JOB AID

Schedule of Classes: Find a Facility

02/01/2021
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

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.
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.

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.'
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.

- 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.