



Office of the University Registrar

# Section Meeting Time & Location Change Workflow

User Guide

August 2011

Document Title	Section Title Change Form and Workflow User Guide
Issue Date	August 26 2011
Author	Phillis Steinbach, IS Technical Training
Copyright	Kent State University and SunGard Higher Education, 2009
Process Owner	Office of the University Registrar
Get help	Academic Scheduling Center <a href="mailto:acadschedctr@kent.edu">acadschedctr@kent.edu</a> IS Technical Training <a href="mailto:istraining@kent.edu">istraining@kent.edu</a>
Get Access	Contact the Help Desk, 672-HELP (330-672-4357)
Get Documentation	This document and related documentation is available online at <a href="http://www.kent.edu/is/training/documentation.cfm">http://www.kent.edu/is/training/documentation.cfm</a>

## Table of Contents

1. Introduction .....	3
1.1 Purpose of the Workflow .....	3
1.2 Workflow Functional Path .....	3
1.3 Workflow Features.....	3
2. Access the Workflow.....	5
3. Request a Change of Meeting Time or Location .....	6
3.1 Select the Section to be Changed .....	6
3.2 Change the Meeting Time and Location .....	9
3.3 Submit the Request.....	11
4. Working with Co-Scheduled Groups.....	12
5. Request a Room/Building Change .....	14
6. Request Specific Room Characteristics .....	17
7. View Workflow Forms.....	19
7.1 The My Worklist View .....	19
7.2 The Workflow History View .....	19

# 1. Introduction

## 1.1 Purpose of the Workflow

This workflow allows Kent campus schedulers to request that changes be made to a section meeting time and/or location in Banner INB. The change request is routed to the Academic Scheduling Center to ensure that the change does not conflict with course combinations and student plans.

## 1.2 Workflow Functional Path

The academic department scheduler initiates the request by accessing the workflow from the 'Course Section Maintenance' channel within FlashLine.

The Academic Scheduling Center in the Registrar's Office will process the request and will acknowledge the action taken by sending a workflow notification via email (indicating that the request was processed, processed with modifications, denied, returned-for-edit, or stopped).

## 1.3 Workflow Features

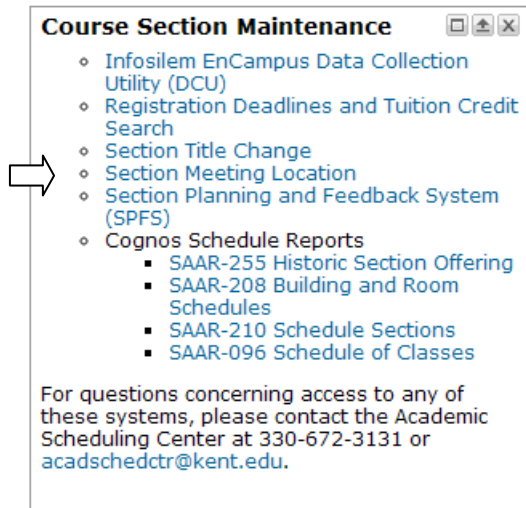
- Restricted to active, Kent campus sections in fall/spring terms that are Spring 2012 or later. Summer sections are exempt.
- Only schedulers will be able to access and submit requests.
- One can assign a proxy if necessary.
- Further filters are by Term, College, Subject, Course # and Section #.
- A Section and its MEET record(s), with the minimal fields of Start and End Dates, Schedule Type and Session Indicator, must be created in SSASECT prior to using the workflow. If not a message will be displayed instructing to create one in Banner.
- Schedulers can request changes for any combination of 'Days of the Week', 'Time' and 'Location' for each individual MEET record.
- The Meeting Time editor is set up to follow the existing Pattern meeting times.
- The Meeting Location editor can be searched by Building or Type of Room.
  - Select Type of Room to bring up a list of Buildings which meet that category.
  - Select Building to bring up a list of Types of Rooms which are in that building.
  - The optional Room field is filtered based on Building / Type of Room selected
- The Meeting Location editor includes a place to choose up to 3 room characteristics, if applicable, i.e., *Whiteboard – 12 feet*. Note: These characteristics are independent of the other Location fields.

