Navigating & Understanding the Available Rooms Tool

1. Navigate to the Academics tab and then click on the Sections link.

![Academics Tool](image)

2. In the Section grid, choose the section by clicking on the section title or the edit icon (pencil icon).

![Section List](image)

3. In the expanded Section Details, you can click the Edit button at the top left of the page.

![Section Info](image)

4. Click the assign icon (House icon).

![Meeting Assignments](image)

5. Once you are in the Scheduler display window, users may review all of the available spaces. Expand the column to show more information:
1. **Room**: The building name and room number appear in the Room column.
2. **Regions**: Each academic area is assigned a region which indicates who has advanced access.
3. **Capacity**: Shows the capacity of the room. Note: If a capacity is incorrect, contact ASFR.
4. **Room Type**: Room Type is the official coding of the academic space determined by TTU’s Operations Division of Planning and Administration (ODPA).
5. **Score**: This column illustrates the overall score of the preference set and the percent fill of the room.
6. **Pref. Score**: Shows the percentage that a particular room meets your preferences.
7. **Seat Fill Score**: Displays the percentage of seats that should be filled based on maximum enrollment. The State's Space Utilization Efficiency (SUE) score requires a minimum of 65% seat fill.
8. **Section Meeting Information**: Expand the column to view individual meeting instances. Rooms may be selected for the entire meeting pattern by clicking in the meeting pattern column or for individual instances by clicking the desired room row under each meeting instance.
9. **Page**: Often there will be multiple pages of results, depending on the preferences entered.
10. **Room Availability Status**: The rooms that are available will either have **Available** under the section column based on your user access. Rooms that are unavailable will have **Unavailable** or **Conflicts** listed and you may hover over the status to view the information. Note: The Advanced Access Dates still apply and requests should not be submitted prior to that date.

6. Expand the **Meeting Pattern** column to display individual meeting times as well as additional room conflicts.
and availability. You may select a room by clicking on individual instances or the entire meeting pattern.

7. **Room Conflicts:** By double-clicking on a conflict in the **Meeting Patterns** form, you are able to select a room where available, or double-book a room. **NOTE:** Double-booking is accessible based on proper user access.

8. **Hover Option:** You may hover over the icon next to the room name and the Room Details will be displayed, including a picture if available. For full room details, you may also visit the **Resources** tab and search by room.
<table>
<thead>
<tr>
<th>Room</th>
<th>Regions</th>
<th>Capacity</th>
<th>Room Type</th>
<th>Score</th>
<th>Pref Score</th>
<th>Seat Fill Score</th>
<th>ARCH 1311 001 (LEC)</th>
<th>8/20/2013-12/11/2013</th>
<th>TR 3:00pm-4:50pm</th>
<th>Enrollment: 20</th>
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<tbody>
<tr>
<td>ROCBA 00165</td>
<td>ROCBA</td>
<td>269</td>
<td>Classroom (110)</td>
<td>89</td>
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</table>

**Room Details: CHEM 00049**

- No Image

**Feature** | **Quantity** | **Category**
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Lecture Capture/MediaSite Capable (for portable unit) | Specialized Equipment
Projection Screen or Surface | Multimedia Equipment
Tile/Linoleum | Flooring
Natural Gas Hook-Up (for instructor) | Specialized Equipment
Laptop Connection Ports | Multimedia Equipment
MAC Computer (for instructor) | Multimedia Equipment
Multimedia Equipment | Multimedia Equipment
Speakers | 1 | Multimedia Equipment
Whiteboard | 1 | Furniture/Seating