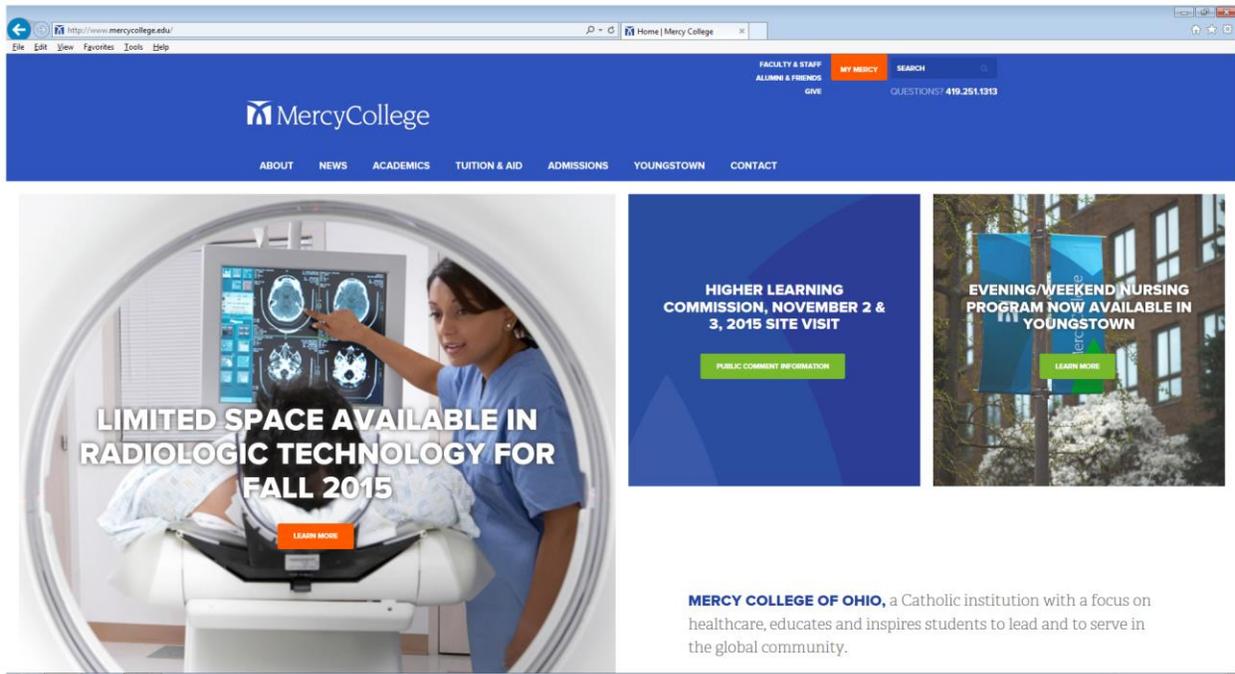


## Navigating the Skills Lab Scheduler: LABTIMES

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



The screenshot shows the Mercy College website homepage. The browser address bar displays "http://www.mercycollege.edu/". 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 FACULTY & STAFF, ALUMNI & FRIENDS, GIVE, MY MERCY, and SEARCH. A search bar is located on the right with the text "QUESTIONS? 419.251.1313". The main content area is divided into three sections: a large image of a woman in blue scrubs pointing at a CT scan monitor with the text "LIMITED SPACE AVAILABLE IN RADIOLOGIC TECHNOLOGY FOR FALL 2015" and a "LEARN MORE" button; a blue box with the text "HIGHER LEARNING COMMISSION, NOVEMBER 2 & 3, 2015 SITE VISIT" and a "PUBLIC COMMENT INFORMATION" button; and a photo of a building with the text "EVENING/WEEKEND NURSING PROGRAM NOW AVAILABLE IN YOUNGSTOWN" and a "LEARN MORE" button. Below these sections is a paragraph: "MERCY COLLEGE OF OHIO, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community."

