



Health Sciences Coordinators Meeting

Welcome!



January 2014

Introduction

Health Sciences Room Reservations (HSRR)

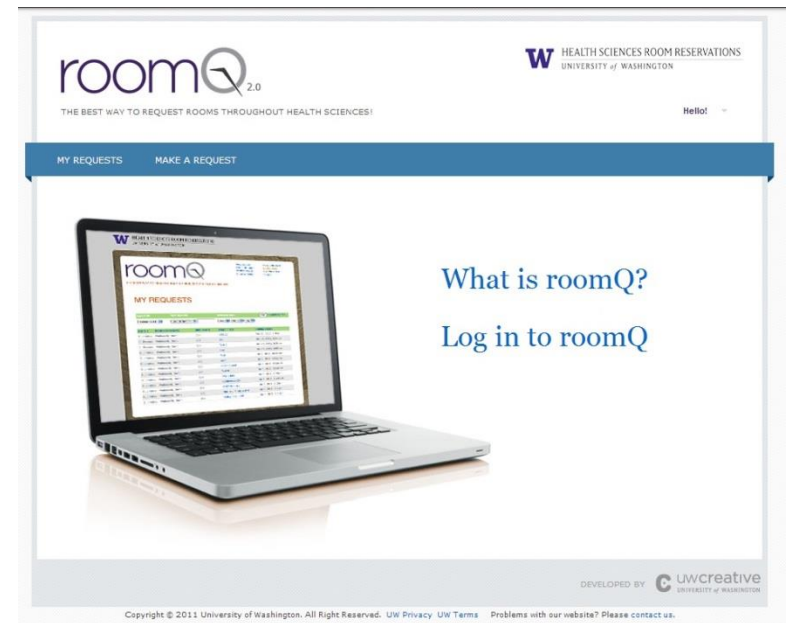
- Office
 - South Campus Center (SCC) room 335
- Phone
 - 206-543-0530
- Email
 - hsbrooms@uw.edu
 - changes@uw.edu
- RoomQ (online room request system):
 - <http://depts.washington.edu/hsrr/roomq/>
- × Services
 - + Basic AV/event support for SCC
 - + Equipment Rentals
 - + Special Event Containers
 - + Building Management for SCC
 - + Exterior door locks/unlocks
 - + Lost & Found
 - + Room Reservations in HSB, Foegen-S, and SCC
 - + Course Scheduling for Health Sciences

Room reservations @ HSB & SCC

- List of rooms we can reserve for your event:
 - <http://depts.washington.edu/hsrr/matrix>
- Use roomQ to reserve a space for your course breakout or non-course event
 - <http://depts.washington.edu/hsrr/roomq>
 - Examples of course breakouts: Office hours, study sessions, midterm exams in a different space, poster events in special event spaces, class-time extensions, etc.
- If you need a room within the next 48 hours, call our office for immediate assistance.

Room Reservations @ HSB & SCC

- Availability checker tool shows how likely or unlikely that at least one room is available that meets your criteria
- RoomQ Training Sessions: contact our office to schedule a small group or one-on-one training
- Send any roomQ feedback, questions, or concerns to hsbrooms@uw.edu.



HS Classroom Services

- Contact Information
 - 206-543-6729 > no extension!
 - hsbav@uw.edu
 - T291A
- CRS Website > <https://depts.washington.edu/hsasf/classroom-services/>
 - Pricing guide
 - Coming Soon:
 - Basic AV instructions, tutorials
 - CRS policies
 - Pictures of our equipment
 - Online Reporting Form for room issues/AV issues

HS Classroom Services

- Services for the Health Sciences Building, Foege Buildings, and UWMC
 - AV & event support
 - Only for rooms listed on the room matrix
 - Equipment rentals
 - Laptops, laser pointers, catering tables, etc.
 - For students > Student Technology Fee, STF (1146, 543-3465)
 - Special event containers
 - Course casting services
 - Laundry delivery & pickup for labs and clinics
 - Locker Assignments for HS schools
 - Classroom/lab key checkout
 - For office and all other keys > Building Management (T283, 685-0143)
- Feedback

Course Scheduling

- General overview
 - The scheduling process is completely new each quarter.
 - Scheduling priority is given to courses that do not make changes to meeting days and times.
 - Room assignments may be different from previous years to accommodate more courses using our spaces.

Course Scheduling

- Things to keep in mind:
 - AUT 2014 TS Construction closes this Friday, 1/31/14
 - Check the TS Construction **now** to eliminate repeated change requests
 - After the TS Construction closes, changes that are requested through our office may not carry over to the following year's TS Construction.

