:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 27, 15	Thu	8:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 28, 15	Fri	7:00 am	NUR 110 - Lab - Demo	Sign Up
Aug 29, 15	Sat	7:00 am	NUR 110 E - Lab - Demo	Sign Up
Aug 30, 15	Sun	7:00 am	NUR 110 E - Lab - Demo	Sign Up
Sep 1, 15	Tue	7:00 am	NUR 110 - Lab - Demo	Sign Up
Sep 2, 15	Wed	7:00 am	NUR 110 - Lab - Demo	Sign Up
Sep 4, 15	Fri	7:00 am	NUR 110 - Lab - Demo	Sign Up
Sep 8, 15	Tue	7:00 am	NUR 110 - Clin Lab/Check - offs	Sign Up
Sep 9, 15	Wed	7:00 am	NUR 110 - Clin Lab/Check - offs	Sign Up
Sep 11, 15	Fri	7:00 am	NUR 110 - Clin Lab/Check - offs	Sign Up
Sep 12, 15	Sat	7:00 am	NUR 110 E - Lab - Demo	Sign Up
Sep 13, 15	Sun	7:00 am	NUR 110 E - Lab - Demo	Sign Up
Sep 15, 15	Tue	7:00 am	NUR 110 - Lab - Demo	Sign Up
Sep 15, 15	Tue	1:30 am	NUR 241 - Clin Lab/Check - offs	Sign Up

Mercy College of Ohio

Mercy College Nursing Skills Lab  
2221 Madison Avenue  
Toledo, OH 43604  
419-251-1715  
emily\_scheuer@mercy.com

Summer 2015

Cancelation Request

Refers/Practice Scheduling

Lab Schedule posted in lab.

There is a Daily/Monthly calendar with open lab times.

FYI: Check & maintain your Student Agendas. All appts will be sent to your agenda when entered. There will also be an automatic e-mail sent to your Mercy account. An email is generated for any appts that are made or for any editing of appt times.

Please contact lab (419)251-1715 or by e-mail if you have problems with registering or scheduling appts.

Thank - you!  
Skills Lab Faculty

Example: N110 and wound check off

9. To signup for a check off click "sign up"

http://mercyskillslab.com/go/index.php Welcome to LabTimes

File Edit View Favorites Tools Help

Mercy College Nursing Skills Lab

Lab Times My Agenda My Profile Faculty & Staff

Schedule a Lab

Showing lab times for: NUR 110 Wound

For the months: August 2015 through August 2015

Students

Date	Day	Time	Skill	Sign Up
Sep 8, 15	Tue	7:00 am	NUR 110 - Wound	Sign Up

Mercy College of Ohio

Mercy College Nursing Skills Lab  
2221 Madison Avenue  
Toledo, OH 43604  
419-251-1715  
emily\_scheuer@mercy.com

Summer 2015

Cancelation Request

Refers/Practice Scheduling

Lab Schedule posted in lab.

