

# **OSU WEBVIEWER**

**PROVIDING WEB BASED ACCESS TO ROOM SCHEDULING INFORMATION**

**REGISTRAR'S OFFICE**

**OREGON STATE UNIVERSITY**

**FEB. 1, 2006**



# OSU WebViewer

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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).

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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.

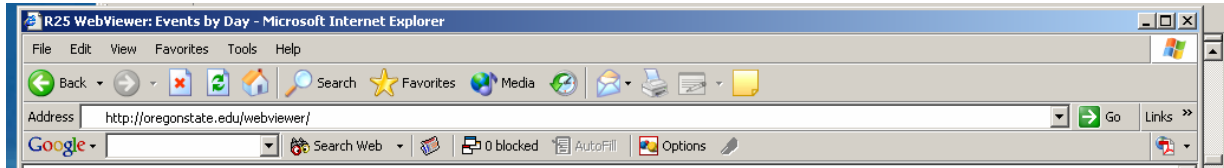
The following pages describe how to access and navigate WebViewer.

# OSU 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/>, choosing Registrar's Office in the Quick Links at the bottom of the page, and the choosing Web Viewer on the Registrar's Quick Links along the left hand side.

## FIRST SCREEN OF WEBVIEWER

A screenshot of the OSU WebViewer interface. The browser title is "R25 WebViewer: Locations by Date - Microsoft Internet Explorer". The address bar shows a long URL: "http://oregonstate.edu/webviewer/vw3\_servlet/jurd/fun/vw\_space.DayList?spdt=20060201,spfliter=94835,ldviewmode=grid". The page header includes the OSU logo and navigation links (Lookup, News, Help). Below the header, there are tabs for "Events" and "Spaces", and a "Campus Map" link. A main heading reads "Building Name or Room Type - GP All Rooms" and "Events for Wednesday Feb 01 2006". A grid shows event slots for various rooms (APP 101, APP 212, APP 306, BALE 118, BAT 150, BAT 250, BEXL 102, BEXL 103, BEXL 207, BEXL 211, BEXL 320, BEXL 322) from 6:00 to 18:00. A legend is at the bottom left. On the right, there is a "Space Quick Search" box and a "Filter by Building or Size" section with various filters like "GP All Rooms", "GP 1-25 Capacity", etc.

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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

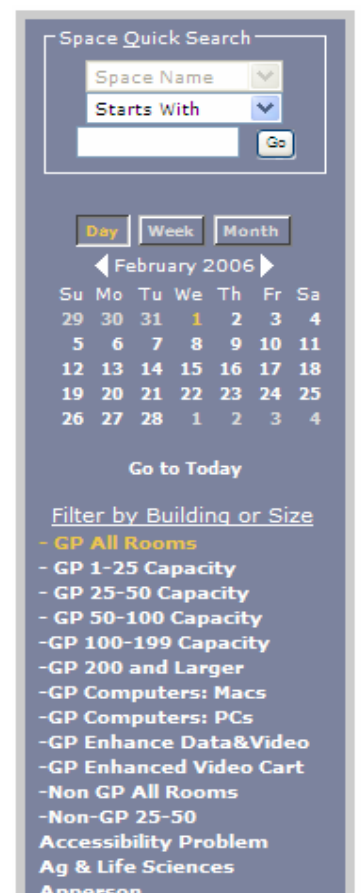
The top panel instructs WebViewer to display events by date and time or by space.



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.

