

OSU WEBVIEWER

PROVIDING WEB BASED ACCESS TO ROOM SCHEDULING INFORMATION

**REGISTRAR'S OFFICE
OREGON STATE UNIVERSITY**

FEB. 1, 2006

INTRODUCTION

This instructional manual explains how to use OSU WebViewer. It assumes that the user knows how to access and navigate a web browser, and that the user has a basic understanding of departmental subject names, buildings, and classes in Banner. The manual discusses the following topics:

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The OSU WebViewer provides access to view classes and other events scheduled into classrooms in Banner. Events that are not in Banner are not displayed. WebViewer organizes the display by day and time, and by space (room).

On the first screen you can see what events are scheduled in a room or set of rooms. WebViewer displays the room events for today in a grid. You can choose to look at a different day, or you can choose to see all of the events for a week or for a month for that room. By clicking on a room you can get details of the room such as capacity and other features such as whether it is enhanced, whether it has windows, the length of the blackboard, whether it has dimmable lighting, and the type of chairs in it. Building names are listed by the standard abbreviations used in Banner (BEXL for Bexell Hall, for example).

You may also choose to display based on event name. Event information includes the name of the class or event, the day and time when it meets, and the name of the building and room where it meets. By clicking on the name of the class you can see the name of the instructor. You also can see the other days and times when the class meets. The subject areas are listed by the standard abbreviations used in Banner (CH for Chemistry, for example).

There is also a search option that permits you to search for the rooms in a particular building, or to search for a specific room. You can also search for an event name. For example, entering ANTH will display all of the Anthropology classes for the term. You then can click on a specific event to see details of its time and location.

The following pages describe how to access and navigate WebViewer.

ACCESS WEBVIEWER

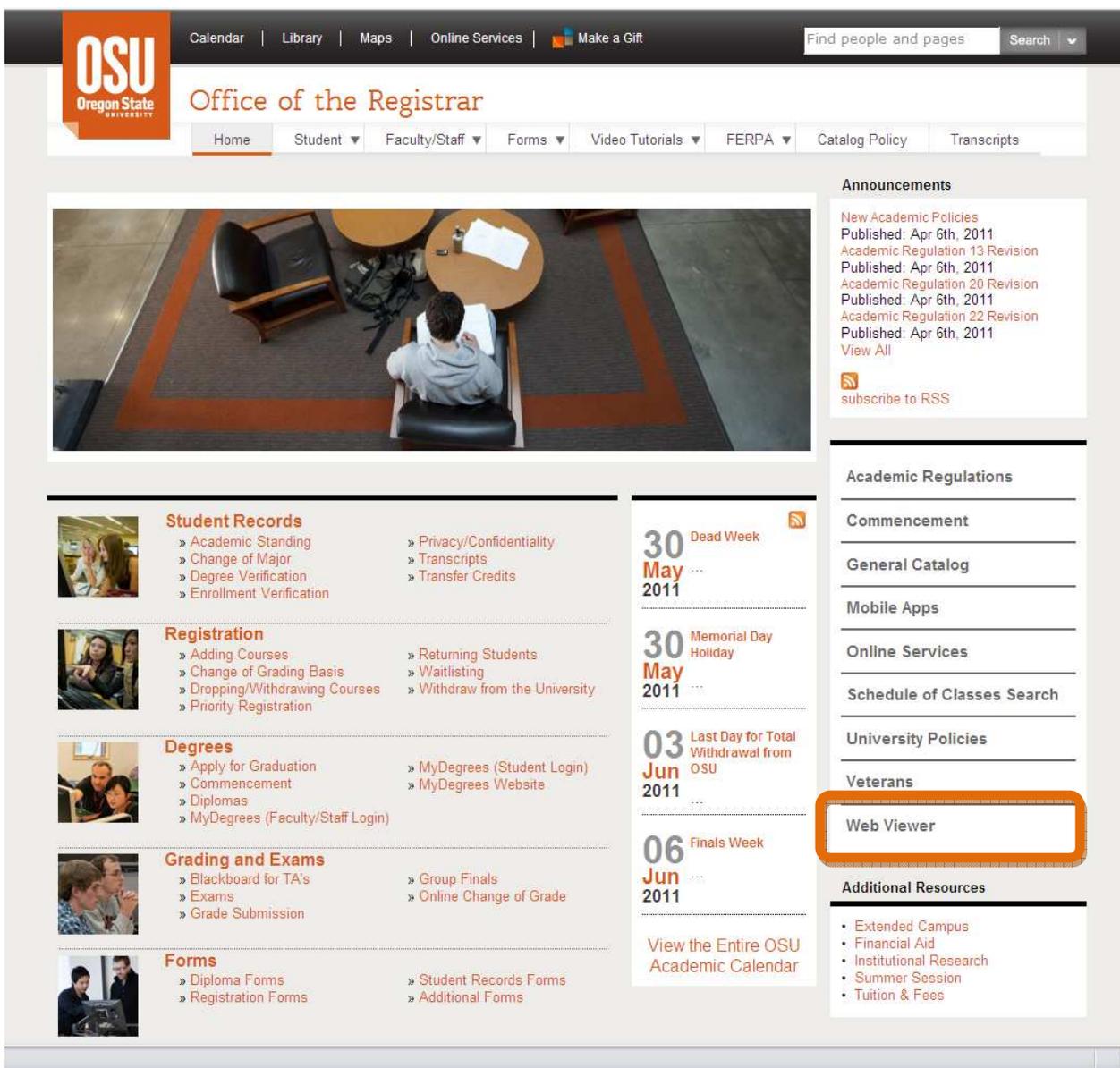
Open a browser.

