California State University, San Bernardino

Academic Desktop User Guide

To sign in - complete User ID and Password (Both will be first initial and last name)

Example: User ID: kcoyote Password: kcoyote

Click "Ok"
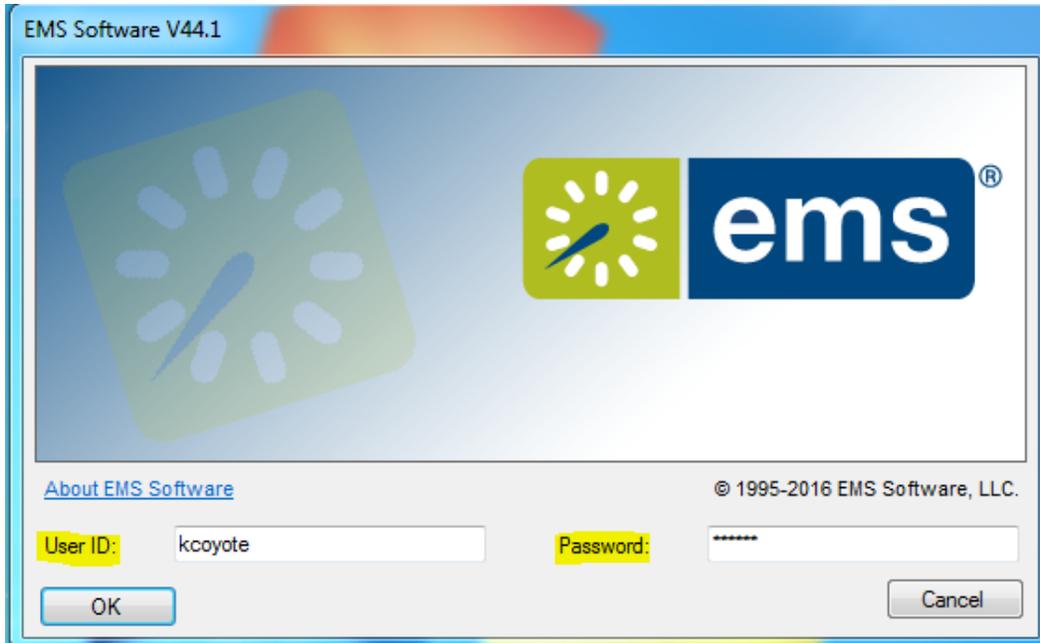
To change password, you may change the password in the menu bar at the top of screen: Settings> Change Password

Follow prompt and click "OK" when finished.
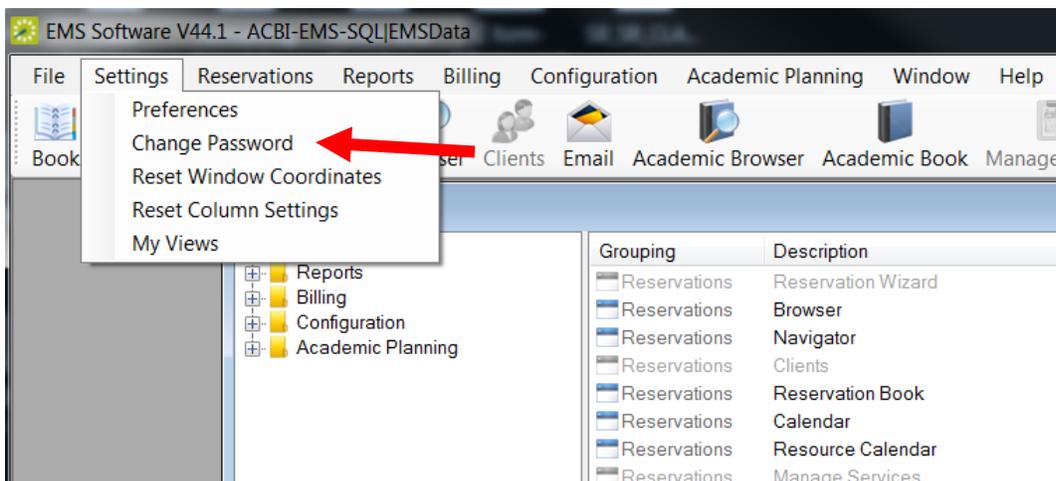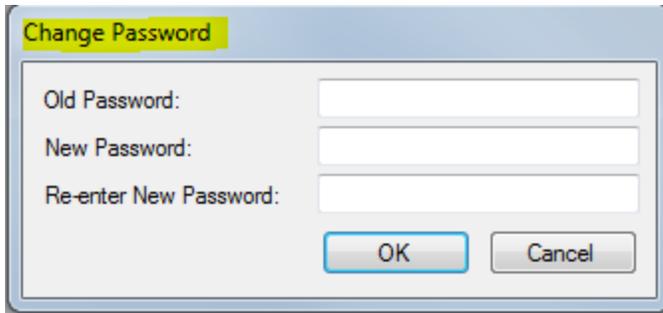
 Click "Ok"

