

**California State University,
San Bernardino**

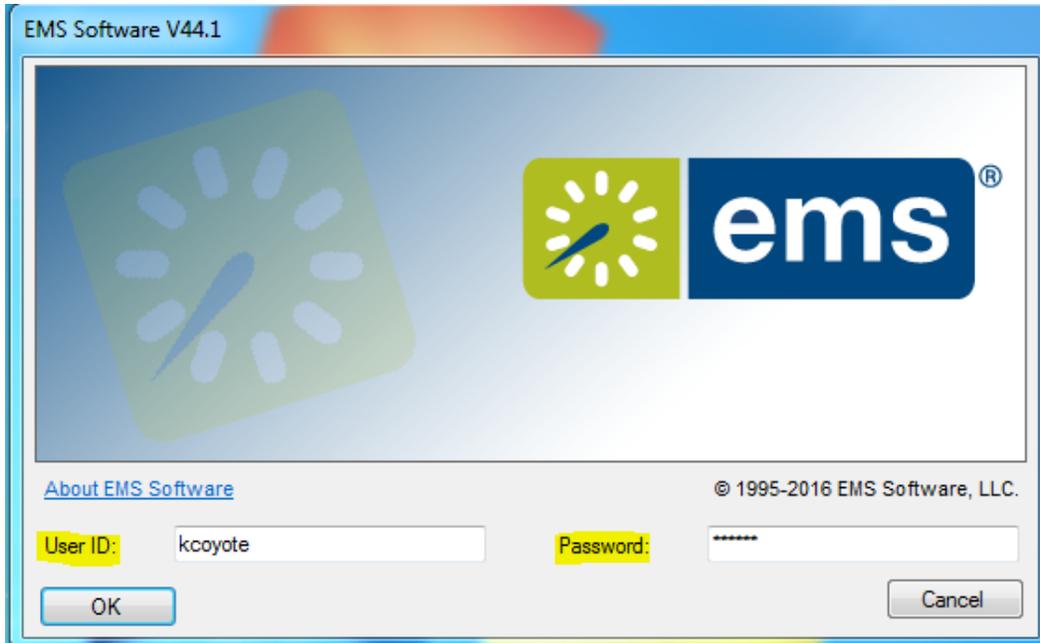


**Academic Desktop User
Guide**

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

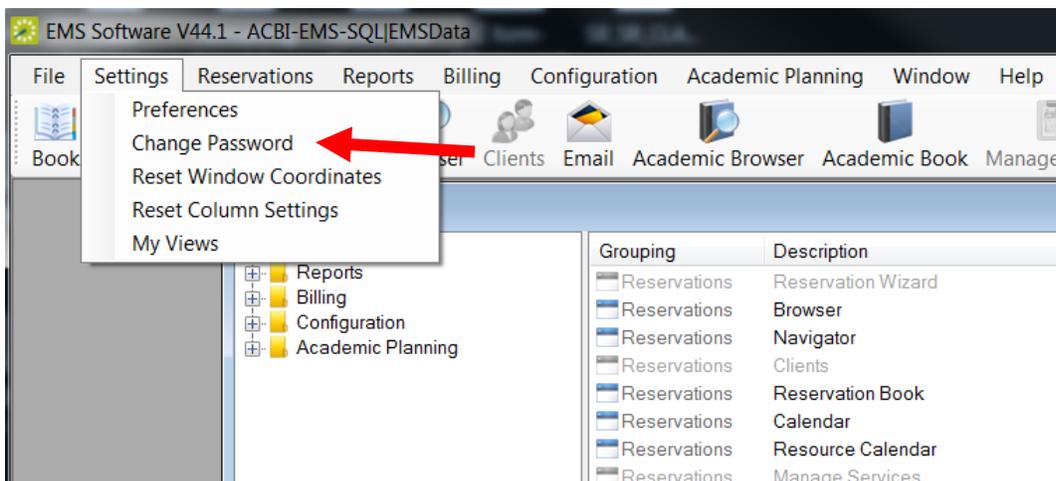
Example: User ID: kcoyote Password: kcoyote

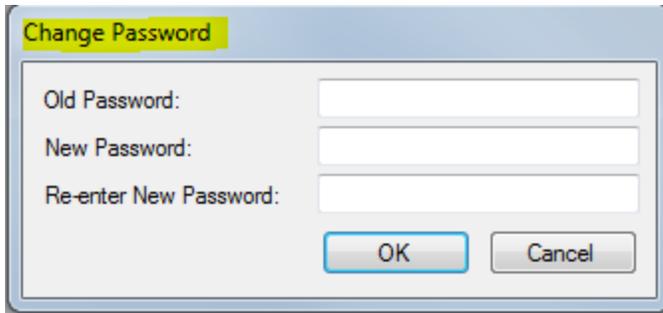
Click “Ok”



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.