Enter this URL: <http://oregonstate.edu/webviewer/> [It may take 10 seconds to appear.]



When you press ENTER the result is the first screen of WebViewer.

You can also access the WebViewer by starting at the OSU home page at <http://oregonstate.edu/>, click "expand menu" on the right, choose Registrar from the Academics column, and choose Web Viewer from the right hand column.



FIRST SCREEN OF WEBVIEWER

R25 WebViewer: Locations by Date - Microsoft Internet Explorer

Address: http://oregonstate.edu/webviewer/wv3_servlet/jsp/fun/wv_space.DayList?spdt=20060201,spfilter=94835,ldviewmode=grid

OSU Oregon State University

Events Spaces Lookup News Help

By Date | By Name | Campus Map

Select 'Events' at top for specific events --- Select a filter at right to view other spaces

Building Name or Room Type - GP All Rooms

Events for Wednesday Feb 01 2006

Click here to view as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
APP 101 cap: 49													
APP 212 cap: 91													
APP 306 cap: 49													
BALE 118 cap: 30													
BAT 150 cap: 49													
BAT 250 cap: 49													
BEXL 102 cap: 68													
BEXL 103 cap: 60													
BEXL 207 cap: 60													
BEXL 211 cap: 14													
BEXL 320 cap: 49													
BEXL 322 cap: 42													

Legend

Space Quick Search

Space Name:

Starts With:

Day Week Month

February 2006

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Go to Today

Filter by Building or Size

- GP All Rooms
- GP 1-25 Capacity
- GP 25-50 Capacity
- GP 50-100 Capacity
- GP 100-199 Capacity
- GP 200 and Larger
- GP Computers: PCs
- GP Computers: PCs
- GP Enhance Data&Video
- GP Enhanced Video Cart
- Non-GP All Rooms
- Non-GP 25-50
- Accessibility Program
- Ag & Life Sciences
- Apperson
- Ballard Extension

This is the starting point for navigating through scheduled spaces and events in WebViewer. The following pages describe the top panel, the classroom grid, and the panel on the right.

NAVIGATE SPACES

The top panel instructs WebViewer to display events by date and time or by space.

The default display shows **Spaces/By Date**. Later we will select **Events/By Date** to see events



displayed by type of event.

The right hand panel has: a quick search feature, a calendar that lets you change the base time frame view and the starting date, and a Filter section that lets you change which rooms or events you are looking at. We'll go more into many of these features later, as they change depending on what has been selected in the top panel.

