



Student Systems Suite

Event Classroom Scheduling



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Request to Schedule a Classroom for Any Event

Log into the University Room Schedule web site at <https://roomschedule.mypurdue.purdue.edu>. Use your **career account** username and password.



Username:

Password:

Log In

Use the menu located on the left-hand side of the screen. Click on **Events**.



Click **Add Event**.



The following form is displayed. The Academic Session and your contact information are automatically populated. Enter the following:

- **Academic Session:** Session is automatically populated (Note: If your meetings span across academic sessions, you will need to enter an event for each session).
- **Event Name**
- **Sponsoring Organization** (if applicable)
- **Event Type**
- **Expected Attendance** (not required)
- **Main Contact:** Automatically populated.
- **Additional Emails:** Email confirmations may be sent to members of your group. Enter the e-mail addresses, one address per line, in the Additional Emails box.
- **Additional Information:** Enter additional information that you'd like to be taken into consideration when making your request to schedule the event. If you will have access to a building during weekend times please note this on the reservation.
- **Attachments:** Attach files for your meeting (not required)

Click **Add Meeting**

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Events

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UNITIME

Add Event ?

Event

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Academic Session: Fall 2016 (PWL)

Event Name:

Sponsoring Organization: Select...

Event Type: Special Event

Expected Attendance:

Main Contact:

First Name:

Middle Name:

Last Name:

Email:

Phone:

Additional Emails:

Additional Information:

Attachment: Choose File No file chosen

Meetings

Add Meetings More

Date	Published Time	Location	Capacity Approved
<input checked="" type="checkbox"/> Show deleted, cancelled, and rejected meetings			

Back

Select Dates, Meeting Times, and Locations

Select the **date(s)** for your meeting times.

- To schedule multiple days, click on each day that you want the event scheduled.
Use this method only if the events are scheduled for the same time each day.
- If you wish to schedule the entire month, you may select the upper left corner and the entire month will be selected. You can click “deselect” by clicking the “not selected key” and selecting the appropriate dates.

The screenshot shows a calendar interface for scheduling meetings. It includes a legend with the following items:

- Selected
- Not Selected
- Not in Session
- In The Past
- Classes Start/End
- Finals
- Holiday
- Break
- Today

Enter the start and end times for you meetings

- The default time for a meeting is one hour. If you need a different time length, be sure to enter the needed end time.

Times: From: To:

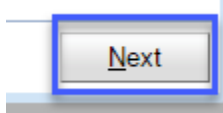
- Make sure you are choosing AM or PM
- Monday-Friday open from 7:30am-10:30pm for events
- Saturday events the buildings are open from 7:30am-12:30pm anything past this time there will be a fee, of \$50.00 up to \$100.00 dollars. LILY or HAMP is open from 7:30am-5pm with no fee.
- Sunday the buildings are closed for events except LILY or REC is open from 12pm (noon) until 10:30pm with no fee.
- If you will have access to a building, please note this in the additional comments section. If you want to reserve MJIS after hours this building is on a timer system, you will need to contact Susan Hardy to make arrangements for this building. For GRIS after hours please work with Leza Dellinger irdellin@purdue.edu
- If a building or room is locked when it should be unlocked you can contact the Purdue Police at the non-emergency number 765-494-8221.

Select **Location** parameters from the drop down box. (Note: Click outside of the box to close it).

Times: From: To:

Locations: ▶ ▼ ✕

Click the next button on the lower right hand side.



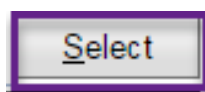
Select the room(s) where you would like to meet by clicking in any empty cell. If you hover over the room a picture will come up along with a map. There may be a delay in between pictures. This will give you a better idea of how things look in the room.