BASIC NAVIGATION

This will open the main Menu. You can click any option to open or use icons across the top to open

To view classrooms and classes, select the **Book** icon in the tool bar.
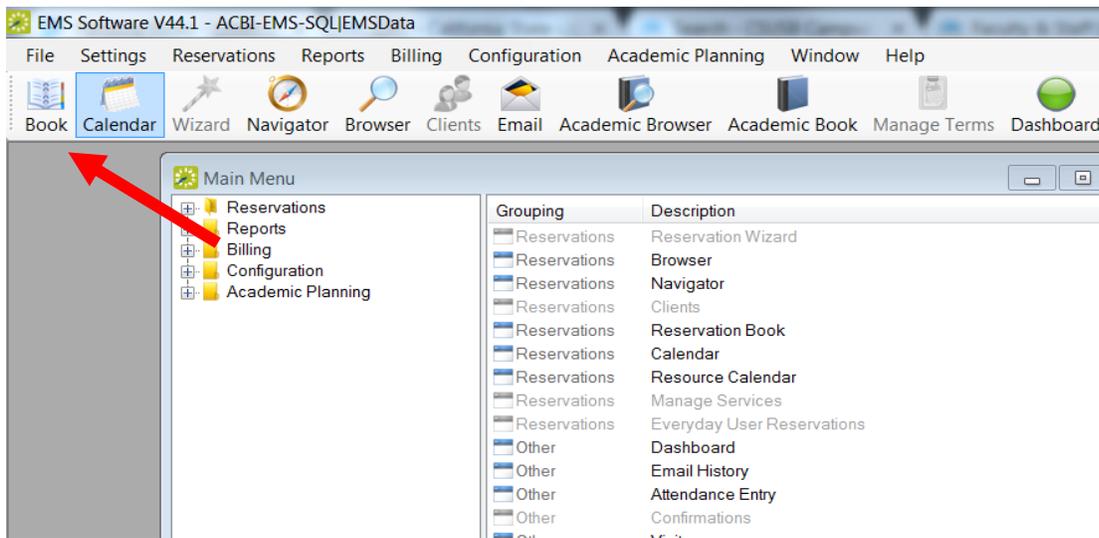
Side Note: The Book is great for viewing however most of your work will be done in the Academic Book/Academic Browser

Select *Building*, *Date* and *View* (Daily, Weekly, or Monthly options). This will give you **all rooms in a building**, capacity, and reservation information. Here you can view rooms **by building** (left) and reservations (right)

Hover your mouse over the reservation to view the class details.

To view **Calendar**, click the Calendar icon. Complete the highlighted information and click "Get Data" in the bottom right hand corner of the screen to view Calendar. Other filters can be used to find classes by building and room. Academic Class Confirmed **must be selected** in Booking Status

The results screen will show you the classes for the room and date you select.

Click the **Academic Browser** to search for specific courses and course information. Select Term from drop down and select specific academic unit, subject, or instructor. Click "Get Data" in bottom right hand corner.

The returned results are based on your criteria. Here you can view the information. You can also double click on any reservation to get more detail.

Bonus: You can export this information by clicking on "Export". After clicking export, indicate where you want to save the file.

Click the **Academic Book** to search for each room for specific courses and course information. Select Term from drop down and building. Click on each room on left for detail to that particular room only.