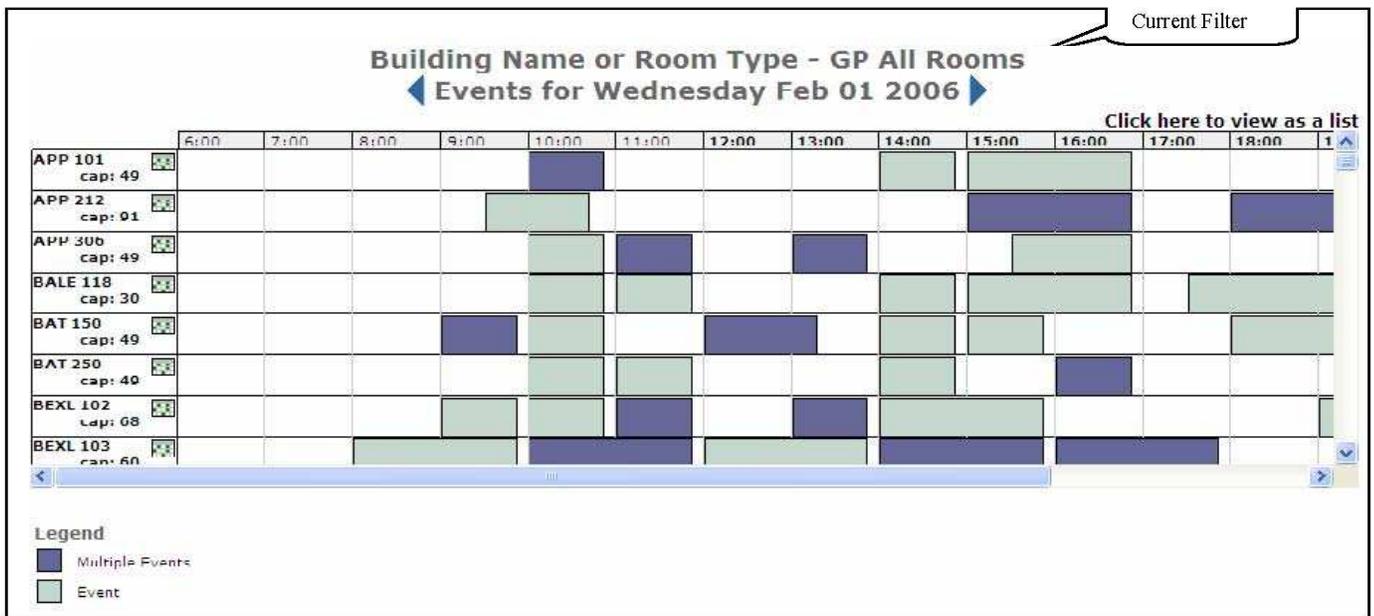
The calendar section is fairly straightforward; with slight variations depending on if you are looking at a day, week, or month. The little arrows take you to the next block of time, based on what is between the arrows. Here, since "February 2006" is listed, hitting the right arrow would take us to "March 2006". Since we are in "Day" view, we would go to the same numerical day in the next month. If we were in "Month" view, only the year would be between the two arrows, and the calendar is replaced by a list of the months.



For now, let's stay with the "Day" view for February 1st.

Navigate Spaces/By Date

The main panel displays a time grid of the events for selected rooms for today. The default room (space) selection is GP All Rooms, or all General Purpose rooms.



This grid gives an easy-to-read graphic representation of the events for this day. A colored block indicates the room is being used during that time period. An empty space means the room is possibly available at this time slot. To quickly identify an event scheduled in a particular block, just let the cursor hover over the block.

To view the next day's grid, simply click on the little blue arrow up by the date and the next grid will be displayed. You may also 'quick jump' to a particular date by using the calendar on the right hand panel.

Viewing Room Features

To see the characteristics of a particular room, simply click on the room name and a pop-up panel will appear. In this case we will choose BEXL 102.

Event scheduled. Hover cursor over block to see coursenumber.

No events scheduled at this time.

Room capacity (max)