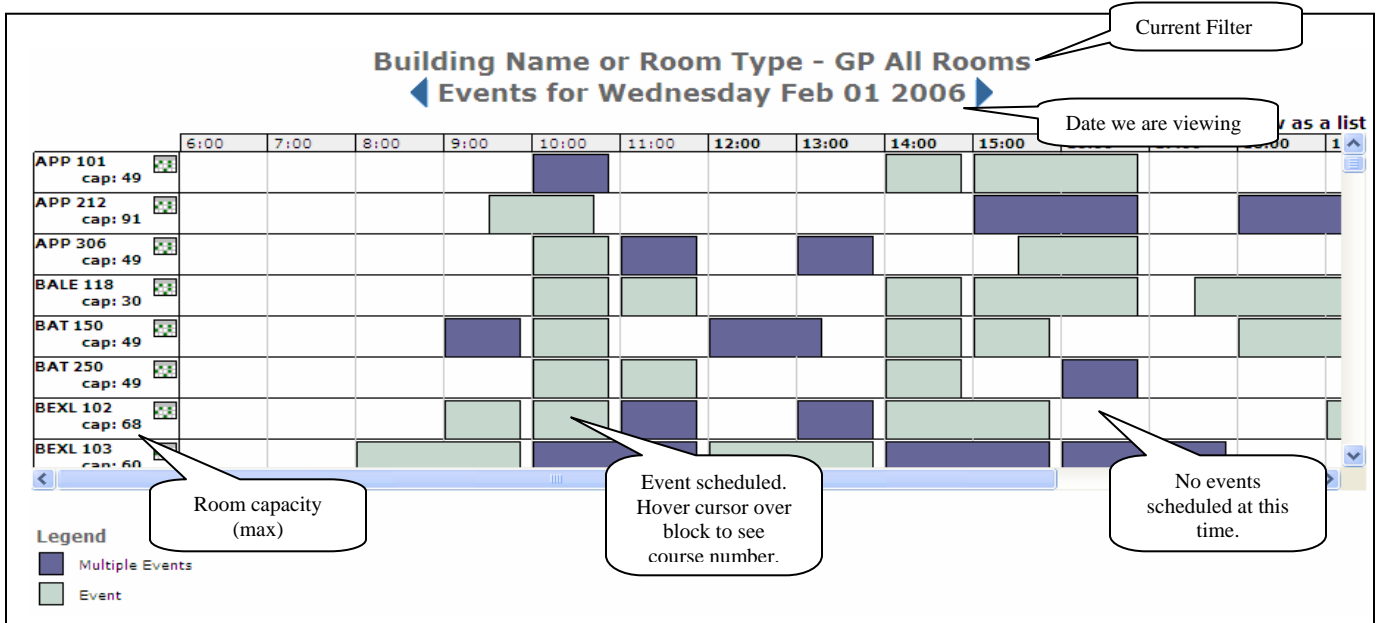


For now, let's stay with the "Day" view for February 1<sup>st</sup>.

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## 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.