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



The screenshot shows the "My Mercy" page on the Mercy College website. The browser address bar displays "http://www.mercycollege.edu/my-mercy". The page features the same blue header and navigation as the homepage. Below the header, there is a "HOME | MY MERCY" link. The main content area is divided into two columns. The left column features a "My Mercy" heading, a photo of students with the text "Welcome." and a heart icon, and a section titled "INSIDE MERCY COLLEGE - Student Weekly Email" with the sub-heading "MERCY COLLEGE STUDENT HEALTH COVERAGE: OVERVIEW, RATES AND WAIVER INFORMATION". The right column is a green sidebar titled "MY MERCY" containing a list of links: Academic Minors, Background Checks & Health Records, Calendar, Catholic Resources, College Catalogs, Counseling, Desire2Learn, Electronic Recording Release, Empower Me, GPA Calculator, Hillcrest Student Housing Repairs Request, IT Helpdesk, Library, Nursing Skills Lab, Registration Schedule, Scheduling & Signups, Student Email, Student Formation, and Student Health Insurance Waiver Form. At the bottom of the page, a small text line reads: "The new coverage begins August 17, 2015 and ends August 16, 2016. All students enrolled".

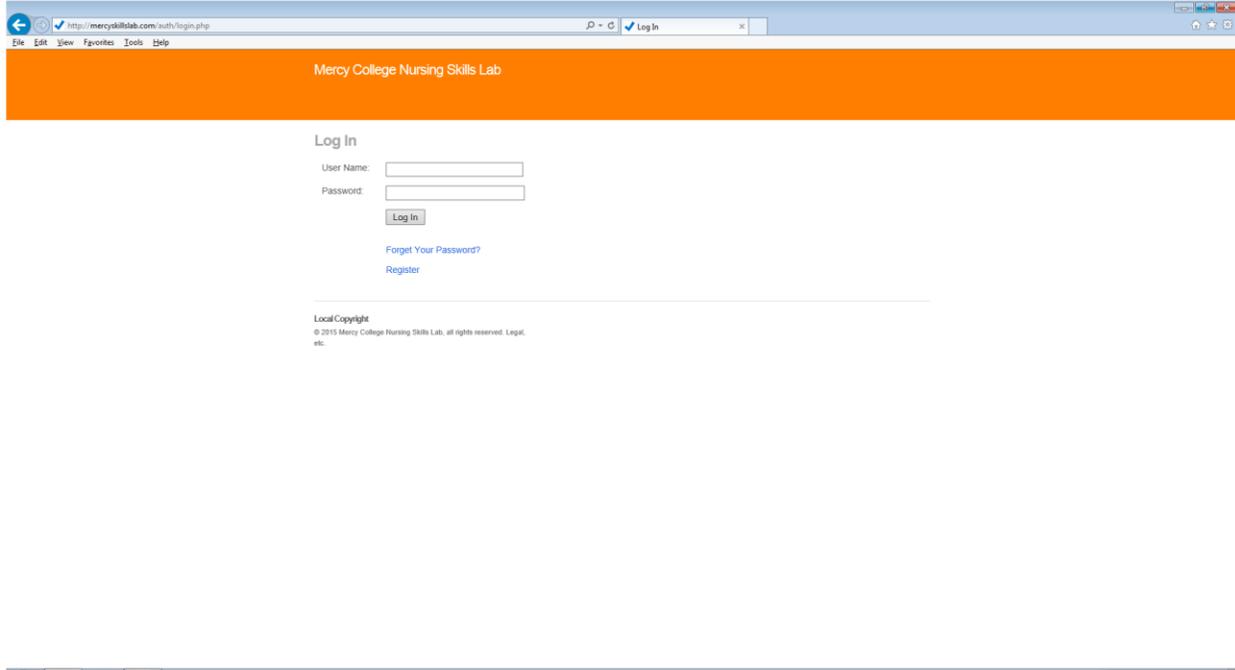
### 3. Click on Labtimes Scheduling

The screenshot shows the home page of the Nursing Skills Lab. The header includes the Mercy College logo and navigation links: ABOUT, NEWS, ACADEMICS, TUITION & AID, ADMISSIONS, YOUNGSTOWN, CONTACT. A search bar and contact information (QUESTIONS: 419.251.1313) are also present. The main content area features a welcome message and a list of resources: ASN Skills Mapping, BSN Skills Mapping, Cancellation Request, Lab Hours, Nursing Skills Lab Documents, Product Descriptions and Photos, and Scheduling. A 'CONNECT' section with social media icons and an 'UPCOMING EVENTS' section with a calendar for July 21-23 are also visible.