Current Filter

Date we are viewing



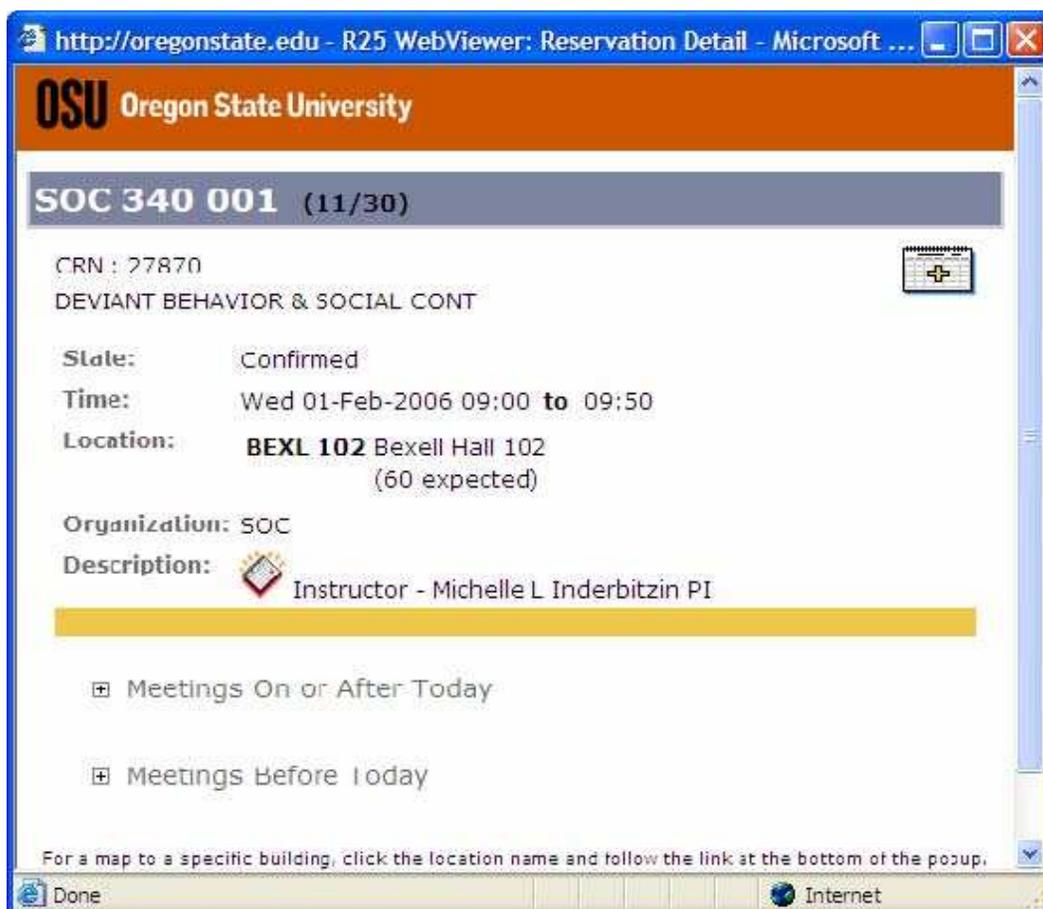
This screen displays all of the features of a room such as the type of student desk, whether there are windows, and details of any electronic or other special equipment in the room. The screen displays only those features that actually are in the room. If a feature is not listed here, it is not in the room.

As you can see, BEXL 102 is an enhanced room with 68 fixed tablet arm chairs. You can scroll down to see additional features in the room, pictures of the room in many instances, and a link to the campus map location of the building this room is in.

To close this window and return to the first screen, just click the X in the upper right of the window. You will return to the rooms grid on the first screen.

Event Details

To see more information about an event, just click on the event block that you are interested in. In this case we selected the 9:00 block of BEXL 102.



At the top of the screen displays the name of the class: SOC 340 001 (11/30). This class is SOC 340, Section 001, and today's class is Number 11 of 30 scheduled classes. The CRN of the course is then displayed, followed by the title of the class.

You can ignore the "State:" line. All courses start out as "Tentative". We periodically roll all courses to "Confirmed". If the course is edited in any way after the roll, it switches back to "Tentative". The two states can be considered identical and have no bearing on room availability.

In the middle of the page you see the name of the instructor. The initials, "PI" following the instructor's name has been added by WebViewer and means "Principle Instructor." The PI can be ignored for our purposes.

To see the schedule of this class for future days, click on the + plus sign before **Meetings On or After Today**.

To see previous meetings of this class, click on the + plus sign before **Meetings Before Today**.

We clicked on **+ Meetings On or After Today** to get the display below. You can scroll down to see additional details.

OSU Oregon State University

SOC 340 001 (11/30)

CRN : 27870
DEVANTANT BEHAVIOR & SOCIAL CONT

State: Confirmed

Time: Wed 01-Feb-2006 09:00 to 09:50

Location: **BEXL 102** Bexell Hall 102
(60 expected)

Organization: SOC

Description: Instructor Michelle L Inderbitzin PI

Meetings On or After Today

	Date	Start Time	End Time	Location	Comments
27870-1	Wed 01-Feb-2006	09:00	09:50	BEXL 102	
	Fri 03-Feb-2006	09:00	09:50	BEXL 102	
	Mon 06-Feb-2006	09:00	09:50	BEXL 102	
	Wed 08-Feb-2006	09:00	09:50	BEXL 102	