Add Meetings...				
	AR 102A Classrooms 16 seats	BRWN 3104 Classrooms 30 seats	CL50 125 Classrooms 40 seats	EE 115 Classrooms 45 seats
Wednesday 11/02/2016 6:00p - 7:00p				
Friday 11/04/2016 6:00p - 7:00p				


BRNG 1242 Classrooms 30 seats	BRNG 1243 Classrooms 30 seats	BRNG 1245 Classrooms 44 seats	BRNG 1248 Classrooms 24 seats	BRN Clas 33
<p>BRNG 1242 (Classrooms)</p> <p>Capacity: 30 (15 for examinations) A/V: Computer, Computer Projection, Document Camera Boards: Chalkboard < 20 Ft., Whiteboard >= 20Ft Seating: Movable Seats, Tablet Arm Chairs, Wheeled Tablet Arm Chairs Groups: Central Campus, Classroom Events: Authenticated Users Can Request Events Managers Can Approve Department: 1979 - General Academic Classrooms Has wheeled tablet arm chairs</p>				

ARMS 1028 Classrooms 30 seats	ARMS 1103 Classrooms 60 seats	ARMS 1010 Classrooms 150 seats	ARMS 1021 Classrooms 40 seats	ARM Clas 60
<p>ARMS 1028 (Classrooms)</p> <p>Capacity: 30 (15 for examinations) A/V: 2 Computer Projects, Computer, Computer Projection, Document Camera Boards: Chalkboard < 20 Ft., Whiteboard >= 20Ft Seating: Movable Seats, Tables and Chairs, Trapezoidal Table Arrangement Groups: Classroom, North Campus Events: Authenticated Users Can Request Events Managers Can Approve Department: 1979 - General Academic Classrooms</p>				

Click the **Select** button once you've made your choice.



The meeting times and places that you selected are displayed. If no changes are necessary, click the **Create Event** button at the top or bottom of the page.



Add Event ?

Biery, Mindy B
Event Manager

Event *Send email confirmation* [Create Event](#) [Back](#)

Meetings [Add Meetings](#) [More ▾](#)


<input checked="" type="checkbox"/> Date	Published Time	Location	Capacity Approved
<input type="checkbox"/> Mon 03/21, 2016	9:00p - 10:00p	BRNG B222	49 <i>new meeting</i>
<input type="checkbox"/> Wed 03/23, 2016	9:00p - 10:00p	BRNG B222	49 <i>new meeting</i>
<input type="checkbox"/> Fri 03/25, 2016	9:00p - 10:00p	BRNG B222	49 <i>new meeting</i>

Show deleted, cancelled, and rejected meetings.

Send email confirmation [Create Event](#) [Back](#)

Event Approval Process

The Event Detail page shows a summary of the time and location of your event. It is pending approval.



Event Detail ?

Biery, Mindy B
Event Manager

Test (Special Event) [Edit Event](#) [Back](#)

Event Type: Special Event

Contacts

Name	Email	Phone
Biery, M B	biery08@purdue.edu	+1 765 49-46127
Additional Emails:		
billes@purdue.edu		

Meetings [More ▾](#)

<input checked="" type="checkbox"/> Date	Published Time	Location	Capacity Approved
<input type="checkbox"/> Mon 03/21, 2016	9:00p - 10:00p	BRNG B222	49 <i>pending</i>
<input type="checkbox"/> Wed 03/23, 2016	9:00p - 10:00p	BRNG B222	49 <i>pending</i>
<input type="checkbox"/> Fri 03/25, 2016	9:00p - 10:00p	BRNG B222	49 <i>pending</i>

Show deleted, cancelled, and rejected meetings.

Notes

Date	User	Action Meetings	Note	Attachment
02/12/2016 11:13AM	M B Biery	Create MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.	

[Edit Event](#) [Back](#)

You will receive an email notification indicating that your request has been submitted.



UNiTIME

Event Test created.

Test

Event Type: Special Event

Contacts

Name	Email	Phone
Biery, MB	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

Following meetings were requested by you or on your behalf

Date	Published Time	Allocated Time	Location	Status
MWF 03/21 - 03/25, 2016	9:00p - 10:00p	9:00p - 10:00p	BRNG B222	<i>pending</i>

Additional Information

Will have keys
Will have access to the building.

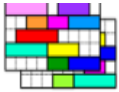
All Notes of Test

Date	User	Action	Meetings	Note
02/12/2016 11:13AM	MB Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.

There is an expiration date on an event. Shortly after midnight the next day (e.g., if the expiration date is November 14, the event will expire on November 15), all pending meetings are cancelled. All the approved meetings stay as they are.

Only users with the new Event Set Expiration permission can set an expiration date on a new event or an event which does not have an expiration date already set. When the expiration date is already set on an event, anyone who can edit the event can change or remove the expiration date.

After your event has been approved, you will receive an email notification showing that the event is approved. Please save or print this confirmation.