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

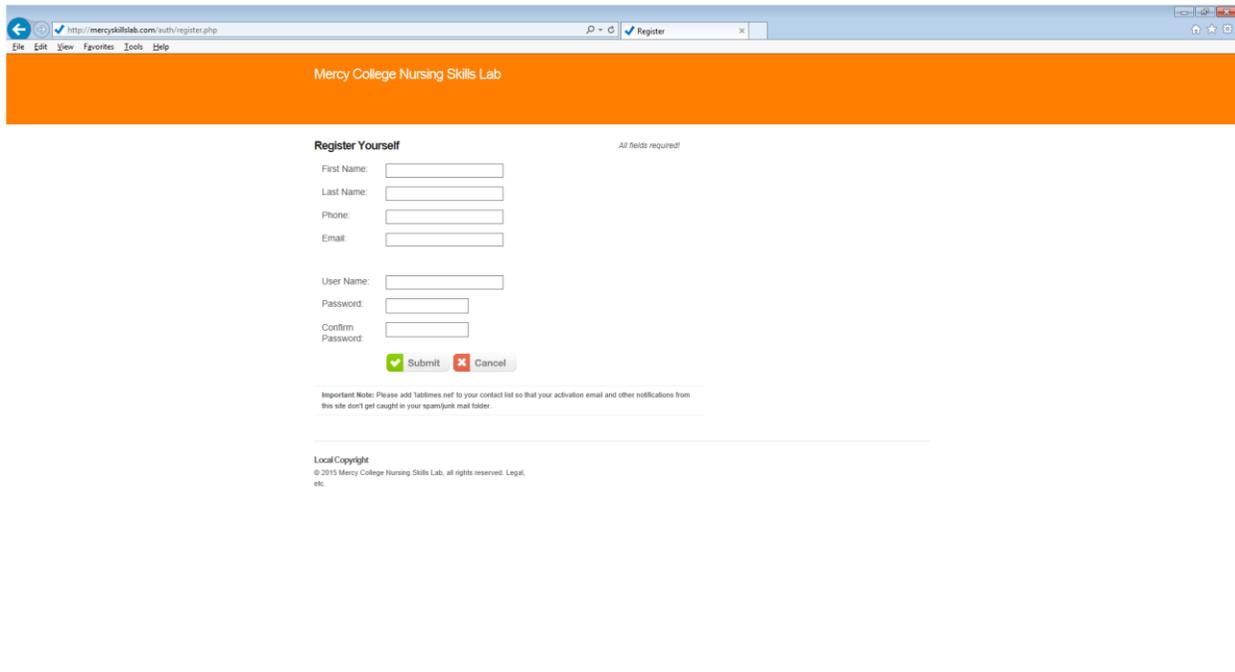
The screenshot shows the 'Scheduling' page. It includes a sub-header 'Scheduling' and a link 'Labtimes scheduling and signups click here'. Below this is a 'Retest & Practice Scheduling' section with a note: 'Response time from lab faculty will be within 72 hours Monday – Friday. Practice and Testing will be based on availability and needs.' A form for scheduling is provided with fields for Name (First and Last), Email, Course & Section, and Phone Number. A dropdown menu for 'Type of Appointment' is set to 'Required Practice Appointment'. The right sidebar contains a 'LABTIMES SCHEDULING & SIGNUPS' button, a 'NURSING SKILLS LAB' menu, and an 'UPCOMING EVENTS' section with a calendar for July 21-22.

## 5. Click register

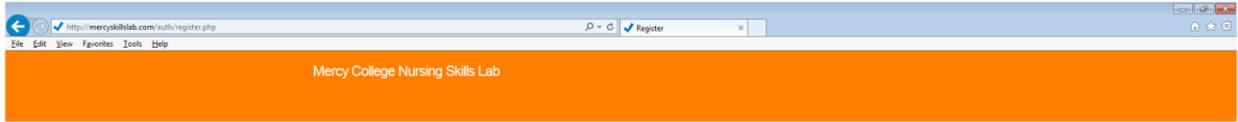


A screenshot of a web browser window showing the login page for the Mercy College Nursing Skills Lab. The browser's address bar displays the URL <http://mercyskillslab.com/auth/login.php>. The page has an orange header with the text "Mercy College Nursing Skills Lab". Below the header, the "Log In" section contains a "User Name:" field, a "Password:" field, and 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 contains several input fields: "First Name:", "Last Name:", "Phone:", "Email:", "User Name:", "Password:", and "Confirm Password:". There are "Submit" and "Cancel" buttons. A note below the form reads: "Important Note: Please add 'tbltimes.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."



