

# Search for a Facility and Class Facility Usage

**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.

Navigation breadcrumb: Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility

### Search for a Facility

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: begins with ▼ LBCCD ×

Description: begins with ▼

Short Description: begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter **LBCCD** in the Academic Institution field and click [Search](#) .

# Search for a Facility and Class Facility Usage

Fill in the **Facility Search Criteria**.

The screenshot shows a web application interface for searching facilities. At the top, there is a breadcrumb trail: Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility. On the right, there are icons for Print and New. Below the breadcrumb, there are two tabs: Facility Search Criteria (selected) and Facility Search Results. The main content area is titled 'Academic Institution: Long Beach City College'. Below this, there is a 'Meeting Criteria' section with the following fields: \*From Date: 08/24/2015, \*End Date: 12/13/2015, \*Meeting Start Time: 11:10AM, and \*Meeting End Time: 12:35PM. To the right of these fields is a weekly schedule grid with columns for M, Tu, W, Th, F, Sa, and Su. The 'W' column has a checked box. Below the meeting criteria is the 'Facility Criteria' section with the following fields: Facility Type: LCTR (with a search icon), Lecture Room; \*General Assignment: Ignore Fld (with a dropdown arrow); Room Capacity From: [empty], Room Capacity To: [empty]; Academic Organization: [empty] (with a search icon); Facility Partition: [empty] (with a search icon); Location Code: ZZLAC (with a search icon), LAC; and Building: [empty]. A yellow 'Fetch Facilities' button is located at the bottom right of the facility criteria section. At the bottom of the form, there are two buttons: 'Return to Search' and 'Notify'.

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  .

(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:

[New Window](#) | [Help](#) | [Customize Page](#)

Facility Search Criteria		Facility Search Results						
<b>Academic Institution:</b>	Long Beach City College							
The following facilities match your search criteria. From Date: <b>08/27/2012</b> , End Date: <b>12/16/2012</b> , Meeting Start Time: <b>11:10AM</b> , Meeting End Time: <b>12:35PM</b> , Day of Week: <b>Mon Wed</b> , Facility Type: <b>LCTR</b> , General Assignment: <b>Ignore Fld</b> , Location Code: <b>ZZLAC</b> ,								
Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
.	LAC-D237	LAC-D237	72	LCTR		Y		ZZLAC
.	LAC-D333	LAC-D333	40	LCTR		Y		ZZLAC
.	LAC-F110	LAC-F110	120	LCTR		Y		ZZLAC
.	LAC-M119	LAC-M119	30	LCTR	READ_D	N		ZZLAC
.	LAC-TBA	LAC-TBA	40	LCTR		Y		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.)

# Search for a Facility and Class Facility Usage

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.

Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility

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[Facility Search Criteria](#) | [Facility Search Results](#)

**Academic Institution:** Long Beach City College

**Meeting Criteria**

\*From Date:  \*End Date:

\*Meeting Start Time:  \*Meeting End Time:

M  Tu  W  Th  F  Sa  Su

**Facility Criteria**

\*Facility Type:  Lecture Room

\*General Assignment:  Room Capacity From:  Room Capacity To:

Academic Organization:

Facility Partition:

Location Code:  LAC

Building:

[Fetch Facilities](#)

[Return to Search](#) | [Notify](#)

This time the results are the same, so it looks like passing times fits too.

[Facility Search Criteria](#) | [Facility Search Results](#)

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**Academic Institution:** Long Beach City College

The following facilities match your search criteria. From Date: **08/27/2012**, End Date: **12/16/2012**, Meeting Start Time: **11:00AM**, Meeting End Time: **12:45PM**, Day of Week: **Mon Wed**, Facility Type: **LCTR**, General Assignment: **Ignore Fld**, Location Code: **ZZLAC**,

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
.	LAC-D237	LAC-D237	72	LCTR		Y		ZZLAC
.	LAC-D333	LAC-D333	40	LCTR		Y		ZZLAC
.	LAC-F110	LAC-F110	120	LCTR		Y		ZZLAC
.	LAC-M119	LAC-M119	30	LCTR	READ_D	N		ZZLAC
.	LAC-TBA	LAC-TBA	40	LCTR		Y		ZZLAC

## Search for a Facility and Class Facility Usage

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



Click [Class Facility Usage](#).

Favorites | Main Menu > Curriculum Management > Facility and Event Information > Class

#### Class Facility Usage

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: =

Facility ID: begins with

Building: begins with

Room: begins with

Description: begins with

Facility Type: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter **LBCCD** on the first line and the entire **Facility ID** string on the second line. That's all.

Click  .

# Search for a Facility and Class Facility Usage

The next screen:

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Facility and Event Information](#) > [Class Facility Usage](#)

 Print New

## Class Facility Usage

**SetID:** LBCCD  
**Facility ID:** LAC-D333      LAC-D333      **Room Capacity:** 40  
**\*Term:** 1545 2015 Fall      **Facility Type:** Lecture Rm  
**Session:**       **\*Day of the Week:** Monday      **Fetch Class Meetings**

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

**SetID:** LBCCD  
**Facility ID:** LAC-D333      LAC-D333      **Room Capacity:** 40  
**\*Term:** 1545 2015 Fall      **Facility Type:** Lecture Rm  
**Session:**       **\*Day of the Week:** Monday      **Fetch Class Meetings**

Class Sections															
Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
8:00AM	10:05AM	CHEM	1B	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
8:00AM	10:05AM	CHEM	1B	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
12:45PM	2:50PM	CHEM	1A	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
12:45PM	2:50PM	CHEM	1A	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
6:25PM	9:35PM	CHEM	2	06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0

Return to Search   
 Previous in List   
 Next in List   
 Notify

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.

# Search for a Facility and Class Facility Usage

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 Fetch Class Meetings again.

The results:

## Class Facility Usage

**SetID:** LBCCD  
**Facility ID:** LAC-D333      LAC-D333      **Room Capacity:** 40  
**\*Term:**  2015 Fall      **Facility Type:** Lecture Rm  
**Session:**       **\*Day of the Week:** Wednesday      Fetch Class Meetings

Class Sections															
Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
8:00AM	10:05AM	CHEM	1B	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
8:00AM	10:05AM	CHEM	1B	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
12:45PM	2:50PM	CHEM	1A	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
12:45PM	2:50PM	CHEM	1A	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0
6:00PM	9:10PM	ENVRS	1	08	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2015	12/12/2015	1	0

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.

