

ROOM CATALOG

The StudentPlus **Rooms** option allows you to create and update records for every classroom in every building in your school district and to report on the information in these records. Each record includes the room’s building number, name, maximum seats, period restrictions, and comments. The building and rooms you have access to are determined by your Pentamation security setup.

Information in the **Room Catalog** is used throughout the **StudentPlus** Demographics system. For example, room numbers are used in Demographics when you assign a homeroom number to a student. In addition, the **Room** table is used in Scheduling to validate the **Room** field in the Master Schedule.

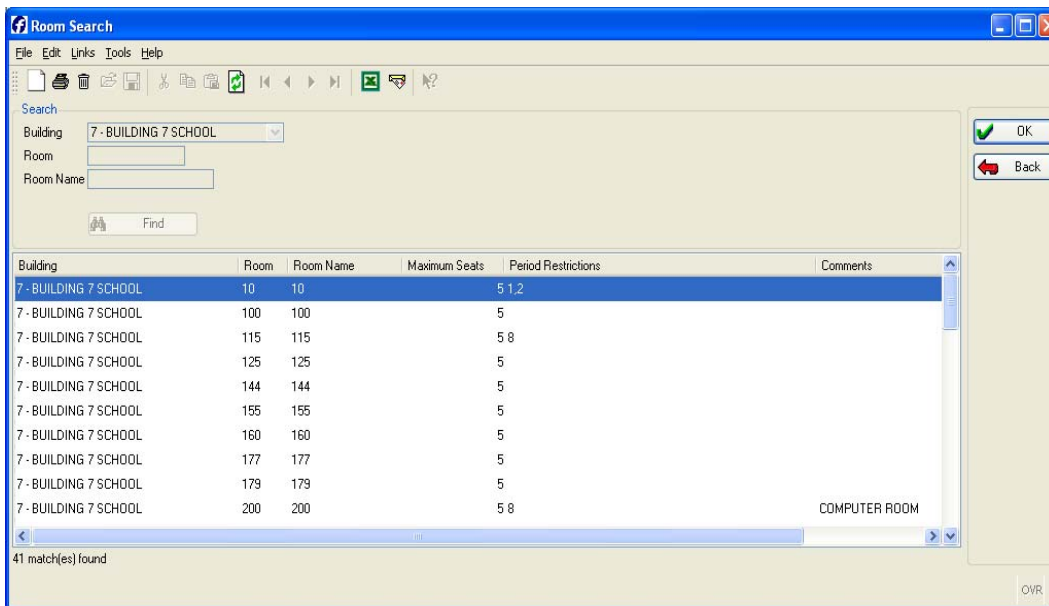
Room Search Window

The **Room Search** window allows you to enter criteria to find specific rooms defined for the building entered in the **Building** field. When you select a room record from the **Search Results** list section, the application displays the **Rooms** window with details for the selected room.

Menu Access:

Applications > Building Administration > Rooms.

Sample Room Search Window Search Area – Field Descriptions



BUILDING – Displays the number and name that identifies the building for the search.

ROOM – Holds the room number (up to five alphanumeric characters).

ROOM NAME – Holds the name of the room (up to 20 characters).

Procedure to search

- 1 To limit a search for rooms in your default building, click **Find** or **OK** and a list of rooms created will display in the window at the bottom of the screen. If you have access to multiple buildings you can click on the down arrow – to select another building. Click on the alternate building for your search and you are returned to the **Search** area.
- 2 To further define your search you can enter a room number or the room name and click **Find**. To search for a room assigned to a teacher, enter the first few letters of the teacher's last name in the **Room Name** field and an asterisk (*) and click **Find**.
- 3 The room associated with the teacher will display in the window at the bottom of the screen. Double click on the room and the **Rooms** window will display with details regarding the room.
- 4 You may update information in the **Room Name**, **Maximum Seats**, **Period Restrictions**, and **Comments** fields. When update is complete click **OK** to save any changes.

Rooms Window

This window displays when you add a new room or when you select a previously defined room from the **Room Search** window. Once you have a list of rooms in the **Room Search** window, click on the room desired and the **Rooms** window will display with details regarding the room.

Room Information – Field Descriptions

BUILDING -Displays the number and name that identifies the building selected from the search. No access to this field is allowed on the **Rooms** window.

ROOM – Displays the room number or code, up to five characters. The system will include a code of N/A (Not Assigned) for all buildings.