**Thanks!**

Registration has been successfully completed.  
You have just been sent an email containing activation instructions.  
[Continue](#)



**Local Copyright**  
© 2015 Mercy College Nursing Skills Lab. All rights reserved. Legal, etc.

7. Then login with your user information.



**Log In**

User Name:

Password:

[Forget Your Password?](#)  
[Register](#)

**Local Copyright**  
© 2015 Mercy College Nursing Skills Lab. All rights reserved. Legal, etc.

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

The screenshot shows the 'Schedule a Lab' page on the Mercy College Nursing Skills Lab website. The page has an orange header with navigation tabs: 'Lab Times', 'My Agenda', 'My Profile', and 'Faculty & Staff'. Below the header, there are filters for 'Showing lab times for: All Courses' and 'All Skills'. The main content is a table listing lab appointments from August to September 2015. The table columns are 'Date', 'Day', 'Time', 'Skill', 'Students', and 'Full Lab'. The 'Students' column contains redacted names. To the right of the table, there is contact information for Mercy College of Ohio, including the address (2221 Madison Avenue, Toledo, OH 43604), phone number (419-251-1715), and email (emily\_scheuer@mercy.com). There are also buttons for 'Cancellation Request' and 'Reset/Practice Scheduling'.

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

This screenshot is similar to the first one, but the 'All Courses' dropdown menu is open, showing a list of course numbers: 1254567, NUR 110, NUR 112, NUR 122, NUR 123, NUR 126, NUR 232, NUR 233, NUR 241, NUR 245, NUR 252, NUR 270, NUR 310, NUR 320, NUR 340, NUR 350, NUR 410, NUR 420, and NUR 472. The rest of the page content, including the table of lab appointments and contact information, remains the same as in the first screenshot.

Showing lab times for: All Courses  
 For the month: 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
Step 1, 15	Tue	7:00 am	NUR 110 - Lab - Demo	Sign Up
Step 2, 15	Wed	7:00 am	NUR 110 - Lab - Demo	Sign Up
Step 4, 15	Fri	7:00 am	NUR 110 - Lab - Demo	Sign Up
Step 8, 15	Tue	7:00 am	NUR 110 - Clin Lab/Check - offs	Sign Up
Step 9, 15	Wed	7:00 am	NUR 110 - Clin Lab/Check - offs	Sign Up
Step 11, 15	Fri	7:00 am	NUR 110 - Clin Lab/Check - offs	Sign Up
Step 12, 15	Sat	7:00 am	NUR 110 E - Lab - Demo	Sign Up
Step 13, 15	Sun	7:00 am	NUR 110 E - Lab - Demo	Sign Up
Step 15, 15	Tue	7:00 am	NUR 110 - Lab - Demo	Sign Up
Step 15, 15	Tue	1:30 pm	NUR 241 - Clin Lab/Check - offs	Sign Up

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

**Summer 2015**  
 Cancellation Request  
 Refresh Practice Scheduling  
 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

