

# ClassMate

## *Special Needs Residential Rooms Management*



# Residential Rooms Management

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- Special Needs Residential Room Management  
Base Data Pre-requisite
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### Residential Rooms Management

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### Registration Residency Management

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- Un-Assign
- History

### Residency Management

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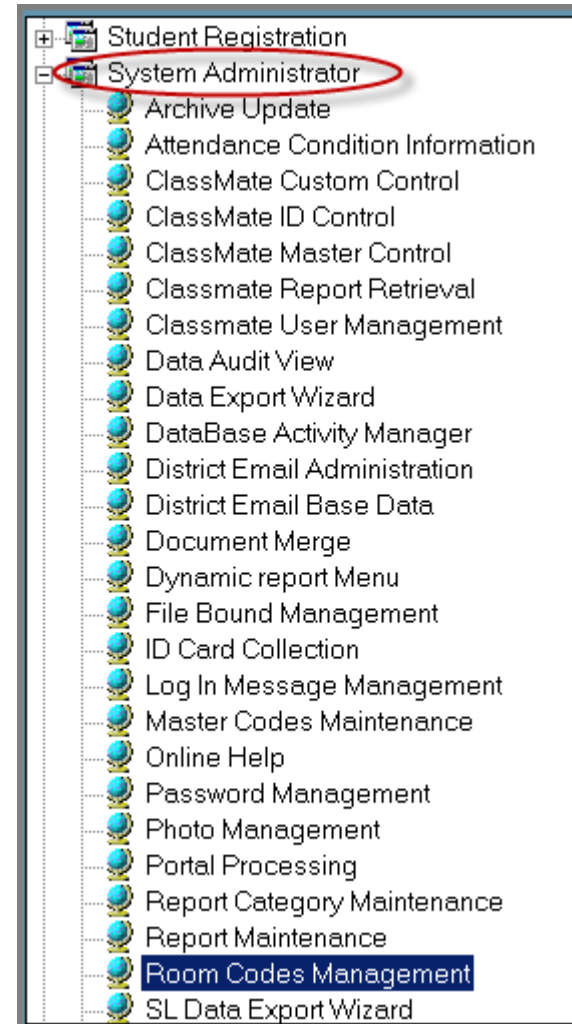


# Residential Rooms Management

The Residential Rooms Management functionality in Classmate allows users to setup rooms, establish room equipment needs, bed assignments, etc. This functionality can be accessed from both the registration and enrollment modules. Additionally, ClassMate users can also flag students that have temporary service interruptions & re-instatements.

## Getting Started

Double click > **Modules** > Double Click  
**System Administrator**> Click **Rooms Code Management**



## Room Codes

Rooms codes are created and can be customized for use in drop down menus in this module. It is important that you are entering the item in the correct category so it will display in the proper dropdown menu. Category Options include:

Room Features

Room Identifier

Room Types

Room Assignment Reasons

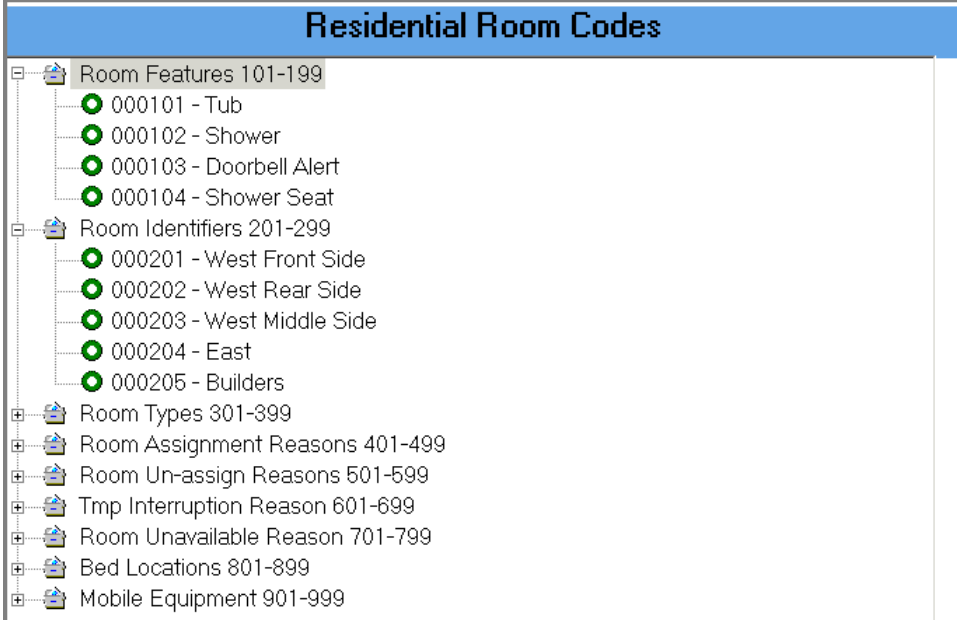
Room Un-assign Reasons

Temporary Interruption Reason

Room Unavailable Reason

Bed Locations

Mobile Equipment



The screenshot shows a window titled "Residential Room Codes" with a tree view structure. The categories and their sub-items are:

- Room Features 101-199
  - 000101 - Tub
  - 000102 - Shower
  - 000103 - Doorbell Alert
  - 000104 - Shower Seat
- Room Identifiers 201-299
  - 000201 - West Front Side
  - 000202 - West Rear Side
  - 000203 - West Middle Side
  - 000204 - East
  - 000205 - Builders
- Room Types 301-399
- Room Assignment Reasons 401-499
- Room Un-assign Reasons 501-599
- Tmp Interruption Reason 601-699
- Room Unavailable Reason 701-799
- Bed Locations 801-899
- Mobile Equipment 901-999

**Helpful Hint:** Each category has an associated ID range. This controls which drop down menu the item will display.

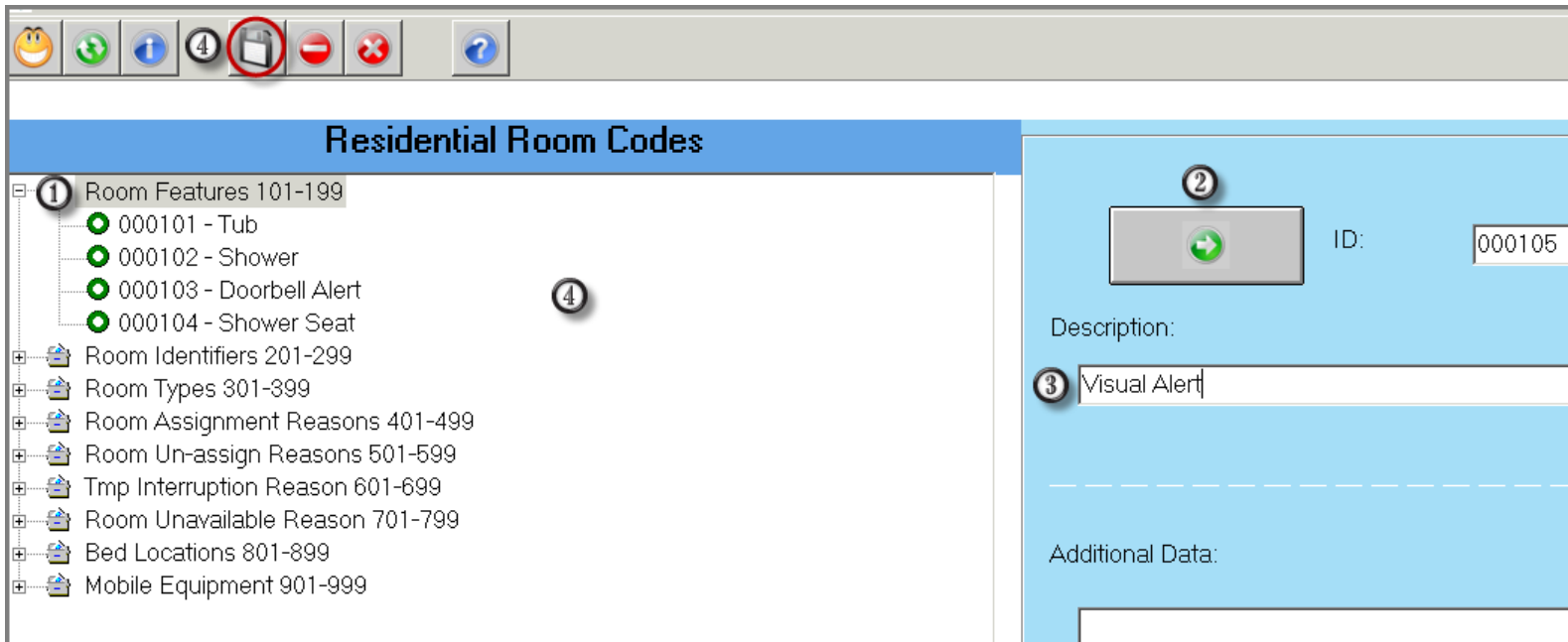


# Residential Rooms Management

## Room Codes

To create a new room code . Use the following steps:

- 1 Select the **Room Code Category** . For example; Room Features (101-199). Selecting the category will allow the ID number to be generate within the correct ID range.
- 2 Select the Grey **GREEN** arrow button to create the next available unique ID number.
- 3 Enter the **Description** in the Description field.
- 4 Select the **“Save”** icon to save the entry



**Residential Room Codes**

- 1 Room Features 101-199
  - 000101 - Tub
  - 000102 - Shower
  - 000103 - Doorbell Alert
  - 000104 - Shower Seat
- Room Identifiers 201-299
- Room Types 301-399
- Room Assignment Reasons 401-499
- Room Un-assign Reasons 501-599
- Tmp Interruption Reason 601-699
- Room Unavailable Reason 701-799
- Bed Locations 801-899
- Mobile Equipment 901-999

ID: 000105

Description: Visual Alert

Additional Data:

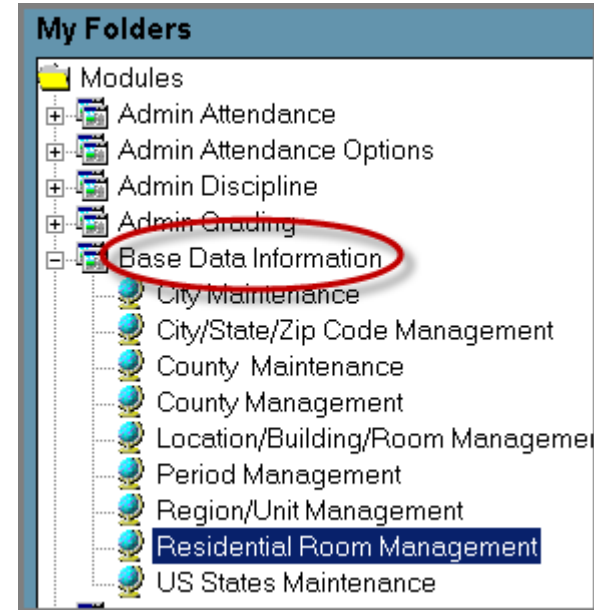
**Helpful Hint:** Code with \* are considered “Reserved Codes” and cannot be edited or deleted by users.

# Residential Rooms Management

The Residential Rooms Management Module in Classmate allows users to setup residential rooms, establish equipment needs, bedding arrangements, etc. Additionally, the module will display the room status and visual view of the room with student photos. *This module is to be used for residential rooms only.*

## Getting Started

Double click > **Modules** > Double Click  
**Base Data**> Click **Residential Rooms Management**



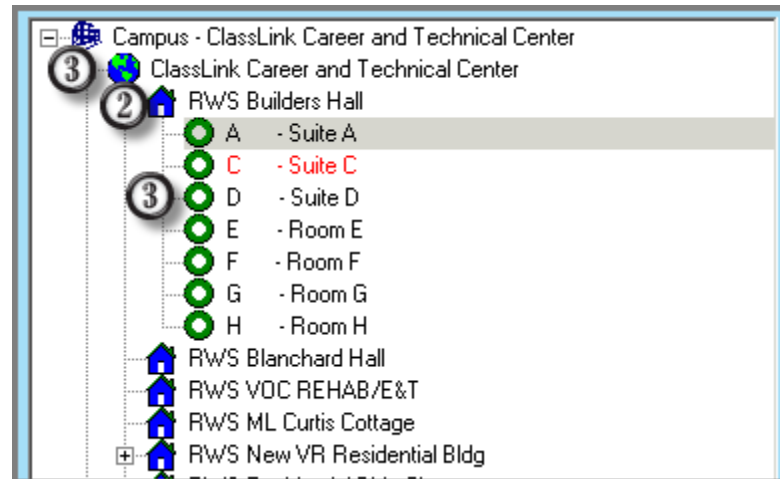
**Helpful Hint:** **ONLY** the residential rooms are to be setup in this module. Classrooms are setup up in Campus/Location/Building/Rooms Module.