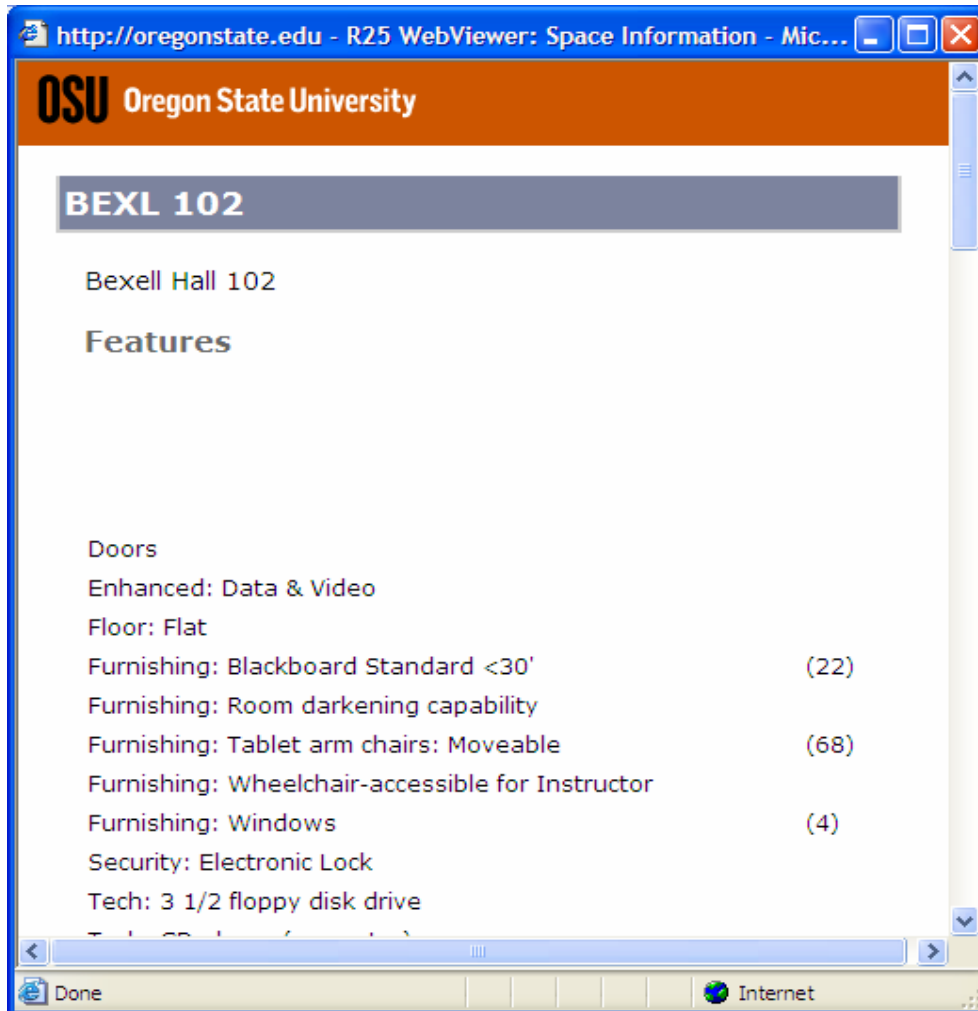
This grid gives an easy-to-read graphic representation of the events for this day. A colored block indicates the room is being used during that time period. An empty space means the room is possibly available at this time slot. To quickly identify an event scheduled in a particular block, just let the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

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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.

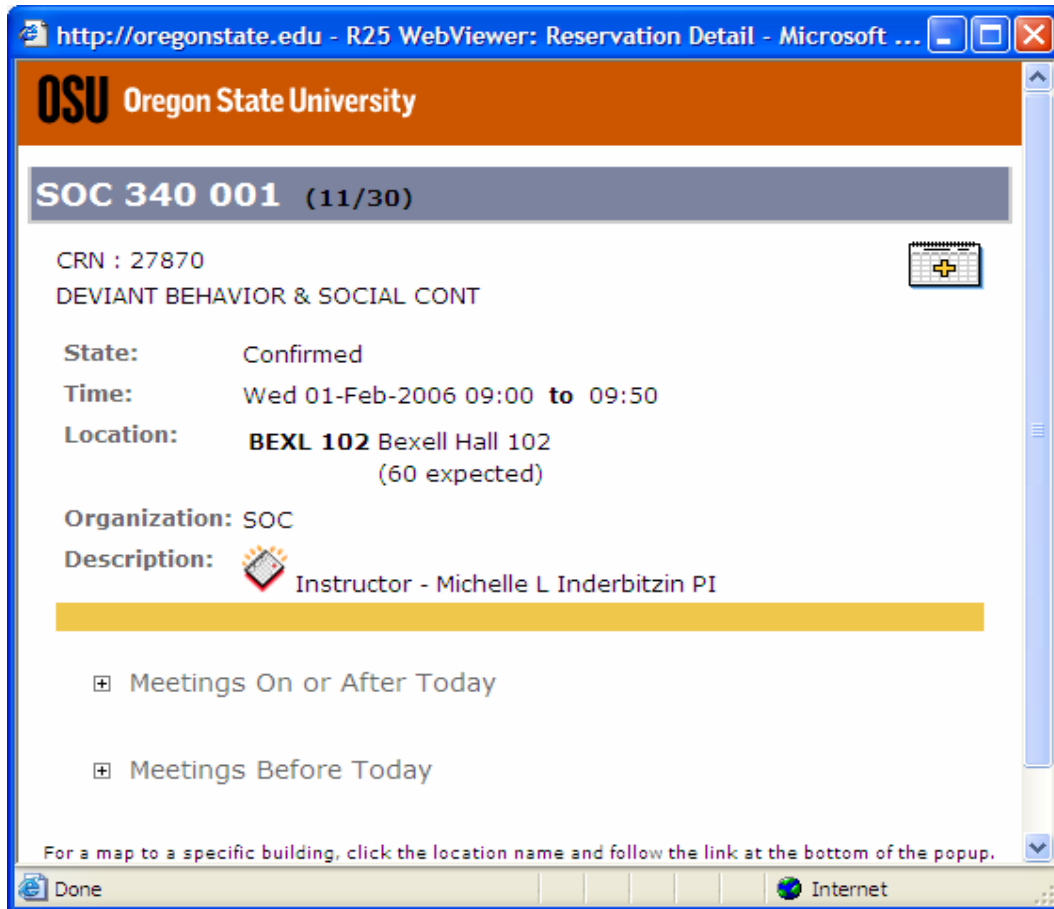
To close this window and return to the first screen, just click the X in the upper right of the window. You will return to the rooms grid on the first screen.