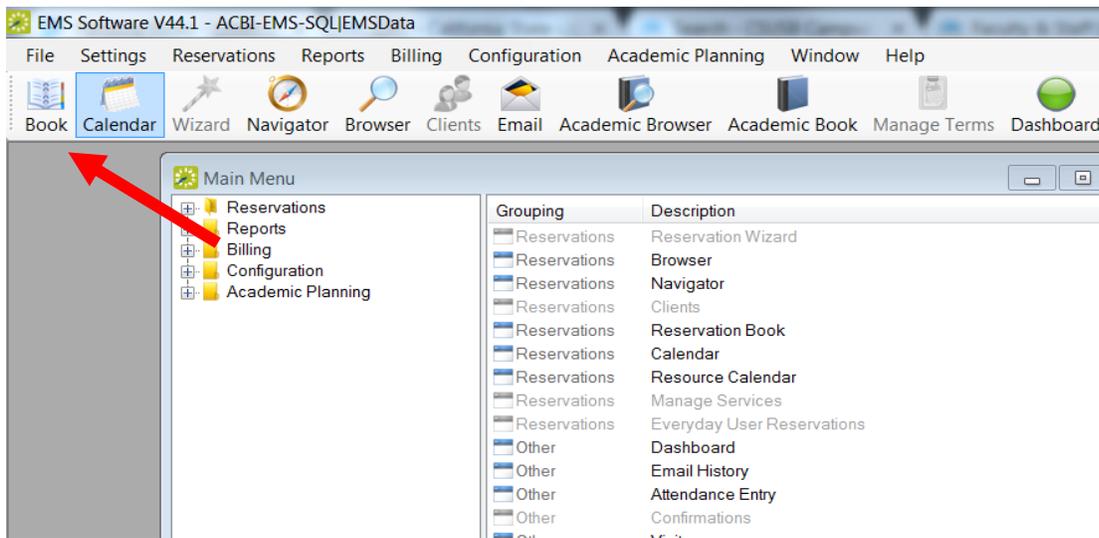


Click "Ok"

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)

EMS Software V44.1 - ACBI-EMS-SQL[EMSDData - [Reservation Book - Building: Jack H. Brown Hall 9/25/2017 Mon (145 Bookings)]

File Settings Reservations Reports Billing Configuration Academic Planning Window Help

Book Calendar Wizard Navigator **Browser** Clients Email Academic Browser Academic Book Manage Terms Dashboard Manage Services

Building: Jack H. Brown Hall View: Daily Print

Date: 9/25/2017 Mon Today Day Week Month Year

Monday, September 25, 2017

Filter	Rooms (30)	Capacity	7	8	9	10	11	12p	1	2	3	4	5	6	7	8	9	10
Jack H. Brown Hall																		
	JB-102 (Lec)	214				HIST-20	PSYC	SSCI-31	BIOL-10	BIOL-	MGMT-230-							
	JB-109 (Lec)	60					PA-315-02	ACCT-372-0	ACCT-373-0	FIN-313-02	MGMT-330-	HRM-458-01						
	JB-111 (Lec)	60				MATH-9	MKTG-305-0	ES-394-01	MKTG-305-0	HRM-460-01	PA-557-01	PUB LABOR						
	JB-112 (Lec)	28					FREN-1	ENG-	ACCT-373-0		MGMT-405-	PA-611-01	PA THEORY &					
	JB-113 (Lec)	60				MATH-1	MATH-1	MATH	CSE-33	MATH-9		MATH-115-0	MATH-110-0	ACCT-211-0				
	JB-114 (Lec)	30					KINE-26	ENG-	KINE-26	KINE-26	CSE-33		KINE-261N-					
	JB-116 (Lec)	28					MGMT-306-	MGMT-306-	FIN-380-01		MGMT-306-	MGMT-306-	MGMT-350-					
	JB-118 (Lec)	28					ENG-10	FLAN-	ENG-10	ENG-10		ENG-100-01	PA-672-01	ADMN				
	JB-124 (Lab)	24						IST-483-01	IST-275-01			IST-215-01	IST-474-01	IST-511-01				
	JB-137 (Lec)	28						FIN-546-01			ACCT-426-0	ENTR-442-0	ACCT-556-0	ENTR-549-0				
	JB-138 (Lec)	32						MATH-3	MATH	MATH-2	MATH-2		MATH-213-0	MATH-211-0				

