

# Room Setup

Last Modified on 10/22/2022 10:05 am CDT

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**Classic View:** [System Administration](#) > [Resources](#) > [Resources](#) > [Rooms](#)

**Search Terms:** Rooms

The Rooms tab houses all rooms in the school building. This includes rooms where students attend classes, the gymnasium, the library, etc. Rooms are attached to sections of courses for scheduling purposes. When this is done, the room number appears on the students' schedules.

The screenshot displays the 'Rooms' management interface. At the top, there is a navigation bar with the Infinite Campus logo, a search bar, and the school name '19-20 High School'. Below the navigation bar, the page title is 'Rooms' with a star icon, and the breadcrumb trail is 'Resources > Schools > Rooms'. There are three action buttons: '+ New', 'Save', and 'Delete'. The main area is divided into two panels. The left panel, 'Rooms Editor', is a table with two columns: 'Name' and 'Capacity'. The right panel, 'Room Detail', shows the details for the selected room (03), including fields for Name, Capacity, and Phone.

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

*Name	Capacity
03	35
Phone	Room Type
(111) 111-1111 x	

## Rooms

Room information is available in the Filter Designer for each of the available Data Types (Student, Census/Staff, Course/Section).

## 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>	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: <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 (see the image labeled <i>Option 1</i>).</li> <li>• Option 2: The phone number assigned to the room displays when hovering over the section information</li> <li>• When hovering over section information on the Classroom Monitor, the phone number associated with the room displays (see the image labeled <i>Option 2</i>).</li> </ul>
<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.

### Classroom Monitor ☆

Attendance > Main Tools > Classroom Monitor

This tool monitors classroom attendance.

Date: 12/09/2019 Refresh Incomplete Teacher Attendance Primary Teachers Only

Teacher	Dept	Contact	0	1	2	3
Staff, Jim	Supplemental			1007-1 (-/27)		
				3026-1 (-/7)		3026-2 (-/11)
Staff, Lisa Marie	Special Education			3036-1 (-/8)	8022-3 (-/1)	3036-2 (-/8)
				8002-1 (-/1)	8060-1 (-/21)	8060-6 (-/1)
Staff, Lorraine	Science					
Staff, Joshua D	Math	(612)555-8898				
Staff, Shanna L						
Staff, Kevin						
Staff, Richard	Social Science					
Staff, Audrey	Language Arts					

### Personal Contact Information

Messenger Preferences Contact Reasons

Contact Information	Private	Emergency	Attendance	Behavior Messenger	Staff	General	Priority	Teacher
Email: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (612) 555-8898 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Language: en\_US: US English

Comments:

Room, Staff Contact Information

### Rooms ☆

Resources > Schools > Rooms

New Save Delete

Name	Capacity
18	35
19	35
21	40
25	30
26	35
27	40
28	25
29	30
30	30
31	35
32	40
33	40
34	35
35	35
36	35
40	35
41	35
42	35
43	31

Room Detail

\*Name: 33 Capacity: 40

Phone: (612) 555-9889 Room Type:

### Classroom Monitor ☆

Attendance > Main Tools > Classroom Monitor

This tool monitors classroom attendance.

Date: 12/09/2019 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 09:06

Teacher	Dept	Contact	0	1	2	3	4	5
Staff, Jim	Supplemental			1007-1 (-/27)				
				3026-1 (-/7)		3026-2 (-/11)		
Staff, Lisa Marie	Special Education			3036-1 (-/8)	8022-3 (-/1)	3036-2 (-/8)		
				8002-1 (-/1)	8060-1 (-/21)	8060-6 (-/1)		
Staff, Lorraine	Science							
				6005-11 (-/21)	6030-1 (-/25)	6030-2 (-/34)	6020-4 (-/21)	
				9045-75 (-/1)	9045-67 (-/1)	9045-58 (-/1)		
Staff, Joshua D	Math							
				6005-11 Physics in the Universe Rm: 33 ((612)555-9889)				
Staff, Shanna L								
Staff, Kevin				9050-2 (-/1)		9050-8 (-/1)	9050-11 (-/1)	9050-14 (-/1)
Staff, Richard	Social Science							
				7015-1 (-/31)		7015-2 (-/35)	7015-5 (-/30)	7045-4 (-/30)
						9045-50 (-/1)		

