Student Systems Suite
Event Classroom Scheduling
Table of Contents

REQUEST TO SCHEDULE A CLASSROOM FOR ANY EVENT ...............................................3
CANCEL OR MODIFY A SCHEDULED EVENT .................................................................13
CHECK ROOM AVAILABILITY.........................................................................................18
Request to Schedule a Classroom for Any Event

Log into the University Timetabling web site by using your career account username and password.

On the left side of the screen are drop down buttons.
- Click on the plus sign (+) next to Event Management drop down button.

B. Click on Add Event

C. Always select the “Special Event” option.

D. Select the Academic session for which you are requesting to schedule the event.
   - If you are requesting an event that spans over one academic session, you must first schedule it for the current session, save it, select an additional session, and click save.
   - Enter the “Expected Size” for the event you are requesting.
E. Select the date of the event using the calendars shown.
   - To schedule multiple days, click on each day that you want the event scheduled. **Note:** use this method only if the events are scheduled for the same time each day.
   - If you wish to schedule the entire month, you may select the upper corner and the entire month will be selected. You can click “deselect” by clicking the “not selected key” and selecting the appropriate dates.

![Calendars showing dates and times]

**NOTE:** If choosing multiple days your start and stop time must be constant otherwise you must choose multiple events (the dates that are highlighted in yellow have been selected).

![Calendars showing dates and times]

F. Choose the time of the event
   - To choose the time you want click on the down arrow next to the time to start and the time to end/stop, make sure you choose either a.m. or p.m. it is very easy to get mixed up.

![Time selection interface]

---

**Event Classroom Scheduling**

Page 4
G. Select the time of the event.

A. If you know the type of rooms you are requesting, you may select the appropriate box, otherwise leave it blank.

B. Choose the Building and/or Room Number you wish to schedule.

C. Enter the necessary “Room Capacity” if you know it.
   **NOTE:** You cannot schedule a room if the expected size is greater than the room capacity.

D. “Room Groups” may also be used to help narrow your search for a desired location.
   **NOTE:** By selecting the “Central Campus”, “North Campus” or “South Campus” box, your search results will appear within these locations.

E. “Room Features” may also be selected if you wish to narrow your search for a location, which is inclusive of the features listed.
   **NOTE:** If you choose the room features your search will only bring back those rooms that have these features.

Once you have selected or entered the above field you are ready to bring back all locations matching your specified criteria.

- Click on the “Show Availability” button either at the top or bottom of the screen.
• Click on the building & room you want and it will be highlighted.
  o If the rooms are grayed out then the room is busy.
  o If one of these times is what you want, and the cell is blank click in the empty
    area and it will be highlighted in yellow. If the field appears in gray, this room is
    currently scheduled for the specified time.
  o From here you can either “Continue” with the request or “Change the Request”
    by clicking on one of the appropriate button at the top or bottom of the screen.

![Available Rooms For 9:30a - 11:30a](image)

• Enter the Event Name On the Add Event Info screen. Make sure the request is correct,
  this is a must
  o Here you can add extra “email addresses” for other people to receive your
    request or “Additional Information”.
  o If this is for a “Student Organization” you must select the organization with
    which the event is associated (see print screen below).
In the “Main Contact:” place you name (First, Middle, Last). You may choose to use the lookup ICON that will provide you with any matching records from LDAP, as well as other sources, and then select the individual. You may see multiple records for one individual; however you only need to select one record. Each of the records will pull back the same information on an individual. This individuals name, email address and phone number will be populated (see print screen on previous page).

If you choose to have the requested event sent to another individual when scheduled, you may specify their email in the “Additional Emails” box.

Any additional information may also be stored in the “Additional Information” box.

Double check the scheduled events, at the bottom of the screen, to make sure they are what you want. This information is what has been submitted in the initial request.

Click on the “Submit” button.

You will receive an email of your event request as well as the additional emails that you have supplied.

To view the event that you just scheduled, click on the Events drop down menu button.
On the “Events” screen you may need to click on the plus sign, next to Filter to display this area.

- On the Events screen type in the Event Name or it may be listed at the bottom of the screen
  - You have to be careful not pick the wrong meeting because all events that you have scheduled will be on this screen (see print screen).
- Click on the Special Event boxes under “Event Type”.
  - If there are several pages of events click on the “Search” button then:
    - Click & highlight the event and either “Add Meetings”, Delete, or “Edit Event”.
    - Highlight the Event Name area and it will turn dark blue and take you to the Event Detail screen
• To Delete the event click on the box next to the event and click on the “Delete” button.

If you want to delete all of the events click on the top box and it will automatically check each box (see below).

