

[Click Here](#) to access the Room Matrix

## Using the Room Matrix to View a Room Schedule and Find Available Spaces

**Path:** Main Menu → Campus Solutions → Campus Community → Campus Event Planning → Event Management → Room Matrix

### 1. Navigate to the Room Matrix page. Complete the following fields:

- **Facility ID** (using the magnifying glass, select a value where the **Facility Type** is **Classroom**)
- **Show Week of**
- **Start Time** (modify values if necessary)
- **End Time** (modify values if necessary)

### 2. Click Refresh Calendar.

#### Room Matrix

Search Options	
Facility ID <input type="text" value="JR0270"/> <input type="button" value="Q"/>	JR 0270
Show Week of <input type="text" value="04/15/2013"/> <input type="button" value="B"/>	Start Time <input type="text" value="8:00AM"/> End Time <input type="text" value="6:00PM"/> <input type="button" value="REFRESH CALENDAR"/>
Start <input type="text" value=""/> <input type="button" value="B"/>	End <input type="text" value=""/> <input type="button" value="B"/> <input type="button" value="PREVIOUS WEEK"/> <input type="button" value="NEXT WEEK &gt;"/>

Time	Monday Apr 15	Tuesday Apr 16	Wednesday Apr 17	Thursday Apr 18	Friday Apr 19	Saturday Apr 20	Sunday Apr 21
8:00AM							
9:00AM	MATSCEN 3261 - 9896 Lecture 9:10AM - 10:05AM Journalism Building 0270	ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270	MATSCEN 3261 - 9896 Lecture 9:10AM - 10:05AM Journalism Building 0270	ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270	MATSCEN 3261 - 9896 Lecture 9:10AM - 10:05AM Journalism Building 0270		
10:00AM	CLAS 2204 - 14023 Lecture 10:20AM - 11:15AM Journalism Building 0270	ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270	CLAS 2204 - 14023 Lecture 10:20AM - 11:15AM Journalism Building 0270	ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270	CLAS 2204 - 14023 Lecture 10:20AM - 11:15AM Journalism Building 0270		
11:00AM	CSFRST 4585 - 13300 Lecture 11:30AM - 12:25PM Journalism Building 0270	ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270	CSFRST 4585 - 13300 Lecture 11:30AM - 12:25PM Journalism Building 0270	ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270	CSFRST 4585 - 13300 Lecture 11:30AM - 12:25PM Journalism Building 0270		
12:00PM							
1:00PM	MATH 1149 - 30423 Lecture 12:40PM - 1:35PM Journalism Building 0270	CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270	MATH 1149 - 30423 Lecture 12:40PM - 1:35PM Journalism Building 0270	CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270	MATH 1149 - 30423 Lecture 12:40PM - 1:35PM Journalism Building 0270		
2:00PM	ECE 3020 - 16682 Lecture 1:50PM - 2:45PM Journalism Building 0270		ECE 3020 - 16682 Lecture 1:50PM - 2:45PM Journalism Building 0270		ECE 3020 - 16682 Lecture 1:50PM - 2:45PM Journalism Building 0270		
		CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270		CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270			
	BIOMEDE 4902 - 4791		BIOMEDE 4902 - 4791		BIOMEDE 4902 - 4791		

- ❖ Orange entries on the room matrix represent combined sections or overlapping reservations.

### 3. Adjust Display Options.

Select a variety of options from the bottom of the matrix (e.g. select Tuesday and Thursday only, uncheck Show Events.)

Display Options

Monday

Thursday

Sunday

[REFRESH CALENDAR](#)

Tuesday

Friday

Show AM/PM

Show Classes

Wednesday

Saturday

Show Class Title

Show Events

### 4. Click Refresh Calendar.

The page is refreshed with only the edited options displaying – in this example, Tuesday and Thursday classes in JR0270.

#### Room Matrix

Search Options

Facility ID

JR 0270

Show Week of

Start Time

End Time


[REFRESH CALENDAR](#)

Start

End


[< PREVIOUS WEEK](#)

[NEXT WEEK >](#)

Time	Tuesday Apr 16	Thursday Apr 18
8:00AM		
9:00AM		
10:00AM	ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270	ECON 5420 - 12976 Lecture 9:35AM - 10:55AM Journalism Building 0270
	ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270	ECON 5420 - 12977 Lecture 9:35AM - 10:55AM Journalism Building 0270
11:00AM	ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270	ECE 4900 - 16719 Lecture 11:10AM - 12:30PM Journalism Building 0270
12:00PM		
1:00PM	CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270	CRPLAN 6500 - 20054 Lecture 12:45PM - 2:05PM Journalism Building 0270
2:00PM	CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270	CLAS 3215 - 14057 Lecture 2:20PM - 3:40PM Journalism Building 0270
3:00PM		
4:00PM	EDUPAES 1147 - 1701 Lecture 4:10PM - 5:05PM Journalism Building 0270	
5:00PM		



## **IMPORTANT INFORMATION**

### **Important steps for returning accurate results**

- After entering a Facility ID, always remember to click Refresh to return results for that space. Not doing so will result in a false return.
- The default Start and End times on the Room Matrix are 8am to 6pm. To see results before 8am and after 6pm, change the times and click Refresh.