# 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**.

# Delete Rooms

1. Select the room **Name** you want to delete.
2. Click **Delete**. A confirmation message displays.
3. Click **OK**.

# 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.

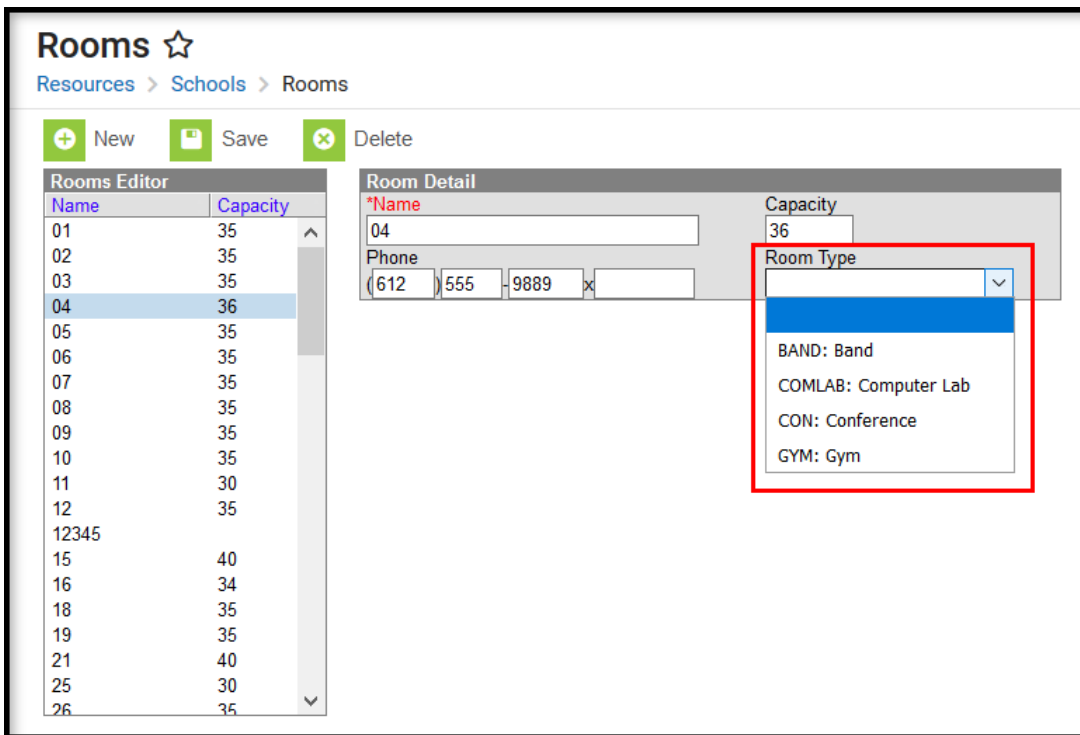
The screenshot shows the 'Attribute/Dictionary' interface. The breadcrumb trail is 'System Settings > Custom Data and Links > Attribute/Dictionary'. The main area is titled 'Campus Attributes/Dictionary Editor' and shows a tree view of categories. The 'Room Type' category is expanded, and its 'Dictionary (4 Entries)' sub-category is selected. Below this, the 'Room Type Dictionary Detail' table is visible, containing the following data:

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

### New Dictionary Item for Room Types

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.