Side note: At the beginning of Phase II in the schedule production is when we will optimize for the upcoming term. This means any class that has not been assigned a classroom in PeopleSoft will be assigned to a room in EMS that is a best fit (wherever that may be). All classroom changes **after** this will need to be done in EMS and in EMS ONLY.

To change rooms for a class already scheduled, double click on the class you are interested in changing, and highlight **all** of the the class sections. Click on "Tools" and then "Wizards"

The next screen will pop up and select "Change Rooms" and click "Next"

Select "Search for Rooms" and click "Next"

Highlight the room that you are changing "from" and click "next"

Highlight all of the academic classes scheduled for this class by clicking the "select all" button. Room specifications is set to "all" for best results, the set up count is 60 and the status must be "Academic Class Confirmed".

The results screen will show available rooms and the number of event days that are available (very important). Make sure that **all dates are available** for your class sections. Select the room you wish to move the class into and select the right arrow key to move your selected room to the right. Here you can get room information (pictures, number of seats and other basic information)
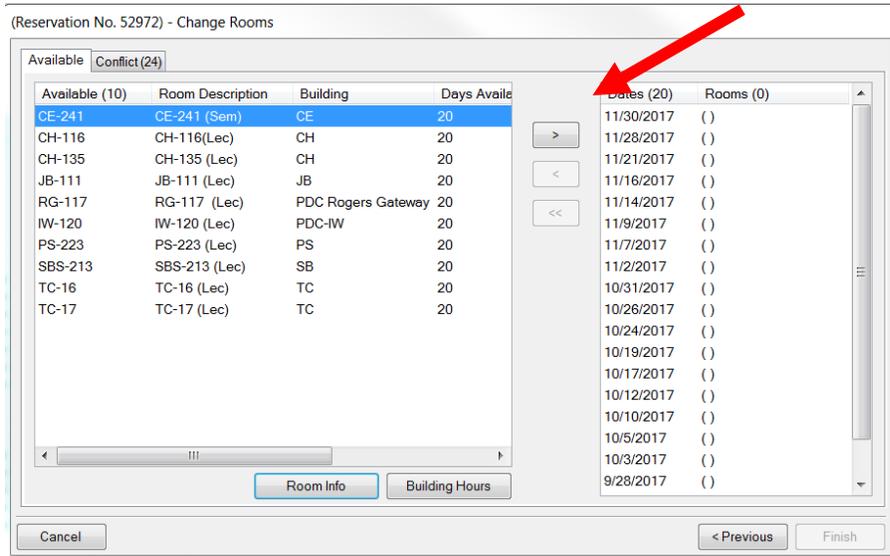
Click "Finish" to view changes.
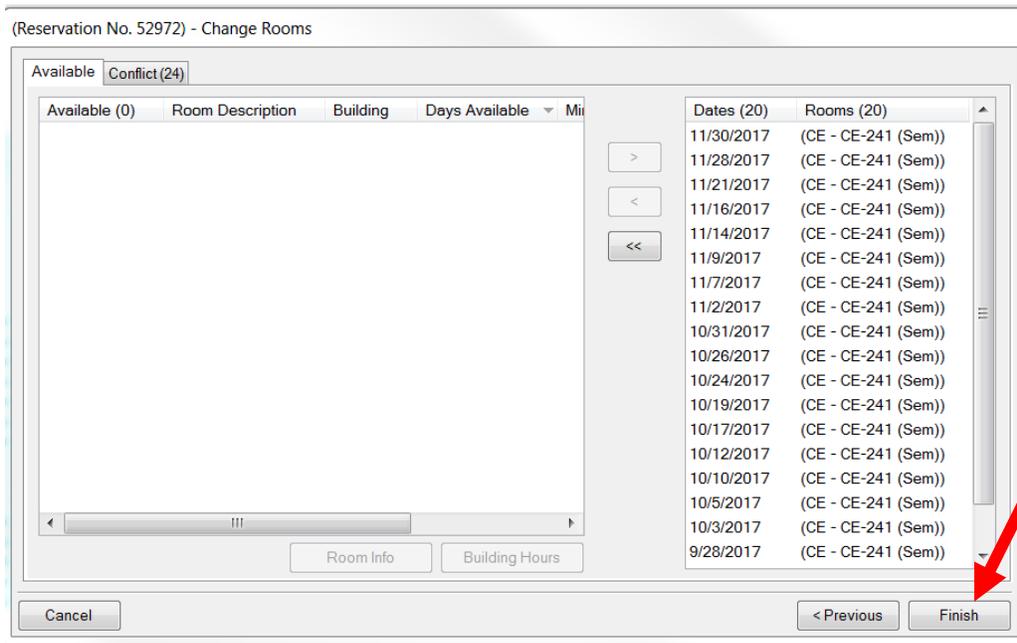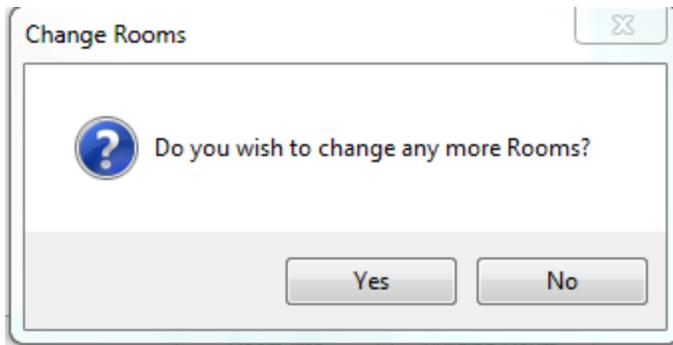
Click yes or no depending on the need to change more rooms.
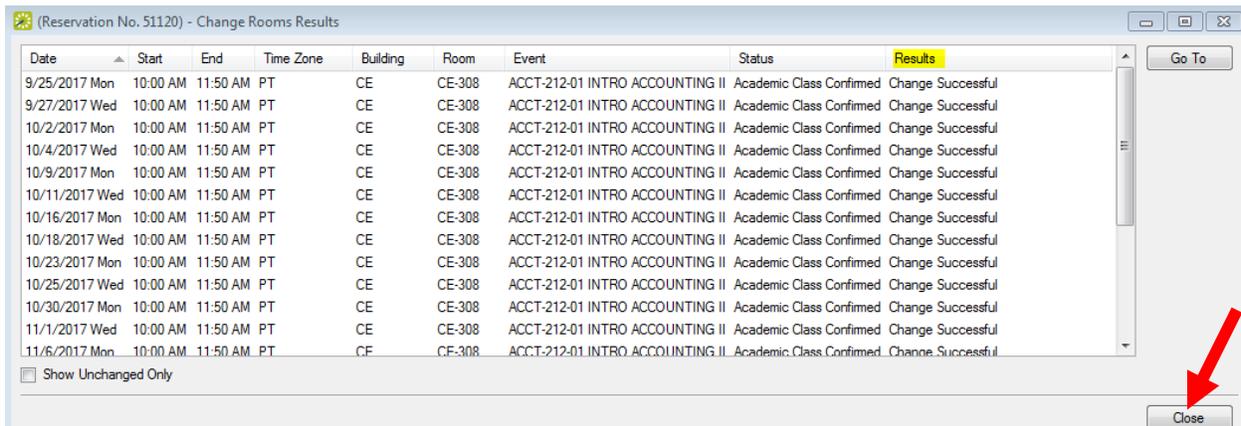
After viewing Change Room Results click "close".

 For Additional rooms (Break out sessions, flood, fire or other reason) please contact Academic Scheduling Office and we will assist in additional reservations.

