


## 9.2 Class Facility Search

**Purpose:** Use this document as a reference for how to search for a class facility in ctLink.

**Audience:** Class Builders

 You must have at least one of these local college managed security roles:

- ZZ CM Local Configuration
- ZZ CS Search Class Cat Faculty

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Class Facility Search

**Navigation:** NavBar > Navigator > Curriculum Management > Facility and Event Information > Class Facility Usage

1. The **Class Facility Usage** search page displays.
2. Enter your **SetID**.
3. Enter **Building**.
4. Select **Search**.

### Class Facility Usage

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID

=

WA220

Facility ID

begins with

Building

begins with

TC015

Room

begins with

Description

begins with

Facility Type

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

5. A list of qualifying rooms displays at the bottom of the Class Facility Usage search page. Select one.

### Class Facility Usage

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID

=

WA220

Facility ID

begins with

Building

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TC015

Room

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Description

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Facility Type

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First

1-34 of 34

Last

SetID	Facility ID	Building	Room	Description	Facility Type
WA220	TC0150106	TC015	0106	Building 15 - 106	Lecture Rm
WA220	TC0150107	TC015	0107	Building 15 - 107	CompLab
WA220	TC0150107	TC015	0107	Building 15 - 107	Lecture Rm
WA220	TC0150124	TC015	0124	Building 15 - 124	Laboratory
WA220	TC0150124L	TC015	0124L	Building 15 - 124L	Laboratory
WA220	TC0150125	TC015	0125	Building 15 - 125	Laboratory
WA220	TC0150125L	TC015	0125L	Building 15 - 125L	Laboratory
WA220	TC0150128	TC015	0128	Building 15 - 128	Laboratory
WA220	TC0150128L	TC015	0128L	Building 15 - 128L	Laboratory
WA220	TC0150201	TC015	0201	Building 15 - 201	Lecture Rm
WA220	TC0150202	TC015	0202	Building 15 - 202	Lecture Rm
WA220	TC0150203	TC015	0203	Building 15 - 203	Lecture Rm
WA220	TC0150204	TC015	0204	Building 15 - 204	Lecture Rm
WA220	TC0150220	TC015	0220	Building 15 - 220	Lecture Rm
WA220	TC0150223	TC015	0223	Building 15 - 223	Laboratory
WA220	TC0150223L	TC015	0223L	Building 15 - 223L	Laboratory
WA220	TC0150224	TC015	0224	Building 15 - 224	Laboratory
WA220	TC0150224L	TC015	0224L	Building 15 - 224L	Laboratory
WA220	TC0150226	TC015	0226	Building 15 - 226	Laboratory
WA220	TC0150227	TC015	0227	Building 15 - 227	Laboratory
WA220	TC0150227L	TC015	0227L	Building 15 - 227L	Laboratory
WA220	TC0150301	TC015	0301	Building 15 - 301	Lecture Rm
WA220	TC0150302	TC015	0302	Building 15 - 302	Lecture Rm
WA220	TC0150303	TC015	0303	Building 15 - 303	Lecture Rm
WA220	TC0150304	TC015	0304	Building 15 - 304	Lecture Rm
WA220	TC0150320	TC015	0320	Building 15 - 320	Laboratory
WA220	TC0150320L	TC015	0320L	Building 15 - 0320L	Laboratory
WA220	TC0150320L	TC015	0320L	Building 15 - 320L	Laboratory
WA220	TC0150324	TC015	0324	Building 15 - 324	Laboratory
WA220	TC0150324L	TC015	0324L	Building 15 - 0324L	Laboratory
WA220	TC0150328	TC015	0328	Building 15 - 328	Laboratory
WA220	TC0150328L	TC015	0328L	Building 15 - 0328L	Laboratory
WA220	TC015409	TC015	409	Building 15 - 409	Lecture Rm
WA220	TC015TBD	TC015	TBD	Building 15 - TBD	Lecture Rm

6. The **Class Facility Usage** page displays.
7. Enter **Term**.
8. Enter **Session**.

9. Enter **Day of the Week**.
10. Select **Fetch Class Meetings**.

### Class Facility Usage

SetID WA220

Facility ID TC0150201
SCIENCE
0201

Room Capacity 35

\*Term 2185
2018 SUMMR

Facility Type Lecture Rm

Session 1
Regular

\*Day of the Week Monday

Fetch Class Meetings

Return to Search
Previous in List
Next in List
Notify

11. The results will display what is already scheduled in that building and room with the times.

### Class Facility Usage

SetID WA220

Facility ID TC0150201
SCIENCE
0201

Room Capacity 35

\*Term 2185
2018 SUMMR

Facility Type Lecture Rm

Session 1
Regular

\*Day of the Week Monday

Fetch Class Meetings

#### Class Sections

Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
7:30AM	9:00AM	MATH&	151	01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/25/2018	08/16/2018	1	0
9:10AM	10:40AM	MATH&	151	02	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/25/2018	08/16/2018	1	0

Return to Search
Previous in List
Next in List
Notify

12. Process complete.