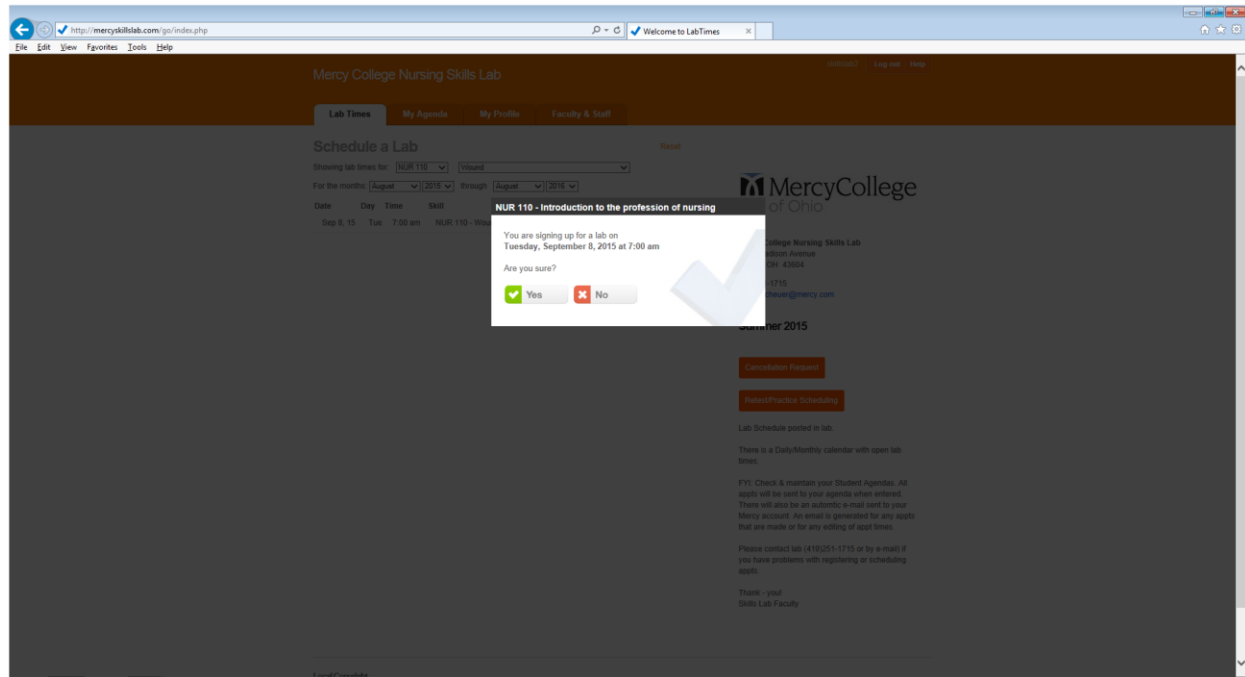
There is a Daily/Monthly calendar with open lab times.

FYI: Check & maintain your Student Agendas. All appts will be sent to your agenda when entered. There will also be an automatic e-mail sent to your Mercy account. An email is generated for any appts that are made or for any editing of appt times.

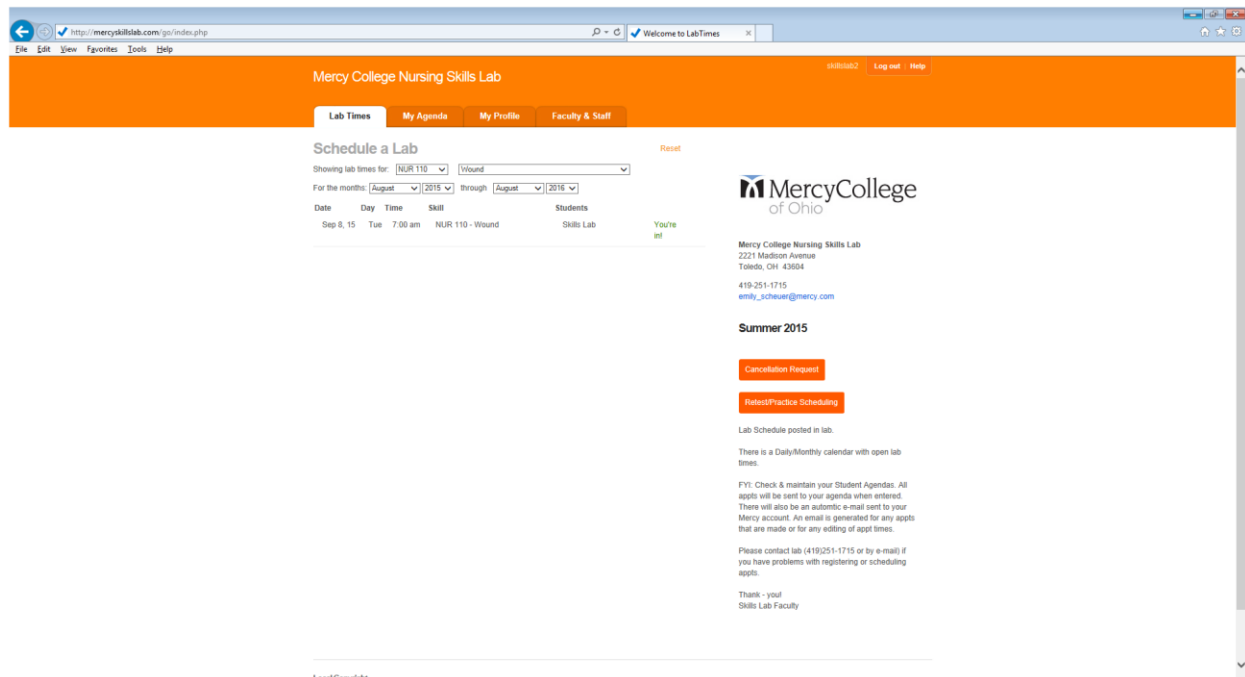
Please contact lab (419)251-1715 or by e-mail if you have problems with registering or scheduling appts.