To search for available academic rooms. Go to Academic Planning → Courses → Search for Rooms
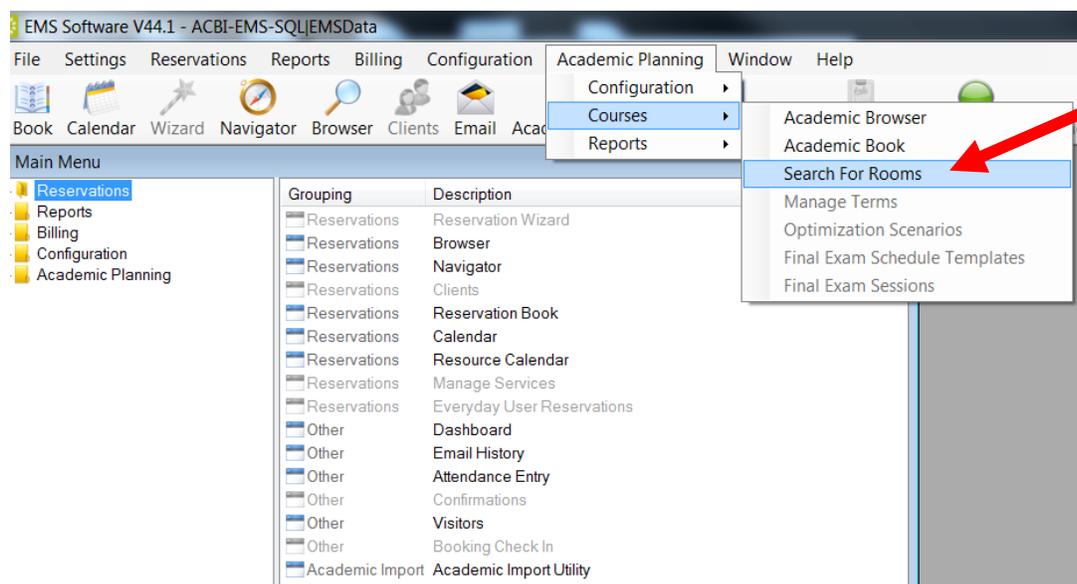
Select Term, Start and End Times, Days, and Room Type for classroom requested and click "Next". A list of available rooms will show based on your search criteria.
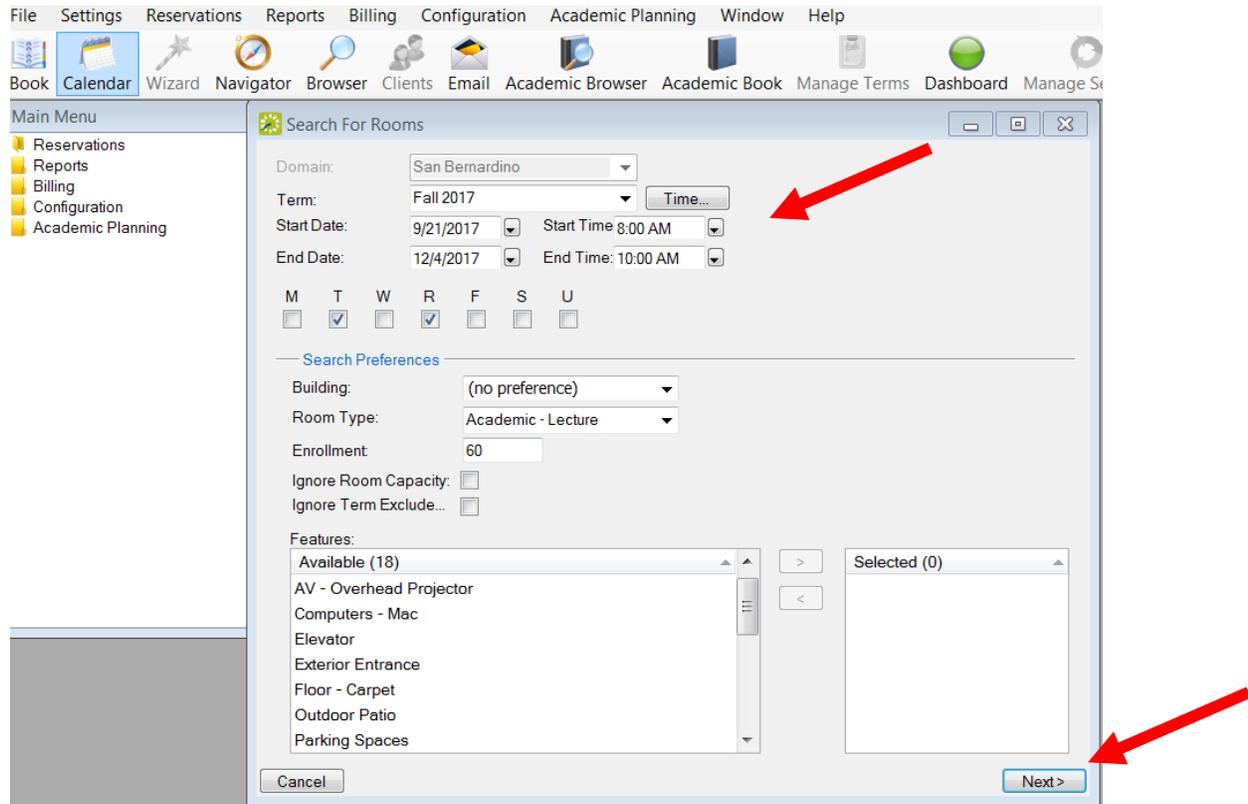
From this list you can click on each room for room information and images (if available)
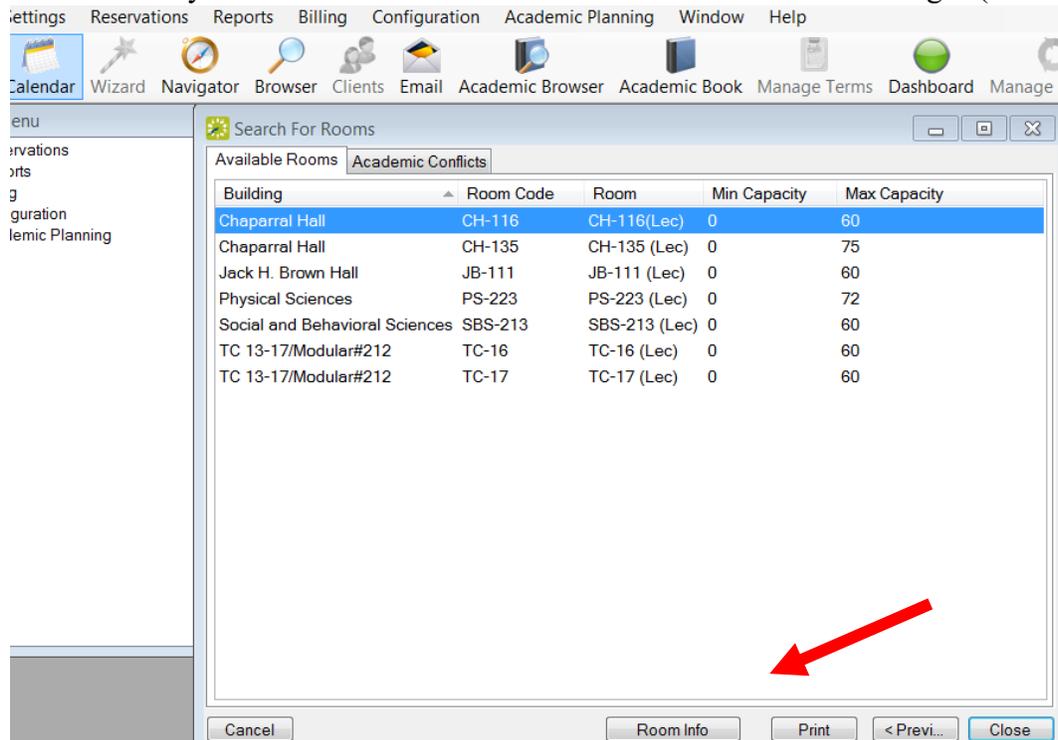
Results are below for selection, click on room and images (if available)

| File | Settings | Reservations | Reports | Billing | Configuration | Academic Planning | Window | Help |

Book Calendar Wizard Navigator Browser Clients Email Academic Browser Academic Book Manage Terms Dashboa

Room Info

Room | Images | User Defined Fields

Properties

Field	Value
Room	CH-116
Room Name	CH-116(Lec)
Classification	Standard
Building	Chaparral Hall
Default Setup Type	Lecture
Room Type	Academic - Lecture

Notes

Interdisciplinary Lecture

Room URL

Building URL

Setup

Setup Type ▲	Capacity
Academic	60
Lecture	60

Features

Feature ▲	Resource

Close