



# JOB AID

## Schedule of Classes: Find a Facility

*02/01/2021*





## Schedule of Classes: Find a Facility

This Job Aid contains instructions for locating facilities within Campus Solutions. This Facility ID can be inserted when you are creating or updating your class section(s).

**Navigation:** Curriculum Management > Facility and Event Information > Search for a Facility

< Students Search for a Facility Home Search Bell Menu Close

New Window | Help

### Search for a Facility

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Academic Institution: begins with

Description: begins with

Short Description: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. Click **Search**.

- 'MSU55' should auto-populate for the **Academic Institution**; no further information is needed.

2. You will be taken to the **Search for a Facility** page where you will input your search criteria.

Facility Search Criteria | Facility Search Results

Academic Institution Michigan State University

### Meeting Criteria

\*From Date  \*End Date

\*Meeting Start Time  \*Meeting End Time

M T W T F S S

### Facility Criteria

Facility Type  Classroom: Technical Enhanced

\*General Assignment  Room Capacity From  Room Capacity To

Academic Organization

Facility Partition

Location Code

Building

[Fetch Facilities](#)

[Return to Search](#) [Notify](#)

Facility Search Criteria | Facility Search Results



- Meeting Criteria:
  - **From Date / End Date:** enter your start and end dates.
    - An example for fall semester would be 09/01/2021 – 12/18/2021.
  - **Meeting Start Time / Meeting End Time:** enter your start and end times (military time).
  - Meeting days: check a box for each day the class meets (M, T, W, T, F, S, S).

**Note:** a search may be conducted after filling out just the Meeting Criteria section.

- Facility Criteria:
  - **Facility Type:** select your facility type; the most common will be '114: Classroom Technical Enhanced' option, which is room containing the basic technology to conduct a class.
  - **Room Capacity From:** set minimum room capacity (e.g., 35 students).
  - **Room Capacity To:** set maximum room capacity, which takes for account possible overrides (e.g., 45 students); a good rule of thumb is to add +10 to the minimum capacity.
    - **Note:** a query will be routinely run to catch room capacities exceeding a facility's max capacity, per fire code standards.
  - **Building:** select a building, if known; all buildings, both university and department-owned, will be listed.

Look Up Facility Type

Select one of the following values:

050	Inactive Area
101	Classroom: Distance Learning
110	Classroom
114	Classroom: Technical Enhanced
210	Class Lab
211	Class Lab: Surgery
214	Class Lab: Computer/PBLCS
215	Class Lab: Service
218	Class Lab: Service Morgue
219	Class Lab: Computer/Private
220	Class Lab: Open
224	Class Lab: Med Small Group
225	Class Lab: Service
250	Lab: Research
251	Lab: Research Core
255	Lab: Research Service
310	Office
312	Office: Dept/Receptionist
314	Office: Studio
315	Office: Service
350	Conference Room
410	Study Room

## 2. Click **Fetch Facilities**.

- A list of all available facilities matching your previous search criteria will populate.
- From here, select a building and room for which you would like to hold your class.
- Once selected, take note of the **Facility ID**.
  - For the example below, we would like to hold our class at Bessey Hall in Room 101. The Facility ID for this is 'EBH107.'



Facility Search Criteria    **Facility Search Results**

Academic Institution    Michigan State University

The following facilities match your search criteria. From Date: **09/01/2021**, End Date: **12/18/2021**, Meeting Start Time: **8:00AM**, Meeting End Time: **9:20AM**, Day of Week: **Mon Wed**, Facility Type: **114**, General Assignment: **Ignore Fld**, Room Capacity From: **35**, Room Capacity To: **45**,

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
ANTHONY HA	1255	ANH1255	42	114		Y		ELANSING
BUSINESS C	M019	BCCPVM019	41	114		Y		ELANSING
BUSINESS C	M025	BCCPVM025	35	114		Y		ELANSING
BERKEY HAL	104	BH104	42	114		Y		ELANSING
BERKEY HAL	120	BH120	40	114		Y		ELANSING
BERKEY HAL	319	BH319	40	114		Y		ELANSING
BIOMEDICAL	1300	BPS1300	35	114		Y		ELANSING
CASE HALL	342	CSE342	36	114		Y		ELANSING
ENGINEERIN	3400	EB3400	35	114		Y		ELANSING
BESSEY HAL	107	EBH107	42	114		Y		ELANSING
IM SPORTS-	112	IC112	40	114		Y		ELANSING
LIFE SCIEN	A230	LSA230	35	114		Y		ELANSING
NATURAL RE	19	NR19	40	114		Y		ELANSING

- You may insert this facility ID when you are creating or updating your class section(s).
  - See the [Schedule of Classes: Add/Update Course Section](#) Job Aid for further instructions.
- If necessary, there will be a query used to assist you in finding a room at the appropriate time.
  - For fall 2021 and spring and summer of 2022, the Registrar's Office will be taking care of this.