Time Schedule Production Calendar 2014-2015

Note: Dates subject to change.

Time Schedule Production Calendar	AUTUMN 2014	WINTER 2015	SPRING 2015
2014-15 Time Schedule Construction available.	November 13, 2013	November 13, 2013	November 13, 2013
Time Schedule Construction turned off to Departments. (All data must be completed by 5 p.m. on this date.)	January 31, 2014	July 11, 2014	November 7, 2014
Dead Period - No email requests for classroom changes	February 1 - March 16, 2014	July 12 - September 7, 2014	November 8, 2013 - January 4, 2015
SLNs Assigned, TS Update available to Time Schedule Coordinators the next day.	March 17, 2014*	September 8, 2014*	January 5, 2015*
Review Sheets Distributed via Campus Mail	March 21, 2014	September 12, 2014	January 9, 2015
Entry Codes Distributed via Campus Mail	April 17, 2014	October 9, 2014	January 22, 2015
Time Schedule available on the Web	April 18, 2014	October 17, 2014	January 23, 2015

* Tentative date

Errors that Effect Scheduling



- **Small errors in the TS Construction can significantly impact scheduling**
 - Wrong start & end dates under General Attributes section
 - If course meets all 10 weeks, leave fields blank
 - Do not include dates that fall outside of the normal quarter (i.e. the first day of instruction to the last day of instruction)
 - Final week is scheduled separately.
 - If rooms are needed during break weeks, request them through roomQ.

GENERAL ATTRIBUTES		TRAIN 100 F		SCRUM MASTER	
Credits		Start Date	End Date	Grading System ?	Hyphenation ? Institute
<input checked="" type="radio"/> Fixed	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Standard	<input type="text"/> of <input type="text"/>
<input type="radio"/> Variable (1 to 25)				<input type="radio"/> Credit/No Credit	
<input type="radio"/> Variable	<input type="text"/> to <input type="text"/>			Only	
<input type="radio"/> Variable	<input type="text"/> or <input type="text"/>				
<input type="radio"/> Zero credit					

PLEASE DOUBLE CHECK THE CONSTRUCTION!

Errors that Effect Scheduling



- Incorrect expected enrollment

ENROLLMENT TRAIN 100 F SCRUM MASTER

Enrollment

L/E enrollment Limit
 Estimate

Last year:

Joint Course Information

Curric	Course No	Section ID	Limit
TRAIN	100	G	0
Total:			15

Remove this section from the joint group

Combined controlling limit

Update Enrollment Information

Overestimating enrollment may lead to no room assignment.

If using the combined controlling limit, the value must match the total listed above.

PLEASE DOUBLE CHECK THE CONSTRUCTION!

Errors that Effect Scheduling



- Non-general assignment classroom vs. general assignment classroom
 - Select “non-general” if you do not need a HSRR room assignment
 - If “non-general” room is TBA, select “ * ” in building field. This cannot be blank.

MEETINGS TRAIN 100 F SCRUM MASTER

Type	Days	Start Time	End Time	Contact Hrs	Instructor Name	Instructor EID	% Involve	TS Print
Lecture	* M T W Th F S	arranged	arranged					<input type="checkbox"/>

Location

non-general assignment classroom building room

general assignment classroom

partition

building/room

desired room features:

- Blackout Curtains (S/B)
- Case Study U Shaped Tables (S)
- Cassette Recorder/Player (S)
- Chalkboard (S/Hsb)
- Compact Disk Player (S)
- Computer & Monitor (S)
- Computer Lab – Pc/Windows
- Digital Document Camera (S)
- Dual Cassette Recorder/Player (S)
- Dvd Player (S/B)

Include wing if your non-general classroom is in the Health Sciences or Foege buildings.

Examples: UMC
CC888, HSD F456,
BIOE N245A

- BB-wing= HSB
- CC-wing= UMC
- RR-wing= HSR
- A-wing= HSA
- B-wing= HSA
- C-wing= HSA
- D-wing= HSD
- E-wing= HSE
- F-wing= HSD
- G-wing=HSD
- H-wing= HSH
- I-wing= HSI
- J-wing= HSJ
- K-wing= HSK
- T-wing= HST
- SCC= SOCC
- Foege N= BIOE
- Foege S= GNOM
- TBA = *

PLEASE DOUBLE CHECK THE CONSTRUCTION!

