

Add or Change Classroom

Introduction

Classrooms are maintained on the Meetings tab in the Schedule of Classes. There are two fields in which classrooms can be requested: Facility ID, in which one of a department's reserved classrooms can be assigned; and Requested Room, in which one of the University Registrar's reserved rooms can be requested.

The University Registrar's office uses the data entered into the Facility ID and Requested Room fields to assign classrooms in our online reservation system. Final classroom assignments are loaded from our reservation system into SIS.

Please note: SIS does not check for classroom scheduling conflicts. Departments should take care not to double book the classrooms for which they have responsibility. The University Registrar's Office reviews the rooms requested in the Requested Room field and will resolve scheduling conflicts for rooms owned by the University Registrar's Office.

This guide will describe how to add a classroom or change a classroom listed on a class section.

This change cannot be made when Display in Class Search is checked. If the Display in Class Search checkbox is checked and a classroom change needs to be made, contact courses@case.edu for assistance. For more on the Display in Class Search checkbox, see the guide The Finished Product.

Add or Change a Classroom

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.
3. Click Look up **Term** and select the appropriate term from the list.
4. Click **Search**.

All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. The **Basic Data tab** appears. Click the **Meetings** tab.

Before making changes to the Meeting Pattern, please make sure that you are on the correct class section by looking at the **Class Section** field. If necessary, use the arrow buttons at the top of the box to locate the correct section.

6. First, decide what type of classroom is to be used: a classroom assigned to your academic organization or a classroom managed by the University Registrar?
7. **Decision:** What type of classroom do you want to use?
 - Classroom assigned to my academic organization Go to step 8.
 - Classroom managed by the University Registrar Go to step 13.

8. If any data exists in the **Requested Room** field, delete it.

9. Click the **Look up Facility ID** icon.

10. A list of all classrooms assigned to your academic organization or available for general assignment appears in the search results. Select the appropriate room.

The following Facility IDs will be available in the **Facility ID Look Up** screen:

- Classrooms reserved for the department
- General Assignment rooms not scheduled by the University Registrar
- TBA (to be determined)
- TBS TBS (to be scheduled - use this to signal that the Requested Room field is being used as well)

11. The room's code appears in the **Facility ID** field. Its capacity appears in the **Capacity** field to the right.

12. Click the **Save** button.

This completes the process of adding or changing a classroom. The remaining steps apply to other paths.

13. If any data exists in the **Facility ID** and **Requested Room** fields, begin by deleting it.

14. Type **TBS TBS** in the field or click the **Look up Facility ID** icon and select **TBS TBS**.

15. Click the **Look up Requested Room** icon. The Look Up Requested Room search window appears. All rooms managed by the University Registrar and those for General Assignment appear in the search results. To find a room within the search results, use the search fields at the top of the page. For example, search for a building by the first letter in its name.

16. All rooms in buildings beginning with the letter appear in the search results. Select the appropriate room.

17. Click the **Save** button.

This completes the process of adding or changing a classroom.

Refer to other guides to assist with additional edits to the schedule of classes.