- Requested changes are visible below the original record for easy comparison.
- Assigned Instructors are available for review in a collapsible window.
- Each edited MEET record requires a Change Reason to be completed.
- If the MEET record is part of a co-scheduled group, then the schedulers can list the corresponding CRN's (Processors will then update all together in Banner).
- Schedulers can start a new Workflow request once they have submitted a prior one.
- Metrics on workflow – if workflow is on worklist of processor or initiator (for return-for-edit) for more than two days, it is flagged.
- High priority assigned on worklist to items where registration is occurring or is 30 days prior.

## 2. Access the Workflow

Log into FlashLine.

Click the tab **My Action Items**. Under **Workflow** click on **Section Meeting Time Location** or simply click **Section Meeting Location** in the new **Course Section Maintenance** channel.

A screenshot of the "Section Meeting Time & Location" workflow page. The page has a dark blue header with the Kent State University logo and the text "Excellence in Action". The title "SECTION MEETING TIME & LOCATION" is displayed in white. Below the header, there is a "Logout" button. On the left, there are links for "Help" (with a question mark icon) and "History" (with a document icon). The main content area is titled "Course Section Information" and "Campus: Kent Campus (KC)". It contains several dropdown menus for "Term", "College", "Subject", "Course Number", and "Section #", each with a "Please Select" option. A "Load Information" button is located at the bottom of the form.

The workflow page opens. Note that the **Logout** button is at upper right.

The **Help** link will open an online copy of this user guide.

The **History** link enables you to search for forms that have been submitted. See section 7 for details.

### 3. Request a Change of Meeting Time or Location

#### 3.1 Select the Section to be Changed

1. Select the appropriate Term for modification of Meeting Time and Location.

Use the 'List of Values' (LOV button  ) to view and select.

For our purposes, we will use Fall, 2011

1. TAB (This will 'activate' the next field).

Course Section Information	
Term:	<input type="text" value="— Please Select —"/>
College:	<input type="text" value="— Please Select —"/>
Subject:	201210 (Spring 2012) 201180 (Fall 2011)

2. Select the **College**, using the Live of Values (LOV) button 

Course Section Information	
Term:	<input type="text" value="201180 (Fall 2011)"/>
College:	<input type="text" value="— Please Select —"/>
Subject:	<input type="text" value="— Please Select —"/>
Course Nu	Academic Affairs and Provost Coll of Arch and Env Design Coll of Ed Health Human Svcs College of Arts and Sciences College of Business Admin College of Comm and Info College of Nursing College of Public Health College of Technology College of the Arts Honors College Research and Graduate Studies School of Digital Sciences Undergraduate Studies

(we'll use the 'College of Arts and Sciences')

**NOTICE**, as selections are made, the next field for selection becomes available.

3. Select the **Subject**, using the List of Values.

	Geology (GEOL)
	German (GER)
	Greek (GRE)
	Hebrew (HEBR)
	Heritage Languages (HRTG)
	History (HIST)
	Horticulture (HORT)
	Integrated Life Sciences (ILS)
	Italian (ITAL)
	Japanese (JAPN)
	<b>Justice Studies (JUS)</b>
	Latin (LAT)
	Mathematics (MATH)
	Modern and Classical Lang Stud (MCLS)
<b>Course Se</b>	Office International Affairs (OIA)
	Pan-African Studies (PAS)
<b>Term:</b>	Paralegal Studies (PLST)
	Philosophy (PHIL)
<b>College:</b>	Physics (PHY)
	Political Science (POL)
<b>Subject:</b>	— Please Select —

4. Select the Course Number
5. Select the Section Number

Course Section Information	
<b>Term:</b>	201180 (Fall 2011) ▼
<b>College:</b>	College of Arts and Sciences ▼
<b>Subject:</b>	Justice Studies (JUS) ▼
<b>Course Number:</b>	12000 ▼
<b>Section #:</b>	--- Please Select --- ▼
	002
	003
	004

6. Load the Information  
(Click on the Load Information button to pull up the data on this course and section.)

Course Section Information	
<b>Term:</b>	201180 (Fall 2011) ▼
<b>College:</b>	College of Arts and Sciences ▼
<b>Subject:</b>	Justice Studies (JUS) ▼
<b>Course Number:</b>	12000 ▼
<b>Section #:</b>	002 ▼
<div>Load Information</div>	

All of the current information will load, along with the ability to 'Edit' the record.