### 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.

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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**.

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

The screenshot shows a web browser window with the URL `http://oregonstate.edu - R25 WebViewer: Reservation Detail - Microsoft ...`. The page header displays the OSU logo and "Oregon State University". Below this, the course identifier "SOC 340 001 (11/30)" is shown. The course details include: CRN : 27870, DEVIANT 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, and Description: Instructor - Michelle L Inderbitzin PI.

A section titled "Meetings On or After Today" contains a table with the following data:

	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	

A callout box points to a calendar icon with a plus sign, with the text: "Use this icon to import to Outlook".

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

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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.

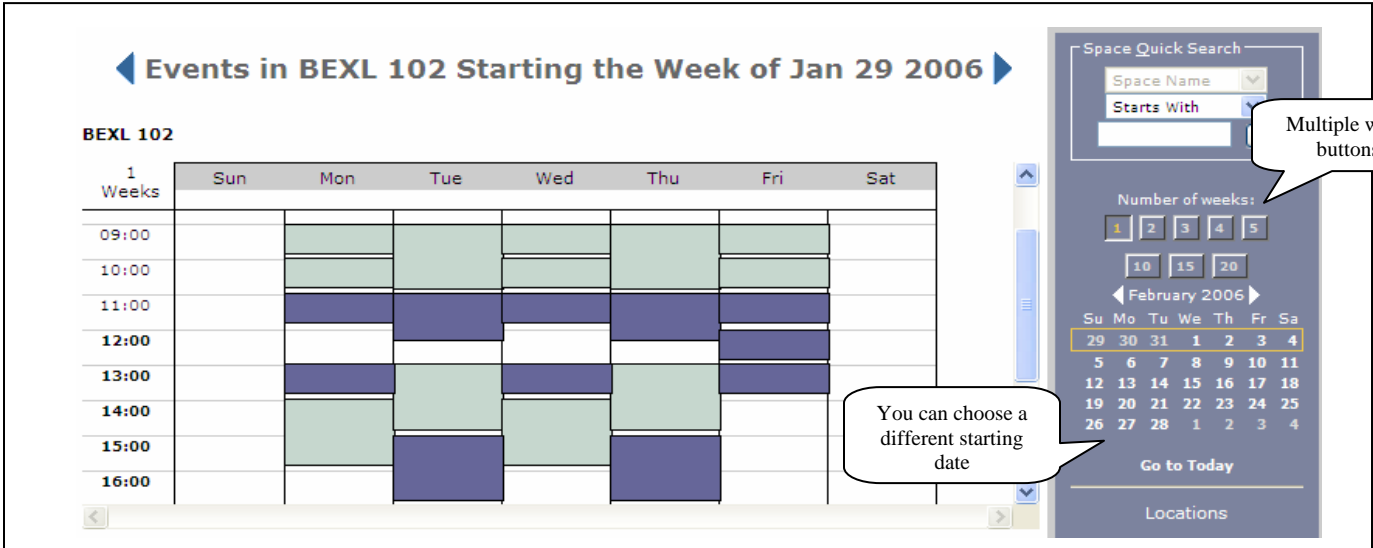
### Looking at Multiple Days for a Room

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.

