

## Searching for a Room – SLQMEET

1. Select SLQMEET under “Related” drop down menu once you have selected a CRN in SSASECT. You must be on the “Meeting Times and Instructors” tab and then on the “Times and Instructors” tab to use SLQMEET.

The screenshot shows the Banner system interface for a user named William & Mary (USER). The user is logged in as Laura Fosque Zimmer. The system is displaying the 'Schedule SSASECT 9.3.9 (USER0703)' page. The 'Meeting Times and Instructor' tab is selected, and the 'Times and Instructors' sub-tab is active. A red arrow points to the 'RELATED' button in the top navigation bar. A dropdown menu is open, showing a search bar and a list of options. The first option, 'Query Available Class Room [SLQMEET]', is highlighted. Other options include 'Elective Attribute Pool [SSAPOOL]', 'Building/Room Schedules [SSAMATX]', 'Specific Section Attribute [SSASATR]', 'Cross List Definition Query [SSAXMTI]', 'Course Section Detail [SSADETL]', 'Schedule Restrictions [SSARRES]', 'Schedule Pre-requisites [SSAPREQ]', 'Course Section Comments [SSATEXT]', and 'Cross List Definitions [SSAXLST1]'. The bottom of the screen shows the 'EDIT' button, 'Record: 1/1', and the 'SSRMEET.SSRMEET\_MEET\_CODE [1]' field. The 'ellucian' logo is in the bottom right corner.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday
	CLAS	08/29/2018	12/19/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility
01	930484516	Levitan, Kathrin H.		0.000

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2. Add “Building” preference. Click Go. May click on 3 dots to search for building codes.

- **ANDRH – Andrews Hall at VIMS**
- **FSL – Fisheries Science Laboratory**
- **MILLER – Miller Hall**
- **MWSLAW – Law School**
- **WATRMN – Waterman’s Hall**
- **SOE – School of Education**

The screenshot shows the SLQMEET search interface. At the top, the user is logged in as 'William & Mary (USER)' and 'Laura Fosque Zimmer'. The main search area is titled 'Available Class Room Query SLQMEET 9.3.5 (USER0703)'. It contains several input fields: 'Meet' (empty), 'Tue' (checked), 'Thu' (checked), 'Sat' (unchecked), 'From Time' (1230), 'Building' (MWSLAW), 'Site' (empty), 'Mon' (unchecked), 'Wed' (unchecked), 'Fri' (unchecked), 'Sun' (unchecked), 'To Time' (1350), 'Campus' (WM), and 'Capacity' (25). A green 'Go' button is located on the right. Below the search fields is a grey instruction bar: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The bottom of the screen shows 'EDIT', 'Record: 1/1', 'KEY BLOCK SLQMEET BLDG CODE [1]', and the 'ellucian' logo.

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3. Add “Desired Room Attributes” codes if Attributes have been attached to rooms. If no Attributes needed, next block (Alt + Page Down). Results will display.

William & Mary (USER) Laura Fosque Zimmer Sign Out ?

Available Class Room Query SLQMEET 9.3.5 (USER0703) ADD RETRIEVE RELATED TOOLS

Meet: Mon: Tue:  Wed: Thu:  Fri: Sat: Sun: Start Over

From Time: 1230 To Time: 1350 Building: MWSLAW Campus: WM Site: Capacity: 25

DESIRED ROOM ATTRIBUTES Insert Delete Copy Filter

Attribute

Attribute 1 Attribute 2 Attribute 3 Attribute 4 Attribute 5 Attribute 6

CLASS ROOM QUERY RESULTS Insert Delete Copy Filter

Building	Room	Description	Campus	Site	Capacity
MWSLAW	127	Marshall-Wythe Scho	WM		75
MWSLAW	138	Marshall-Wythe Scho	WM		25
MWSLAW	258B	Office (Used as Classroom	WM		65
MWSLAW	275	Marshall Wythe 275	WM		32
MWSLAW	CTG	Marshall-Wythe Scho	WM		40
MWSLAW	CTRM	Marshall-Wythe Scho	WM		96
MWSLAW	G-5	Marshall-Wythe Scho	WM		40
MWSLAW	NW01	Marshall-Wythe Scho	WM		40
MWSLAW	NW02	Marshall-Wythe Scho	WM		40

CANCEL SELECT

4. Highlight the room you would like to use and click Select. Or double click the room you would like to use. The room you chose will now populate into the “Meeting Locations and Credits tab.” Click Save.

William & Mary (USER) Laura Fosque Zimmer Sign Out ?

Schedule SSASECT 9.3.9 (USER0703) ADD RETRIEVE RELATED TOOLS

Term: 201910 CRN: 14183 Subject: HIST Course: 100 Title: A History of Letter Writing Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	MWSLAW	127	LC	2.66		4.000	<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

INSTRUCTOR Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	930484516	Levitan, Kathrin H.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

SAVE