Meeting Times and Locations
Campus: Kent Campus (KC)

Section Status: Active (A)
Part of Term: 1 29-AUG-11 11-DEC-11

Section Title: INTRO TO JUSTICE STUDIES
Section Capacity: 25


Course Number: JUS 12000 Section #: 002 CRN: 22972



	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun						
1	29-AUG-11	11-DEC-11		X		X				12:30 PM - 1:45 PM	BOW - 00223	CLAX	LEC	01	<a href="#">Edit</a>

Session Code
Instructor

Submit Request

#### AREAS TO NOTE:

- **Part of Term:** Verify the Part of Term data is correct
- **Edit button:** Utilized to make changes to the meeting data
- **Instructor:** The instructor(s) currently assigned to the section may be viewed by clicking on the 'search' icon  This will allow the information to display.

Session Code	Instructor	
01	Johnson, Leroy	

Clicking on the search icon when the instructor(s) data is displayed will once again hide the information.

- Note the **Course Number, Section # and CRN** in the Banner of the Meeting data.

Meeting Times and Locations
Campus: Kent Campus (KC)

Section Status: Active (A)
Part of Term: 1 29-AUG-11 11-DEC-11

Section Title: INTRO TO JUSTICE STUDIES
Section Capacity: 25

Course Number: JUS 12000 Section #: 002 CRN: 22972

	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun						
1	29-AUG-11	11-DEC-11		X		X				12:30 PM - 1:45 PM	BOW - 00223	CLAX	LEC	01	<a href="#">Edit</a>

Session Code
Instructor



## 3.2 Change the Meeting Time and Location

1. Click on the 'Edit' button located in the course table.

Meeting Times and Locations

Campus: Kent Campus (KC)

Section Status: Active (A)

Part of Term: 1 29-AUG-11 11-DEC-11

Section Title: INTRO TO JUSTICE STUDIES

Section Capacity: 25

Course Number: JUS 12000

Section #: 002

CRN: 22972

	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun						
1	29-AUG-11	11-DEC-11		X		X				12:30 PM - 1:45 PM	BOW - 00223	CLAX	LEC	01	<a href="#">Edit</a>

Session Code

Instructor

The data fields will 'open' allowing the Scheduler to edit the information.

**Notice** how the Days of Week check boxes appear, the Time and Location also will be hyper-linked allowing the Scheduler to access possible times and locations.

Course Number: JUS 12000

Section #: 002

CRN: 22972

	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code		
			Mon	Tue	Wed	Thu	Fri	Sat	Sun							
1	29-AUG-11	11-DEC-11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">12:30 PM - 1:45 PM</a>	<a href="#">BOW - 00223</a>	CLAX	LEC	01	<a href="#">Cancel</a>	<a href="#">Save Edit</a>

2. To change the **Meeting Day(s)**, select new Meeting day(s) by clicking the checkbox(es).

From Tue / Thu

	Start Date	End Date	Days of Week						
			Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	29-AUG-11	11-DEC-11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To

Mon / Wed

	Start Date	End Date	Days of Week						
			Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	29-AUG-11	11-DEC-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eliminate the previously selected days by clicking the check box to reverse the selection.

3. Save the Edit

Session Code

01

[Cancel](#)

[Save Edit](#)

4. When the Edit has been 'Saved' the data screen will display the original record and will prompt the Scheduler to provide a reason for the requested change.