Thank - you!  
Skills Lab Faculty

10. Confirm you have selected the correct course, skills check off, and date. Then click “yes”



11. You will then be registered and can verify by either this screen below or email confirmation.



12. To view your scheduled appointments click “My Agenda”

The screenshot shows a web browser window with the URL <http://mercycollege.edu/my-mercy/nursing-skills-lab/cancellation-request>. The page title is "Mercy College Nursing Skills Lab". The navigation bar includes "Lab Times", "My Agenda", "My Profile", and "Faculty & Staff". The "My Agenda" section is active, displaying "Skills Lab Agenda". Under "Pending Lab Times", there is a table with columns: Date, Day, Time, Skill, and Lab Type. The table shows one entry: Sep 8, 2015, Tue, 7:00 am, NUR 110 - Wound, New. Below this is a "Lab Times History" section with columns: Date, Day, Time, Skill, and Status. The right sidebar contains the Mercy College of Ohio logo, contact information (2221 Madison Avenue, Toledo, OH 43604, 419-251-1715, emily\_scheuer@mercy.com), and a "Summer 2015" section with buttons for "Cancellation Request" and "Related Practice Scheduling". A note states: "Lab Schedule posted in lab. There is a Daily/Monthly calendar with open lab times. FYI: Check & maintain your Student Agendas. All appointments will be sent to your agenda when entered. There will also be an automatic e-mail sent to your Mercy account. An email is generated for any appointments that are made or for any editing of appointment times. Please contact lab (419-251-1715 or by e-mail) if you have problems with registering or scheduling appointments. Thank - you! Skills Lab Faculty".

13. To cancel a skills lab appointment request click “cancellation request” and fill in the appropriate information.

The screenshot shows a web browser window with the URL <http://mercycollege.edu/my-mercy/nursing-skills-lab/cancellation-request>. The page title is "Cancellation Request". The navigation bar includes "ABOUT", "NEWS", "ACADEMICS", "TUITION & AID", "ADMISSIONS", "YOUNGSTOWN", and "CONTACT". The "Cancellation Request" section is active, displaying a form with fields for Name (First, Last), Email, Course & Section, and Phone Number. A "Cancelling For:" section with a text area is also present. A note states: "Response time from lab faculty will be within 72 hours Monday – Friday. This form is required even if you have called the lab." The right sidebar contains a "NURSING SKILLS LAB" section with links: ASN Skills Mapping, BSN Skills Mapping, Cancellation Request, Lab Hours, Nursing Skills Lab Documents, Product Descriptions and Photos, and Scheduling. Below this is a "CONNECT" section with social media icons for Facebook and Twitter. The "UPCOMING EVENTS" section lists: 10 AUG Division Meetings (12:00pm - 1:30pm), 11 AUG HLC Meeting (2:00pm - 4:00pm), 11 AUG SciMatics (Worx Workshop) (2:00pm - 4:00pm), and 12 AUG Academic Council (9:00am - 11:00am). A "Friendly Reminder" section states: "Per nursing policy if you are unable to sufficiently attempt or complete your skills testing (check off) by the assigned due dates, you may not be able to meet the clinical objectives. Before you cancel, please check for available time slots."