### Room Type Options

## 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

**Course Master Linked**  
 Standards-based  Active  External LMS Exclude   
 Course-Only Curriculum

Subject Type Core Academic Subject Area (CORE)  
 Department Fine Arts  
 Max Students 35  
 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

Course Master Preferred Room Type

## Schedule Wizard

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**

Save Tools

Section Templates	Course				Course	Priority	Requests				Requests				Sections		Sections		Constr.		
	Room Types	Terms	Schedules	Periods			Seats	Last Year	Current	Change	Last Year	Needed	Change	To Build	No Auto	Placed	Avg Size	Remaining		Rules	Teachers
X202 Bel Canto Singers		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X203 Chamber Singers		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X205 Diva Voice		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X206 Madrigal Singers	AUD	4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X207 Madrigal Singers - 9th	GYM	4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X208 Orchestra, Chamber Strings	COMPUTER LAB	4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X209 Treble Singers	POOL	4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X300 Chess Club		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X301 Computer Club		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X302 Debate		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X303 Destination Imagination		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X304 Dramatics: Drama Fest		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X305 Dramatics: Improv		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X306 Dramatics: Play		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X307 Dramatics: Play, Musical		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X308 Dramatics: Play, One Act		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X309 Future Problem Solvers		4	1	1	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Room Type Assignment on Course Planner

This can also be done for each course by populating the Room Types column (image above), or for each individual course (image below) by adding new Rooms. This editor displays at the bottom of the Course Planner. Rooms are listed in the dropdown list by those assigned Room Types first, then those not assigned Room Types.

Type	Course	Name	Min	Max	Room	Priority	Q1	Q2	Q3	Q4
					0111	1				
					0111	2				
					AUD					
					NO ROOM TYPE					
					0110					
					0112					
					0113					
					0114					
					0115					

### Course Planner Room Assignment

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  
**0359**  
0900  
0999  
206A  
206B  
208A  
208B  
221A  
221B  
339A  
339B  
354A

Teacher Display Name  
Staff, David E

Lunch Count  Milk Count  Adult Count

Skinny Seq  Team  Homeroom

Advisory

External LMS Exclude

### Room Selection

## Scheduling Build Constraints

When adding or removing constraints on a course, teacher, room or period, the Rooms are listed in order of those that are assigned Room Types and those that are not assigned Room Types.

## Scheduling Build Constraints ☆

Scheduling > Main Tools > Scheduling Build Constraints

### Scheduling Section Build Constraint Wizard

This tool batch creates or removes scheduling build constraints. This tool will not add duplicated constraints, so it is safe to

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**Select Mode**

Course to Teacher/Room Assignment
  Course Placement
  Teacher Placement

**Select Courses**

- 0000 Advisory
- 0001 Applied Skills Seminar B I
- 0002 Applied Skills Seminar B II
- 0003 Skills Seminar A I (Academic)
- 0004 Skills Seminar A II (Academic)
- 0005 Skills Seminar B I (Behavior)
- 0006 Skills Seminar B II (Behavior)
- 0007 Skills Seminar C I
- 0008 Skills Seminar C II
- 0009 Essential Transition I
- 0010 Essential Transition II
- 0011 Core English I
- 0012 Core English II
- 0013 Core Math I
- 0014 Core Math II
- 0015 Core Foods I
- 0016 Core Foods II
- 0017 Core Transition I
- 0018 Core Transition II
- 0019 Core Skills B I

CTRL-click and SHIFT-click for multiple

**Select allowed Teachers**

- Abraham, Pam
- Administrator, System
- Ahlers, Maria
- Alexander, Marcy
- Allen, Briana
- Allen, Janet
- Anderson, Elizabeth
- Archibald, Chandler
- Rakke, Anthony

CTRL-click and SHIFT-click for multiple

**Select allowed Rooms**

- 0110
- 0111
- 0112
- 0113
- 0114
- 0115
- 0166
- 0170
- 0172

CTRL-click and SHIFT-click for multiple

**BUILD CONSTRAINTS**
**REMOVE CONSTRAINTS**

*Scheduling Build Constraints*

## 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**

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

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

*Preferred Room Type Selection on Course Catalog*