

# QUERY SPECIFIC BUILDING OR ROOM FOR A SPECIFIC DAY OR TIME

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## REVISION HISTORY

Version	Date	Name	Description
1	1/22/15	M Stewart	Initial procedures in Banner 8
2	7/2/18	M Stewart	Initial procedures in Banner 9.
3	8/13/18	M Stewart	Revise V 9. procedures – updated look and access to fields for querying

## INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to view in Banner what is scheduled in a given classroom for a given term.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Only a classroom's course schedule for a given term may be viewed in Banner. All classroom scheduling and unscheduling for academic course sections, as well as scheduling of classrooms for one-time academic-related or non-academic events, is done in 25Live. This is the room scheduling software that interfaces with Banner with regard to attaching classroom assignments to academic course sections so they can be seen on the section in Banner self-service (online Schedule of Classes). Only in 25Live is where a classroom's true and accurate course and/or event schedule can be viewed.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

## PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSAMATX	Building/Room Schedule	View what academic courses are scheduled in a classroom based on selected query criteria

## PROCEDURES

### QUERY – BUILDING AND ROOM

This query will provide academic courses scheduled in the selected classroom for a given term.

#### STEPS

1. Navigate to **SSAMATX (Building/Room Schedule)**.

The screenshot displays the SSAMATX Building/Room Schedule interface. At the top, the browser tab is labeled 'Building/Room Schedule SSAMATX 9.3.5 (PPROXY)'. The main heading is 'BUILDING/ROOM SCHEDULE'. Below this, there are two filter tabs: 'Basic Filter' (selected) and 'Advanced Filter'. A green banner at the top right says 'Enter a query; press F8 to execute.' The search form includes several fields: 'Building', 'Room', 'Campus', and checkboxes for 'Mon' and 'Tue'. A dropdown menu labeled 'Add Another Field ...' is highlighted with a red box and a callout box that says 'And/or select other search criteria'. Below the search fields, there are buttons for 'Clear All' and 'Go'. At the bottom, there is a 'Query Term' field and a search button.

2. In this example, query for sections scheduled in **UNLH 1000** for **201840**.
3. In the **Building** search field, enter **UNLH**.
4. In the **Room** search field, enter **1000**.
5. Click in the **Add Another Field** drop-down menu to view other search criteria options.
6. Click on **Term** and enter **201840**.
7. Click **Go**. The Search results will display.

Active filters: Building: UNLH Room: 1000 Term: 201840 Clear All Filter Again

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Cours
UNLH	1000	C	MW	0810-0900	201840	27-SEP-2018/07-DEC-2018	CHEM	001W
UNLH	1000	C	R	0840-0930	201840	27-SEP-2018/07-DEC-2018	BCH	095
UNLH	1000	C	MWF	0910-1000	201840	27-SEP-2018/07-DEC-2018	PHIL	005
UNLH	1000	C	TR	0940-1100	201840	27-SEP-2018/07-DEC-2018	ETST	001H
UNLH	1000	C	TR	0940-1100	201840	27-SEP-2018/07-DEC-2018	ETST	001
UNLH	1000	C	MWF	1010-1100	201840	27-SEP-2018/07-DEC-2018	HIST	015
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	RLST	012H
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	ETST	012H
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	ETST	012
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	RLST	012
UNLH	1000	C	MWF	1210-1300	201840	27-SEP-2018/07-DEC-2018	BIOL	005B
UNLH	1000	C	TR	1240-1400	201840	27-SEP-2018/07-DEC-2018	ANTH	001
UNLH	1000	C	MWF	1310-1400	201840	27-SEP-2018/07-DEC-2018	HIST	010
UNLH	1000	C	MWF	1410-1500	201840	27-SEP-2018/07-DEC-2018	ECON	002
UNLH	1000	C	TR	1410-1530	201840	27-SEP-2018/07-DEC-2018	PSYC	002
UNLH	1000	C	MWF	1510-1600	201840	27-SEP-2018/07-DEC-2018	ECON	003
UNLH	1000	C	TR	1540-1700	201840	27-SEP-2018/07-DEC-2018	GEO	009
UNLH	1000	C	MWF	1610-1700	201840	27-SEP-2018/07-DEC-2018	PHYS	037
UNLH	1000	C	MW	1710-1830	201840	27-SEP-2018/07-DEC-2018	MUS	014
UNLH	1000	C	MW	1710-1830	201840	27-SEP-2018/07-DEC-2018	URST	014

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## QUERY – BUILDING, ROOM, AND DAYS

This query will contain more search criteria, which will reduce the output.

### STEPS

1. Click: **Filter Again**.

Default filters that appear.

Enter a query, press F8 to execute.

Criteria from previous search retained.

Clear All Go

Building	Room	Campus	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time
UNLH	1000	C								

2. In this example, will use the same search criteria as in the previous example, plus add criteria for **Tue** and **Thu** sections.
  - a. To **remove** a search criterion from the query, click the **minus ( - )** button in the top right corner of that criterion's search field.
3. Click on box beside **Tue**.
4. Click in the **Add Another Field** drop-down menu and click on **Thu** and check the box.
5. Click **Go**. The search results will display.

The screenshot shows the 'Building/Room Schedule SSAMATX 9.3.5 (PPRDXE)' interface. At the top, there are active filters: Building: UNLH, Room: 1000, Tue: checked, Term: 201840, and Thu: checked. Below the filters is a table with the following columns: Building, Room, Campus, Meeting Patterns Days, Meeting Patterns Times, Term, Begin and End Dates, Subject, and Course. The table contains 11 rows of data. At the bottom, there is a pagination control showing '1 of 1' and '20 Per Page', and a 'Record 1 of 11' indicator. A search bar at the bottom shows 'Query Term = 20184'.

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course
UNLH	1000	C	TR	0940-1100	201840	27-SEP-2018/07-DEC-2018	ETST	001H
UNLH	1000	C	TR	0940-1100	201840	27-SEP-2018/07-DEC-2018	ETST	001
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	RLST	012H
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	ETST	012H
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	ETST	012
UNLH	1000	C	TR	1110-1230	201840	27-SEP-2018/07-DEC-2018	RLST	012
UNLH	1000	C	TR	1240-1400	201840	27-SEP-2018/07-DEC-2018	ANTH	001
UNLH	1000	C	TR	1410-1530	201840	27-SEP-2018/07-DEC-2018	PSYC	002
UNLH	1000	C	TR	1540-1700	201840	27-SEP-2018/07-DEC-2018	GEO	009
UNLH	1000	C	TR	1710-1830	201840	27-SEP-2018/07-DEC-2018	PSYC	001
UNLH	1000	C	TR	1840-2000	201840	27-SEP-2018/07-DEC-2018	PHIL	001

## FINAL QUIZ

1. True or False: a user can see all events scheduled in a given classroom in Banner.
  - a. False. Only academic course sections scheduled in a classroom can be viewed in Banner.
2. How is a search criterion removed from a query in SSAMATX?
  - a. Click the minus ( - ) button to the top right corner of that criterion's search field.