UNITIME

Event Test approved.

Test

Event Type: Special Event

Contacts

Name	Email	Phone
Biery, MB	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

Following meetings were approved

Date	Published Time	Allocated Time	Location	Status
MWF 03/21 - 03/25, 2016	9:00p - 10:00p	9:00p - 10:00p	BRNG B222	approved

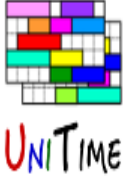
Current status of Test

Date	Published Time	Allocated Time	Location	Approved
MWF 03/21 - 03/25, 2016	9:00p - 10:00p	9:00p - 10:00p	BRNG B222	02/12/2016

All Notes of Test

Date	User	Action	Meetings	Note
02/12/2016 11:13AM	MB Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.
02/12/2016 11:15AM	MB Biery	Approve	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	

Once the event is approved, this is what the event will look like in UniTime.



Event Detail ?

Biery, Mindy B
Event Manager

Test (Special Event)

Event Type: Special Event

Contacts

Name	Email	Phone
Biery, M B	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

Meetings

<input checked="" type="checkbox"/>	Date	Published Time	Location	Capacity	Approved
<input type="checkbox"/>	Mon 03/21, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Wed 03/23, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Fri 03/25, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016

Show deleted, cancelled, and rejected meetings.

Notes

Date	User	Action	Meetings	Note	Attachment
02/12/2016 11:13AM	M B Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.	
02/12/2016 11:15AM	M B Biery	Approve	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222		

Select All
<input checked="" type="checkbox"/> Cancel All ...
<input checked="" type="checkbox"/> Published Time
<input type="checkbox"/> Allocated Time
<input type="checkbox"/> Setup
<input type="checkbox"/> Teardown
<input checked="" type="checkbox"/> Capacity

The More button displays the following menu from the Event Detail page. To cancel all meetings, select **Cancel All**. Note: The checked items indicate which pieces of information are displayed on the event detail screen.


To edit a meeting(s), click on the **Edit Event** button at the top or bottom of the page.

Notes

Date	User	Action	Meetings	Note	Attachment
02/12/2016 11:13AM	M B Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.	
02/12/2016 11:15AM	M B Biery	Approve	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222		

Add Additional Meetings

To add additional meetings to an approved event, click the **Edit Event** button at the top or bottom of the page.



Event Detail ?

Biery, Mindy B
Event Manager

Test (Special Event)

Event Type: Special Event

Contacts	Name	Email	Phone
	Biery, M B	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

Meetings


<input checked="" type="checkbox"/>	Date	Published Time	Location	Capacity	Approved
<input type="checkbox"/>	Mon 03/21, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Wed 03/23, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Fri 03/25, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016

Show deleted, cancelled, and rejected meetings.

Notes

Date	User	Action	Meetings	Note	Attachment
02/12/2016 11:13AM	M B Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.	
02/12/2016 11:15AM	M B Biery	Approve	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222		

Click **Add Meetings**. [Select dates, meeting times, and locations](#) (see instructions above).



Edit Event ?

Biery, Mindy B
Event Manager

Event

Send email confirmation

Event Name:

Sponsoring Organization:

Event Type:

Expected Attendance:

Main Contact:

Additional Emails:

Additional Information:

Attachment:

Expiration Date:

Test

Select...

Special Event

First Name:

Middle Name:

Last Name:

Academic Title:

Email:

Phone:

One email per line please.

No file chosen

MM/DD/YYYY

Meetings

☒ Date	Published Time	Location	Capacity Approved
<input type="checkbox"/> Mon 03/21, 2016	9:00p - 10:00p	BRNG B222	49 02/12/2016
<input type="checkbox"/> Wed 03/23, 2016	9:00p - 10:00p	BRNG B222	49 02/12/2016
<input type="checkbox"/> Fri 03/25, 2016	9:00p - 10:00p	BRNG B222	49 02/12/2016

Show deleted, cancelled, and rejected meetings.

Send email confirmation

The new meeting times will be displayed with the originally scheduled meetings. Click **Update Event**. The new meetings will go through the [event approval process](#) as described above.