• From here you also can “Add” more meetings to this event by clicking on the “Add Meetings” button right above the scheduled meetings, see above red box.

• You can edit an event by clicking on the “Edit Event” button.

• You can go back by clicking on either the “Previous” or “Back” buttons.
• Once your request has been submitted someone from SMAS or Event & Classroom will approve your request and an email will be sent to you. See the example of a schedule event notification receipt below.

TEST

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 02/21</td>
<td>9:00a - 10:00a</td>
<td>HAAS 101</td>
</tr>
</tbody>
</table>

This email was automatically generated at https://www.smas.purdue.edu:443/Timetabling, by UniTime 3.1.155 (Purdue) (University Timetabling Application, http://www.unitime.org).

• Once the request has been scheduled you will receive another notification indicating it is finished and scheduled.

TEST

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 02/21</td>
<td>9:00a - 10:00a</td>
<td>HAAS 101</td>
</tr>
</tbody>
</table>

NOTES

It is so sad when you have to work on Saturday.

ALL MEETINGS OF TEST

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Capacity</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 02/21</td>
<td>9:00a - 10:00a</td>
<td>HAAS 101</td>
<td>20</td>
<td>02/18</td>
</tr>
</tbody>
</table>

ALL NOTES OF TEST

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Meetings</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/18 08:51AM</td>
<td>Create</td>
<td>S 02/21 9:00a HAAS 101</td>
<td></td>
</tr>
<tr>
<td>02/18 09:06AM</td>
<td>Approve</td>
<td>S 02/21 9:00a HAAS 101</td>
<td>It is so sad when you have to work on Saturday.</td>
</tr>
</tbody>
</table>

This email was automatically generated at https://www.smas.purdue.edu:443/Timetabling, by UniTime 3.1.155 (Purdue) (University Timetabling Application, http://www.unitime.org).
DO NOT FORGET TO LOGOUT!
Cancel or Modify a Scheduled Event

Once your request has been submitted someone from SMAS or Event & Classroom has approved your request and you have received an email notification indicating your event has been scheduled, you may add additional meetings, delete scheduled meetings or cancel the event using the online Unitize Scheduling System.

To modify an event which has been scheduled you will need to log into the University Timetabling web site by using your career account username and password.

On the left side of the screen are drop down buttons.
- Click on the plus sign (+) next to Event Management drop down button.

H. Click on Events.
A. Type in the Event Name if known or part of the Event Name to return results
   a) If the Event Name is not known you may also pull back results by the name of
      the Requestor.

B. If the event has been requested by a sponsoring organization you may select the name
   of the organization by using the pull arrow in this field.

C. You may also select a start date to show all events that are being requested from that
   date forward.

D. The event type will either be Class Event (Master Schedule) Special Event or Final and
   Midterm Examination Event.

E. The Mode may be selected as a means to show All Approved Events, Events Awaiting
   Approval and All Conflicting Events.
   b) In order to show those events that have been scheduled or approved you
      must select “All Approved Events”.

F. Select Search to display Events matching the parameters requested.
G. A list of results will then be displayed.

H. The events name will be displayed in blue.

I. Click on the event name, in order to proceed with modifying this event within the Event Detail form.
J. The event request will be displayed.

K. You have several options on this form.
   a. You may add Additional Meetings by selecting the Add Meetings button\(^5\).
      i. This will take you to the Add Meetings Form (which looks like the first Add Event form, see instructions on pages 1-3).
      ii. You may then select the appropriate parameters to meet your request.

L. If you wish to delete/cancel your event or meeting in this “Events” screen, you may select these options.
   b. To reject or approve a single meeting or the entire requested event you may:
      i. flag a single event, click on the upper left corner to select all
      ii. attach a standard note by double clicking on the text\(^1\). You may also use the Notes box to freely type any narrative you wish to share to the requestor\(^2\).
   a. Select the Approve or Reject button\(^3\).

M. A notification of the modified event, once approved will be sent to the requestor along with any additional email addresses that were supplied (see page six of this document).
DO NOT FORGET TO LOGOUT!
Check Room Availability
Log into the University Timetabling web site by using your career ID and Password. On the left side of the screen are drop down buttons.

I. On the left side of the screen are drop down buttons. Click on the plus sign (+) next to Event Management drop down button

J. Click on Room Availability
A. Choose the appropriate parameters to meet your request.
   - To check room availability, select the day and time, as well as location of interest.

B. Click Show Availability.
   - A grid will appear with your results for that location at your requested time indicating that room’s availability.
   - You may change your parameters and click “Show Availability” to display different results. (see the print screen on the next page for an example of results).
DO NOT FORGET TO LOGOUT!