Example: N110 and wound check off

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

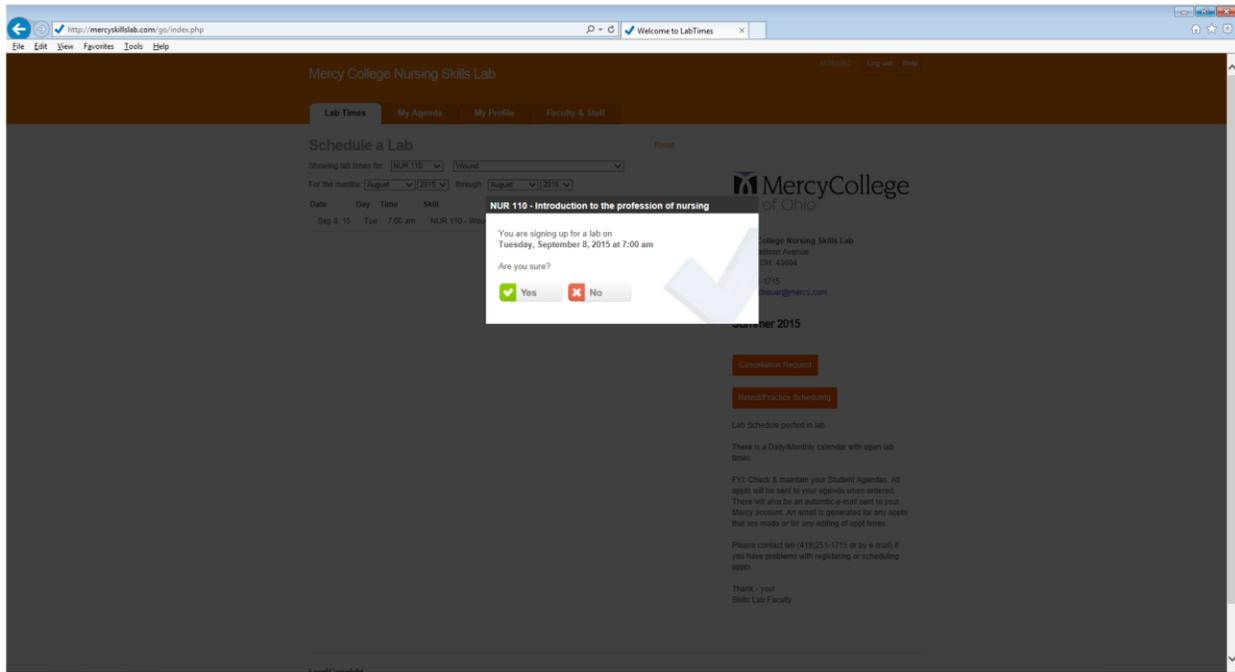
Showing lab times for: NUR 110 | Wound  
 For the month: August | 2015 through August | 2015  
 Students

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

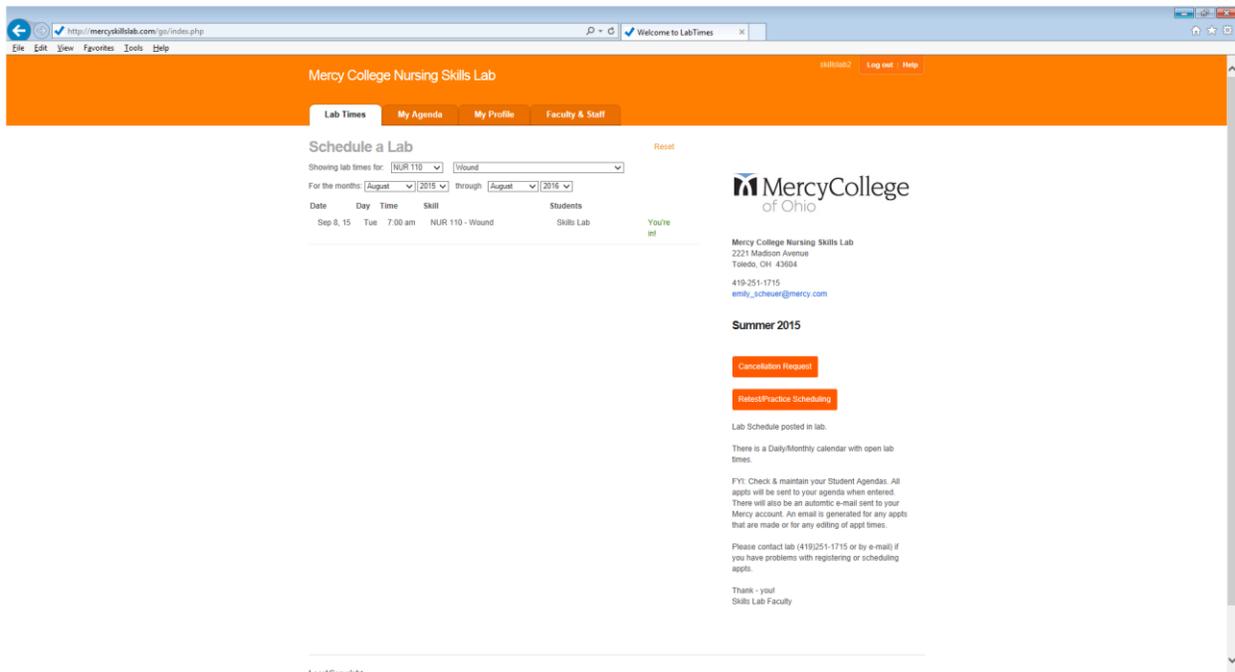
**Full Lab**  
 Mercy College Nursing Skills Lab  
 2221 Madison Avenue  
 Toledo, OH 43604  
 419-251-1715  
 emily\_scheuer@mercy.com