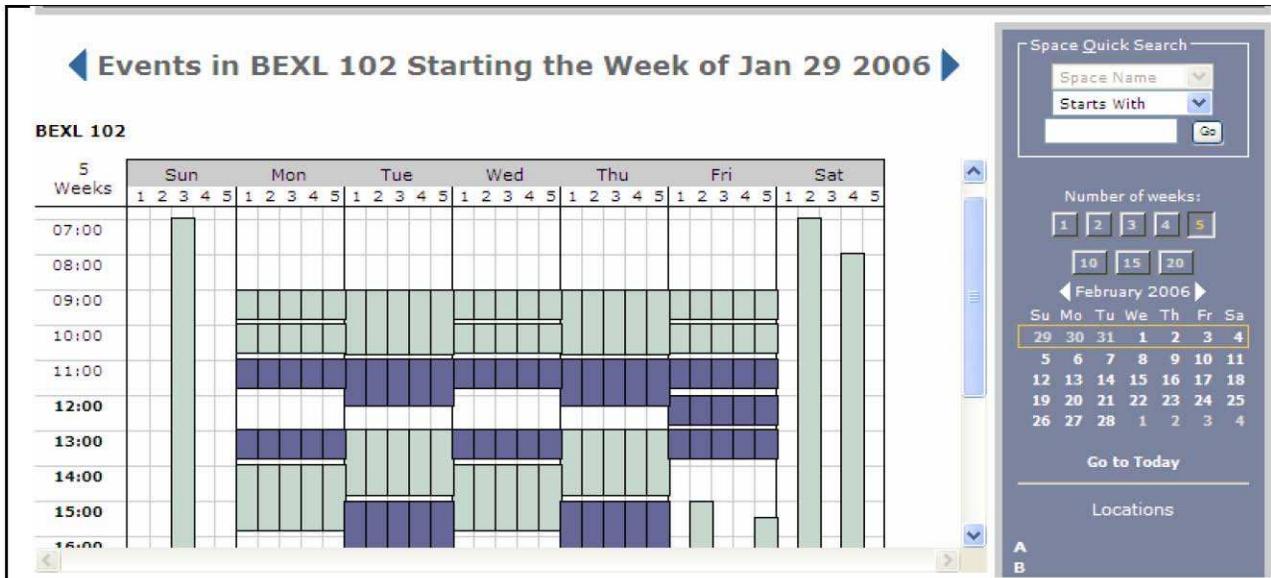
The truly technically minded of you may want to click on the little highlighted notebook icon (the one under the orange line, not above it) to import these dates into your Outlook calendar (save to your desktop and then use "Import" in Outlook). It's not a particularly useful feature, but feel free to use it if you must.

To close this window and return to the first screen, just click the X in the upper right of the window. You will return to the rooms grid on the first screen.

Requesting a Room

If you feel a room may be right for your needs, you have a single day request, and the timeslot you want is available, simply click in the timeslot you wish to reserve. This pulls up the Room Reservation Form. We've even pre-filled some of the details in for you. Complete this form and submit it to the Schedule Desk. **DO NOT ASSUME YOU HAVE THE ROOM** until you get a confirmation e-mail.

Use this icon to import to Outlook

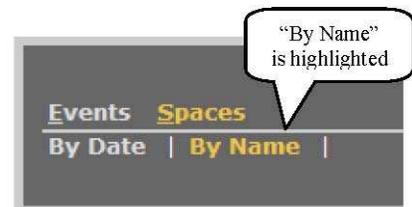


Now we can plainly see the next five weeks of usage for BEXL 102, grouped by days of the week.

You can request the room simply by clicking in the appropriate time slot. Make sure you also click the correct starting day. The first slot for Mon is Jan 30th; the second slot is Feb 6th, etc. This takes you to the Room Reservation Form. Complete the form and submit to the Schedule Desk. Once again, **DO NOT** assume you have the room until you get a confirming e-mail.

The Spaces/By Name Feature

Some of our more astute readers may have noticed that, since we switched to the weekly grid of a particular room, we are now looking at a view based on Name rather than Date. This is confirmed with "By Name" being highlighted in the top panel. Also, the filters on the right hand panel are now an indexed list of rooms rather than a preset filter grouping. You can quickly look up a particular room you know you like using this index. Please be aware that the index includes **all** rooms, not just General Purpose rooms. Rooms that are not General Purpose will only show events coordinated through the Schedule Desk.



Narrowing Your Selection With Filters

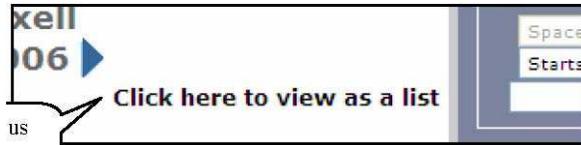
For now, let's return to the default grid by hitting "By Date" in the top panel.

