

# Room Setup

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Tool Search: Room Setup

Room Setup houses all rooms in the school building. This includes rooms where students attend classes, the gymnasium, the library, etc. Rooms are attached to Course Sections and display in the Scheduling tools like Scheduling Board, Staff and Course Planners, Walk-In Scheduling, etc., and print on student schedules.

### Room Setup

School & District Settings > Schools > Room Setup

Name	Capacity
100	
1001	30
1002	60
1004	60
1005	60
1006	60
1007	60
1008	60
1012	60
1018	60
110	
1107	60
1135	60
1161	60
1170	
1171	
1172	
1173	
1174	60

**Room Detail**

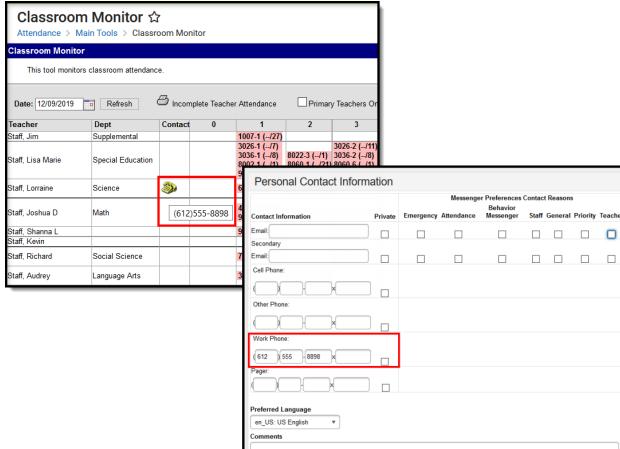
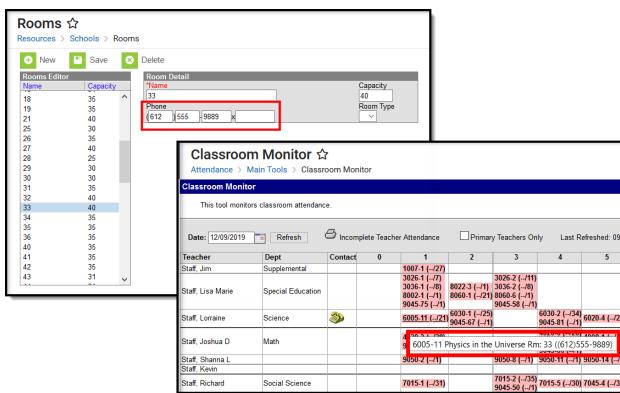
\*Name: 1002  
Capacity: 60  
Phone: ( 555 ) 111 - 1111 x 1  
Room Type:

Room Setup

See the [Schools Tool Rights](#) article for information on available tool rights.

## Available Fields

Field	Description
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Field	Description
<b>Name</b> <i>Required</i>	Lists the room name (Library, Gym, Auditorium, etc.) or the room number (0112, 0113, etc.). This can be up to ten characters in length (alphabetical, numeric, special characters, etc.)
<b>Capacity</b>	Indicates the total number of individuals that the room can hold.  <b>This is a reporting field only and does not impact the number of students who can be scheduled in that room at one time.</b> The maximum number of students is set on the course or the section of the course.
<b>Phone</b>	<p>Lists the contact number of the room. When entered, this displays contact information in the <a href="#">Classroom Monitor</a> and is used one of two ways:</p> <ul style="list-style-type: none"> <li>Option 1: A phone icon displays on the Classroom Monitor in the Contact column when the phone number of the room is entered as the staff person's Work Phone on the Demographics Personal Contact Information record. A user can hover over the phone icon to display the entered staff person's work number.</li> </ul>  <ul style="list-style-type: none"> <li>Option 2: The phone number assigned to the room. When hovering over section information on the Classroom Monitor, the phone number associated with the room displays.</li> </ul> 

Field	Description
<b>Room Type</b>	Describes the type of room (gymnasium, class room, auditorium, etc.) for room name.  District users are required to populate the options in the Attribute Dictionary that are available for selection. See the <a href="#">Attribute Dictionary for Room Types</a> for more information.

## Create New Rooms

1. Enter the **Name** or number of the room. This field is limited to ten characters.
2. Enter the **Capacity** and **Phone Number**. (optional)
3. Click **Save**.

To delete rooms, select the room to delete and choose the Delete option.

## Add Attribute Dictionary for Room Types

To populate the Room Type dropdown list with selections:

1. Navigate to the [Attribute/Dictionary](#) (System Administration > Custom > Attribute/Dictionary).
2. Locate the **Definition** folder and expand the **Room Type** detail. Select the **Dictionary** for Room Type to display the Dictionary Detail.
3. Click the **Add Row** button in the right hand side of the Detail editor. A new row with blank fields displays.
4. Enter the **Code**, **Name**, **Sequence**, **Value** and **Standard Code** for the new item.
5. Verify the **Active** checkbox is marked. This allows the option to be available on the Room editor when creating rooms. If it should NOT be available, remove the checkbox.
6. To add more dictionary items, click the Add Row button and repeat steps 4 and 5 as needed.
7. Click the **Save** icon when finished adding dictionary items.