<b>BAT 250</b> cap: 49									
<b>BEXL 102</b> cap: 68									
<b>BEXL 103</b> cap: 60									

This is the icon for the week view

Here we clicked the calendar icon for BEXL 102.

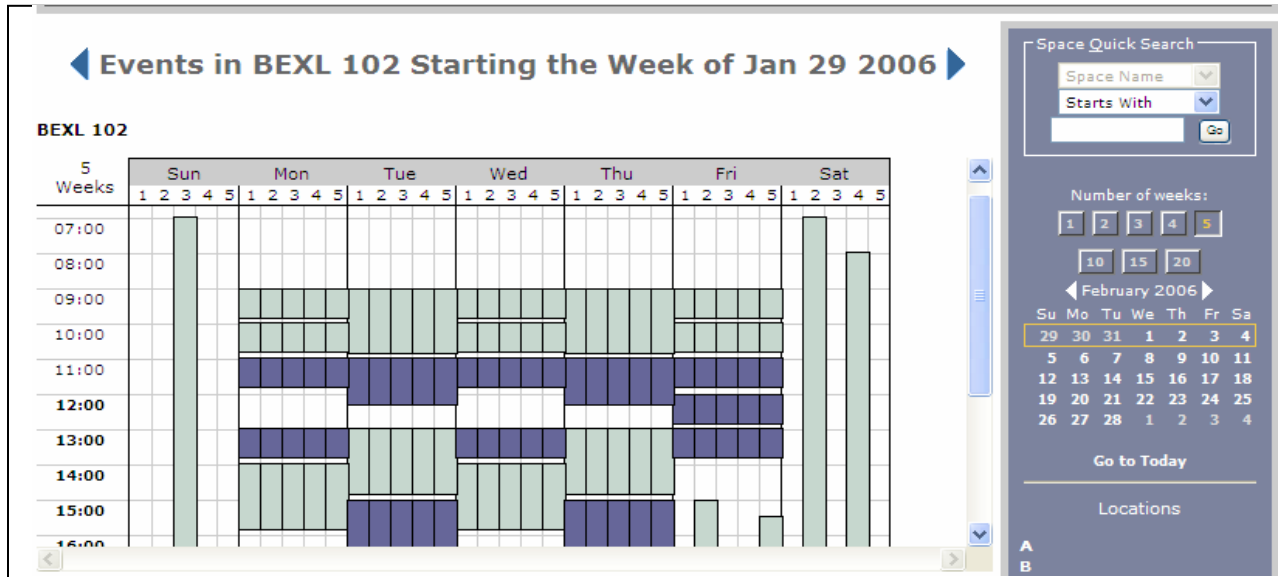


The screenshot displays the "Events in BEXL 102 Starting the Week of Jan 29 2006" view. The main calendar shows a grid with time slots on the y-axis (09:00 to 16:00) and days of the week on the x-axis (Sun to Sat). A control panel on the right includes a "Space Quick Search" section, a "Number of weeks:" section with buttons for 1, 2, 3, 4, 5, 10, 15, and 20, a "February 2006" calendar, and a "Go to Today" button. A callout bubble points to the week selection buttons, stating "Multiple week buttons". Another callout bubble points to the calendar, stating "You can choose a different starting date".

This gives us all events in BEXL 102 for the week starting Jan 29<sup>th</sup>. You'll notice the hour axis is now down the left edge and days of the week are along the top. You can scroll down to see additional hours of the days. 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 ...

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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 30<sup>th</sup>; the second slot is Feb 6<sup>th</sup>, 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

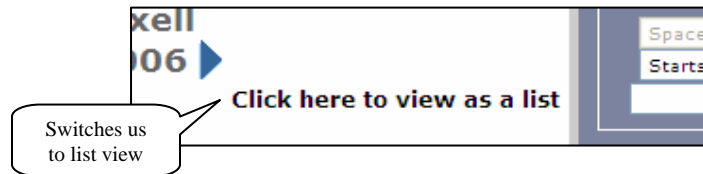
For now, let's return to the default grid by hitting "By Date" in the top panel.

