OSU WebViewer

Providing Web Based Access to Room Scheduling Information

Registrar’s Office
Oregon State University
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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
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 course number.

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.

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.
Looking at Multiple Days for a Room

If you have a multiple day request and wish to see the room usage for the entire week, or even the entire term, simply click on the little calendar icon next to the room name.

Here we clicked the calendar icon for BEXL 102.

This gives us all events in BEXL 102 for the week starting Jan 29th. You’ll notice the hour axis is now down the left edge and days of the week are along the top. The default display is one week. However, we can check multiple weeks at one time by clicking the desired time-frame under “Number of weeks” on the far right side.

Clicking on the “5” button gives us …
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.
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.

```
<table>
<thead>
<tr>
<th>Event</th>
<th>Start</th>
<th>End</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 131 001</td>
<td>08:00</td>
<td>08:50</td>
<td>BEXL 324</td>
</tr>
<tr>
<td>BA 211 003</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 323</td>
</tr>
<tr>
<td>BA 213 007</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 103</td>
</tr>
<tr>
<td>BA 275 001</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 413</td>
</tr>
<tr>
<td>BA 297 001</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 415</td>
</tr>
<tr>
<td>BA 390 001</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 417</td>
</tr>
<tr>
<td>BA 442 001 XL</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 416</td>
</tr>
<tr>
<td>BA 562 001</td>
<td>09:00</td>
<td>09:50</td>
<td>BEXL 221</td>
</tr>
<tr>
<td>BA 691 001</td>
<td>09:00</td>
<td>09:50</td>
<td>BEXL 320</td>
</tr>
<tr>
<td>BA 495 001 XL</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 207</td>
</tr>
<tr>
<td>BA 542 001 XL</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 416</td>
</tr>
<tr>
<td>BA 595 001 XL</td>
<td>08:00</td>
<td>09:50</td>
<td>BEXL 207</td>
</tr>
<tr>
<td>BA 733 001</td>
<td>09:00</td>
<td>09:50</td>
<td>BEXL 330</td>
</tr>
</tbody>
</table>
```

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

XL means cross-listed course

Switches us to list view
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:

```
<table>
<thead>
<tr>
<th>Event and Section Numbers</th>
<th>Pattern</th>
<th>Group and Description</th>
<th>Sponsoring Group and Description</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Meeting Pattern</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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 Multiple Meeting Pattern.
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.

**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”:

```
CRN
Course Name
Cross-listed Course
Course and Section Numbers
```
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.
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](image)

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”.

![Results: Event Name Starts With "CS 419"](image)
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:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>search for spaces. Say you rooms we have listed on 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVNT 100</td>
<td></td>
</tr>
<tr>
<td>EVNT 110</td>
<td></td>
</tr>
<tr>
<td>EVNT 120</td>
<td></td>
</tr>
<tr>
<td>EVNT 130</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Space Name</th>
<th>100</th>
<th>110</th>
<th>120</th>
<th>130</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEXL 320</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEXL 321</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEXL 322</td>
<td></td>
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<td>BEXL 323</td>
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<td>BEXL 325</td>
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<td></td>
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<tr>
<td>BEXL 326</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEXL 328</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

A Quick Note on Rooms

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>320</th>
<th>330</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVNT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>340</th>
<th>350</th>
<th>400</th>
<th>500</th>
<th>800</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.