**Attribute/Dictionary ☆**

System Settings > Custom Data and Links > Attribute/Dictionary

**Campus Attributes/Dictionary Editor**

- Day
- Definition** (Red Box)
  - Academic Level 1
  - Academic Level 2
  - AP/IB Course Code Cross Reference
  - CIP federal list
  - Content Standards Alignment Code
  - Course Content Area Subcategory
  - Course State Code
  - Diploma Period
  - Diploma Type
  - Room type (Red Box)
    - Dictionary (4 Entries) (Red Box)
      - BAND
      - COMLAB
      - CON
      - GYM
  - Special Ed Status
  - Start Status
  - US state list
- DISAgent
- District

**Room Type Dictionary Detail**

	Code	Name	Seq	Value	Standard Code	Active
X	BAND	Band	0			X
X	COMLAB	Computer Lab	0			X
	CON	Conference	0			X

**Add Row**

From here, you can also modify existing room types - change an active type to inactive (remove the active checkbox) or modify the entries for a particular type. Modifying existing dictionary items changes the information associated with that room type immediately. If the Code or Name for GYM is changed to BBALL Court, the sections assigned to GYM become BBALL instantly. It may be best to deactivate GYM and add a new record for BBALL, and assign the appropriate course sections to BBALL as needed.

Once the Dictionary item is saved and is marked Active, it can be assigned to the room. The new dictionary item of Auditorium in the example above can be assigned to Room 0111 in the example below.

**Rooms ☆**

Resources > Schools > Rooms

**Rooms Editor**

Name	Capacity
01	35
02	35
03	35
<b>04</b>	<b>36</b>
05	35
06	35
07	35
08	35
09	35
10	35
11	30
12	35
12345	
15	40
16	34
18	35
19	35
21	40
25	30
26	35

**Room Detail**

Name	Capacity
04	36
Phone	(612) 555-9889

**Room Type** (Red Box)

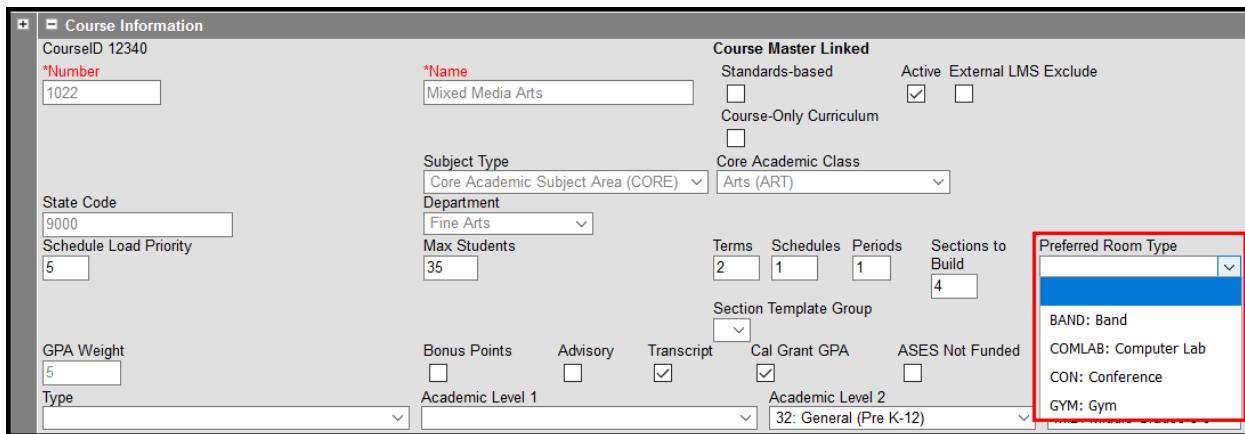
- BAND: Band
- COMLAB: Computer Lab
- CON: Conference
- GYM: Gym

# Assign Rooms to Courses

After creating the rooms and assigning room types as needed, courses can be assigned preferred room types. This assignment is used in the Scheduling process.

## Course Editor and Course Master Editor

A **Preferred Room Type** can be assigned to the Course/Course Master to guide those responsible for scheduling courses. When populated, it provides a visual indication of where course sections should be assigned.



The screenshot shows the 'Course Information' section of the Course Editor. The 'Preferred Room Type' dropdown menu is highlighted with a red box. The menu lists four room types: BAND: Band, COMLAB: Computer Lab, CON: Conference, and GYM: Gym. Other course details visible include CourseID 12340, Name: Mixed Media Arts, Subject Type: Core Academic Subject Area (CORE), and Core Academic Class: Arts (ART).

## Scheduling Board

A **Room Types** column displays on the **Course Planner**. Courses can be assigned a preferred room type. When building the schedule, rooms assigned to that preferred room type are listed first when selecting a room for a course section. If one of the rooms in that preferred room group is selected for a course, that room is considered when the course is built.