**Summer 2015**  
 Cancellation Request  
 Refresh Practice Scheduling  
 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

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.



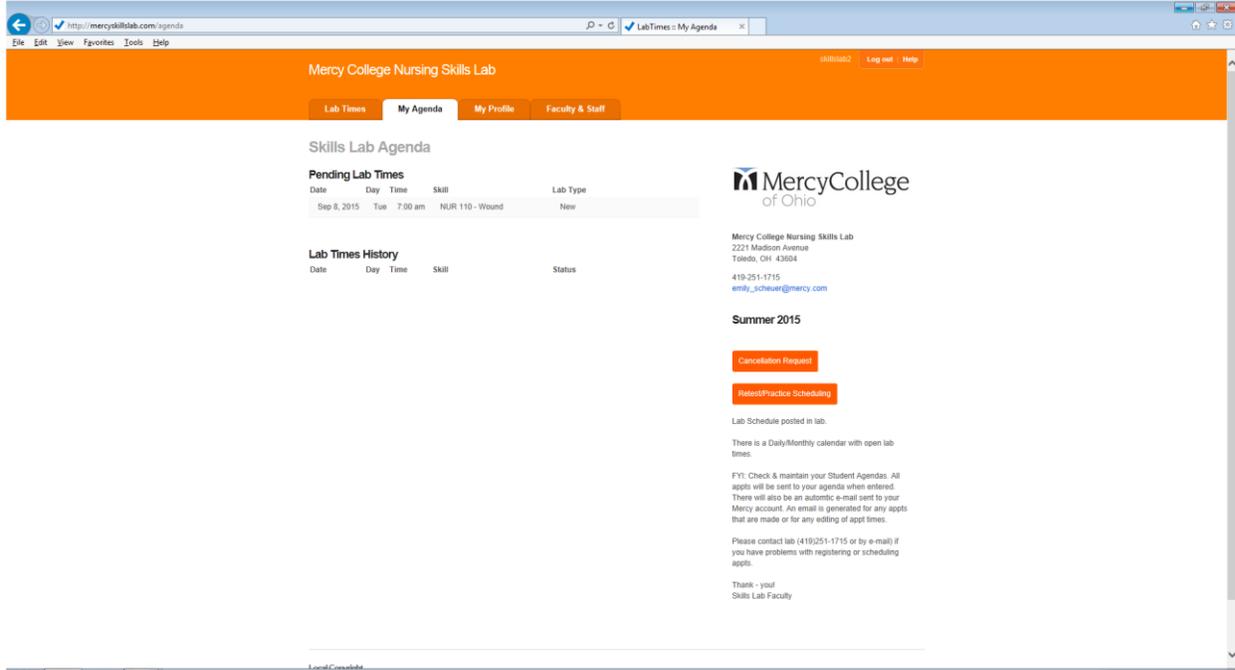
12. To view your scheduled appointments click “My Agenda”

The screenshot shows a web browser window with the URL <http://mercyalllab.com/agenda>. The page title is "Mercy College Nursing Skills Lab". The navigation menu includes "Lab Times", "My Agenda", "My Profile", and "Faculty & Staff". The "My Agenda" tab is active. The main content area is titled "Skills Lab Agenda" and contains two tables: "Pending Lab Times" and "Lab Times History". The "Pending Lab Times" table has one entry: Sep 8, 2015, Tue, 7:00 am, NUR 110 - Wound, New. The "Lab Times History" table is empty. On the right side, there is a "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 the contact info, there is a "Summer 2015" section with two buttons: "Cancellation Request" and "Refresh/Practice Scheduling". A message states: "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".