Errors that Effect Scheduling



- Requesting an upper campus room

MEETINGS TRAIN 100 F SCRUM MASTER

Type	Days	Start Time	End Time	Contact Hrs	Instructor Name	Instructor EID	% Involve	TS Print
Lecture	* M T W Th F S	arranged	arranged					<input type="checkbox"/>

Location

non-general assignment classroom building room

general assignment classroom

partition

no preference

Gowen

Guggenheim

HEALTH SCIENCES A-WING

HEALTH SCIENCES BB-WING

Health Sciences Building

HEALTH SCIENCES DENTISTRY

HEALTH SCIENCES D-WING

HEALTH SCIENCES E-WING

HEALTH SCIENCES HUBIO

HEALTH SCIENCES I-WING

HEALTH SCIENCES K-WING

HEALTH SCIENCES NURSING

HEALTH SCIENCES REHAB MEDICINE

HEALTH SCIENCES RR-WING

South Campus Center

building/room

no preference

no preference

no preference

Do not use

Only select highlighted items!

LESS IS MORE!

PLEASE DOUBLE CHECK THE CONSTRUCTION!

Errors that Effect Scheduling



- Selecting desired room features that our rooms do not have.
 - You must choose features followed by “HSB” or else no room will be assigned

MEETINGS TRAIN 100 F SCRUM MASTER

Type	Days	Start Time	End Time	Contact Hrs	Instructor Name	Instructor EID	% Involve	TS Print
Lecture	* M T W Th F S	arranged	arranged					<input type="checkbox"/>
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

Location

non-general assignment classroom building room

general assignment classroom

partition building/room

no preference	no preference
no preference	no preference
no preference	no preference

desired room features:

none	Tacoma Standard Room (T)
	Tacoma Tables (T)
	Tacoma Tablet Armchairs (T)
	Television (S)
	Vcr Vhs (S/E/Hsb)
	Video Conferencing (S)
	Wheelchair Table (S)
	White Board (S/E/Hsb)
	Windows (S)
	Video-data Projector (S/Hsb)

LESS IS MORE!

PLEASE DOUBLE CHECK THE CONSTRUCTION!

Errors that Effect Scheduling



- Mismatching joint course information

MEETINGS TRAIN 100 F SCRUM MASTER

Type	Days	Start Time	End Time	Contact Hrs	Instructor Name	Instructor EID	% Involve	TS Print
Lecture	* M T W Th F S	arranged	arranged					<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

Location

non-general assignment classroom building room

general assignment classroom

partition building/room

no preference	no preference
no preference	no preference
no preference	no preference

desired room features:

none

- Blackout Curtains (S/B)
- Case Study U Shaped Tables (S)
- Cassette Recorder/Player (S)
- Chalkboard (S/Hsb)
- Compact Disk Player (S)
- Computer & Monitor (S)
- Computer Lab - Pc/Windows
- Digital Document Camera (S)
- Dual Cassette Recorder/Player (S)
- Dvd Player (S/B)

Joint/withered courses must have matching meeting days and times. Otherwise, no room will be assigned.

PLEASE DOUBLE CHECK THE CONSTRUCTION!

Course Scheduling: Important Notes

- Dead period does not apply to Health Sciences.
- “Prime Time Policy” also does not apply to Health Sciences
- Please inform our office of any course changes especially if these changes will affect the room assignment.

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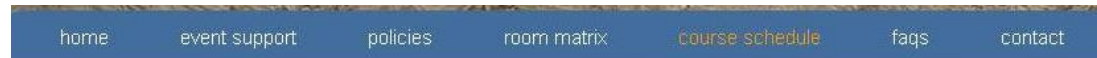
* Tentative date

Course Scheduling: Changes

- Any course changes after the TS Construction closes will need to be requested through the appropriate office
 - Upper Campus room: times@uw.edu
 - Health Sciences room: changes@uw.edu
 - If your course has an upper campus room assignment and a Health Sciences room assignment, please copy both upper campus and changes on your request.
- Course changes cannot be done over the phone

Course Scheduling: Changes

- Add/drop/change forms
 - Use these forms for courses meeting in Health Sciences rooms
- Course changes can also be requested by sending a message to changes@uw.edu



resources for course schedule

- using course change forms
- add a new course
- change an existing course
- drop an existing course
- final exams for health sciences curriculums
- course scheduling faqs

Course Scheduling

HSRR acts as the time schedule office for all courses held in [our rooms](#), which are located in the Health Sciences and South Campus Center. Our office oversees the quarterly course scheduling process and continuously work with curriculum coordinators on any requests for course revision, addition, or withdrawal from the online Time Schedule.

