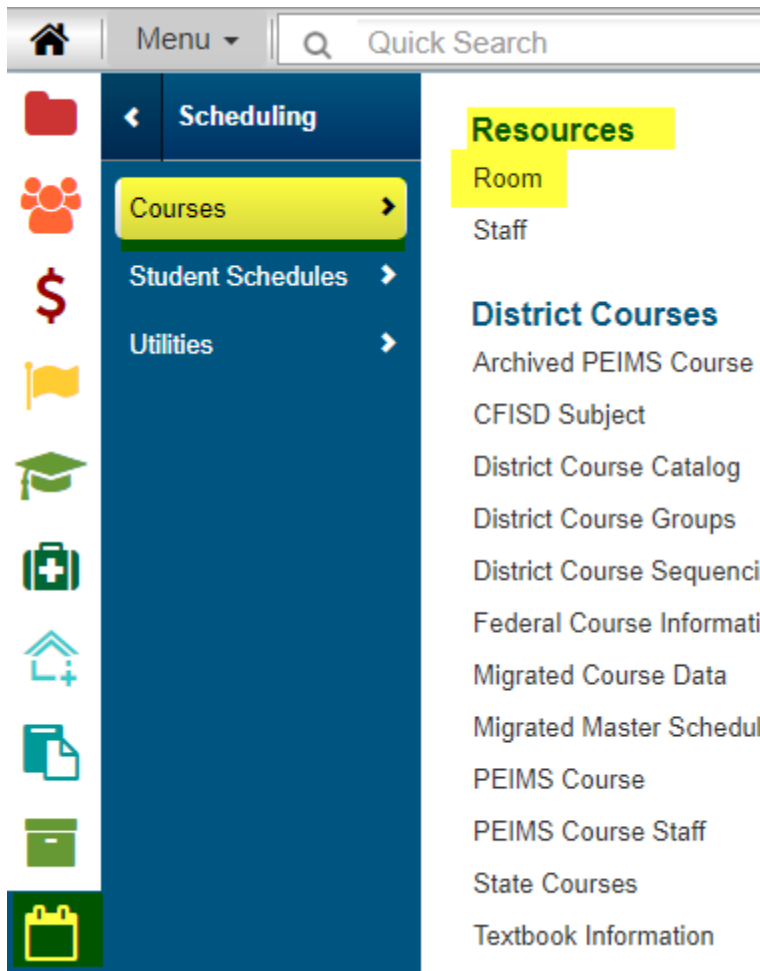


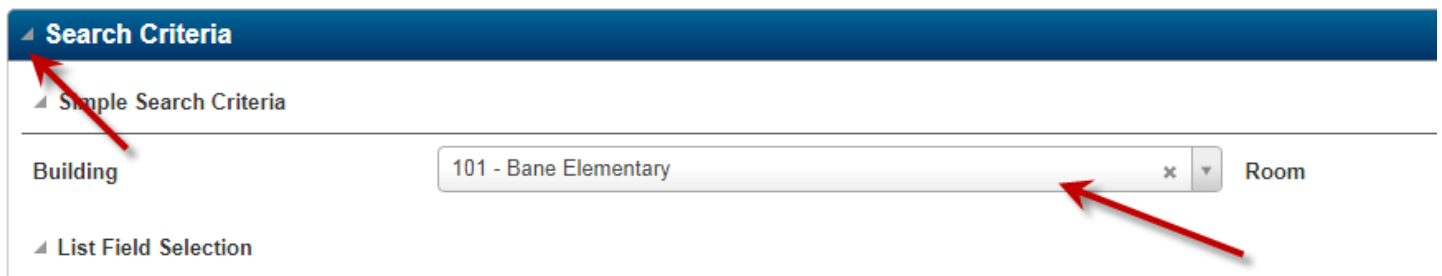
ROOM INFORMATION

The information in Room Information is NOT year specific. That means the information is shared between school years. Therefore, you can NOT change the teacher assigned to a room number in Next Year's data base, because it will mess up the current year's information.

Path: Scheduling > Courses > Resources > Room



Click on the arrow by Search Criteria and enter your building number.

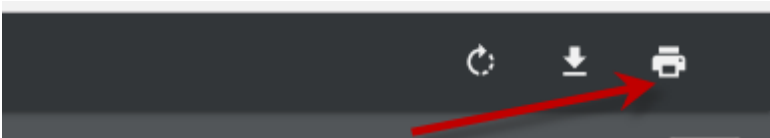


Click on the circular arrow "Load records" to bring up the Room list.

You will need to **print out your Room Information list** using the Printer icon located on the upper right-hand side of the screen.



The icon will convert the list into a .pdf. Click on the Printer icon to get the report.



Write the changes on paper until you can make the changes electronically in eSchoolplus **after rollover**.

For example: Barkely is currently your PK grade teacher who now wants to teach 2nd grade, replacing Hughes.

Search Results

Page 1

Building ↕	Room
101 - Bane Elementary	001 - Conner - Am
101 - Bane Elementary	002 - Conner - PM
101 - Bane Elementary	003 - Barkley - AM
101 - Bane Elementary	004 - 004
101 - Bane Elementary	005 - Streit - AM
101 - Bane Elementary	006 - Streit - PM
101 - Bane Elementary	007 - 007
101 - Bane Elementary	010 - Chavez, Chynthia
101 - Bane Elementary	011 - Michaca, AVECITA
101 - Bane Elementary	012 - 012
101 - Bane Elementary	013 - Ramirez
101 - Bane Elementary	014 - Gonzalez, Laura
101 - Bane Elementary	200 - Hughes, K Barkley
101 - Bane Elementary	201 - 201
101 - Bane Elementary	202 - Tharp
101 - Bane Elementary	203 - Trimble
101 - Bane Elementary	204 - Cruz
101 - Bane Elementary	205 - 205
101 - Bane Elementary	206 - Sanders
101 - Bane Elementary	207 - Dennis, Susan
101 - Bane Elementary	208 - Rodriguez

On paper, you will cross out Barkley from 003. Then on room 200, cross out Hughes and write in Barkley. You will need to write ALL the changes on paper to use the 'new' room numbers in Master Schedule.

These are **NOT physical room locations**. These room numbers are "identifiers" as to which grade level the teacher is assigned.

Each room field holds 3 values. . . hence the 001, 002 room number.

Room assignments can NOT be changed until Information Services does 'Rollover' starting July. We will send out an email when Rollover is complete.

After rollover bring up your list and using your paper copy make the changes in the system as follows.

To make a change, click on the room number and change the "Room Description" to the new teacher's last name. Click Save. Make sure there is a checkmark for "Regular School Year" and "Maximum Seats" = 50 for all the courses EXCEPT P.E., Art and Music. For those courses set the seat count to 300.

Room

Room Information

Building*	101 - Bane Elementary	Number of Computers*	0
Room*	200	Phone Number (ext.)	(713) 896-3475
Description	Hughes, K	Group Code	
Availability	<input checked="" type="checkbox"/> Regular Year <input type="checkbox"/> Summer School	State Code Equivalent	
Maximum Seats	50	Comments	
Room Type			
Wheelchair Accessible	<input type="checkbox"/>		
Active	<input checked="" type="checkbox"/>		

