Schedule.SMU - Instructions on Viewing Rooms

1. Click the tab, and then click the Rooms link.

2. Complete as many or as few fields as you’d like in order to find the room information that you are looking for.
   - Note: In each category All is selected by default.
   - Note: The button can be selected if you have a particular value you want to exclude from the search criteria.

   a. Use the button to add available options for the categories:
      - Note: multiple items may now be chosen for each category

1) Room Number– If you have the exact room number, then you can enter it. If this is your only criteria it will bring back all rooms in all buildings that have the room number you entered.

2) Campus – Selecting MAIN or leaving default will return same results.

3) Building – If you want to view all rooms within a specific building(s), then leave other categories to All. To get a list of building code descriptions click here.

4) Region – A region is a collection of rooms based on room ownership criteria. In most cases, region indicates the school/department that the building/rooms belong to. To get a list of region code descriptions click here.

5) Room Type – A room type describes the purpose of a room and is used as a scheduling preference for academic sections.

b. You can save your current filter selections by naming the filter and saving.

3. Click to find all the rooms based on your selected criteria.

Note that hovering over the icon next to the room displays room detail information including a photograph.
Note that columns can be sorted by selecting the arrow in the column heading (shown above). This drop down menu also allows users to add additional columns of information as well as filters to their list of results.