Course Number: JUS 12000 Section #: 002 CRN: 22972															
	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun						
1	29-AUG-11	11-DEC-11		X		X				12:30 PM - 1:45 PM	BOW - 00223	CLAX	LEC	01	<input type="button" value="Edit"/>
1	29-AUG-11	11-DEC-11	X		X					12:30 PM - 1:45 PM	BOW - 00223	CLAX	LEC	01	<input type="button" value="Undo Change"/>

**a**

Session Code	Instructor	<input type="button" value="Search"/>
<p style="color: red;">You must complete a separate Change Reason below for each edited Meet Record.</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Change Reason for Meet Record 1</b></p> <p><b>* Reason for change</b> (Select all that are applicable)</p> <div style="display: flex; justify-content: space-around;"> <div><input type="checkbox"/> New Day/Time Assignment</div> <div><input type="checkbox"/> Professor Issue</div> <div><input type="checkbox"/> Conflict Issue</div> <div><input type="checkbox"/> Room Issue</div> <div><input type="checkbox"/> Other Issue</div> </div> <p><b>* Reason for change comment:</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p><b>* Is this part of a co-scheduled group?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>c</b></p> </div>		

**b**

**b**

#### ITEMS TO NOTE:

- Any fields with a red asterisk (\*) are REQUIRED fields.
- The change may be undone.
- Select the reason for the change AND include a narrative explaining why.
- Indicate if this section / CRN is part of a co-scheduled group.

**NOTE:** The header in the Change Reason for Meet box identifies the 'Record' that is being edited. In this case it is 1, since there is only one delivery type. In other examples to follow, you will see how this changes.

### 3.3 Submit the Request

When the Change Reason is completed, the **Submit Request** button becomes active.  
Click the 'Submit Request' button.

**Change Reason for Meet Record 1**

**\* Reason for change** (Select all that are applicable)

☐ New Day/Time Assignment

☐ Professor Issue

☒ Conflict Issue

☐ Room Issue

☐ Other Issue


**\* Reason for change comment:**

Conflict with other courses assigned to instructor.

**\*Is this part of a co-scheduled group?** ☐ Yes ☒ No

Submit Request

A confirmation message will display:



Your request has been submitted successfully

Start a new Request

To request another section meeting time or location change, click 'Start a new Request'.

## 4. Working with Co-Scheduled Groups

When requesting a change to Co-Scheduled groups, **only one work flow form** is submitted. The Scheduler will include the additional CRN's as part of the information in the Reason for Change.

Below is an example of a Co-Scheduled course:

Meeting Times and Locations														Campus: Kent Campus (KC)	
Section Status: Active (A)				Part of Term: 1 29-AUG-11 11-DEC-11											
Section Title: FOUND NURSG INTERVEN				Section Capacity: 3											
Course Number: NURS 20030 Section #: 001 CRN: 22466															
	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun						
1	29-AUG-11	11-DEC-11	X							08:50 AM - 10:45 AM	LCM - 00101	LECX	LEC	01	<a href="#">Edit</a>
2	29-AUG-11	11-DEC-11			X					08:00 AM - 2:30 PM			CLN	02	<a href="#">Edit</a>
3	29-AUG-11	11-DEC-11		X						09:00 AM - 11:00 AM	HDN - 00208	TEAX	LAB	03	<a href="#">Edit</a>

Session Code	Instructor	<a href="#">Q</a>
--------------	------------	-------------------

The meeting DAY for the lab is going to change from Tuesday to Thursday.  
This section is co-scheduled with Sections 003 and 011.

- Obtain the CRN's for each section.
  - CRN's may be obtained through Banner
  - CRN's may be obtained using This work flow

