

How To Look At Building/Room Schedules-Admin Banner

This will show you the building/room schedules for any term you choose.

1. Navigate to the Meeting Times and Instructor tab for any CRN, including one not yet scheduled.
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 Start Over

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

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

Record 1 of 1

3. Choose Building/Room Schedules.

Schedule SSASECT 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS

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...	CLAS	08/20/2018	12/13/2018	☒	☐	☐	☐	☐	☐	☐	1445

Record 1 of 1

INSTRUCTOR Insert Delete Copy Filter

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

Record 1 of 1

Search

Query Available Class Room [SLQMEET]

Elective Attribute Pool [SSAPOOL]

Building/Room Schedules [SSAMATX] Shift+F2

Specific Section Attribute [SSASATR]

Cross List Definition Query [SSAXMTI] F3

Course Section Detail [SSADETL]

Building/Room Schedule SSAMATX 9.3.5 (PROD)

ADD RETRIEVE RELATED TOOLS 1

BUILDING/ROOM SCHEDULE

Basic Filter Advanced Filter

Building Room Campus Mon Tue Add Another Field ...

Clear All Go

Building	Room	Campus	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Term	Start Date	End Date	Subject	Course	CRN	Cross List	Function
Query Term 201840																			

Enter a query; press F8 to execute.

- Input the Building Code you wish to view in the Building filter box and the Room Code you wish to view in the Room filter box.
- Drop the "Add Another Field" drop down list and select TERM. Add the term you wish to view in the Term filter box.
- Choose GO.

BUILDING/ROOM SCHEDULE

Basic Filter Advanced Filter

Building Room Campus Mon Tue Add Another Field ...

Clear All Go

Building	Room	Campus	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Term	Start Date	End Date	Subject	Course	CRN	Cross List	Function
Query Term 201840																			

Insert Delete Copy Filter

BUILDING/ROOM SCHEDULE

Basic Filter Advanced Filter

Building Room Campus Mon Tue Term Add Another Field ...

Clear All Go

Building	Room	Campus	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Term	Start Date	End Date	Subject	Course	CRN	Cross List	Function
Query Term 201840																			

Insert Delete Copy Filter

7. You will now see the schedule for the building/room/term filter fields you chose.

BUILDING/ROOM SCHEDULE												Insert	Delete	Copy	Filter
Active filters: Building: STRO Room: 0004 Term: 201840 Clear All												Filter Again			
Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function				
STRO	...	0004	S	TR	0930-1045	201840	20-AUG-2018/13-DEC-2018	PLS	101	47721					
STRO	0004	S	MWF	1010-1100	201840	20-AUG-2018/13-DEC-2018	BIO	373	42323						
STRO	0004	S	TR	1100-1215	201840	20-AUG-2018/13-DEC-2018	MGT	408	52965						
STRO	0004	S	MWF	1220-1310	201840	20-AUG-2018/13-DEC-2018	BIO	367	54524						
STRO	0004	S	TR	1230-1345	201840	20-AUG-2018/13-DEC-2018	LLT	121	45380						
STRO	0004	S	MWF	1325-1415	201840	20-AUG-2018/13-DEC-2018	KIN	360	45133						
STRO	0004	S	TR	1400-1515	201840	20-AUG-2018/13-DEC-2018	HST	122	41624						
STRO	0004	S	M	1430-1625	201840	20-AUG-2018/13-DEC-2018	MED	365	41411						
1 of 1 10 Per Page												Record 1 of 8			
Query Term = '20184'															

8. You can export this information to an Excel spreadsheet. Choose Tools, Export.

Building/Room Schedule SSAMATX 9.3.5 (PROD)

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ADD

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RETRIEVE

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RELATED

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TOOLS

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BUILDING/ROOM SCHEDULE

Active filters:

Building: STRO

Room: 0004

Term: 201840

Clear All

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	
STRO	...	0004	S	TR	0930-1045	201840	20-AUG-2018/13-DEC-2018	PLS	101	47721
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STRO	0004	S	M	1430-1625	201840	20-AUG-2018/13-DEC-2018	MED	365	41411	

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Per Page

Query Term

= 20184

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Search

ACTIONS

RefreshF5

ExportShift+F1

PrintCtrl+P

Clear RecordShift+F4

Clear DataShift+F5

Item Properties

Display ID Image

9. When viewing this schedule, pay special attention to the Begin and End Dates column. This will tell you when you can expect the room to be taken during the term. This information is pulled from the Part of Term field that the section has been built with in SSASECT.

Active filters:

Building: STRO

Room: 0004

Term: 201840

Clear All

Filter Again

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function
STRO	...	0004	S	TR	0930-1045	201840	20-AUG-2018/13-DEC-2018	PLS	101	47721	
STRO		0004	S	MWF	1010-1100	201840	20-AUG-2018/13-DEC-2018	BIO	373	42323	
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STRO		0004	S	M	1430-1625	201840	20-AUG-2018/13-DEC-2018	MED	365	41411	

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Record 1 of 8

Query Term = '20184'

10. If you need to change the filter information, Choose FILTER AGAIN. This will take you back to the filter you just built, where you can change or add information. Once you exit this form, you cannot access your filter again.

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Building/Room Schedule SSAMATX 9.3.5 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

▼ BUILDING/ROOM SCHEDULE

Insert

Delete

Copy

Filter

Active filters:

Building: STRO

Room: 0004

Term: 201840

Clear All

Filter Again

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function
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Per Page

Record 1 of 8

Query Term

= '20184'

Things to keep in mind with this search:

- This schedule only shows sections of classes that have been scheduled in Admin Banner. This will never show events scheduled into building/rooms.
- You can use this tool to troubleshoot issues with your priority rooms if you find that you aren't able to schedule in your priority rooms during priority scheduling.
- You can use this tool to see when you would be able to schedule a section of a class into a specific building/room.
- This schedule is term specific. Be sure to add the term filter in # 5. Otherwise, the search will return terms 2009-forward.