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

EMS Software V44.1 - ACBI-EMS-SQL|EMSDATA

File Settings Reservations Reports Billing Configuration Academic Planning Window Help

Book Calendar Wizard Navigator Browser Clients Email Academic Browser Academic Book Manage Terms Dashboard Manage Services Booking Check In

Building: College of Education View: Daily Print Time Zone: Pacific Time Refresh

Date: 9/27/2017 Wed Today Day Week Month Year

Filter Reset Wednesday, September 27, 2017

Rooms (24) (filtered)	Capacity
CE-101 (Sem)	30
CE-103 (Sem)	38
CE-104 (Lec)	30
CE-105 (Lec)	228
CE-106 (Lec)	40
CE-107 (Lec)	30
CE-108 (Lec)	30
CE-109 (Lec)	24
CE-110 (Lec)	60
CE-112 (Sem)	44

Reservation Details:

- Date: 9/27/2017 Wed
- Room: CE 103
- Client: CNS - Dean's Office
- Course: MATH-301C-01 FUND CONCPPTS MATH EDUC C
- Instructor Name: TBD
- Instructor Phone: 75300
- Instructor Email Address:
- Reserved: 9:20 AM to 10:30 AM
- Course Time: 9:20 AM to 10:30 AM
- Enrollment: Academic (30)
- Status: Academic Class Confirmed
- Reservation ID: 51983
- Booking ID: 491091
- Event Type: Academic Class

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

File Settings Reservations Reports Billing Configuration Academic Planning Window Help

Book Calendar Wizard Navigator Browser Clients Email Academic Browser Academic Book Manage Terms Dashboard Manage Services

Browse For: Bookings Print Export Email Outlook Review Change State Refresh Options

Filter Results

Month: September Reset Advanced >

Year: 2017

Include Cancelled:

Client: (all)

1st Contact:

Reservation Event Name:

Building: Chemical Sciences

Room: CS-122 (Lec)

Category: (all)

Resource:

Booking Status: Academic Class Confirmed

Close Get Data

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

Date	Reserved Start	Reserved End	Event Start	Event End	Time Zone	Building	Room	Booking Event Name	Booking Event Type	Booking Status	Reservation ID
9/27/2017 Wed	9:20 AM	10:30 AM	9:20 AM	10:30 AM	PT	Chemical Sciences	CS-122 (Lec)	PSYC-363-01 BIOLOGICAL PSYCHOLOGY	Academic Class	Academic Class Confirmed	51393
9/27/2017 Wed	10:40 AM	11:50 AM	10:40 AM	11:50 AM	PT	Chemical Sciences	CS-122 (Lec)	HSCI-360-01 MEDICAL CARE ORG	Academic Class	Academic Class Confirmed	52192
9/27/2017 Wed	12:00 PM	1:10 PM	12:00 PM	1:10 PM	PT	Chemical Sciences	CS-122 (Lec)	CHEM-436A-01 BIOCHEMISTRY LECTURE I	Academic Class	Academic Class Confirmed	52968

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.

File Settings Reservations Reports Billing Configuration Academic Planning Window Help

Book Calendar Wizard Navigator Browser Clients Email Academic Browser Academic Book Manage Terms Dashboard Manage Services

Browse For: Courses Print Export Tools New Section New Course Refresh Options

Filter Results

Domain: San Bernardino Reset Advanced >

Term: Fall 2017

Scenario: SIS Active Scenario

Academic Unit: (all)

Subject: Art

Instructor: (all)

Preferences Exist: (all)

Modified Courses Only:

Close Get Data

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.

