Scheduling: Classroom Editor
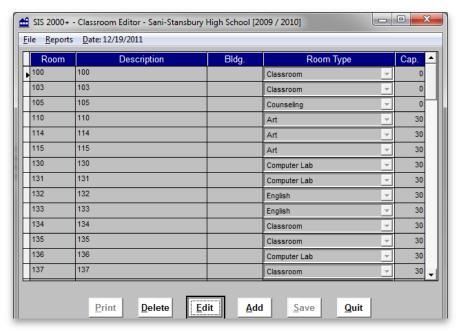
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Classroom Editor

The Classroom Editor defines classroom attributes for a school site; such as room numbers, building, classroom type, and seating capacity. The list of classrooms appear as selections in the Classroom field in the Master Schedule Module> Course > Section/Segments Information screen. A classroom must first be defined in the Classroom Editor before it can be referenced in the Master Schedule. This information is not required to schedule students into a course, but is used in several scheduling reports, the Master Schedule and the Attendance Seating Charts.

Launch the Classroom Editor

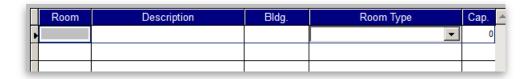Scheduling Module >Mass Scheduling Module >Classroom Editor Module

The Classroom Editor will open showing a listing of the classrooms that have been defined for the school. If no rooms have been defined yet, the grid will be empty.

Classroom Editor with rooms defined.

	Room	Description	Bldg.	Room Type	Cap.
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Room – the code or number given to a room; such as '102', '103, etc.. (Maximum of 7 characters)

Description – the description of the room. It may be the same as the code or number, or it may be different; such as 'Classroom', 'Science Lab', etc.. (Maximum of 32 characters)

Bldg. (Building) – the building in which the room is located. Not a required field. (Maximum of 10 characters)

Room Type – the type of room it is; such as 'Classroom', 'Science Lab', etc. (from the Classroom Type Codes table)

Cap. (Capacity) – the maximum capacity of the room; or the number of seats in a room. (maximum of 3 digits), but not a required field.

Add / Edit / Delete Classrooms

To add a new classroom to the list, click **Add** and enter in the appropriate information.

To edit information for a classroom that is already on the list, select the room and click **Edit**. Change the pertinent data. You may edit multiple rooms in the grid.

When you are done making changes, click **Save** to keep them, or **Undo** to ignore the changes and restore the information to its initial state.

To delete a classroom from the list, select a room and click **Delete**. Confirm the deletion. (Deletions cannot be restored).

The Classroom Editor defines classroom attributes for a school site. The list of classrooms appears as selections in the Classroom field in the Master Schedule Module >Course > Section / Segment screen. Courses need "Classroom" designations in order for teachers to use the Attendance Seating Chart.