

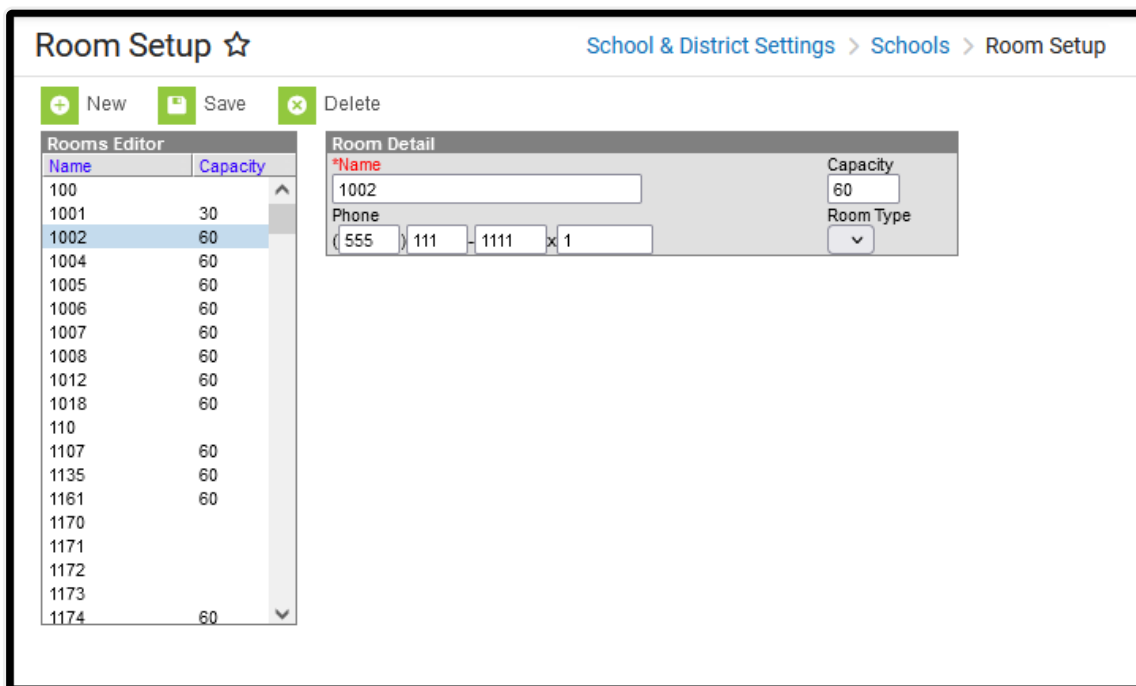
Room Setup

Last Modified on 12/14/2025 8:45 pm CST

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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.



The screenshot shows the 'Room Setup' interface. At the top, there's a breadcrumb trail: 'School & District Settings > Schools > Room Setup'. Below this are three buttons: 'New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Delete' (with an 'x' icon). The main area is divided into two panels. The left panel, titled 'Rooms Editor', contains a table with two columns: 'Name' and 'Capacity'. The right panel, titled 'Room Detail', shows the details for the selected room (1002), including its name, capacity, phone number, and room type.