Course	Shares Space	SIS XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time
ART 120 01			81536	INTRODUCTION TO 2-D DESIGN	ACT	Grip,Katie L	9/21/2017	12/4/2017	MW	1:20 PM
ART 120 02			81600	INTRODUCTION TO 2-D DESIGN	ACT	Adsit,Robin V	9/21/2017	12/4/2017	TR	1:00 PM
ART 120 03			81601	INTRODUCTION TO 2-D DESIGN		TBD				
ART 120 04			81610	INTRODUCTION TO 2-D DESIGN	ACT	Ruvolo, Tom J	9/21/2017	12/4/2017	TR	8:00 AM
ART 121 01			81537	INTRODUCTION TO 3-D DESIGN	ACT	Ringsmuth,Timothy Suzanne	9/21/2017	12/4/2017	MW	8:00 AM
ART 121 02			81611	INTRODUCTION TO 3-D DESIGN	ACT	Ringsmuth,Timothy Suzanne	9/21/2017	12/4/2017	MW	1:20 PM
ART 122 01			81596	INTRODUCTION TO DRAWING	ACT	Macon,Keaton Amir	9/21/2017	12/4/2017	MW	1:20 PM
ART 122 02			81612	INTRODUCTION TO DRAWING	ACT	Adsit,Robin V	9/21/2017	12/4/2017	TR	6:00 PM
ART 123 01			81538	INTRO ART & TECHNOLOGY	ACT	Grip,Katie L	9/21/2017	12/4/2017	MW	6:00 PM
ART 125 01			81602	FRESHMAN SEM: ART & SOCIETY I	LEC	Khalsa,Sant S. K.	9/21/2017	12/4/2017	T	6:00 PM
ART 200 70			81539	STUDIES IN ART		Blalock,Ashley V				
ART 200 71			81651	STUDIES IN ART		Blalock,Ashley V				
ART 221 01			81540	ART HIST:PREHIST-MID AGES		Blalock,Ashley V				
ART 232 01			81541	INTRO TO COMP. AND UI/UX DSGN	ACT	Houlihan,Francis	9/21/2017	12/4/2017	MW	6:00 PM
ART 235 01			81542	BEGINNING PAINTING	SEM	Roessler,Heather Lee-Ann	9/21/2017	12/4/2017	MW	1:20 PM

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.

Rooms	Capacity	Time	Monday 9/25/2017	Tuesday 9/26/2017	Wednesday 9/27/2017	Thursday 9/28/2017	Friday 9/29/2017
Chemical Sciences							
CS-122 (Lec)	72	8					
CS-128 (Lec)	72	8					
CS-129 (Lab)	24	8					
CS-130 (Lec)	96	9					
CS-131 (Lab)	20	9					
CS-142 (Lec)	125	10					
CS-221 (Lab)	24	11					
CS-222 (Lec)	35	11					
CS-231 (Lab)	20	1...					
CS-233 (Lab)	20	1...					
CS-321 (Lab)	24	1					

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 screenshot displays the PeopleSoft Academic Planning interface. At the top, there is a menu bar with options like File, Settings, Reservations, Reports, Billing, Configuration, Academic Planning, Window, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main window shows a 'Reservation Summary' for 'CHEM-345-01 MODERN QUANT ANALYSIS' in the 'Fall 2017' term. The summary includes details such as the Academic Unit (Chemistry and Biochemistry), Instructor (Stanley, Brett James), and Enrollment (60). Below the summary is a table of reservation dates and times. A red arrow points to the 'Tools' button in the right-hand panel, which is used to access various wizards for class management.

Start Date	End Date	Start Time	End Time	Location	Days
9/21/2017 T	12/4/2017 M	8:00 AM	9:25 AM	CS CS-122	TR

Date	Start	End	Building	Room	Event	Event Type	Status
9/21/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
9/26/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
9/28/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/3/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/5/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/10/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/12/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/17/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/19/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/24/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
10/26/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/2/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/7/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/9/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/14/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/16/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/21/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/28/2017 Tue	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed
11/30/2017 Thu	8:00 AM	9:25 AM	CS	CS-122	CHEM-345-01 MODERN QUANT ANALYSIS	Academic Class	Academic Class Confirmed

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

The screenshot shows a reservation management application. At the top, there are tabs for 'Reservation Summary', 'Course Info', 'Properties', 'Reminders (0)', 'Comments (0)', 'Attachments (0)', 'User Defined Fields (0)', 'Transactions (0)', 'History', and 'Emails (0)'. Below the tabs, the reservation details are displayed: Term: Fall 2017, Academic Unit: Chemistry and Biochemistry, CRN: 83185, Instructor: Stanley, Brett James, Course: CHEM 345 01, Enrollment: 60. A table below shows the reservation schedule with columns for Start Date, End Date, Start Time, End Time, Location, and Days. The first row is highlighted: 9/21/2017 T... 12/4/2017 M... 8:00 AM 9:25 AM CS CS-122 TR.

