

To View the Schedule of a Classroom

[Note: Only classroom space reserved through the Registrar's Office is displayed here.]

1. Click on Classic Home

MyBenU	✓ Benedictine	Staff Homepage	Â	Q	:	۲
BU Notifications	Academic Records	Manage Classes	Employee Self Service			
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No current tasks						
Classic Home	Student Financial Account					
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2. Click on Campus Community > Campus Event Planning > View Event Information > Campus Meeting Detail.

Favorites -	Mair	n Menu 👻					_				
МУВс	Sea	rch Menu:		>>							
Menu Search: > My Favorites > BU General > BU Student Fina > BU Student Rec > Student Activity > Self Service > Campus Commu > Student Recruiti > Student Admissi > Records and En > Curriculum Man; > Student Financi; > Academic Advis; > Cantributor Rela > Set Up Common > Set Up SACR > Worklat; > Tree Manager > Reporting Tools		BU General BU Student Finan BU Student Activity Fi Self Service Campus Commun Student Activity Fi Student Admissio Records and Enro Curriculum Manay Student Financial Academic Adviser Contributor Relati Set Up Common of Set Up SACR Workist Tree Manager Reporting Tools PeopleTools	icials rds low g ns s ment jons Object:	Personal Info Checklists Comments 3C Engine Service Indic Organization Campus Even	rmation (Si ators (Stud	tudent)	r Eve Vie Set	nt Management w Event Informa Up Events	→ Campus Mer Event Summ Person Ever] ting Details iary tt Summary	
 Reporting Tools PeopleTools My Preferences 		PeopleTools My Preferences		•							

3. On this page, select "BENUV" as the **SetID** [if it has not defaulted], use the magnifying glass to select the appropriate building code and click on the **Search** button.

Favorites Main Menu Campus Community Campus Event Plannin	g 🗸 > View Event Information 🗸 > Campus Meeting Details
	Look Up Building
Campus Meeting Details Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	Building begins with Description begins with Kindlon Short Description begins with Look Up Clear Cancel Basic Lookup Second Basic Lookup
· Search Chiefia	View 100 First (4) 1 of 1 (k) Last
SetID = BENUV Q Facility ID begins with	Building Description Short Description KN Kindlon Hall of Learning Kindlon Ha
Building begins with Room begins with	
Description begins with Facility Type =	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	

Favorites 👻	Main Mer	u v	> Campus C	ommunity 👻	> Campus Event	Plan
Campus Me	eting Detai	S				
Enter any inform	nation you hav	e and clicl	k Search. Leav	e fields blank	for a list of all values	
Find an Exist	ting Value					_
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4. The **Campus Meeting Details** selection page will refresh displaying all of the classrooms in that building. Select the appropriate room link and the **Campus Meeting Details** page will open.