If you decide you would like to narrow down the field of classrooms you are looking at, you can select a different filter on the right hand panel. You can narrow it down to just Enhanced rooms, Computer rooms, or by a particular capacity. For room requests, it is generally best to stay with the filters that include GP, as these are limited to the rooms controlled by Schedule Desk and therefore we have more complete information on the actual usage of these rooms.

"By Name" is highlighted

Uses for the Other Space Filters

There are other filters can be useful for other purposes, such as listing of rooms that present accessibility problems and filters based on buildings. Let's say you are a building manager and would like a quick listing of everything Schedule Desk has listed for your building this week. Simply scroll down the filter list (on the right hand panel) and select your building. Then choose the "Week" view (above the calendar), and hit the "Click here to view as a list" on the main panel.



Here we chose the "Bexell" filter.

Building Name or Room Type: Bexell
Events for the Week of Jan 29 2006

Click here to view as a list

Sun 29-Jan-2006

Event	Start	End	Location

Mon 30-Jan-2006

Event	Start	End	Location
BA 131 001	08:00	08:50	BEXL 324
BA 211 003	08:00	09:50	BEXL 323
BA 213 007	08:00	09:50	BEXL 103
BA 275 001	08:00	09:50	BEXL 412
BA 357 001	08:00	09:50	BEXL 415
BA 360 001	08:00	09:50	BEXL 417
BA 442 001 XL	08:00	09:50	BEXL 416
BA 462 001	08:00	09:50	BEXL 321
BA 491 001	08:00	09:50	BEXL 320
BA 495 001 XL	08:00	09:50	BEXL 207
BA 542 001 XL	08:00	09:50	BEXL 416
BA 595 001 XL	08:00	09:50	BEXL 207
BA 131 007	08:00	09:50	BEXL 324

This list is sequenced by: Date, starting time, ending time, event title.

XL means cross-listed course

Switches us to list view

NAVIGATE EVENTS

Now, let's explore the other main way to look for information in WebViewer, using the Events. Select "Events" on the top panel. The system needs to search the database in a whole new way, so give it a few seconds to appear. The first thing you'll notice is the main panel information and the types of filters available on the right hand panel are different.

"Events" defaults to a listing of all EVNTs for today. Remember that EVNTs are special events; mid-terms, study sessions, speakers, that aren't listed as a course students sign up for. A complete listing of the various codes follows this tutorial.

This is the default main panel:

--Events Listed As EVNT				Current Filter
Events for Thursday Feb 02 2006				
Start	End	Event	Location	
08:00	09:20	EVNT 310 040 MMP EVNT.ELI/SA 150 Read/Write 5 (28710-2)	EDUC 228	
09:30	10:50	EVNT 310 005 MMP EVNT.ELI 131/Listen Speak 3 (26738-1)	EDUC 304	
09:30	10:50	EVNT 310 046 MMP EVNT.ELI/Hokkaido University (28785-2)	KIDD 278	
09:30	10:50	EVNT 310 033 MMP EVNT.ELI/121.Listen/Speak 2 (28618-1)	EDUC 228	
09:30	10:50	EVNT 310 036 MMP EVNT.ELI/SA131 Listen.Speak 3 (28706-1)	EDUC 306	
09:30	10:50	EVNT 310 033 MMP EVNT.ELI/121.Listen/Speak 2 (28618-2)	PVY 242	
11:00	11:50	EVNT 310 012 MMP EVNT.ELI 156/TOEFL PREP B (26744-1)	KIDD 278	
11:00	12:20	EVNT 310 024 MMP EVNT.ELI 161/Listen (27386-1)	EDUC 317	
11:00	12:20	EVNT 310 034 MMP EVNT.ELI/151 Listen/Speak TR (28619-1)	EDUC 228	
11:30	12:20	EVNT 310 025 MMP EVNT.ELI/151 Listen/Speak TR (28619-1)	HOV 008	
12:00	12:20	EVNT 310 001 MMP EVNT.Linn Benton Comm College (26772-1)	STAG 222	
12:00	17:20	EVNT 110 001 MMP EVNT.Linn Benton Comm College (26772-1)	KIDD 028	
12:30	13:20	EVNT 200 001 MMP EVNT.Class/CS (26671-4)	HOV 008	
12:30	13:50	EVNT 310 010 MMP EVNT.ELI 151X/Listen Speak SA (28768-1)	EDUC 306	
12:30	13:50	EVNT 310 011 MMP EVNT.ELI 141X/Listen Speak 4 (26744-1)	EDUC 228	
12:30	13:50	EVNT 310 039 MMP EVNT.ELI/SA 141 Listen.Speak 4 (28709-1)	EDUC 303B	
12:30	13:50	EVNT 310 044 MMP EVNT.ELI/Yeungnam Sp Prog (28783-2)	EDUC 304	
14:00	14:50	EVNT 340 001 MMP EVNT.Linn Benton Comm College (26772-2)	STAG 222	
14:00	15:20	EVNT 310 001 MMP EVNT.ELI 120/Read Write 2 (26734-1)	EDUC 228	
14:00	15:20	EVNT 310 004 MMP EVNT.ELI 130/Read Write 3 (26737-3)	EDUC 303B	
14:00	15:20	EVNT 310 035 MMP EVNT.ELI/SA130 Read.Write 3 (28705-4)	STAG 132	

