

Managing Rooms

This document outlines the process to [add](#), [edit](#), and [delete](#) rooms within schools.

Note: For the purposes of New Charter schools using this documentation in conjunction with **NC Form B Instructions** (located under <http://www.nc-sis.org>), only create rooms used for instructional purposes, for e.g. "Computer Lab".

Adding a Room

Navigation: Start Page > School > **Scheduling** section > **Rooms**

1. Click **New** to add a room.

Number	Description	Department	Facilities	Maximum
136				50
201				30
601				10
				35

2. Enter the appropriate information in each field.
 - a. **Room Number** = Enter in a room number.
 - b. **Room Description** = Enter a description for the room.
 - c. **Department** = (Optional) Click the **Associate** button to schedule a department in PowerScheduler.
 - d. **Building** = Optional, used for scheduling. Enter the room’s building .
 - e. **House** = Optional, used for scheduling. Enter the room’s house.
 - f. **Room Facilities** = (Optional) Click the **Associate** button to schedule a room in PowerScheduler.
 - g. **Room Maximum** = Enter the maximum number of students for this room.

Option	Value
Room Number	<input type="text"/>
Room Description	<input type="text"/>
Department	<input type="text"/> Associate
Building	<input type="text"/>
House	<input type="text"/>
Room Facilities	<input type="text"/> Associate
Room Maximum	<input type="text"/>

Submit

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Note: **Department** and **Room Facilities** may be associated if the respective lists have been populated in the school, under the **Scheduling** section. Facilities indicate any special characteristics of a room that is required by a course; for example, a room might have a kitchen, computer lab, stage, or wood shop.

3. Click **submit** to save.

Editing a Room

1. On the **Rooms** screen, click the room number to be changed.
2. Change the appropriate information in each field.
3. Click **submit** to save.

Add/Edit Room

Option	Value
Room Number	515
Room Description	515 TRAINING RM
Department	<input type="text"/> Associate
Building	<input type="text"/>
House	<input type="text"/>
Room Facilities	<input type="text"/> Associate
Room Maximum	20

Delete Submit

Deleting a Room

1. On the **Rooms** screen, click the room number to be deleted.
2. Click **Delete**.
3. Click **confirm Delete**.

Add/Edit Room

Option	Value
Room Number	515
Room Description	515 TRAINING RM
Department	<input type="text"/> Associate
Building	<input type="text"/>
House	<input type="text"/>
Room Facilities	<input type="text"/> Associate
Room Maximum	20

Confirm Delete Cancel Submit

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