Favorit	es 🔻	Main M	lenu 👻 >	Campus Commu	nity 🔻 > 🛛 Ca
Sear	ch	Clear	Basic Search	Save Search	Criteria
Search	Resu	lts			
View All				First 🕢 1-29 of	29 🕟 Last
SetID	Facility	ID Building	Room	Description	Facility Type
BENUV	KN-021	KN	021	Kindlon Hall - 021	Class Rm
BENUV	KN-022	KN	022	Kindlon Hall - 022	Class Rm
BENUV	KN-025	KN	025	Kindlon Hall - 025	Class Rm
BENUV	KN-025	KN	025	Kindlon Hall - 025	Lecture Ha
BENUV	KN-026	KN	026	Kindlon Hall - 026	Class Rm
BENUV	KN-120	KN	120	Kindlon Hall - 120	Conf Rm
BENUV	KN-124	KN	124	Kindlon Hall - 124	Class Rm
BENUV	KN-125	KN	125	Kindlon Hall - 125	Class Rm
BENUV	KN-126	KN	126	Kindlon Hall - 126	Class Rm
BENUV	KN-134	KN	134	Kindlon Hall - 134	Class Rm
BENUV	KN-135	KN	135	Kindlon Hall - 135	Class Rm
BENUV	KN-136	KN	136	Kindlon Hall - 136	Class Rm
BENUV	KN-136	KN	136	Kindlon Hall - 136	Other
BENUV	KN-136	KN	136	Kindlon Hall - 136	Seminar Rm
BENUV	KN-141	KN	141	Kindlon Hall - 141	Studio
BENUV	KN-145	KN	145	KN-145	Cptr Lab
BENUV	KN-145	KN	145A	KN-145A	Conf Rm
BENUV	KN-145	A KN	145 A	KN-145 A	Conf Rm
BENUV	KN-161	KN	161	Kindlon Hall - 161	Class Rm
BENUV	KN-162	KN	162	Kindlon Hall - 162	Class Rm
BENUV	KN-163	KN	163	Kindlon Hall - 163	Class Rm
BENUV	KN-164	KN	164	Kindlon Hall - 164	Class Rm
BENUV	KN-225	KN	225	KN-225	Office
BENUV	KN-227	KN	227	Kindlon Hall - 227	Cptr Lab
BENUV	KN-228	KN	STDNT LOUN	Kindlon Hall-228	Lounge
BENUV	KN-232	KN	232	Kindlon Hall - 232	CompLab
BENUV	KN-244	KN	244	Kindlon Hall - 244	Cptr Lab
BENUV	KN-258	KN	258	KN-258	Office
BENUV	KN-412	KN	412	Kindlon Hall - 412	Conf Rm

5. Enter the desired date and click the **Search** button. The **Campus Meeting Details** page refreshes and all classes/events scheduled through the Registrar's Office in that space are displayed for the date selected.

Compute Maating D		nity	t Planning → > V	fiew Event Information ◄	 Campus Meeting De
ampus weeting D	etalis				
SetID Facility ID	BENUV KN-162 Kindlon Ha	a	Room 162	Capaci	ty 40 Search
*Meeting Date	10/02/2019	Fac	ility Type Class Rm		
Campus Meeting Info			Personalize Fin	nd 🛛 🗐 🧱 🛛 First	(4) 1-5 of 5 (b) Last
Meeting Start Time	Meeting End Time	Description	Mtg Type	Event ID	Description
1 0:0000	9:50AM	MATH 95 B	CRSE	000078613	Intermediate
1 9.00AM					Algebra
2 1:30PM	2:45PM	ARBC 101 A	CRSE	000078635	Algebra Elementary Arabic I
2 1:30PM 3 3:00PM	2:45PM 4:15PM	ARBC 101 A ARBC 102 A	CRSE	000078635	Algebra Elementary Arabic I Elementary Arabic II
2 1:30PM 3 3:00PM 4 4:30PM	2:45PM 4:15PM 5:45PM	ARBC 101 A ARBC 102 A ARBC 211 A	CRSE CRSE CRSE	000078635 000078639 000078670	Algebra Elementary Arabic I Elementary Arabic II Intermediate Grammar & Composi
2 1:30PM 3 3:00PM 4 4:30PM 5 6:30PM	2:45PM 4:15PM 5:45PM 9:30PM	ARBC 101 A ARBC 102 A ARBC 211 A EDUC 260 N	CRSE CRSE CRSE CRSE	000078635 000078639 000078670 000078864	Algebra Elementary Arabic I Elementary Arabic II Intermediate Grammar & Composi Educating Students Exceptional
2 1:30PM 3 3:00PM 4 4:30PM 5 6:30PM	2:45PM 4:15PM 5:45PM 9:30PM	ARBC 101 A ARBC 102 A ARBC 211 A EDUC 260 N	CRSE CRSE CRSE CRSE	000078635 000078639 000078670 000078864	Algebra Elementary Arabic I Elementary Arabic II Intermediate Grammar & Composi Educating Students Exceptional