A dialog box titled '(Reservation No. 52972) - Change Rooms' is open in the foreground. It has a 'Reservation' section with a radio button for 'Copy Reservation' (Copy a Reservation). Below that is a 'Bookings' section with several radio buttons: 'Change Booking Date/Time' (Change Booking date and/or time information.), 'Change Booking Status' (Change Booking status.), 'Change Rooms' (Change Rooms on Bookings.), 'Change Miscellaneous Booking Information' (Change miscellaneous Booking information.), and 'Move Bookings' (Move Bookings to a new or existing Reservation.). There is also a 'Copy Bookings' option (Copy Bookings to a new or existing Reservation.). Below that is a 'Booking Details' section with radio buttons for 'Copy Booking Details' (Copy Booking Details to existing Bookings.), 'Add Booking Details' (Add Booking Details to existing Bookings.), and 'Delete Booking Details' (Delete Booking Details from existing Bookings.). At the bottom is a 'Booking Detail Items' section with radio buttons for 'Add Items' (Add Booking Detail Items to existing Booking Details.) and 'Delete Items' (Delete Booking Detail Items from existing Booking Details.). The dialog has 'Cancel' and 'Next >' buttons.

Select “Search for Rooms” and click “Next”

This screenshot shows the same reservation management application as the previous one, but with a different dialog box open. The dialog box is titled '(Reservation No. 52972) - Change Rooms' and has two radio buttons: 'Search For Rooms' (which is selected) and 'Specific Room'. The 'Search For Rooms' option has two input fields: 'Room:' and 'Location:'. The 'Specific Room' option is currently unselected. At the bottom of the dialog, there are 'Cancel', '< Previous', and 'Next >' buttons. A red arrow points to the 'Next >' button.

Highlight the room that you are changing “from” and click “next”

(Reservation No. 52972) - Change Rooms

Start	End	Building	Room	Number Of Bookings
8:00 AM	9:25 AM	CS	CS-122	20

Hide Cancelled Bookings: Hide Old Bookings:

Cancel < Previous 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”.

(Reservation No. 52972) - Change Rooms

CS - CS-122 8:00 AM to 9:25 AM

Date (20)	Event Name	Sta
9/21/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
9/26/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
9/28/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/3/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/5/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/10/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/12/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/17/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/19/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/24/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/26/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
10/31/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
11/2/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
11/7/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
11/9/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
11/14/2017 Tue	CHEM-345-01 MODERN QUANT ANALYSIS	Aca
11/16/2017 Thu	CHEM-345-01 MODERN QUANT ANALYSIS	Aca

Select All Unselect All

Cancel < Previous Next >

Location/New Status Features

Search

Building: (all)

Room Specifications

Type: (all)

Floor: (all)

Setup Type: Academic

Setup Count: 60

Update Setup Type On Selected Bookings:

Update Setup Count On Selected Bookings:

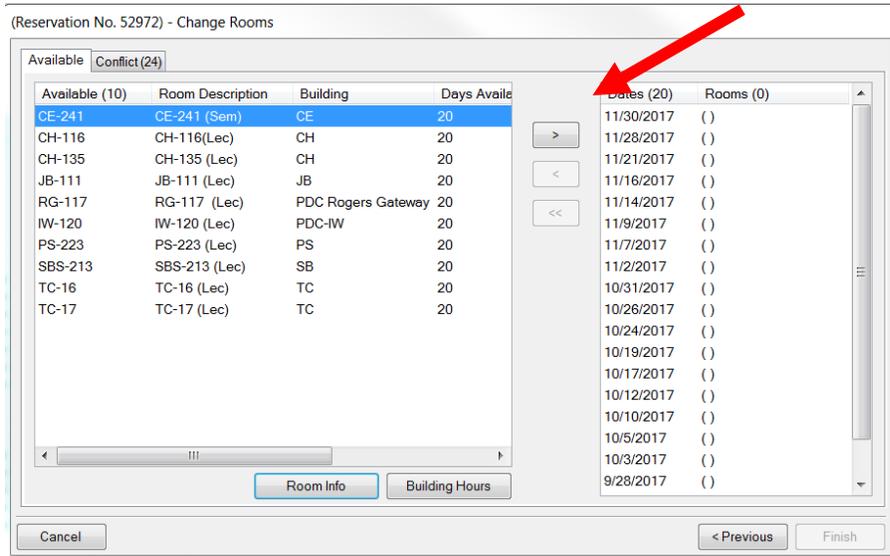
Status: Academic Class Confirmed

Reconfirm:

