

How To Find An Available Classroom-Admin Banner

This will help you find an open classroom for the criteria (dates/days/times) you've set in SSASECT for a particular section.

1. Navigate to the Meeting Times and Instructor tab.
2. Go to the Related Menu.

Schedule SSASECT 9.3.11 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 201840 CRN: 51248 Subject: ELE Course: 425 Title: Meth Tchg Comm Arts Elem Schl

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE [Insert] [Delete] [Copy] [Filter]

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
...	CLAS	08/20/2018	12/13/2018	☒	☐	☐	☐	☐	☐	☐	1445	1625	01

[1] of 1 | 10 Per Page | Record 1 of 1

INSTRUCTOR [Insert] [Delete] [Copy] [Filter]

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	M00445198	Terry, Donna E.	2.000	100	☒	☒	100

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3. Choose Query Available Class Room.

Schedule SSASECT 9.3.11 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

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Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
...	CLAS	08/20/2018	12/13/2018	☒	☐	☐	☐	☐	☐	☐	1445

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INSTRUCTOR

Search

Query Available Class Room [SLQMEET]

Elective Attribute Pool [SSAPOOL]

Building/Room Schedules [SSAMATX] Shift+F2

Specific Section Attribute [SSASATR]

4. This opens a form where you will see all the information for the section (days/times/campus/capacity) in SSASECT.
 - a. Don't change any of the information unless:
 - i. The campus is anything other than S. Campus must be S.
 - ii. You wish to search ONLY in a particular building. If that's the case, enter the building code into that field on this form. If this field is blank, the search will look at all buildings.
 - b. Choose GO.

×

Available Class Room Query SLQMEET 9.3.5 (PROD)

ADDRETRIEVERELATEDTOOLS

Meet:

Tue: ☐

Thu: ☐

Sat: ☐

From Time:

Building:

Site:

Mon: ☒

Wed: ☐

Fri: ☐

Sun: ☐

To Time:

Campus:

Capacity:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

5. You are now in the search/query. To see the results, you can either click with your mouse in the first BLUE row under Class Room Query Results, use the next section command at the bottom left of the screen, or keyboard shortcut, ALT-PageDown.

Available Class Room Query SLQMEET 9.3.5 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Meet: Mon: ☒ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐ From Time: 1445 To Time: 1625

Start Over

Building: Campus: S Site: Capacity: 12

DESIRED ROOM ATTRIBUTES

Attribute

Attribute 1

Attribute 2

Attribute 3

Attribute 4

Attribute 5

Attribute 6

CLASS ROOM QUERY RESULTS

Building	Room	Description	Campus	Site	Capacity

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Record 1 of 1

CANCEL

SELECT

SAVE

Available Class Room Query SLQMEET 9.3.5 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Meet:

Mon: ☒

Tue: ☐

Wed: ☐

Thu: ☐

Fri: ☐

Sat: ☐

Sun: ☐

From Time:

To Time:

Start Over

Building:

Campus:

Site:

Capacity:

DESIRED ROOM ATTRIBUTES

Attribute

Attribute 1

Attribute 2

Attribute 3

Attribute 4

Attribute 5

Attribute 6

CLASS ROOM QUERY RESULTS

Building	Room	Description	Campus	Site	Capacity
ARTX	0000A	0000A THE Class Laboratory	S		12
ARTX	0005A	0005A THE Class Laboratory	S		22
ARTX	0009	0009 THE Class Laboratory	S		23
ARTX	0010	0010 THE Class Laboratory	S		20
BRIK	0101	0101 Gallery	S	ADM	20
BRIK	0208	0208 ART Class Laboratory	S	ADM	18
BRIK	0210	0210 ART Class Laboratory	S	ADM	15
BRIK	0226	0226 ART Class Laboratory	S	ADM	18
BRK1	0113	0113 Printmaking Laboratory	S		28
BRK1	0116	0116 Advanced Ceramic Studio	S		41
BRK1	0200	0200 Motion Capture Lab	S		16
BRK1	0208	0208 Photography Darkroom	S		32
BRK1	0210	0310 Photography Darkroom	S		34
BRK1	0211	0211 Photography Classroom	S		24
BRK1	0217	0217 Smithing & Polishing Studio	S		28
BRK1	0220	0220 Photography Digital Printer Room	S		20
BRK1	0225	0225 Photography Grad Studio	S		22
BRK1	0300	0300 Art Design Classroom	S		16
BRK1	0302	0302 Graphic Design Studio Classroom	S		20
BRK1	0304	0304 Graphic Design Printing Studio	S		18

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You will be able to see all rooms that fit the criteria of your section. Be sure to pay attention to the number of results, results per page, and number of pages.

6. Once you find the room you want, double click on the room number and that building/room will be assigned to your section in SSASECT automatically.

Things to keep in mind with this search:

- All rooms fitting your section's criteria will return in the results list. This means that computer labs, photography studios, darkrooms, classroom labs, etc. will all show. You will continue to follow all the set guidelines when choosing a room, including but not limited to:
 - If it's not your lab, you cannot use it without express permission of the department who controls it.
 - If it's priority scheduling, only use your priority rooms.
 - Watch capacity levels.
- You can sort the results by building or capacity by clicking on the column titles. This will sort your results by these fields. The search is automatically returned by building.
- The campus must be a campus of S. If you've built a section with any other campus and need to find a room, you will need to change the campus code to S on step #4.
 - This may be an issue for classes that meet off campus but come back to campus for 2-3 specific meeting days.