ROOM NAME – Displays the name of the room, up to 20 characters. The room number or code will default while in the ADD mode. The room name appears next to the room code on the standard report card, therefore is it recommended you enter the homeroom teacher's name in this field in the following format with no commas SMITH JOHN L.

MAXIMUM SEATS – Holds the maximum number of seats available in the room. The value entered in this field defaults to the Scheduling system's Master Schedule as the value for the number of seats available for the course/section.

PERIOD RESTRICTIONS – Enter the periods, separated by commas, to indicate when this room is unavailable for assignment. For example, enter 1,2 if the room is **NOT** available for periods one and two. This information appears on both the **Room Availability Report** and the **Room Utilization Report** in Scheduling.

The **Scheduling system's Master Schedule uses the Period Restrictions field**. If you attempt to schedule a class for a room during a period when that room is **NOT** available, you will receive a warning.

COMMENTS – Enter additional information (up to 40 characters) about the room. For example, a description of any special features such as WHEELCHAIR ACCESS.

CONTINUOUS – When adding multiple rooms to a Room Catalog, clicking the **Continuous** checkbox prior to clicking **OK** to save your entry, will clear the window in order to enter the next room for the building.


Add Rooms

Create a record for every classroom or homeroom in each building in the school district.

Menu Access:

Applications > Building Administration > Rooms.

Procedure

On the toolbar, click . The application displays the **Rooms** window. After entering all required information, click **OK** to save the record.

Update Room Information

You can update any field on a room record except **Building** and **Room Number**. If the Building or Room Number is incorrect you must delete the existing record and add the room again.

Menu Access:

Applications > Building Administration > Rooms.

Procedure

- 1 In the **Room Search** window, specify the search criteria (select the **Building**, **Room Code**, or **Room Name**) then click **Find**. The search results display in the list section of the window. To view all rooms click **OK**.
- 2 Select the room you want to view and click **OK**. The application displays the **Rooms** window.
- 3 To update room information, make the appropriate changes, then click **OK** to save the updated information.


Delete a Room

You should **NOT** delete any rooms in which classes have been scheduled in the Scheduling system's **Master Schedule** or to which students have been assigned a homeroom in **Demographics**.

Menu Access:

Applications > Building Administration > Rooms.

Procedure

- 1 In the **Room Search** window, specify the search criteria (select the **Building**, **Room Code**, or **Room Name**) then click **Find**. The search results display in the list section of the window.
- 2 Select the room you want to delete then click  on the toolbar. The application displays a confirmation prompt. To delete the room, click **Yes**.

Note: The system will allow you to delete a room that has students and courses attached. However, when you view the student or course you cannot leave the screen without entering a valid room.

Room Catalog Listing (Rooms.rpt)


The **Print** icon located on the tool bar at the top of the **Room Search** window enables you to create a report of room information stored in the **Room Catalog** for the building number entered in the **Building** field. You can save the report to a file, view it on your terminal, or send the report directly to the printer.

Menu Access:

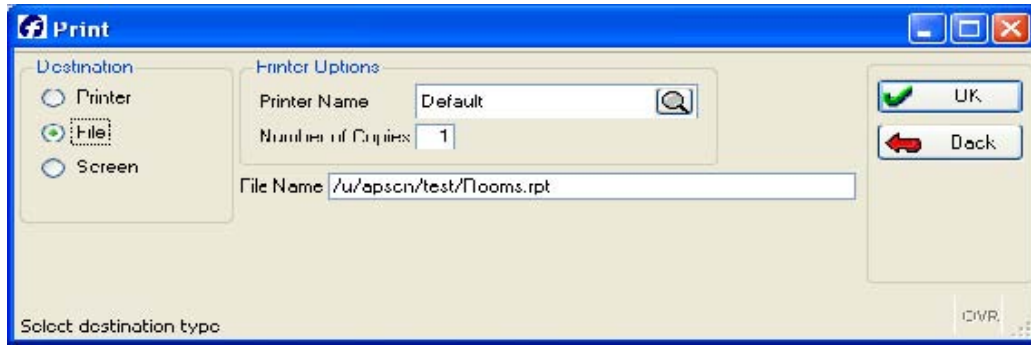
Applications > Building Administration > Rooms.

Procedure

Enter search criteria in the Room Search window to identify the rooms you want to include on the Room Listing then click Find.

On the toolbar click . The following screen displays.

Select the destination/printer option for your report (**Printer**, **File**, or **Screen**) then click **OK**.



See the **Reports** section of this guide for more information on how to print or view reports saved as a file.