Classroom assignment in R25.

- E-mail
- Time
- Many Hands

Requestor sends classroom request via E-mail to rooms@towson.edu.

Registrar's Office receives/reviews. Forwards it to building coordinator.

Building Coordinator reviews/approves and sends back to Registrar for assignment.

Requestor receives confirmation. Holds orientation, advising session, exam, etc. ECS never notified.

Registrar's Office assigns classroom in R25. Sends confirmation back to requestor.
**Classroom assignment in 25Live.**

- No E-mail Messages
- Real Time/Less Time
- Less Hands

Requestor enters classroom request into 25Live, populating the required information. Can view availabilities to make a better location choice.

Building Coordinator reviews/approves and assigns the classroom. Sends confirmation to the requestor.

Registrar’s Office assigns classroom in R25. Sends confirmation back to requestor.

Requestor receives confirmation. Holds orientation, advising session, exam, etc.

Workflow sends a notification to ECS on all assigned classrooms.
**Event Types**

- Help identify the event
- Limited to “catch most”
- Further identify event in the Event Name field or Comments Section
- Each asks Specific and/or Different Questions
- Geared toward Requestor

### Event Types Created to Support Events and Meetings

<table>
<thead>
<tr>
<th>Event Types Created to Support Events and Meetings</th>
<th>When To Use</th>
<th>Event Types Created to Support Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Class in UU or WC</td>
<td>Use when requesting space in UU or WC for a one-day Academic Class.</td>
<td>Advising Session</td>
</tr>
<tr>
<td>Department Event</td>
<td>Use when the Department is hosting an Event—food, parking, staffing, housekeeping, etc.</td>
<td>Orientation Session</td>
</tr>
<tr>
<td>Department Meeting</td>
<td>Use when a Meeting is by the Department—may have food, parking, staff, housekeeping, etc.</td>
<td>Service/Maintenance</td>
</tr>
<tr>
<td>Department Sport/Recreation</td>
<td>Only use when a Department is requesting Campus Rec Sports space—BU Field, BU Gyms, etc.</td>
<td>Study Session / Makeup Exam</td>
</tr>
<tr>
<td>Department Tabling</td>
<td>Use when a Department is Tabling in your building.</td>
<td>Training Session</td>
</tr>
<tr>
<td>External*</td>
<td>Use when an outside agency, company is requesting your space—*should come through ECS first to ensure university contractual and insurance requirements are met.</td>
<td></td>
</tr>
<tr>
<td>Student Org Event</td>
<td>Use when an Event is being planned by a University Registered Student Organization—food, parking, staffing, contract, licensing agreements, etc.</td>
<td></td>
</tr>
<tr>
<td>Student Org Meeting</td>
<td>Use when a Meeting is being planned by a University Registered Student Organization—food, parking, staffing, contract, licensing agreements, etc.</td>
<td></td>
</tr>
<tr>
<td>Student Org Sport/Recreation</td>
<td>Only use when a student organization is requesting Campus Rec Sports space—BU Field, BU Gyms, etc.</td>
<td></td>
</tr>
<tr>
<td>Student Org Tabling</td>
<td>Use when a University Registered Student Organization is requesting tabling in your building.</td>
<td></td>
</tr>
</tbody>
</table>

### When To Use

- **Yes, Answer the two sections of event related Questions**
  - Only answer three required questions. Indicate “INTERNAL USE ONLY”
Event Questions (are tied to the Event Type selected and requestor’s Security Group)

- Two sections, “Additional Event Information” and “Requirements”
- Helps Building Coordinator identify what is going on in the building
- Helps ECS, COFAC, Campus Rec Sports, and Sports Complex determine which services are needed to support the event or meeting
- Identifies which events or meetings require a contract and insurance
- Each Security Group has different “Required” Fields within the Wizard/Form

The event questions differ for each event type selected; and are “required” for some security groups and not others. For example, Building Coordinators and Academic Schedulers have limited “required” questions to answer (due to the number of requests made by them to support their academic department). **Note:** The event questions are visible but are not “required” for the form to successfully submit; allowing them the ease of requesting academic space and the opportunity to complete the questions when hosting an event.

Remember, the two sections of questions should be answered for all event related use; while they can be omitted for all other classroom use related to academic departments.

**Important!** When you reserve a classroom or when you approve/assign a classroom to support academic departments (those event types listed on page 3), indicate **Internal Use Only** in the Event Title field. No other event questions need to be answered.
Your role as the building coordinator is to understand what is going on in the building. Before assigning the requested space...

- Click the Details Tab to get a better understanding of details of the request
- Has the academic schedule been finalized and is the classroom available for use?
- Remember your Policies
  - Use of Union space first
  - How to Handle Weekends
  - How to Handle Food, Security, Parking, Etc. (were questions answered?)
  - How to Handle Access to the Classroom
- Can assign another, more appropriate, classroom within your assignment policy
- Send e-mail confirmation to requestor

From the Tasks Tab, review the classroom requests. 1. Click the First Date column to sort in ascending/descending date order. 2. Click Assign?/Deny? from the Tasks List if the request makes sense. 3. To gain further information regarding the classroom request click the name of the Event.
ASSIGNING/APPROVING CLASSROOMS FROM THE EVENT

Review the information provided by the requestor through Details.

- Check the Event Type (student group)
- Review answers to questions regarding food, guests, etc.
- Does the meeting repeat?

