Search for a Facility and Class Facility Usage are tools in PeopleSoft that are used to search for classrooms and to find out what LBCC Catalog instruction is going on in classrooms.

Let’s say you are searching for a classroom for a MW class that meets 11:10am-12:35pm. You would begin your search by using the Search for a Facility tool in PeopleSoft.

To Search for a Facility

Most people will find Facility and Event Information under Curriculum Management.

Click Search for a Facility.

You will be taken to this screen.

Enter LBCCD in the Academic Institution field and click Search.
Search for a Facility and Class Facility Usage

Fill in the Facility Search Criteria.

Enter the date or date range, the time range, and the day(s) of the week of the class you’re looking to place in a room.

Most of the time people would be looking for a lecture room since lab rooms are generally not suitable for general classroom instruction and need permission from the departments who use them. If you’re looking for a lecture room, you will use the abbreviation LCTR.

The only other thing you need to add to this screen is the location: either ZZLAC or ZZPCC.

Click Fetch Facilities.

(You can also use this tool if you need to reserve a room such as for one or more days for a workshop or a review session for a class. That would be for a reservation; however, and it wouldn’t go into PeopleSoft.)
Search for a Facility and Class Facility Usage

The results:

The following facilities match your search criteria. From Date: 08/27/2012, End Date: 12/16/2012, Meeting Start Time: 11:10AM, Meeting End Time: 12:35PM, Day of Week: Mon Wed, Facility Type: LCTR, General Assignment: Ignore Fld, Location Code: ZZLAC,

As you defined on the criteria screen, these rooms are available for the Fall 2015 semester, 11:10am-12:35pm. The **Capacity** tells you how many seats are in the room.

You also want to pay attention to the **Assignment** column. Most rooms are **Y**, meaning they are available for general lecture classes. However, there are a few lecture rooms designated as **N**, meaning they are not available for general lecture activity. **N** rooms need permission from the department listed to the left of the **N**.

Perhaps D333 might work for your class, and it is fine to use it if it works.

(Note: If you are submitting a Schedule Change Form (SCF) to put a class into a LCTR N room, and you have gotten permission to use the LCTR N room, you must put a note in the comment box telling Academic Services that you have gotten permission from So&so to use the room. Academic Services will not process the SCF without it.)
But what about the passing time for the class? How do you know that, without looking up each room individually, if there’s 10 minutes before and after the class for the passing times?

If you click on Facility Search Criteria tab and change the Meeting Start Time to 10 minutes earlier and the Meeting End Time to ten minutes later and click Fetch Facilities again, you’ll know which rooms will allow for the passing time.

This time the results are the same, so it looks like passing times fits too.
So now you’re wondering if D333 would be a good choice. You can look at what’s currently in D333 to see how this class would fit in the room in terms of room utilization. For this you would use the Class Facility Usage tool.

**To check a Facility’s Usage**

![Facility and Event Information](image)

Click **Class Facility Usage**.

![Class Facility Usage](image)

Enter LBCCD on the first line and the entire Facility ID string on the second line. That’s all. Click **Search**.
Search for a Facility and Class Facility Usage

The next screen:

Class Facility Usage

Enter the Term and hit Tab; use the pull-down menu to choose the day of the week, and then click Fetch Class Meetings.

The results:

Class Facility Usage

Looks like your class would fit in on Mondays. There’s plenty of time between the CHEM 1B and your class to begin at 11:10am. Your class would end at 12:35pm with a passing time until 12:45pm in time for the CHEM 1A class to begin.
What about Wednesdays? What we see above tells us only about Mondays. We need to check Wednesdays too; there may be classes on Wednesday that are not on Monday, and visa versa. We need to check every day the class would meet.

Go back up to the pull-down menu, select **Wednesday**, and click again.

The results:

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Class Facility Usage

SetID: LBCCD  Facility ID: LAC-D333  Room Capacity: 40

*Term: 2015 Fall  Facility Type: Lecture Rm  *Day of the Week: Wednesday

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</table>

It looks like your class would fit the same on Wednesdays as it does on Mondays.

So it would be okay to schedule our class in D333 MW 11:10am-12:35pm.

(If your search resulted in a larger selection of rooms, you could look for a better fit, but the other choices you were given were larger rooms, and perhaps it would be best to leave them open for larger classes. Sometimes single-sized classes get more students than they planned, and the class needs to move to a bigger room.)

I did it.

Congratulations to me.