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

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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.

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<td>SSAMATX</td>
<td>Building/Room Schedule</td>
<td>View what academic courses are scheduled in a classroom based on selected query criteria</td>
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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).

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.
QUERY – BUILDING, ROOM, AND DAYS

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

STEPS

1. Click: **Filter Again**.
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.

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**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.