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.

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## 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 I

**Sun 29-Jan-2006**

Event	Start	End	Location
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**Mon 30-Jan-2006**

Event	Start	End	Location
BA 131 001	08:00	08:50	
BA 211 003	08:00	09:50	
BA 213 007	08:00		
BA 275 001	08:00	09:50	
BA 357 001	08:00	09:50	BEXL 412
BA 360 001	08:00	09:50	BEXL 415
BA 442 001 XL	08:00	09:50	BEXL 417
BA 462 001	08:00	09:50	BEXL 416
BA 491 001	08:00	09:50	BEXL 321
BA 495 001 XL	08:00	09:50	BEXL 320
BA 542 001 XL	08:00	09:50	BEXL 207
BA 595 001 XL	08:00	09:50	BEXL 416
BA 131 002	08:00	09:50	BEXL 207

XL means cross-listed course

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

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### 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:

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 EVNT.ELI/151 Listen/Speak TR (28619-1)	EDUC 228
11:30	025	MMP EVNT.ELI/SA 150 Read/Write 5 (28710-2)	HOV 008
12:00	001	EVNT.ELI/SA 150 Read/Write 5 (28710-2)	STAG 222
12:00	17:20	EVNT 110 001 EVNT.ELI/SA 150 Read/Write 5 (28710-2)	KIDD 028
12:30	13:20	EVNT 200 001 EVNT.Class/CS (26671-4)	HOV 008
12:30	13:50	EVNT 310 001 EVNT.ELI 151X/Listen Speak 5A (28768-1)	EDUC 306
12:30	13:50	EVNT 310 011 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 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.

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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	516 001 THEORY COMPUTATION & FORMAL LA (2279-1)	KEC 1003
10:00	10:50	480 001 TRANSLATORS (213-1)	OWEN 101
11:00	11:50	2 001 PROGRAM IN C++ (20433-1)	OWEN 106
11:00	11:50	1 001 DATA STR (20433-1)	KEC 1003
11:00	11:50	CS 101 012 COMPUTERS: APPS & IMPLICATIONS (20433-1)	CORD 1109
11:00	11:50	CS 575 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":

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**CS**  
◀ **Events for the Week of Jan 29 2006** ▶  
View as a grid

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**Sun 29-Jan-2006**

Event	Start	End	Location
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**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.

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### New Quick Search

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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

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Event Name

Event Reference is

Space Name

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#### 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

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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 OR LOOKUP

You can also search for spaces. Say you want to find all the rooms we have listed on the third floor of Bexell. The name of the building is entered using the Banner code for the building (for example BEXL for Bexell Hall, or BAT for Batcheller). Simply enter "bexl 3" in the text-box next to Space Name and press the go button. You get:

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

Clicking on any of the "View Events" will give you the Week view for that particular room. We have, of course, shown you other ways to get the same information. Some just may find this is the quickest way to get what they need.

### A Quick Note on Rooms

You'll notice that, once you leave the protection of the "GP" filters (on Spaces), you get a much larger listing of rooms per building. This is because, for WebViewer to display correctly, all rooms that have events scheduled through the Schedule Desk must be included in the database. This includes departmental rooms, atriums, and sometimes offices. Inclusion here should in no way be taken as complete information about room usage or ability of the Schedule Desk to 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:

Course No.	Event
EVNT 100	EVNT-Administration
EVNT 110	EVNT-Colleges
EVNT 120	EVNT-Departments

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EVNT	130	EVNT-Faculty Senate
EVNT	200	EVNT-Class Events
EVNT	300	EVNT-Conferences/Programs
EVNT	310	EVNT-ELI
EVNT	320	EVNT-New Student Orientation
EVNT	330	EVNT-Outreach to Students
EVNT	340	EVNT-Other Univer/Colleges
EVNT	350	EVNT-Testing
EVNT	400	EVNT-Special Events
EVNT	500	EVNT-Student Groups
EVNT	800	EVNT-Facilities Services

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.**