Meetings [Add Meetings](#) [More ▾](#)

<input checked="" type="checkbox"/>	Date	Published Time	Location	Capacity	Approved
<input type="checkbox"/>	Mon 03/21, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Wed 03/23, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Fri 03/25, 2016	9:00p - 10:00p	BRNG B222	49	02/12/2016
<input type="checkbox"/>	Mon 03/21, 2016	9:00p - 10:00p	BRNG 1245	44	<i>new meeting</i>
<input type="checkbox"/>	Mon 03/21, 2016	9:00p - 10:00p	BRNG 1248	24	<i>new meeting</i>
<input type="checkbox"/>	Wed 03/23, 2016	9:00p - 10:00p	BRNG 1245	44	<i>new meeting</i>
<input type="checkbox"/>	Wed 03/23, 2016	9:00p - 10:00p	BRNG 1248	24	<i>new meeting</i>
<input type="checkbox"/>	Fri 03/25, 2016	9:00p - 10:00p	BRNG 1245	44	<i>new meeting</i>
<input type="checkbox"/>	Fri 03/25, 2016	9:00p - 10:00p	BRNG 1248	24	<i>new meeting</i>

Show deleted, cancelled, and rejected meetings.

Send email confirmation [Update Event](#) [Cancel Event](#) [Back](#)

Look up a Scheduled Event

To look up a meeting that you have already scheduled, click **Events** on the menu bar on the left. Select the **Academic Session**, and if needed the event and/or room filters. Click the **Search** button. The list of meetings will be displayed. You can filter information further by using the **List of Events** or **List of Meetings** tab.

Navigation Events ?
Biery, Mindy B
Event Manager

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Filter [Add Event](#) [Clear](#) [Search](#)

Academic Session: Spring 2016 (PWL)
01/01/2016 - 06/15/2016

Event Filter: My Events x TEST

Room Filter: Event x Classrooms x

Room events for Spring 2016 (PWL) [Print](#) [Export](#) [More ▾](#)

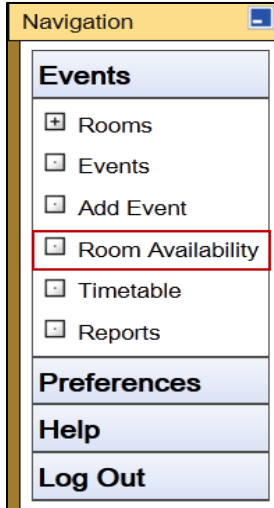
« All Matching Rooms » [Time Grid](#) [List of Events](#) [List of Meetings](#) « All Matching Weeks »

<input checked="" type="checkbox"/>	↑ Name	Type	Date	Published Time	Location	Capacity	Instructor / Sponsor	Main Contact	Approved	Last Change
	TEST	Special Fri	03/11, 2016	8:00p - 9:00p	LWSN 1106	36		Biery, M B	cancelled	11/19/2015 Cancel
	TEST	Special Wed	01/06, 2016	2:00p - 3:00p	BRNG 1222	32		Biery, M B	cancelled	11/19/2015 Cancel
<input checked="" type="checkbox"/>	Test	Special MWF	03/21 - 03/25, 2016	9:00p - 10:00p	BRNG 1245	44		Biery, M B	pending	02/12/2016 Update
		MWF	03/21 - 03/25, 2016	9:00p - 10:00p	BRNG 1248	24			pending	
		MWF	03/21 - 03/25, 2016	9:00p - 10:00p	BRNG B222	49			pending	02/12/2016

[Add Event](#) [Print](#) [Export](#) [More ▾](#)

Check Room Availability

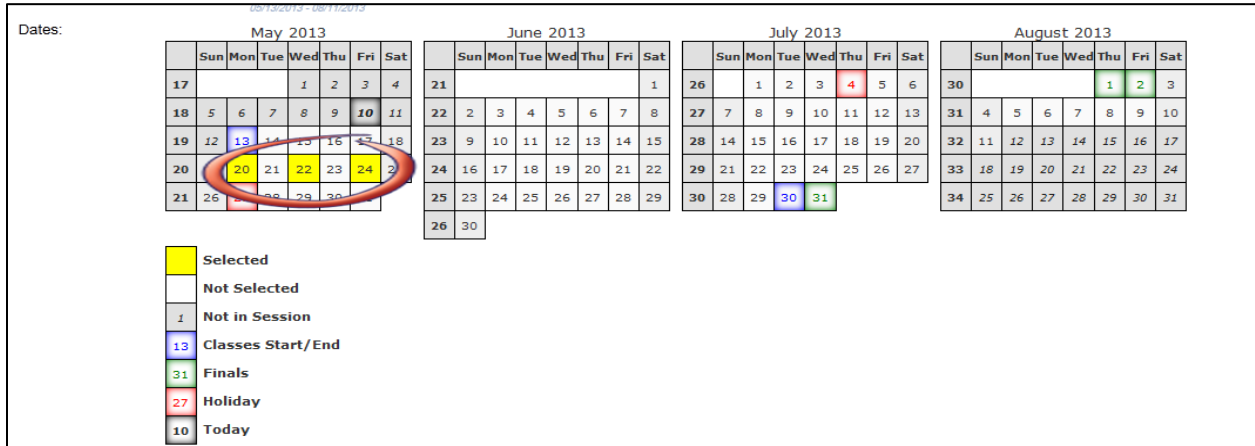
On the menu bar, select Events/Room Availability.