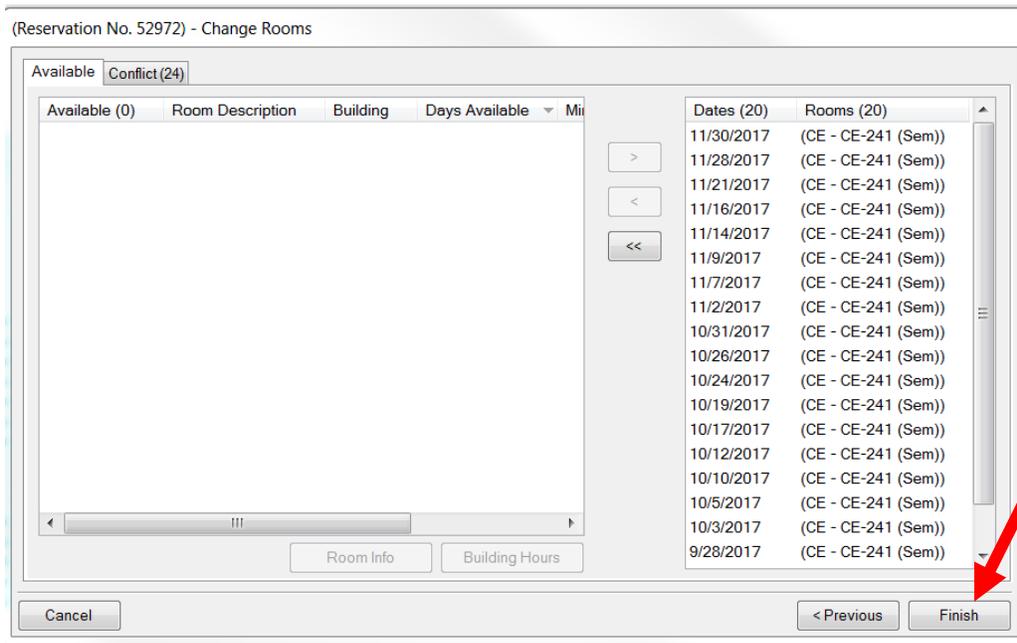
Update Reservation Status:

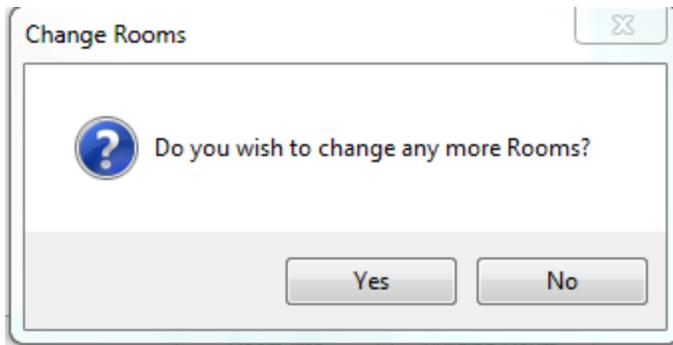


The results screen will show available rooms and the number of event days that are available (very important). Make sure that **all dates are available** for your class sections. Select the room you wish to move the class into and select the right arrow key to move your selected room to the right. Here you can get room information (pictures, number of seats and other basic information)

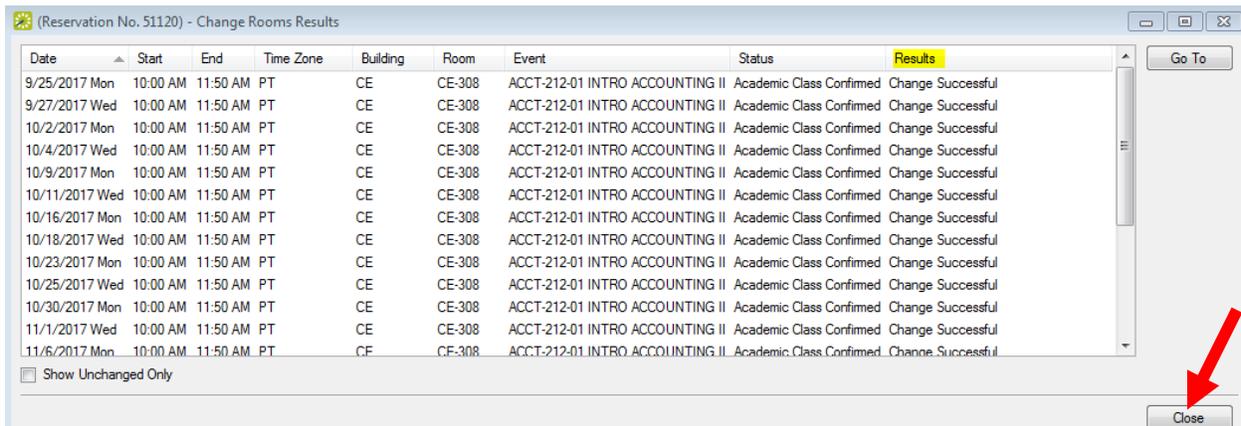


Click "Finish" to view changes.