Click the Details Tab to get a better understanding of the details. The left side of the screen will offer you additional information such as head count, description and/or comments from the requestor and answers to the questions from the wizard. This will help you determine whether to assign or deny the classroom.

The right side of the screen offers you the dates, times, requested location as well as any additional occurrences. Click on Tasks to Approve/Deny.
ASSIGNING/APPROVING AN ALTERNATE LOCATION

At times you may have to assign another location within your assignment policy.

- Not an appropriate room
- Food not permitted
- Disturb a scheduled class

When needed, assign an alternate room through the 4. Edit this Event. The Event Wizard will open. 5. Click on Locations (to the left) which will take you to the Locations field in the wizard. 6. Select Search by Location Name...
ASSIGNING/APPROVING AN ALTERNATE LOCATION

Searching for the alternate location.

- Your starred locations (your favorite classrooms)
- By Location Name
- Saved Searches
- Advanced Searches

7. Enter the alternate room number, press Enter.
8. Select the room (selected locations move to the right). Click Save.

You will have to “deny” the initial classroom request as it is still in your Tasks list.
While in the Event Wizard repeat occurrences will show up in a couple of areas. First, it will show up in the Event Details (to the left). You may click on the Repeats every week on... link to open the occurrences.
Navigating repeat occurrences.

While in the Event Wizard repeat occurrences will show up in a couple of areas.

Second, when in the Selected Locations Field they will also appear to the right under the classroom assignment. You may click View and Modify Occurrences to make changes.
To request a location outside of your assignment policy or to reserve one of your own classrooms, click “Create an Event.”

Click Create an Event to request a space in other buildings or when you must reserve one of your own classrooms.

Requests outside of your assignment policy will be forwarded via workflow to the appropriate assigner.

Requests made by you for your own locations will automatically confirm. They will not go to your Tasks lists for your approval.

Exercise 1:

From: Walsh, Beth
Sent: Saturday, September 10, 2016 3:06 PM
To: Walsh, Beth <bwalsh@towson.edu>
Subject: Sunday, Oct 2 and Oct 9, 2016 - Electrical Outage

Hi Building Coordinator,

This message is to notify you Facilities Management is planning an electrical outage in (one of your classrooms) on Sunday, October 2 from 10a to 12n and then again on Sunday, October 9. Please reserve this classroom for this outage/upgrade.

Beth Walsh · Facilities Management
Test Message to Building Coordinators to schedule a classroom through 25Live

Steps to Exercise 1:

1) Home Page → Dashboard → Create an Event

2) Follow Wizard → Enter an Event Name that anyone would Understand → Use correct Event Type → Enter Correct Primary Organization → Repeats YES → Navigate Dates → Search by Location Name... → Select the Classroom (did it move to the right?) → Enter the correct Requestor’s Name → Any Comments → Save
Changing room assignments and working with occurrences.

Exercise 2:

From: Walsh, Beth  
Sent: Saturday, September 10, 2016 3:26 PM  
To: Walsh, Beth <bwalsh@towson.edu>  
Subject: Sunday, Oct 2 and Oct 9, 2016 - Electrical Outage

Hi Building Coordinator,

This message is to notify you of several changes to a scheduled electrical outage. BGE has decided to complete the upgrade on Sunday, October 2 and will not need the additional date of October 9. Please release (one of your classrooms) on Sunday, October 9th.

We will, however, take this opportunity to upgrade the electric in (another classroom you assign) on Sunday, October 2 from 10a to 12n. Please reserve both classrooms for this upgrade on the 2nd.

Steps to Exercise 2:

1) Home Page → Dashboard → Quick Search → Enter the Event’s Name → Locate and click on the Correct Event

2) Click Edit this Event→Click Repeats every...→Type a comment in correct date→Change Status to Cancelled→Click on Locations→Click Search by Location Name...→Enter the Building and Room number, press Enter→Select the additional room (did it move to the right?)→Save
**WHAT'S GOING ON IN YOUR CLASSROOMS? AT A GLANCE...**

First, Location Searches must be created to include all of your classrooms (Suzanne and Beth can assist).

From the Home Tab (upper left), click on the Availability Tab (to the right). Using the drop down menu, select the correct search. Navigate the date. Mouse over events to get further details.
## Building Coordinator’s Role

**Your friends, are…**

<table>
<thead>
<tr>
<th>Chrome or Mozilla Firefox</th>
<th>Refresh button</th>
<th>Toggle between Mobile Version and Desktop Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starred Rooms (your favorites)</td>
<td>Starred Searches and Reports</td>
<td>Suzanne Hill, Registrar’s Office, 410.704.4347</td>
</tr>
<tr>
<td>Yolanda Carter, Registrar’s Office, 410.704.5236</td>
<td>Ali Vallespin, ECS, 410.704.2058</td>
<td>Beth Walsh, ECS, 410.704.2318</td>
</tr>
</tbody>
</table>

**Watch out for…**

<table>
<thead>
<tr>
<th><strong>What?</strong> Wonky room numbers in your Tasks List.</th>
<th><strong>What?</strong> Strange error messages regarding assignment policy, e.g., “Locations can’t be approved…there is not security group…”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Help:</strong> Call a friend.</td>
<td><strong>Help:</strong> Call a friend.</td>
</tr>
</tbody>
</table>