The Event Room Availability page is displayed. Select the **Academic Session** from the drop-down box.



Select the meeting **Dates** on the calendar by clicking on the dates needed. When the dates are selected, they will be shown as “selected” in yellow.



Select the time for the meeting(s). **Note:** The default meeting time is set for 1 hour. The time may be modified to a longer or shorter period by selecting a different end time.

Times: From: To:

Select the location and room features. **Note:** Click outside of the box when you are finished adding your room features.

DEPARTMENT
All Departments

TYPE
Classrooms (29) Computing Labs (6) Conference Rooms (1)
Building Lobbies (1)

FEATURE
2 Computer Projectrs (2) Audio Recording (29) Chalkboard < 20 Ft. (26)
Chalkboard >= 20 Ft. (3) Computer (29) Computer Projection (29)
Document Camera (12) ECHO360Audio&Video (1) Fixed Seating (3)
Horseshoe Arrangemnt (1) Movable Seats (26) Overhead Projector (20)
Tables and Chairs (10) Tablet Arm Chairs (19) Tiered Seating (3)


GROUP
Central Campus (29) Classroom (29)

BUILDING
ARMS - Neil Armstrong Hall of Engineering (9)
BCHM - Biochemistry Building (2)
BRNG - Steven C. Beering Hall of Lib Arts & Ed (29)

OTHER
Min: Max: Only event locations Include close by locations

Event x BRNG x Classrooms x

Once all parameters have been set, click **Search** to see classrooms availability.



Event Room Availability[®]

Mary Ann Ferkis
No Role

Filter

Times and locations will be displayed. Times and locations that are already scheduled will be highlighted. Times and locations that are empty may be selected. See examples below.

BRNG 1202		Classrooms			18 seats
Mon 05/20		Wed 05/22		Fri 05/24	
9am	SA 10314 (Special) 9:00a - 4:00p	SA 10314 (Special) 9:00a - 4:00p	SA 10314 (Special) 9:00a - 4:00p	SA 10314 (Special) 9:00a - 4:00p	
10am	Time block already scheduled. This time and location cannot be scheduled.				

BRNG 1206		Classrooms			20 seats
Mon 05/20		Wed 05/22		Fri 05/24	
9am					
10am	FVS 49100B 22528-001 (Lecture) 9:50a - 11:40a 6 enrolled, 20 limit Chastain, Bobby Lee	FVS 49100B 22528-001 (Lecture) 9:50a - 11:40a 6 enrolled, 20 limit Chastain, Bobby Lee			

BRNG 1222		Classrooms			32 seats
Mon 05/20		Wed 05/22		Fri 05/24	
9am					
10am	This time is free and may be selected.		LA Advising Staff meeting (Special) 10:15a - 11:45a		

Click and drag to select the time and location. If you click each line this will only give you 15 minute intervals.

BRNG 1222		Classrooms		
Mon 05/20		Wed 05/22		Fri 05/24
9am				
10am	Mon 05/20 9:30a - 10:30a (60 mins) BRNG 1222			
	Mon 05/20 10:30a		LA Advising Staff meeting (Special) 10:15a - 11:45a	

To schedule an event for the date and time selected, click [Add Event](#) to schedule it. Complete the **Event** form and click **Create Event**.



Event Room Availability[®]
 Mary Ann Ferkis
No Role

Filter

Add Event

Search

DO NOT FORGET TO LOGOUT!