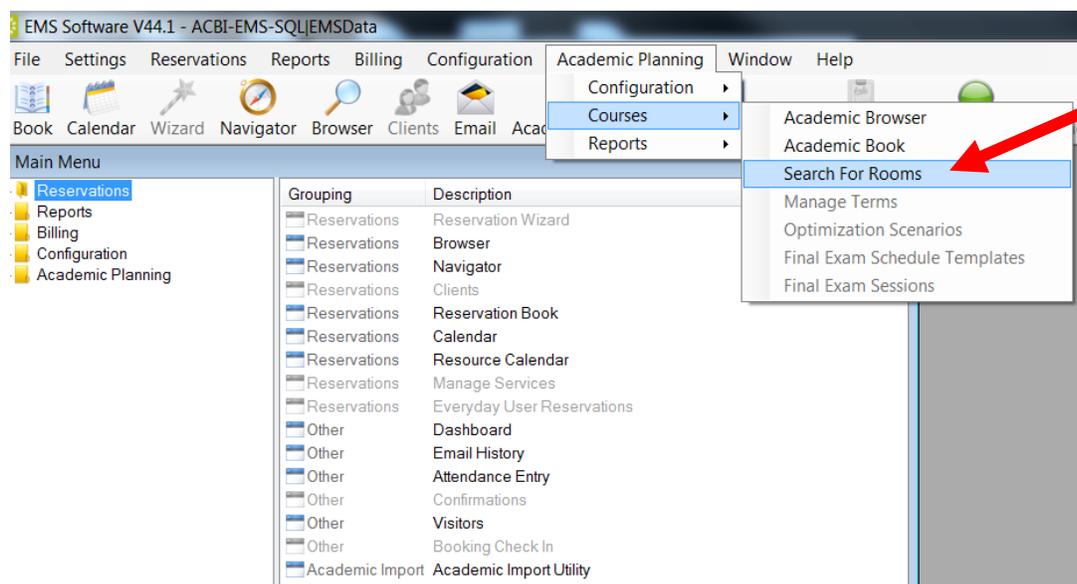
Click yes or no depending on the need to change more rooms.



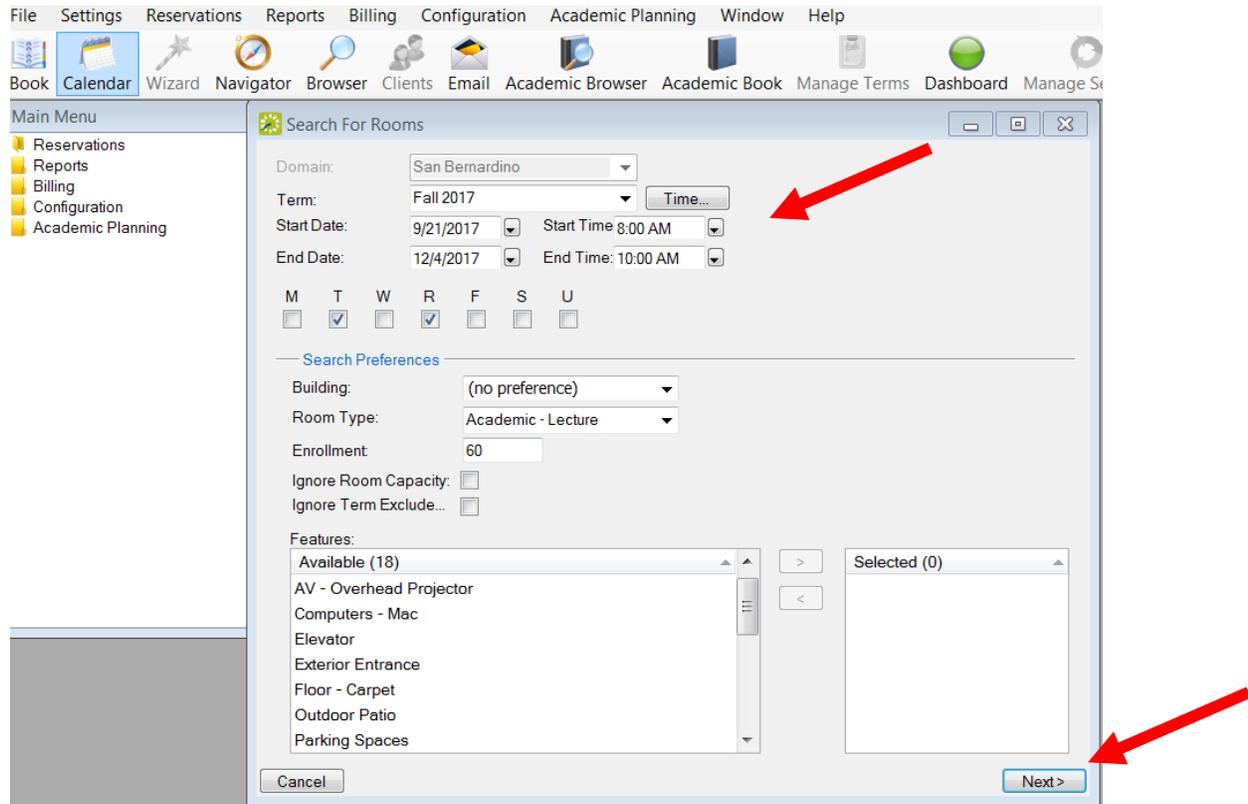
After viewing Change Room Results click “close”.

