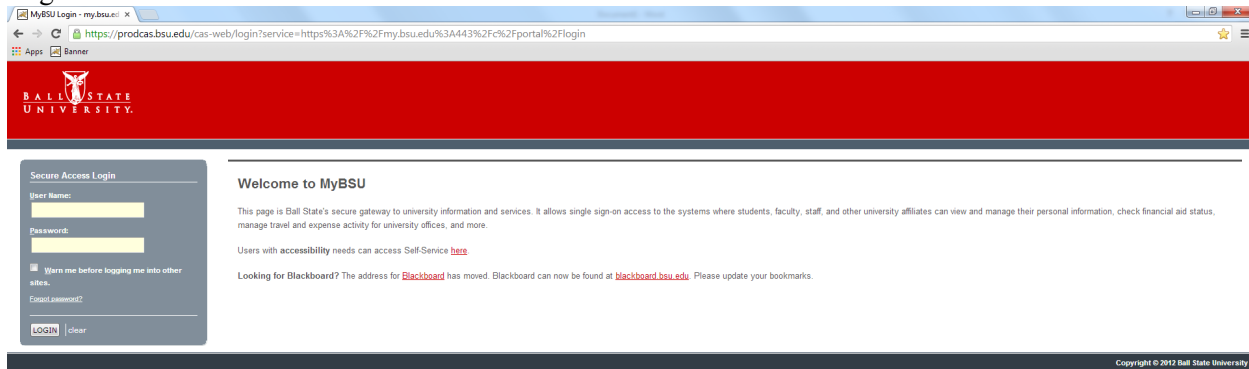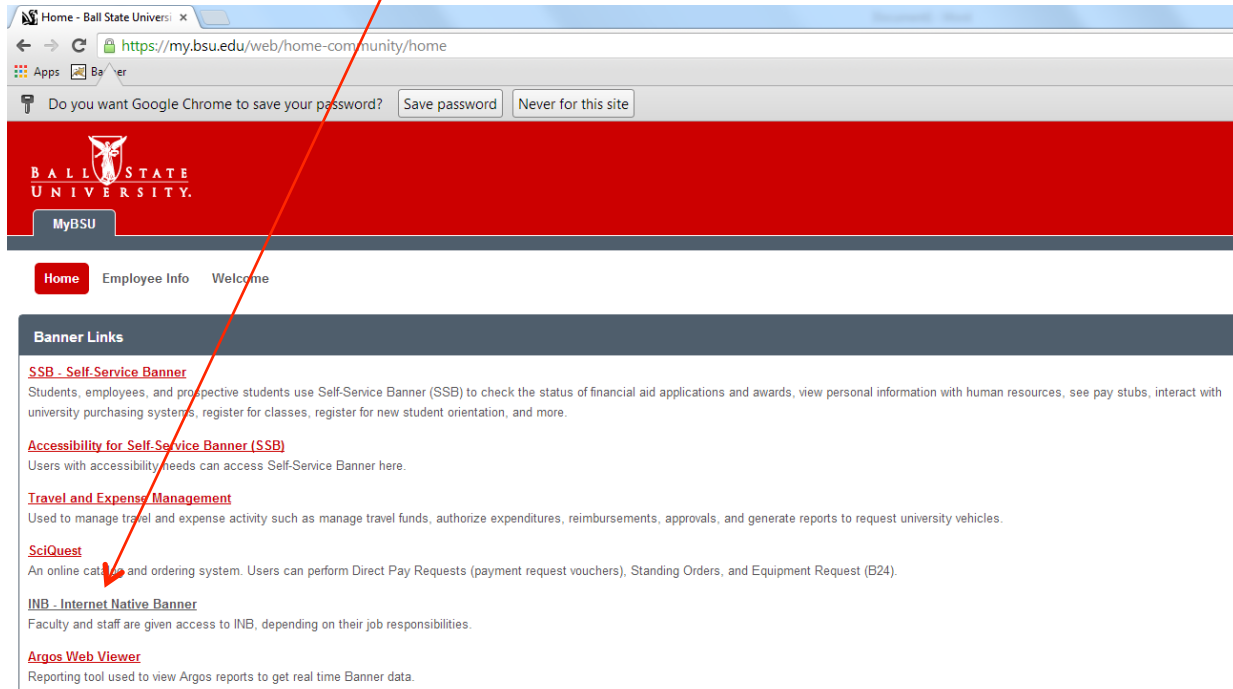# Adding Room Features to Sections (SSASECT)
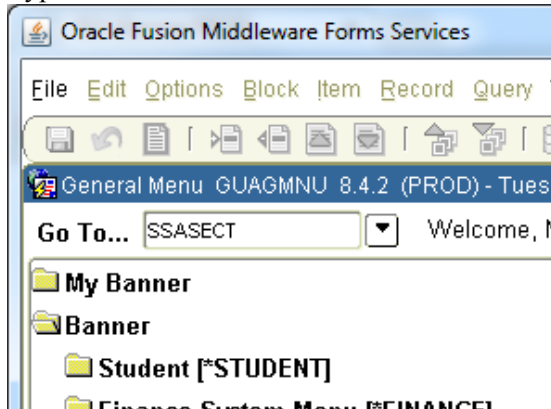
Login to Banner

Select INB Internet Native Banner

Type SSASECT hit enter

Type term and CRN, click next block

Term chart		
Semester	Code	Year
Fall	10	Always correct
Spring	20	A year behind
Summer	30	A year behind
Example: Fall 2013 is 201310		
Spring 2014 is 201320		

Click on the 3rd tab, Meeting Times and Instructor, make sure you have the correct line highlighted

Click on the 2nd tab, Scheduler Preferences

Next block to Room Attribute Preferences

Click on the arrow below Code, select or type Room Attribute and enter a preference number

Michelle Bosh
November 2013

List of codes

Code	Description
ADVD	AV - DVD
ARCH	Architecture Configuration
ARHS	Art History Configuration
AVCR	AV - VCR
BCKL	Board - Chalk Large
BCKS	Board - Chalk Small
BMKR	Board - Marker Large
BMKS	Board - Marker Small
CHEM	Chemistry Pre-Lab
CHLD	Early Childhood Education
FASH	Fashion Display
MATH	Mathematical Software
MATT	Mathematics Teaching
MKGT	Marketing/Sales Video Room
PIAN	Piano
SCLA	Seating - Classroom
SNOD	Seating - Node
STBA	Seating - Tablet Arm Fixed
STBL	Seating - Tables and Chairs
TCDC	Tech - Document Camera
TCDR	Tech - Digital Recording
TCPH	Tech - Conference Phone
TCPR	Tech - Printer
TEC1	Tech - Level 1
TECM	Tech - Level 2 Mac
TECP	Tech - Level 2 PC
TICL	Tech - iClicker
TMED	Tech - Level 3 Mediasite

Some form of tablet arm chair
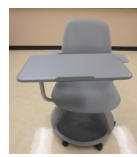
Bolted to floor

Projector & Cord for laptop

Projector & workstation w/Mac

Projector & workstation w/PC

Technology Level Descriptions

Tech - Level 1 – at a minimum the room includes a data projector (or flat screen monitor) and a place for a laptop to be connected

Tech – Level 2 Mac – at a minimum the room includes a data projector (or flat screen monitor), fixed instructor station with a Macintosh computer, and a place for a laptop to be connected

Tech – Level 2 PC - at a minimum the room includes a data projector (or flat screen monitor), fixed instructor station with a PC, and a place for a laptop to be connected