14. To schedule a retest appointment click “My Agenda” and then click “Retest Scheduling”

The screenshot shows a web browser window with the URL <http://mercyskillslab.com/agenda>. The page has an orange header with the text "Mercy College Nursing Skills Lab" and navigation links: "Lab Times", "My Agenda", "My Profile", and "Faculty & Staff". The "My Agenda" link is active. Below the header, the page is titled "Skills Lab Agenda". It features two tables: "Pending Lab Times" and "Lab Times History". The "Pending Lab Times" table has columns for Date, Day, Time, Skill, and Lab Type, with one entry for Sep 8, 2015, Tue, 7:00 am, NUR 110 - Wound, New. The "Lab Times History" table has columns for Date, Day, Time, Skill, and Status. To the right of the tables is the Mercy College of Ohio logo and contact information: "Mercy College Nursing Skills Lab, 2221 Madison Avenue, Toledo, OH 43604, 419-251-1715, emily\_scheuer@mercy.com". Below this is a "Summer 2015" section with buttons for "Cancellation Request" and "Retest/Practice Scheduling". A note states: "Lab Schedule posted in lab. There is a Daily/Monthly calendar with open lab times. FYI: Check & maintain your Student Agendas. All appointments will be sent to your agenda when entered. There will also be an automatic e-mail sent to your Mercy account. An email is generated for any appointments that are made or for any editing of appointment times. Please contact lab (419-251-1715 or by e-mail) if you have problems with registering or scheduling appointments. Thank - you! Skills Lab Faculty".

Additional option for requesting a retest appointment is to click Labtimes scheduling and complete the appropriate information for your appointment to be properly scheduled.

The screenshot shows a web browser window with the URL <http://www.mercycollege.edu/my-mercy/nursing-skills-lab/scheduling>. The page has a blue header with navigation links: "ABOUT", "NEWS", "ACADEMICS", "TUITION & AID", "ADMISSIONS", "YOUNGSTOWN", and "CONTACT". Below the header, the page is titled "Scheduling" with a link "Labtimes scheduling and signups click here". A note states: "You will be required to login using your Empower Me username and password." Below this is a "Retest & Practice Scheduling" section with a note: "Response time from lab faculty will be within 72 hours Monday – Friday. Practice and Testing will be based on availability and needs." Below this is a "Retest & Practice Scheduling" form with fields for Name (First and Last), Email, Course & Section, Phone Number, Type of Appointment (Required Practice Appointment), and Request for. To the right of the form is a "LABTIMES SCHEDULING & SIGNUPS" section with a "NURSING SKILLS LAB" button. Below this is a "CONNECT" section with social media icons for Facebook and Twitter. Below this is an "UPCOMING EVENTS" section with three events: "10 AUG Division Meetings 12:00pm - 1:30pm", "11 AUG HLC Meeting 2:00pm - 4:00pm", and "11 AUG SciMatics iWorx Workshop 2:00pm - 4:00pm".

## Skills Lab Website Helpful Hints

- When making an appointment (testing and simulation activities), all requests must be made through the Labtimes scheduler. The Labtimes scheduler can be accessed through the Mercy College website at [www.mercycollege.edu](http://www.mercycollege.edu)
- Have the Nursing Skills Lab Calendar available when requesting appointments. Be sure dates and times requested are viable options. Follow the instructions posted otherwise this could delay scheduling.
- Be sure your e-mail address (**MUST USE MERCY COLLEGE EMAIL FOR LABTIMES REQUESTS**) is accurate and that your e-mail box is able to receive mail (not full) in order to receive an automated reply from Labtimes.
- Please check your calendars carefully, if you sign up for a time that no longer works with your schedule, you are required to send in a cancellation form for the date you originally signed up for, even if you have found a new spot.
- When submitting a repeat testing request please use the text box to detail exactly what you are returning for so the appropriate amount of time can be scheduled for your appointment.
- When filling out the availability boxes, please use days of the week and a time range (example: Mondays from 12-4pm).
- Monitor Labtimes **"My Agenda"** tab for all appointments and results. All of your appointments and testing results are maintained in this program.
- If you are having technical difficulties or if you have not received a response within the designated time frame, please contact the nursing skills lab by phone 419-251-1715, or by e-mail at [emily\\_scheuer@mercy.com](mailto:emily_scheuer@mercy.com)

### Scheduling Check-offs:

#### **THIS IS VERY IMPORTANT WHEN SIGNING UP FOR AN APPT**

- Select the course number (**drop down menu**) for the course in which you are enrolled. **FOR EXAMPLE NUR 110E (E IS FOR EVENING/WEEKEND PROGRAM OR NUR 110 (THIS WOULD BE FOR THE DAY PROGRAM.**
- Click on the **skill drop down menu** to either select a single skill or to show all skills.
- Be sure the Month and Year range is accurate when searching for your required skills.