Rooms can also be assigned (and are sorted as noted above) when building a section, and when using the Staff Planner.

## Section Editor

The Rooms dropdown list is organized by room numbers assigned a Room Type first, then room numbers not assigned a Room Type.

**Section Editor**

SectionID  
**474459**

**\*Section Number**

1

Max Students  
(20)

Room

0228

0358 On Portal

0359 (Override)

0900

0999

206A

206B

208A System

208B Override

221A

221B

339A

339B

354A

Teacher Display Name  
Staff, David E

Lunch Count

Milk Count

Adult Count

Homeroom

Team

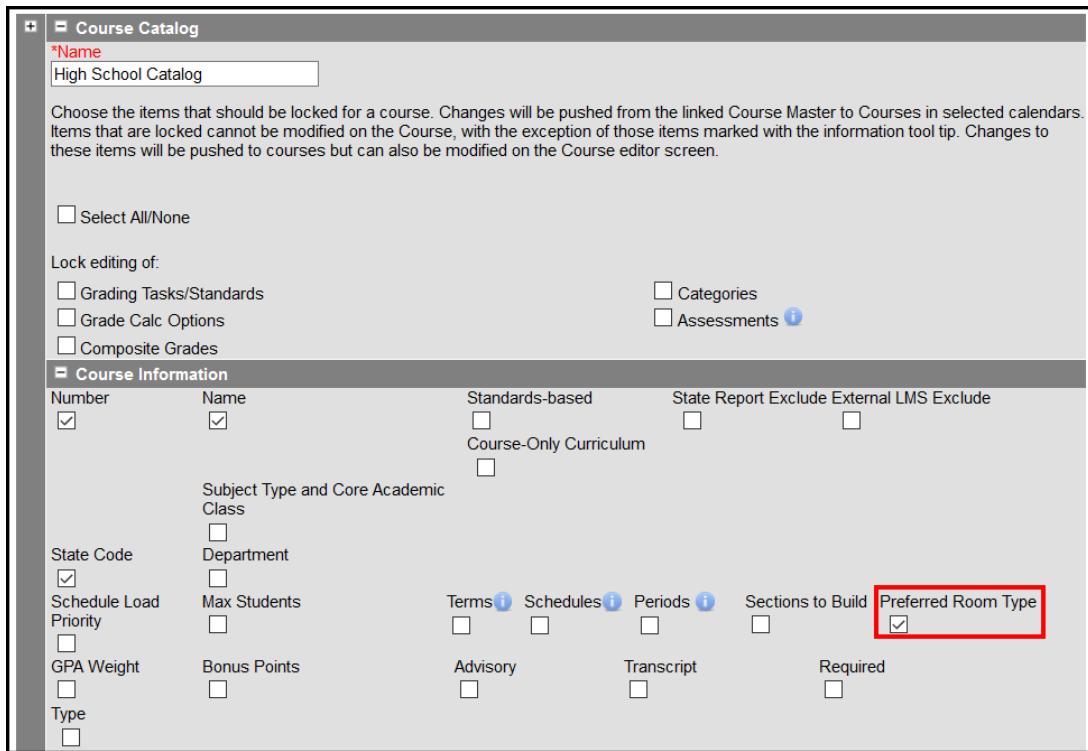
Skinny Seq

Advisory

External LMS Exclude

## Course Catalog

Preferred Room Type can be marked as locked on the Course Catalog, which means the selection can only be changed on the Course Master.



The screenshot shows the 'Course Catalog' configuration screen. At the top, there is a field labeled 'Name' with the value 'High School Catalog'. Below this, a note states: 'Choose the items that should be locked for a course. Changes will be pushed from the linked Course Master to Courses in selected calendars. Items that are locked cannot be modified on the Course, with the exception of those items marked with the information tool tip. Changes to these items will be pushed to courses but can also be modified on the Course editor screen.' There is a checkbox 'Select All/None' and a section 'Lock editing of:' with checkboxes for 'Grading Tasks/Standards', 'Grade Calc Options', 'Composite Grades', 'Categories', and 'Assessments'. The 'Categories' and 'Assessments' checkboxes have a small information icon next to them. The main configuration area is titled 'Course Information' and contains several sections: 'Number' (checkbox checked), 'Name' (checkbox checked), 'Standards-based' (checkbox), 'State Report' (checkbox), 'Exclude External LMS' (checkbox), 'Exclude' (checkbox). Below this is a section for 'Subject Type and Core Academic Class' with checkboxes for 'Course-Only Curriculum' and 'Subject Type'. The 'State Code' section includes 'Priority' (checkbox checked) and 'Department' (checkbox). The 'Schedule Load Priority' section includes 'Max Students' (checkbox). The 'GPA Weight' section includes 'Bonus Points' (checkbox). The 'Type' section includes 'Advisory' (checkbox), 'Transcript' (checkbox), 'Required' (checkbox), 'Terms' (checkbox), 'Schedules' (checkbox), 'Periods' (checkbox), and 'Sections to Build' (checkbox). The 'Preferred Room Type' checkbox is highlighted with a red box.