If your course has a room assignment in any other building, you must submit your change requests to upper campus Time Schedule Office.

(Courses are those offered to students enrolled at the University of Washington and has been approved by the University Curriculum Committee. This excludes continuing education or other university training courses. To reserve rooms for these and other events, place your request in [roomQ](#).)



<http://depts.washington.edu/hsrr/schedule>

Course Scheduling: Changes

- Appropriate changes to request through HSRR
 - Adding a new course
 - Joint courses (TS constructions must match)
 - Changes that affect meeting days, times, room, and/or increasing enrollment over the assigned room capacity
 - Releasing HSRR-controlled room and/or using own departmental (non-general assignment) space
 - Time Masks, Institution Numbers, Self-Sustaining
 - Grading (standard, CR/NC)
 - past 2 weeks contact Matthew Winslow, Office of the Registrar, mwinslow@uw.edu

Course Scheduling: Changes

- Immediate changes that you can make
 - Time Schedule Update System
(<https://sdb.admin.washington.edu/depttools/securID/tsupdate.asp>)
 - Lowering enrollment
 - Editing comments
 - Please do not delete comments regarding room assignments
 - Generating Entry Codes
 - Changing Enrollment Requirements & Exclusions
 - Student Database (SDB)
 - Adding instructors
 - F23I page
 - Instructors ID#
 - TS=Y (this controls whether instructor is viewable on the online Time Schedule)
 - % involvement

Course Scheduling: Changes

- Changes period occurs as soon as the TS Update becomes viewable and is about 4 days long
 - Look out for email from our office.
- Check courses during “changes period”
- After deadline, non-course pending scheduling begins.

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DOOR UNLOCKS for after-hours courses

- Building/exterior door unlocks are required for after-hours courses/events
 - **HSB Building hours:** <http://depts.washington.edu/hsrr/support/event-support-at-the-health-sciences>
 - **SCC Building hours:** <http://depts.washington.edu/hsrr/support/event-support-at-scc>
- Exterior door unlocks for weekly course meetings on the Time Schedule are requested from Building Management at hsbuild@uw.edu
 - Which doors you'd like unlocked
 - Specific dates you need door unlocks (if your course meets weekly, you may provide the day of the week, start date, and end date).
 - Times you need the doors unlocked
 - Contact information
 - Which room your course is in
 - Course number
- If students have HSB access cards, then exterior door unlocks are unnecessary.

Course Scheduling: Finals Week

- Finals are scheduled differently in Health Sciences than from upper campus
- Request forms are sent out the 2nd week of the quarter
 - Except SUM quarter – no finals week
- Any courses that need rooms during finals week will need to be included on the finals request forms
- **If you do not submit a finals request form, your courses will NOT have a room assignment for finals week.**
- On the TS Construction, check the box → Allows for better room availability when scheduling courses.
 - Upper campus Time Schedule Office uses this feature, but we don't in HSRR
- If you'd like to put final exam information on the Time Schedule for your students to see, do so in the comments section
 - “This course will have a final exam. Date, time, room TBD”

Final Exam
<input checked="" type="checkbox"/> Check here if a final exam will NOT be given for this section
Update Meetings

Course Scheduling

- Please inform us of any curriculum changes. We will not know about these changes unless contacted by the coordinators.
- Special needs for courses
 - Send an email to changes@uw.edu and include details for upcoming quarters.
 - No guarantees, although we try our best to meet all requests.
 - Special needs for AUT 2014? Send your email by Friday, 1/31/14

Questions about course scheduling?



Thank you coordinators!