This part of the screen displays the start time, end time, event and section number, name of the event (or class), CRN, and the location (or room) where it meets. The -1 after the CRN indicates that this is the first meeting pattern for a class. If MMP appears in front of the course name, it indicates that the class has a **M**ultiple **M**eeting **P**attern.

Event and Section Numbers	Pattern	Group and Description	Current Filter
Multiple Meeting	Sponsoring	CRN	Filter

Multiple Meeting Pattern means that a class meets in more than one day/time pattern. For example, it might meet MWF 0800-0850 **and** T 1000-1150.

You can click on the event number or room name to get more information, same as we did when looking at spaces.

EVENT FILTERS

On the right panel below the calendar, you see the **Filters** that organize all events by subject code. These subject codes are the same codes found in Banner and in the Schedule of Classes.

To see events for any one of these subjects, just click on the subject. For this example we clicked on CS.

Start	End	Event	Location
08:00	08:50	CS 311 001 OPERATING SYSTEMS I (22131-1)	OWEN 102
09:00	09:50	CS 553 001 SCIENTIFIC VISUALIZATION (28098-1)	KEC 1001
09:00	09:50	CS 440 001 DATABASE MANAGEMENT SYSTEMS (22972-1)	COVL 216
09:00	09:50	CS 101 012 COMPUTERS: APPS & IMPLICATIONS (22232-1)	MCC 130
09:00	10:20	CS 519 002 XL ST/ECOSYST MODEL DESIGN & CONS (28664-1)	WLKN 203
10:00	10:50	CS 101 021 COMPUTERS: APPS & IMPLICATIONS (20449-1)	MCC 130
10:00	10:50	CS 516 001 THEORY COMPUTATION & FORMAL LA (2279-1)	KEC 1003
10:00	10:50	CS 480 001 TRANSLATORS (213-1)	OWEN 101
11:00	12:00	CS 512 001 PROGRAMMING IN C++ (20449-1)	OWEN 106
11:00	11:50	CS 101 011 DATA STRUCTURES (22232-1)	KEC 1003
11:00	11:50	CS 101 010 COMPUTERS: APPS & IMPLICATIONS (20433-1)	CORD 1109
11:00	11:50	CS 575 001 INTRO TO PARALLEL COMPUTING (27915-1)	COVL 221
11:00	11:50	CS 325 001 ANALYSIS OF ALGORITHMS (20469-1)	KEC 1001
11:00	11:50	CS 475 001 XL INTRO TO PARALLEL COMPUTING (27913-1)	COVL 221
12:00	12:50	CS 101 023 COMPUTERS: APPS & IMPLICATIONS (20453-1)	EDUC 126
12:00	12:50	CS 527 001 ERROR-CORRECTING CODES (28096-1)	KEC 1001
12:00	12:50	CS 162 001 INTRO TO COMPUTER SCIENCE II (23208-1)	OWEN 101

Viewing More Than One Day

You can, of course, view more than just a single day of particular events. Once again, the layout is best viewed in list form (the option will appear after selecting "Week" on the right panel).

Sticking with the CS filter, here we selected "Week" on the right panel and then "View as a list":

Current Filter
CRN
Course Name
Cross-listed Course
Course and Section Numbers

CS			
◀ Events for the Week of Jan 29 2006 ▶			
View as a grid			
Sun 29-Jan-2006			
Event	Start	End	Location
Mon 30-Jan-2006			
Event	Start	End	Location
CS 311 001	08:00	08:50	OWEN 102
CS 553 001	09:00	09:50	KEC 1001
CS 440 001	09:00	09:50	COVL 216
CS 101 012	09:00	09:50	MCC 130
CS 519 002 XL	09:00	10:20	WLKN 203
CS 101 021	10:00	10:50	MCC 130
CS 480 001	10:00	10:50	OWEN 101
CS 516 001	10:00	10:50	KEC 1003
CS 262 001	11:00	11:50	OWEN 106
CS 261 001	11:00	11:50	KEC 1003
CS 101 001	11:00	11:50	CORD 1109
CS 575 001 XL	11:00	11:50	COVL 221
CS 325 001	11:00	11:50	KEC 1001

Notice that it's much the same layout as the Spaces:Week:List, only now it is based on academic department instead of space.