- Edit the appropriate session

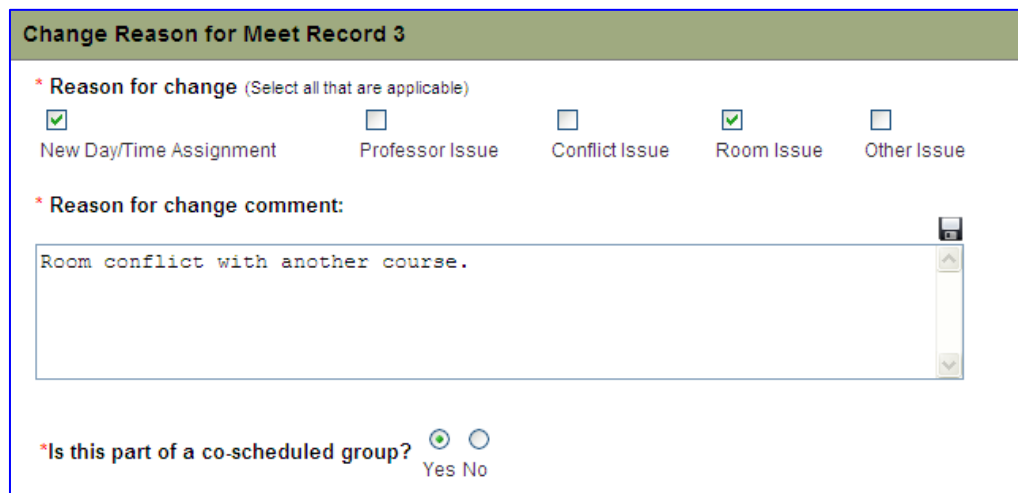
3	29-AUG-11	11-DEC-11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09:00 AM - 11:00 AM	HDN - 00208	TEAX	LAB	03	<a href="#">Cancel</a>	<a href="#">Save Edit</a>
---	-----------	-----------	--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------	--------------------------	--------------------------	---------------------	-------------	------	-----	----	------------------------	---------------------------

- Save the Edit.
- When the Edit is saved, the Change Reason box will open. Complete the fields.

*Note that this example is for Meet Record 3; which corresponds to number 3 in the Course Data table shown above.*

Change Reason for Meet Record 3					
* Reason for change (Select all that are applicable)					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
New Day/Time Assignment	Professor Issue	Conflict Issue	Room Issue	Other Issue	
* Reason for change comment:					
<div>Room conflict with another course.</div>					

5. Indicate that this is part of a co-scheduled group.



**Change Reason for Meet Record 3**

\* Reason for change (Select all that are applicable)

☒ New Day/Time Assignment    ☐ Professor Issue    ☐ Conflict Issue    ☒ Room Issue    ☐ Other Issue

\* Reason for change comment:

Room conflict with another course.

\*Is this part of a co-scheduled group?    ☒ Yes    ☐ No

When 'Yes' is selected, another field will open, allowing the Scheduler to list all CRN's that are part of the co-scheduled group.

6. Enter all CRN's that are part of the Co-scheduled group.  
(These should have been identified PRIOR to beginning this process.)

**NOTE:** When listing multiple CRN's separate them by using commas.



**Change Reason for Meet Record 3**

\* Reason for change (Select all that are applicable)

☒ New Day/Time Assignment    ☐ Professor Issue    ☐ Conflict Issue    ☒ Room Issue    ☐ Other Issue

\* Reason for change comment:

Room conflict with another course.

\*Is this part of a co-scheduled group?    ☒ Yes    ☐ No

\* List all CRN's included in the co-scheduled group: (All members will be updated together)

23826, 25080

ALL members of the group will be updated as part of this workflow IF THEY HAVE BEEN IDENTIFIED IN THE LISTING.

7. Submit the Request.

**Submit Request**

The Workflow request may be reviewed upon submission.

Course Number: NURS 20030 Section #: 001 CRN: 22466														
	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code
			Mon	Tue	Wed	Thu	Fri	Sat	Sun					
1	29-AUG-11	11-DEC-11	X							08:50 AM - 10:45 AM	LCM - 00101	LECX	LEC	01
2	29-AUG-11	11-DEC-11			X					08:00 AM - 2:30 PM			CLN	02
3	29-AUG-11	11-DEC-11		X						09:00 AM - 11:00 AM	HDN - 00208	TEAX	LAB	03
3	29-AUG-11	11-DEC-11				X				09:00 AM - 11:00 AM	HDN - 00208	TEAX	LAB	03

If any changes need to be made, note there is an 'Undo Change' button.

## 5. Request a Room/Building Change

In the event a new room is needed, the Scheduler should

- Locate a room that has the appropriate capacity
- Request the change via the workflow.

If the room does not have the appropriate capacity for the section selected, an error message will present, and the change cannot be saved.