Important Updates

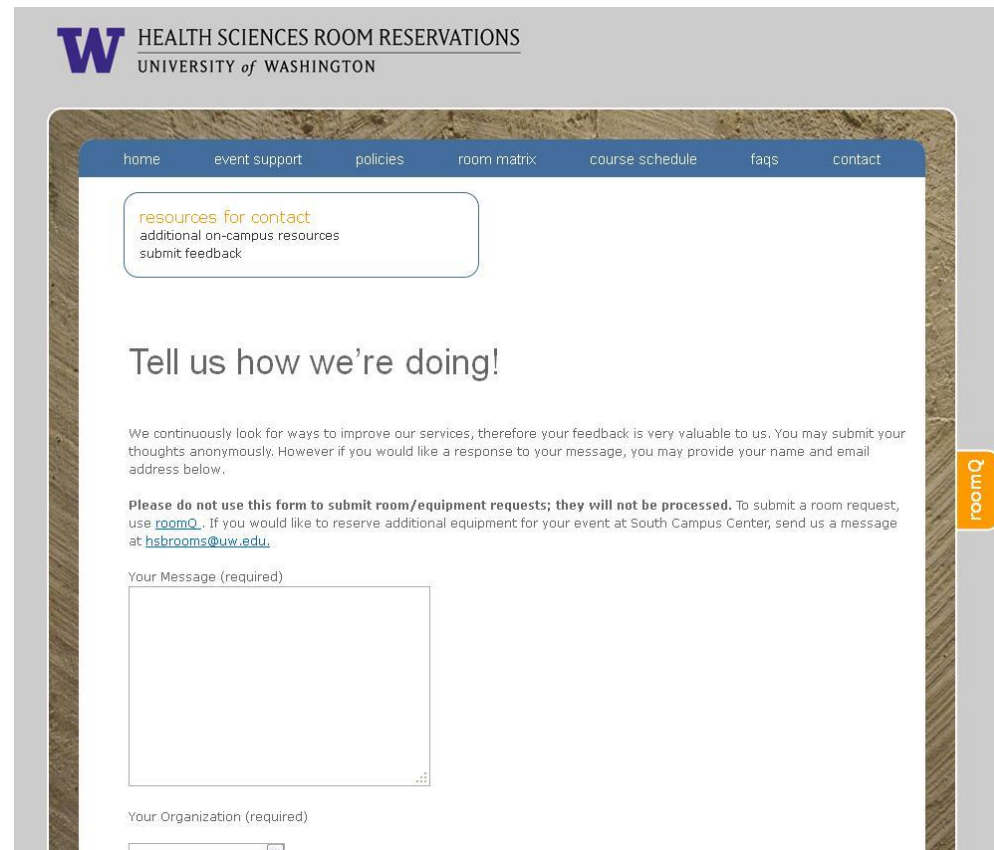
- HSB:
 - Hogness, BBI 404, BBI 602, T480, and T641 will NOT be available during SUM 2014 due to A/V work being done in the rooms.
 - Lab T479 is officially available for reservation
 - Capacity of 24

Important Updates

- SCC:
 - First come, first serve study spaces for students
 - <http://depts.washington.edu/hsrr/matrix/studyatscc>
- Recycling rates for CRS and HSRR have increased to \$55 due to Custodial Services increasing their rates.

Updates

- Feedback section on HSRR Website



The screenshot shows the 'Feedback' section of the Health Sciences Room Reservations (HSRR) website at the University of Washington. The page features a navigation bar with links for home, event support, policies, room matrix, course schedule, faqs, and contact. A 'resources for contact' box lists 'additional on-campus resources' and 'submit feedback'. The main heading is 'Tell us how we're doing!'. Below this, a paragraph explains the value of feedback and provides instructions on how to submit it, including a note that the form is not for room/equipment requests. A text area is provided for the user's message, and a dropdown menu is for the user's organization. A vertical 'rooms' button is visible on the right side of the page.

W HEALTH SCIENCES ROOM RESERVATIONS
UNIVERSITY of WASHINGTON

home event support policies room matrix course schedule faqs contact

resources for contact
additional on-campus resources
submit feedback

Tell us how we're doing!

We continuously look for ways to improve our services, therefore your feedback is very valuable to us. You may submit your thoughts anonymously. However if you would like a response to your message, you may provide your name and email address below.

Please do not use this form to submit room/equipment requests; they will not be processed. To submit a room request, use [roomQ](#). If you would like to reserve additional equipment for your event at South Campus Center, send us a message at hsbrooms@uw.edu.

Your Message (required)

Your Organization (required)

rooms

<http://depts.washington.edu/hsrr/contact/submit-feedback>

Useful Contacts

- Classroom Services (CRS)- HSB, Foege, UWMC
 - AV support, equipment rental, special event containers
 - Contact
 - hsbav@uw.edu
 - 206-543-6729
 - HSB T-291 A
 - <https://depts.washington.edu/hsasf/classroom-services/>
- Time Schedule Office (upper campus)
 - “Upper campus” courses and room assignments
 - Contact
 - times@uw.edu
 - 206-685-0540
 - <http://depts.washington.edu/registra/RATS/index.php>

Questions?



- Feel free to contact us at anytime— call, email, visit!
- We can also meet one-on-one to discuss any course/non-course scheduling needs.
- Slides will be available on HSRR website, in course scheduling section