THE "LOOKUP" OR "QUICK SEARCH" FEATURE

You can access the search feature a number of ways; by choosing "Lookup" on the top panel, by choosing the "Event Quick Search" on the right hand panel when in "Event" view, or by choosing the "Space Quick Search" on the right hand panel when in "Space" view. The later two versions are just cut-down versions of the "Lookup" search. As such, we will just concentrate on the "Lookup" method.

We'll start by choosing "Lookup" on the top panel.

New Quick Search

Event Name

Event Reference is

Space Name

Here we have a simple search interface, with the ability to search by Event Name, Event Reference (which has no use for us at present), and Space Name. The drop down boxes allow us to

tailor our search with; Starts With, Is, Contains, and Ends With.

EVENT QUICK SEARCH OR LOOKUP

Suppose we wanted to find quickly find all CS 419 courses. We simply enter CS 419 into the Event Name text box and hit the "Go" button. Upper and lower case does not matter, but the space between the subject and number does. We get in return:

New Quick Search

Event Name

Event Reference is

Space Name

Results: Event Name Starts With "CS 419"

Event Name	Event Title	Reference	Next Reservation	Organization
CS 419 002	ST/SENIOR SFTWR ENGR PROJ	2005-AAGZWY	07-Feb-2006 11:00	CS
CS 419 001 XL	ST/INFO FILTERING & RETRIEVAL	2005-AAGZWL	07-Feb-2006 09:30	CS
CS 419 001	ST/SENIOR SOFTWARE ENGR PRJ	2006-AAHFOM	04-Apr-2006 12:30	CS

This is listing of the next date each of the CS 419 courses meet, including the next occurrence of the two CS 419 courses this term and the starting date of next term's CS 419 course. You'll notice there is no way to filter this search by date range. You'll also notice some solid black lines. These are old occurrences of the course that have been blacked out and can be ignored. If we want all 400 level CS courses, we just enter "cs 4".

SPACE QUICK SEARCH

You can also want to find all the third floor of Bexell. entered using the (for example BEXL Batcheller). Simply next to Space You get:

OR LOOKUP

search for spaces. Say you rooms we have listed on the The name of the building is Banner code for the building for Bexell Hall, or BAT for enter "bexl 3" in the text-box Name and press the go button.

Course No.
EVNT 100
EVNT 110
EVNT 120
EVNT 130

Results: Space Name Starts With "BEXL 3"			
Space Name	Event Name	Maximum Capacity	
BEXL 320	Bexell Hall 320	49	View Events
BEXL 321	Bexell Hall 321	65	View Events
BEXL 322	Bexell Hall 322	42	View Events
BEXL 323	Bexell Hall 323	70	View Events
BEXL 324	Bexell Hall 324	72	View Events
BEXL 326	Bexell Hall 326	35	View Events
BEXL 328	Bexell Hall 328	49	View Events

Clicking on any of the Week view for of course, shown information. quickest way to get

EVNT 320
EVNT 330
EVNT 340
EVNT 350
EVNT 400
EVNT 500
EVNT 800

the "View Events" will give you that particular room. We have, you other ways to get the same Some just may find this is the what they need.

A Quick Note on

You'll notice that, the "GP" filters (on listing of rooms per WebViewer to have events Schedule Desk database. This atriums, and here should in no information about Schedule Desk to

Rooms

once you leave the protection of Spaces), you get a much larger building. This is because, for display correctly, all rooms that scheduled through the must be included in the includes departmental rooms, sometimes offices. Inclusion way be taken as complete room usage or ability of the book these rooms.

Special Event Coding

The WebViewer displays classes and the rooms they are scheduled in. It also displays **special events**. The following codes are used for special events:

All special events that are related in some way to a class will be given the “course number” EVNT 200. The “course title” will begin “EVNT.” followed by some special description.

For example, if Chemistry 221 wants to schedule a study session, it will appear like this: **EVNT 200 – EVNT.CH 221.**

An event for ASOSU will appear like this: **EVNT 500 – EVNT.ASOSU election meeting.**

This completes the WebViewer training manual.