Schedule

Assigning Partitions/Attributes for Mass Room Scheduling
ASSIGNING PARTITIONS/ATTRIBUTES FOR MASS ROOM SCHEDULING

NOTE: This document will walk you through the steps to add a preferred partition and/or attributes to a CRN.

NOTE:
- A partition is a building on campus
- A preferred partition is a building in which you would prefer the CRN be scheduled
- An attribute is a REQUIRED feature and/or type of technology available in a classroom. If you follow this procedure and denote an attribute you need for a particular CRN, you are stating the attribute is REQUIRED and Schedule25, the mass room scheduler, will not schedule a room unless the room has this attribute.

1. Type SSASECT in the Go To... box.

2. Press Enter. The Schedule form will open.
3. Type in **Term** and the appropriate **CRN**. Click the drop down arrow next to the field to search for this information.

4. Click **Next Block**. Information on the course will populate form.

5. Click to the **Meeting Times and Instructors** tab, then to the **Scheduler Preferences** sub-tab. **DO NOT** select or enter data on the Section Preferences tab. Nothing entered there will be considered.

6. Click in the **Partition Preferences Code** field then either type in the partition (building) code or click the drop down arrow to search for the code.

The **Partition Code Validation** table will open.

**NOTE:** Some subject codes have overarching partition preferences. These are determined by the teaching department and set by Registration Services. If you need to change this overarching preference, contact Registration Services. If you will be overriding this partition preference for a particular CRN, follow the steps below. This will override what is preset.
Choose appropriate partition code by clicking on it. Once it is highlighted, click OK.

The partition/building code will populate.

7. Click in the Preference Number field and enter a 1.

8. Repeat steps 6 - 7 as many times as needed. If additional rows are needed, click Record then Insert in the menu bar along the top.

9. Click Save.

**NOTE:** Whisper line will confirm that the “Transaction complete: X records applied and saved.”

10. Click in the first Room Attribute Preferences Code field in the block below then either type in the room attribute code OR click the drop down arrow.
The **Building/Room Attributes Validation** table will open. Choose the appropriate building/room attribute and click OK.

![Building/Room Attributes Validation Table]

The code and description will populate.

![Room Attribute Preferences Table]

11. Click in the **Preference Number** field and enter a 1. Hit **Tab**.

![Room Attribute Preferences Table with Preference Number]

**NOTE:** Any Room Attribute Preference added is treated as a requirement by **Schedule 25**. Only the rooms with the exact combination of room attributes will be options for this CRN.

12. Repeat steps 10-11 as many times as needed. If additional rows are needed, click **Record then Insert** in the menu bar along the top.

13. Click **Save**.

**NOTE:** Whisper line will confirm that the “Transaction complete: X records applied and saved.”