1. Access the section information.
2. Select the **Edit** button to make the room change.
3. Click on the '*Location*' link. In this example, it's the Library (LIB)

Meeting Times and Locations

Campus: Kent Campus (KC)

Section Status: Active (A)

Part of Term: H1 29-AUG-11 19-OCT-11

Section Title: BASIC ALGEBRA I

Section Capacity: 120

Course Number: MATH 10021 Section #: 001 CRN: 30087

	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Time	Location	Room Type (Category)	Schedule Type	Session Code
1	29-AUG-11	19-OCT-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07:45 AM - 08:35 AM	LIB		LEC	01
2	29-AUG-11	19-OCT-11								none			LEC	01

Session Code

Instructor

Submit Request

The Meeting Location form will present.

### Meeting Location

Search By:

☐ Building
☐ Type of Room

Building: 
Type of Room:

Room #:  (Optional)

Room Characteristics:

- Search by Building or by Type of Room by clicking on the appropriate radio button.

In the example below, I've selected 'Type of Room'. Those selection fields are now active and I can search accordingly

### Meeting Location

Search By:

☐ Building
☒ Type of Room

Building: 
Type of Room:

Room #:  (Optional)

Room Characteristics:

- Auditorium (AUD)
- Auditorium (AUDX)
- Traditional Classrm (CLA)
- Traditional Classrm W/Tech Pkg (CLAX)
- Distance-Learning Classrm (DIS)
- Gym/Athletic Facility (GYM)
- Scientific Laboratory (LAB)
- Computer Lab (LBC)
- Computer Lab W/Tech Pkg (LBCX)
- Tiered Lecture Hall (LEC)
- Tiered Lecture Hall W/Tech Pkg (LECX)
- Off Campus (OFC)
- Seminar-Style Room (SEM)
- Seminar-Style Room W/Tech Pkg (SEMXX)
- Studio (STU)
- Studio W/Tech Pkg (STUX)
- Teaching Laboratory (TEA)
- Teaching Laboratory W/Tech Pkg (TEAX)

5. When the type of room is selected, the 'Building' field will open for search, and the Scheduler may indicate the building.

The screenshot shows a form titled "Meeting Times and Locations". A dropdown menu for "Building" is open, displaying a list of buildings: Liq Crystals Matl Science Bldg, Lowry Hall, Main Building, Mathematical Sciences Building (highlighted), Music And Speech - Lobby Addn, Music And Speech Center, Nixon Hall, Oscar Ritchie Hall, Rockwell Hall, Schwartz Center, and Van Deusen Hall. Below the dropdown, the "Building:" field is set to "Mathematical Sciences Building". The "Type of Room:" field is set to "Auditorium (AUD)". The "Room #:" field is set to "Select Room" with a note "(Optional)". The "Room Characteristics:" field is set to "--- Please Select ---" with a note "(3 Maximum)". There are "Add" and "Remove" buttons next to the "Room Characteristics:" field. At the bottom, there are "Apply Changes" and "Cancel" buttons.

6. The Room Number field will now open. **NOTE:** Selecting a room number is optional.

The screenshot shows the same form as before, but the "Room #:" dropdown menu is now open, displaying a list of room numbers: "Select Room" (highlighted), "00228", and "00229". The "Room #:" field is set to "Select Room" with a note "(Optional)". The "Room Characteristics:" field is set to "--- Please Select ---" with a note "(3 Maximum)". There are "Add" and "Remove" buttons next to the "Room Characteristics:" field. At the bottom, there are "Apply Changes" and "Cancel" buttons.

Any rooms that meet the "Type of Room" and "Building" requirements will be displayed.

7. If all information has been entered, click on the 'Apply Changes' button, and the data will be changed for the record; and the changes will display on the Meeting Times and Locations Change form.

The screenshot shows the "Meeting Times and Locations" form with the following information:

- Section Status:** Active (A)
- Section Title:** BASIC ALGEBRA I
- Part of Term:** H1 29-AUG-11 19-OCT-11
- Section Capacity:** 120
- Course Number:** MATH 10021
- Section #:** 001
- CRN:** 30087

Below this information is a table with the following columns: Start Date, End Date, Days of Week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), Time, Location, Room Type (Category), Schedule Type, and Session Code. The table contains one row of data:

Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Time	Location	Room Type (Category)	Schedule Type	Session Code
29-AUG-11	19-OCT-11	☑	☐	☑	☐	☑	☐	☐	07:45 AM - 08:35 AM	MSB	AUD	LEC	01

At the bottom right of the table are "Cancel" and "Save Edit" buttons. A black arrow points down to the "Location" column header.