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

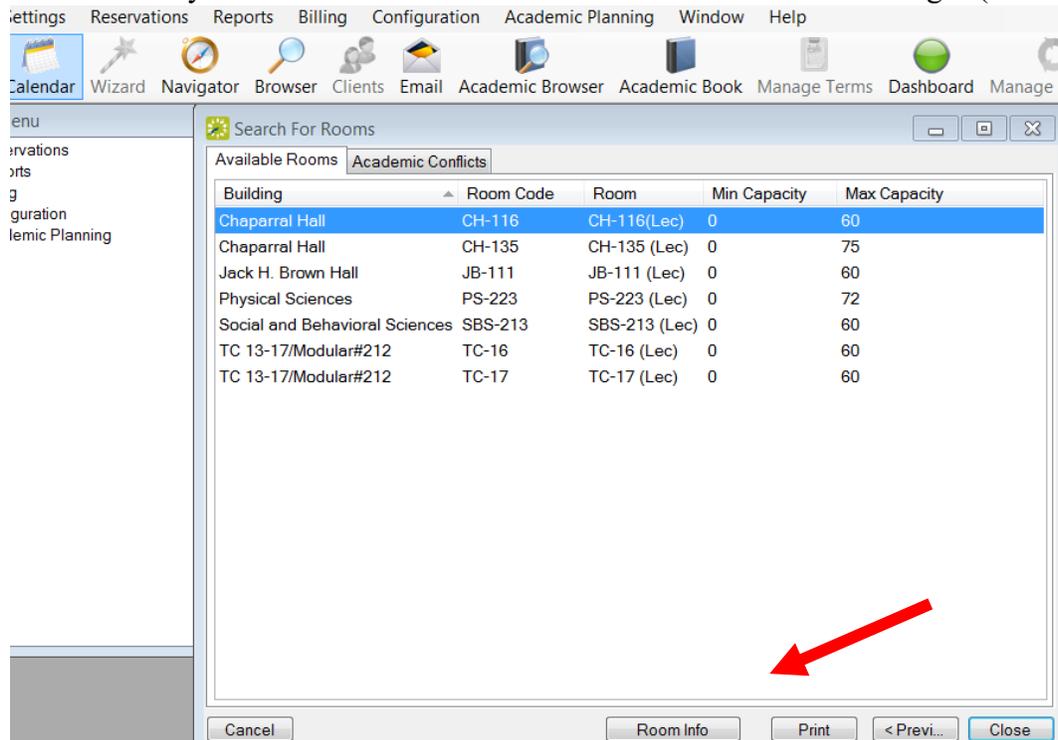
To search for available academic rooms. Go to Academic Planning → Courses → Search for Rooms



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)

The screenshot shows a software application window titled "Room Info". The menu bar includes: File, Settings, Reservations, Reports, Billing, Configuration, Academic Planning, Window, Help. The toolbar includes: Book, Calendar, Wizard, Navigator, Browser, Clients, Email, Academic Browser, Academic Book, Manage Terms, Dashboard. The "Room Info" window has tabs for "Room", "Images", and "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
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Close