To access Room Management:

⚙ **Administer** > Adv Options > Room Management

Room Management

1. Create new rooms in the Advanced Options/Room management so that they can be used in My Schedule and Timetabling.

2. Leave a comment in the room config. e.g. opening instructions or specific codes needed to unlock computers

3. Create a comprehensive equipment list, and attach them to rooms. This helps others understand what equipment/Learning support is available

4. Save and then apply default rooms in the course management screen

5. Use building lists if appropriate to classify the rooms to buildings

Computer Lab 2

General   Timetable   Appointments

Room label   **Building**
Computer Lab 2   Main Building

Capacity   **Equipment**
15   Computer *15
                                              Interactive White Board

Description
Door code combination lock available from reception upon request. Call 98989898 or mail test.clerk@msm.io

GOOD TO KNOW

1. Rooms will be imported, but you may wish to change labels. Simply access the list and edit the label

2. Room labels will be available to students and guardians via their portals. Make the labels understandable

3. Don't include removable equipment in the list. Just those that are a permanent installation the room

4. Use the seating capacity to allow users to choose the best fit for their needs.

5. Check the schedule for clashes in usage for the rooms

6. Events(meetings) can be booked for any time block. Whereas lessons can only be scheduled during periods.

MySchool training