4. Save the Edit.



## 6. Request Specific Room Characteristics

If the Scheduler is going to allow Time Tabling to select the room, BUT they have certain specs needed in order for the class to meet, those may be entered through the 'Room Characteristics' field.

1. Access the section information.
2. Select the **Edit** button to make the room change.
3. Click on the '*Location*' link.
4. Determine if you are searching by Building or Room.
5. Select the desired Building, and the desired type of room
6. Enter up to three (3) room characteristics

The screenshot shows the 'Meeting Location' form. At the top, there are two radio buttons for 'Search By': 'Building' (selected) and 'Type of Room'. Below this, there are two dropdown menus: 'Building' (set to 'Mathematical Sciences Building') and 'Type of Room' (set to 'Auditorium (AUD)'). There is also a 'Room #' dropdown menu set to 'Select Room' with '(Optional)' next to it. Below these is the 'Room Characteristics' section, which has a dropdown menu set to '--- Please Select ---' and a note '(3 Maximum)'. To the right of this dropdown are 'Add' and 'Remove' buttons. At the bottom of the form are 'Apply Changes' and 'Cancel' buttons.

- a. At the field for Room Characteristics, click on the 'Add' Button. This will 'activate' the field in order for selections to be made.

This screenshot is identical to the previous one, but the 'Room Characteristics' dropdown menu is now open, showing a list of options. The 'Add' button is highlighted, indicating it has been clicked.

- b. Use the search function  to view the list of characteristics.

Scroll to view additional characteristics.

- c. Click on the desired characteristic to select it.

This screenshot shows the 'Meeting Location' form with the 'Room Characteristics' dropdown menu open. The option 'Chalkboards - 24 linear feet' is selected. The 'Add' and 'Remove' buttons are visible to the right of the dropdown.

ADA Accessible  
Auditorium seating w/ tablets  
Auditorium Seating w/o tablets  
Cable - Basic  
Cable - Digital  
Cable - IP  
Cameras & Mics (V-TEL)  
Chalkboards - 12 linear feet  
Chalkboards - 16 linear feet  
Chalkboards - 20 linear feet  
Chalkboards - 24 linear feet  
Chalkboards - 28 linear feet  
Chalkboards - 32 linear feet  
Chalkboards - 36 linear feet  
Chalkboards - 4 linear feet  
Chalkboards - 48 linear feet

- d. To add additional characteristics, click on the 'Add' button. This will open another characteristics field.

**Meeting Location**

Search By: ☐ Building ☒ Type of Room

Building:  Type of Room:

Room #:  (Optional)

Room Characteristics:

(3 Maximum)

Room Characteristics:

- e. Make the appropriate selection.

Room Characteristics:

(3 Maximum)

Room Characteristics:

- f. When all characteristics have been selected, Click on the '**Apply Changes**' button.

7. On the Meeting Times and Locations form, Save the Edit.

Course Number: MATH 10021 Section #: 001 CRN: 30087															
	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun						
1	29-AUG-11	19-OCT-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07:45 AM - 08:35 AM	MSB	AUD	LEC	01	<input type="button" value="Cancel"/> <input type="button" value="Save Edit"/>

8. Complete the Change Reason.

- 9 Submit the workflow request.



**NOTE:** Room Characteristics may be removed. However, they will remove starting from the bottom of the list and moving upward, and they must be removed one at a time.




## 7. View Workflow Forms

### 7.1 The My Worklist View

Log in to FlashLine and click the tab **My Action Items**.

Under **My Worklist** click  **Open Workflow** for a full-screen view.

My Worklist				
Organization	Workflow Name	Activity	Created	Details
Root	201180-KC-NU-NURS-20030-001 SMTL000031 Ready	Processing	03-Aug-2011 11:07:54 AM	
Root	201180-KC-AS-JUS-12000-002 SMTL000030 Ready	Processing	02-Aug-2011 04:31:46 PM	


 Refresh  Show Entire Worklist  Open Workflow

Look in the **Activity** column to determine whether a request has been returned for edit.

