



Rooms (Resource Allocator)

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Rooms

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This tab allows you to set up information for the rooms at the campus. Rooms can be assigned to a specific department or subject area. They also can be designated according to certain criteria, characters, or equipment. Free times and courses can be set up for the room, and the room schedule can be printed.

Add data:

- Existing rooms are displayed in order by room number.
- If more roomss are retrieved than can be displayed on one page, you can [page through the list](#).

Click **+Add** to add a room. The fields in the free-form area below the grid are enabled.

Field	Description
Room	Type the room number, up to four characters. If a room is listed on this tab and assigned to an instructor (i.e., Rsrvd Room field on Maintenance > Master Schedule Generator > Resource Allocator > Instructors), the room will be assigned to the courses rather than the instructor.
Seats	Type the number of seats available in the room.
Dept	Select the code indicating the academic department with which the room is associated. Department codes are established on Maintenance > Master Schedule Generator > Tables > Departments .
Subj Area	Select the code indicating the academic area with which the room is associated. Subject area codes are established on Maintenance > Master Schedule Generator > Tables > Subject Areas .
Desig #	Select up to three codes indicating how the room is designated, such as criteria, characteristics, or equipment. Designator codes are established on Maintenance > Master Schedule Generator > Tables > Designators .
Study Hall	Indicate if the room can be used for a study hall.

Field	Description		
Free Time	Set up free times for the room.		
	Click +Add under Free Time . A blank row is displayed in the Free Time grid.		
	<table><tr><td>Type</td><td>Select the code indicating the type of free time.<ul style="list-style-type: none">• F-Fixed free time cannot be changed during the master schedule generation process.• S-Selectable free time can be changed during the master schedule generation process.</td></tr></table>	Type	Select the code indicating the type of free time. <ul style="list-style-type: none">• F-Fixed free time cannot be changed during the master schedule generation process.• S-Selectable free time can be changed during the master schedule generation process.
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	<table><tr><td>Days</td><td>Select the code indicating the day or combination of days that the room should not be scheduled.</td></tr></table>	Days	Select the code indicating the day or combination of days that the room should not be scheduled.
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Courses	<table><tr><td></td><td>Delete a free time period. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</td></tr></table>		Delete a free time period. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save . You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No . You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
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	Set up courses that can be assigned to the room.		
	Click +Add under Courses . A blank row is displayed in the Courses grid.		
	<table><tr><td>Course</td><td>Click  to select the course. The course title is displayed in the Title field.</td></tr></table>	Course	Click  to select the course . The course title is displayed in the Title field.
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<table><tr><td>Max Sections</td><td>Type the maximum number of sections that can be assigned to the room per semester.</td></tr></table>	Max Sections	Type the maximum number of sections that can be assigned to the room per semester.	
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