

Large and Specific Room Request Instructions

Instead of using a form, you will now submit your large and specific room requests within CLSS. Step-by-step instructions on the settings to use on your sections and on how to generate a report of your requests are listed below.

Settings to Use on the CLSS Form

1. In CLSS, create or open the section for which you're requesting a large room.
2. Under Room, select "Centrally Scheduled Classroom." Once selected, you'll see an additional field called "Preferred Features."
 - a. Use the pencil icon to open the list of features.
 - b. Click the green plus button in the upper right-hand corner to add a feature, then click on the drop-down menu to select your feature. (E.g., Large Room Request or Specific Room Request.)
3. Once the preferred feature is selected, list the room you are requesting in the "Comments to Academic Scheduling" text field along with any additional reasoning/comments you would like to include regarding the request.

Comments to Academic Scheduling

requesting MATH 100; utilized at 80% in fall 24; expecting higher number of majors in fall 25

4. All additional fields on the section editing screen (meeting pattern, enrollment max and requested room cap) must be filled out correctly.

Reminders

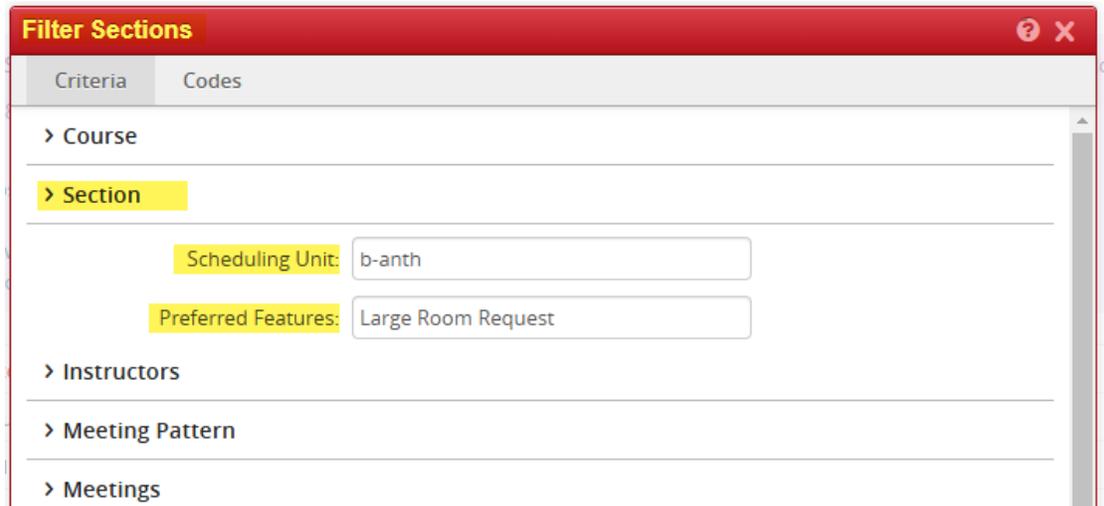
Keep in mind the following important reminders when making large and specific room requests:

- To select appropriate rooms for large room requests, use the [Large Room Usage Report](#). Details on how to analyze large room usage data to make appropriate room requests can be found in the Large Room Usage Report Instructions.
- Specific room requests will still require very specific criteria such as an instructor's documented medical condition or features unique to a classroom (wet lab, storage cabinets of specimens, etc.). Requests to have back-to-back classes in the same room or to have room features that aren't unique to a single classroom would not qualify for specific room requests.
- The process for assigning large and specific rooms will remain the same. Selecting preferred features will not guarantee a room assignment.

Running Reports in CLSS for Review and Approval

1. Before you validate and submit your class schedule, generate an Excel report in CLSS of just your large room requests or specific room requests. **Please remember these requests are separate and should not be combined.** If you have a Large Room Request and Specific Room Request, you should be sending in two requests, not one combined one. Your chair will review this report instead of the old large or specific room request form and this report will be sent for review and approval **via email** (see Emailing the Report).
 - a. Large Room Requests: Chair reviews and approves the information in the CLSS report, then sends to academic scheduling via email.

- b. Specific Room Requests: Chair reviews and approves the information in the CLSS report, then sends to your dean's office; dean reviews and approves, then sends to academic scheduling via email.
2. To run the report of your large or specific room requests, first set a filter in CLSS by clicking on the filter button at the top right of the screen.
 - a. For large room requests:
 - i. Select section.
 - ii. Your scheduling unit should automatically populate in the scheduling unit text box (i.e., b-anth).
 - iii. In the preferred features text block, write large room request.



- b. For specific room requests:
 - i. Select section.
 - ii. Your scheduling unit should automatically populate in the scheduling unit text box (i.e., b-anth).
 - iii. In the preferred features text block, write specific room request.
- c. After setting the filter, click the export button in the top upper right-hand side of the screen. A drop-down menu will display two options, Excel File (.csv) and PDF File (.pdf). Select Excel File as the output.
- d. An "Export Options" window will pop up, which allows you to select the columns to include on your report.
 - i. If not already selected, click the "Check All" button to include all columns in your report.
 - ii. Uncheck the three headers options at the bottom of the page.
 - iii. Click the "Generate" button in the lower right-hand corner of the "Export Options" window to generate the file.
- e. Once the Excel file downloads, open and save this file as an Excel workbook (.xls). This file will serve as the report of your large or specific room requests.
 - i. If you receive a prompt in Excel to remove leading zeros from your spreadsheet, click "don't convert" to retain the leading zeros in your section numbers.

Emailing the Report

Emailing your reports to the appropriate reviewers will complete the submission of your large or specific room requests. Please make sure your chair forwards the report after they have reviewed and approved the information as noted above. Class schedules will still need to be validated and submitted in CLSS on time. All information on your reports should match what is in CLSS upon validation.