Rooms Editor	
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

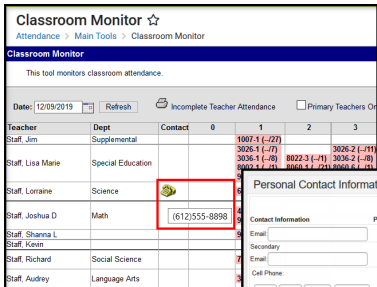
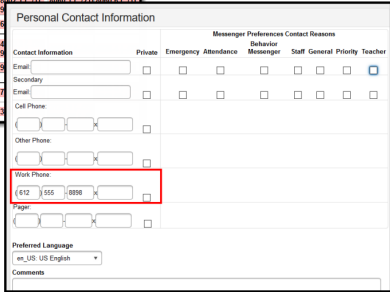
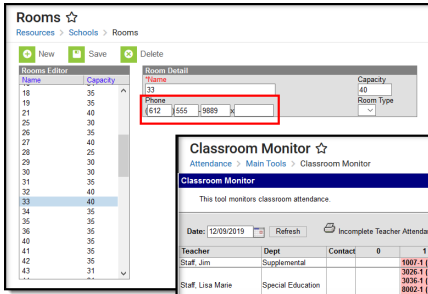
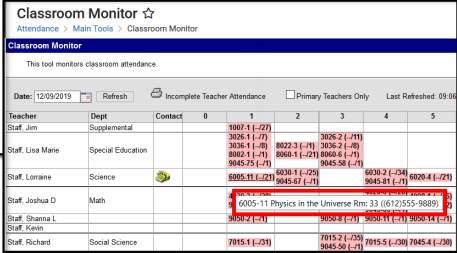
Room Detail	
*Name	1002
Capacity	60
Phone	(555) 111 - 1111 x 1
Room Type	<input type="button" value="v"/>

Room Setup

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

Available Fields

Field	Description
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Field	Description
Name <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.)
Capacity	<p>Indicates the total number of individuals that the room can hold.</p> <p>This is a reporting field only and does not impact the number of students who can be scheduled in that room at one time. The maximum number of students is set on the course or the section of the course.</p>
Phone	<p>Lists the contact number of the room. When entered, this displays contact information in the Classroom Monitor and is used one of two ways:</p> <ul style="list-style-type: none"> 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.   <ul style="list-style-type: none"> 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.  

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

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
 - 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
 - Dictionary (4 Entries)
 - 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
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

New Save Delete

Rooms Editor

Name	Capacity
01	35
02	35
03	35
04	36
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: 04 Capacity: 36

Phone: (612) 555-9889 x

Room Type:

- 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.

Course Information

CourseID 12340

*Number 1022

*Name Mixed Media Arts

State Code 9000

Schedule Load Priority 5

GPA Weight 5

Type

Subject Type Core Academic Subject Area (CORE)

Department Fine Arts

Max Students 35

Course Master Linked

Standards-based ☐ Active ☒ External LMS Exclude ☐

Course-Only Curriculum ☐

Core Academic Class Arts (ART)

Terms 2 Schedules 1 Periods 1 Sections to Build 4

Section Template Group

Bonus Points ☐ Advisory ☐ Transcript ☒ Cal Grant GPA ☒ ASES Not Funded ☐

Academic Level 1 Academic Level 2 32: General (Pre K-12)

Preferred Room Type

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

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.

Course Planner ☆

Filter 0000 Advisory | Other

Filter by Room or Room Type

ROOM	PRIORITY *
✓ 100	1
✓ 101CB	2
✓ 102	3
103CB	
104	
105CB	
106WR	
107CB	

Batch Save & Next Cancel

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	Teacher Display Name Staff, David E		
Max Students (20)	Lunch Count	Milk Count	Adult Count
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room	Skinny Seq	Team	Homeroom
0228	<input type="checkbox"/>		<input type="checkbox"/>
0358	Advisory		
0359	<input type="checkbox"/>		
0900	External LMS Exclude		
0999	<input type="checkbox"/>		
206A			
206B			
208A			
208B			
221A			
221B			
339A			
339B			
354A			

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.

Course Catalog

*Name

High School Catalog

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.

☐ Select All/None

Lock editing of:

☐ Grading Tasks/Standards
 ☐ Categories

☐ Grade Calc. Options
 ☐ Assessments ⓘ

☐ Composite Grades

Course Information

Number	Name	Standards-based	State Report Exclude	External LMS Exclude
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Course-Only Curriculum <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subject Type and Core Academic Class			
	<input type="checkbox"/>			
State Code	Department			
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Schedule Load	Max Students	Terms ⓘ	Schedules ⓘ	Periods ⓘ
Priority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				
GPA Weight	Bonus Points	Advisory	Transcript	Required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type				
<input type="checkbox"/>				

Sections to Build

Preferred Room Type

☒