### 7.2 The Workflow History View

1. Log in to FlashLine and click the tab **My Action Items**.

2. Click the tab **My Action Items**. Under **Workflow** click on **Section Meeting Time Location** or click **Section Meeting Location** in the new **Course Section Maintenance** channel.

3. The workflow will open. Click **History**  found at the upper right on the screen.

4. Workflow Search appears.  
If you do not wish to search for a form, click **Back**.


[Back](#)


Search

Enter search criteria below.

Hint: Use the percent (%) character as a wild card to match on similar values.

Workflow Name:

Start Date Range:  

End Date Range:  

Status:

5. To search by a form **name**, type any part of a course name or workflow ID number, using the percent sign % as a wildcard.


Workflow Name:

6. To search by **date**, specify either a range of dates during which the request was *started*, or a range during which the request was *completed*. Don't search by both.

Start Date Range:  

The date tool automatically helps you select the range. Click the calendar icon to begin. Click on a date to indicate the *start of your date range*. Below, we've clicked August 8, 2011.

Initially the **Start Date Range** field will display the same date twice.

Start Date Range:  

End Date Range:

Status:

Clear

Close

Today


Next>

August

2011

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

The calendar remains open for you to click on a *second date* to indicate the end of the range, such as August 12, 2011, above. The calendar will close and the Start Date Range field will display both dates that were clicked:

Start Date Range:  

7. To search by form **Status**, select a status from the menu.

8. Note that you can search by a single criteria, or *none at all*.

Click  or clear the search with .

Any

Any

Submitted

Denied

Stopped

Completed

9. Search results will display beneath the Search fields. Click a Workflow **name** to open the form.

Workflow Name	Start Date	End Date	Status
<a href="#">201210-KC-EH-CHDS-77792-001 SMTL000000</a>	8/24/2011 1:58:45 PM		Submitted
<a href="#">201210-KC-VA-ASTU-10102-002 SMTL000116</a>	8/18/2011 9:33:51 AM		Submitted
1			

10. In History view, a header section highlights the form Comments, Details, and user action History.

## Workflow History

Close History

**Workflow Comments**  
  
 No Records Found

**Workflow Details**  
  
**WF Name**  
 201210-KC-VA-ASTU-10102-002 SMTL000116  
  
**Status**  
 Submitted  
  
**Start Date:** 8/18/2011 9:33:51 AM      **End Date:**

**Workflow History**  

Date	User	Status
8/18/2011	alasurene	Submitted
1		

Help ?  
 Server: eDEVEL

**Course Section Information**
**Campus: Kent Campus (KC)**

**Term:** 201210 (Spring 2012)  
**College:** Academic Affairs and Provost  
**Subject:** Aerospace Studies (ASTU)  
**Course Number:** 10102    **Section #:** 002

11. Scroll down to view the changes. Click  to view the instructor name(s).

**Meeting Times and Locations**
**Campus: Kent Campus (KC)**

**Section Status:** Active (A)  
**Section Title:** FOUND US AIR FORCE II


**Part of Term:** 1 09-JAN-12 29-APR-12  
**Section Capacity:** 25

**Course Number:** ASTU 10102    **Section #:** 002    **CRN:** 12504

	Start Date	End Date	Days of Week							Time	Location	Room Type (Category)	Schedule Type	Session Code		
			Mon	Tue	Wed	Thu	Fri	Sat	Sun							
1	09-JAN-12	29-APR-12		X						08:50 AM - 09:40 AM	TER - 00116	CLAX	LEC	01		
1	09-JAN-12	29-APR-12		X						08:50 AM - 09:40 AM	TER - 00116	CLAX	LEC	01		(New)

Session Code

Instructor



**Change Reason for Meet Record 1**

**\* Reason for change** (Select all that are applicable)

Unassigned Meeting

Professor Issue

**\* Reason for change comment:**

test

**\*Is this part of a co-scheduled group?** NO