RESOURCE GUIDE: Scheduling a Collaborative Learning Space (CLS)

Background

The **Maintain Schedule of Classes** tile in UAccess is utilized by department schedulers to request Collaborative Learning Spaces (CLS) during Open Scheduling. The resource guide will address how to make a request for a CLS once the requested classroom is identified and the instructor has applied and received confirmation of CLS Preferred Instructor status. Classrooms that are Departmentally Scheduled do not follow this process and are scheduled directly with the department.

How do I request a Collaborative Learning Space?

**Step 1**: Follow the actions outlined below in the **Maintain Schedule of Classes** tile

**Meeting Tab**: CLS classes have room characteristics of 32 and 35

**Meeting Pattern** = enter Facility ID 999-RMRQST and the days and time the course will meet

**Instructors For Meeting Pattern** = at least one of the listed instructors is a CLS-preferred instructor

**Room Characteristics**
- **32** for a Centrally Scheduled Classroom
- **35** for a Collaborative Learning Space

**Step 2**: Set the enrollment capacity

**Maintain Schedule of Classes > Enrollment Cntrl**

Enrollment Control = set the enrollment capacity and requested room capacity to match. Inflating requested room capacity limits room options.