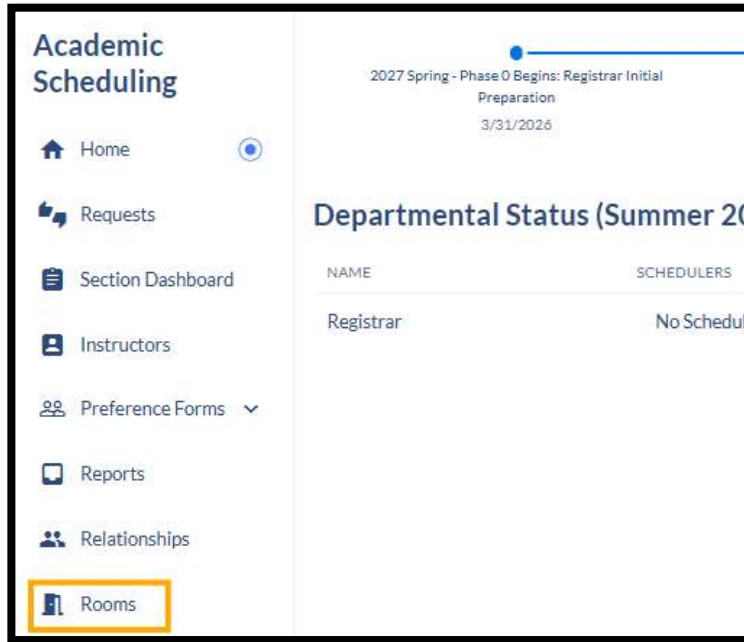


Coursedog Room Owner Guide:

Applying and Removing Room Filters

Room Owners can allow or restrict usage of department or college-controlled rooms by removing or adding room filters to individual rooms in Coursedog.

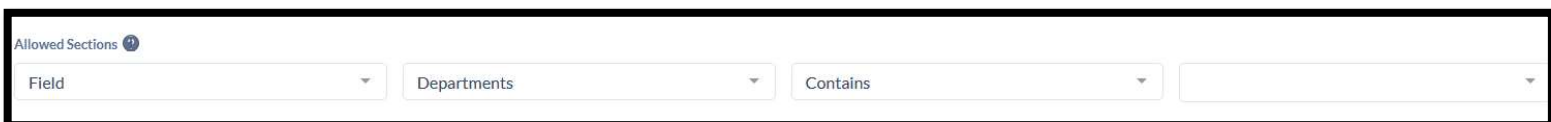
1. Log in to Coursedog and select the *Academic Scheduling* product. On the Academic Scheduling home page, click the Rooms tab on the left side of the screen



Please Note: Updating room filters via the Rooms tab of the Scheduling Management page **affects Academic scheduling/class scheduling only**. Event scheduling restrictions can be further refined under the Rooms tab of the Coursedog Event product (TBA).

2. Under the **Allowed Sections** heading, the default setting is “Allow All.” This allows all departments and offices to see this room as available to schedule in Coursedog. General University Rooms utilize this setting. To assign a Room Filter, click the field with “Allow All”, and select one of the following:
 - a. Field: for filters with one variable
 - b. Any Of: for filters with multiple variables interpreted as “OR” statements
 - c. All Of: for filters with multiple variables interpreted as “AND” statements

To restrict a room based on departmental association only, choose Field and select Departments, and Contains. Then, type the name of the Department(s) you would like to be able to use the room in the 4th field on the right and select them as they appear in the drop-down menu.



3. To grant external departments usage of a room controlled by your department, one of the following methods can be used:
 - a. Update the Room Filter to include any additional departments as necessary. It is not necessary to use the “Any Of” field option for this method. Simply click on the far-right field and type in the names of all departments allowed to use the room (shown below). Once the external departmental user has scheduled a class in this room, the room filter can be returned to its original configuration by clicking the white ‘X’ by the department’s name. Updates are saved instantly, and only Room Owners can update this information. Removing a department from the Room Filter **does not remove sections scheduled by that department** from the room.

- b. Use the “Any Of” field option to include your department, as well as the course or CRN of the excepted course/section:

This method can be difficult to manage, as it requires prior knowledge of the Course Prefix & Number and/or CRN of the exempted section(s). In certain cases, the section may need to first sync to Banner for the filter to function properly.

- **Additional Information:**
 - Within a Room Filter, clicking the red circle to the right of each row immediately deletes that row.
 - Room Owners can add or remove other Room Owners to individual rooms in Coursedog at any time.
 - The default setting allows all classes and events to be scheduled in a room. To prevent **all** class scheduling, Room Owners can set “Hide in Scheduling” to YES. To prevent **all** event scheduling, Room Owners can set “Hide in Events” to YES:

Selecting YES does not remove currently scheduled classes or events from the room.