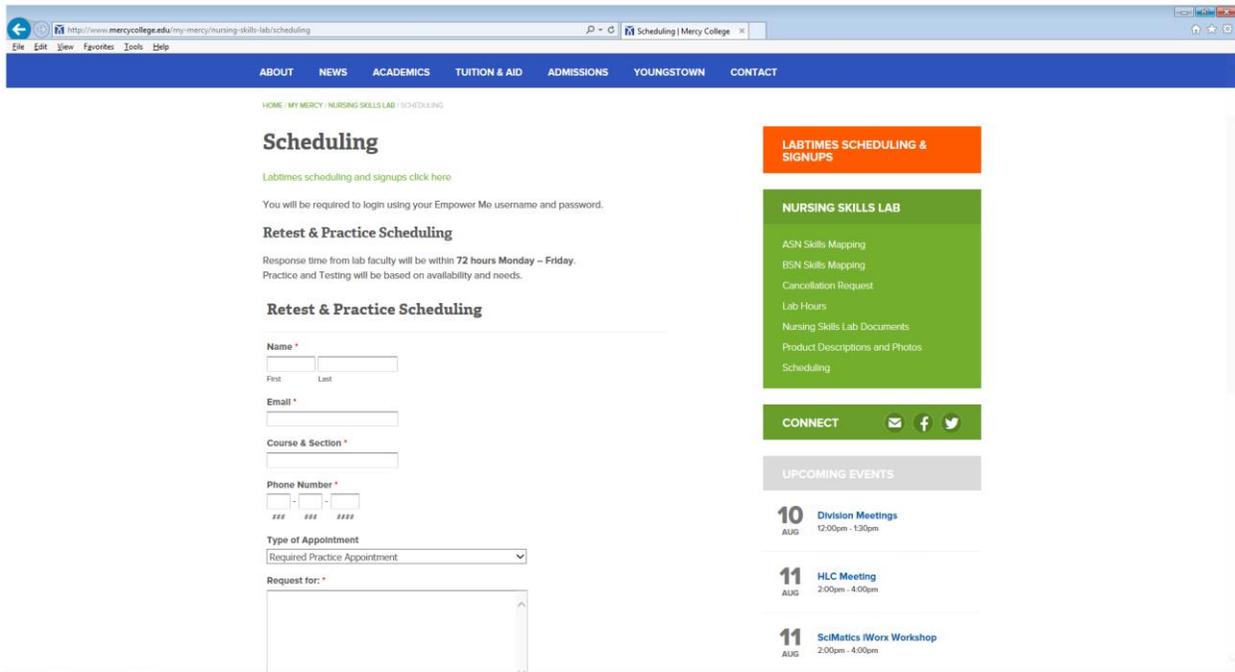
13. To cancel a skills lab appointment request click “cancellation request” and fill in the appropriate information.

The screenshot shows a web browser window with the URL <http://www.mercycollege.edu/mercy-nursing-skills-lab/cancellation-request>. The page title is "Cancellation Request". The navigation menu includes "ABOUT", "NEWS", "ACADEMICS", "TUITION & AID", "ADMISSIONS", "YOUNGSTOWN", and "CONTACT". The main content area is titled "Cancellation Request" and contains a form with the following fields: "Name \*", "Email \*", "Course & Section \*", "Phone Number \*", and "Cancelling For: (date, time and what appointment is for)". Below the form, there is a "Friendly Reminder" section: "Per nursing policy if you are unable to sufficiently attempt or complete your skills testing (check off's) by the assigned due dates, you may not be able to meet the clinical objectives. Before you cancel, please check for available time slots." On the right side, there is a "NURSING SKILLS LAB" menu with links: "ASN Skills Mapping", "BSN Skills Mapping", "Cancellation Request", "Lab Hours", "Nursing Skills Lab Documents", "Product Descriptions and Photos", and "Scheduling". Below the menu, there is a "CONNECT" section with social media icons for email, Facebook, and Twitter. Below that, there is an "UPCOMING EVENTS" section with a list of events: "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".

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



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



## 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.