# Residential Rooms Management

## Room Setup

- ① **Location:** Select the Location by double clicking on the name or click the “+” sign to the left of the location name
- ② **Building:** Select the **Building** by clicking on the name or click the “+” sign to the left of the building name
- ③ **Room:** Select the **Room** by clicking on the room name



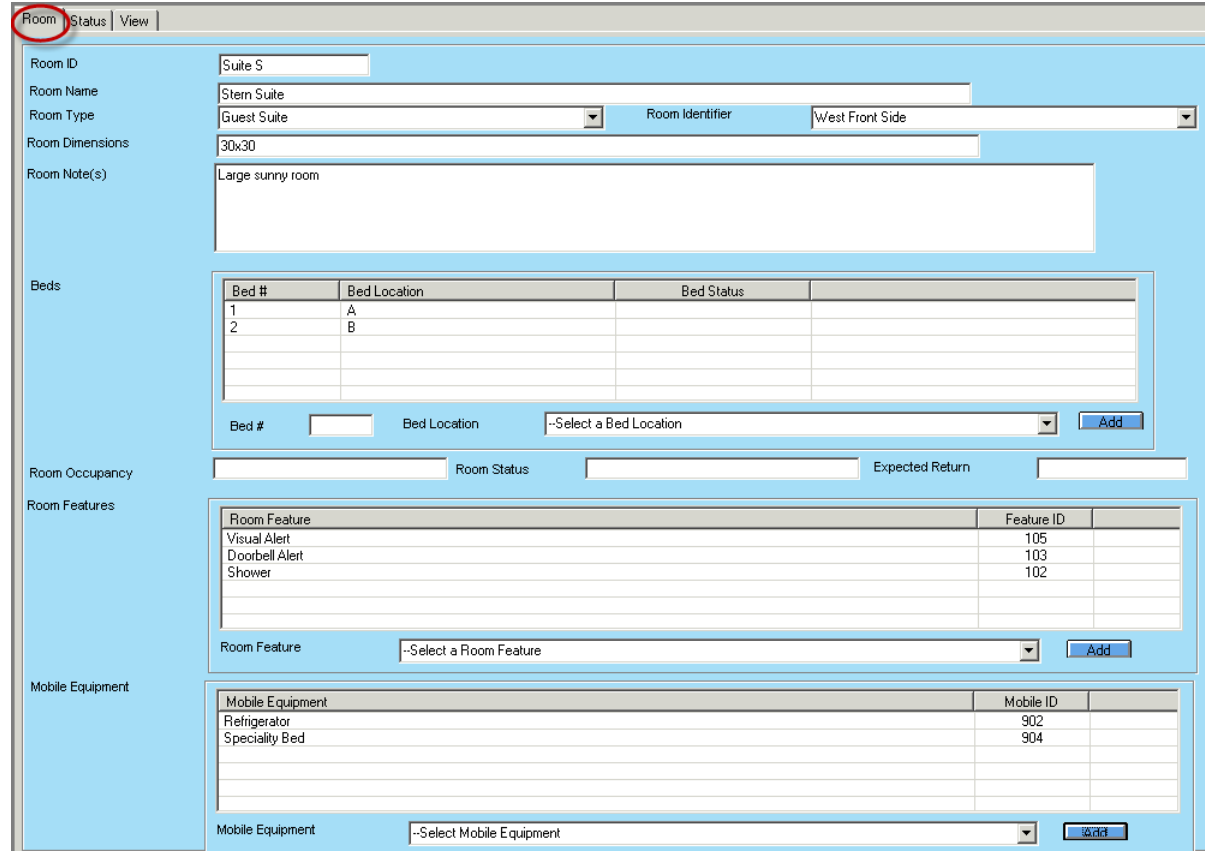
**Helpful Hint:** Rooms displayed in **RED** font are currently suspended from use.

# Residential Rooms Management

## Rooms Tab

The Rooms Tab in Residential Room Management contains the following fields that need to be populated prior to students being assigned into them.

- \*Room ID (6 Digit Alpha/Numeric)
- \*Room Name
- \*Room Type
- Room Identifier
- Room Dimensions
- Room Notes
- \*Beds ( Number of beds & Bed Location)
- Room Occupancy
- Room Status & Expected Return
- Room Features
- Mobile Equipment



Room ID: Suite S

Room Name: Stern Suite

Room Type: Guest Suite Room Identifier: West Front Side

Room Dimensions: 30x30

Room Note(s): Large sunny room

Bed #	Bed Location	Bed Status
1	A	
2	B	

Room Occupancy: Room Status: Expected Return:

Room Feature	Feature ID
Visual Alert	105
Doorbell Alert	103
Shower	102

Mobile Equipment	Mobile ID
Refrigerator	902
Speciality Bed	904

**Helpful Hint:** Fields with an \* are Mandatory and must be populate to save a room entry.

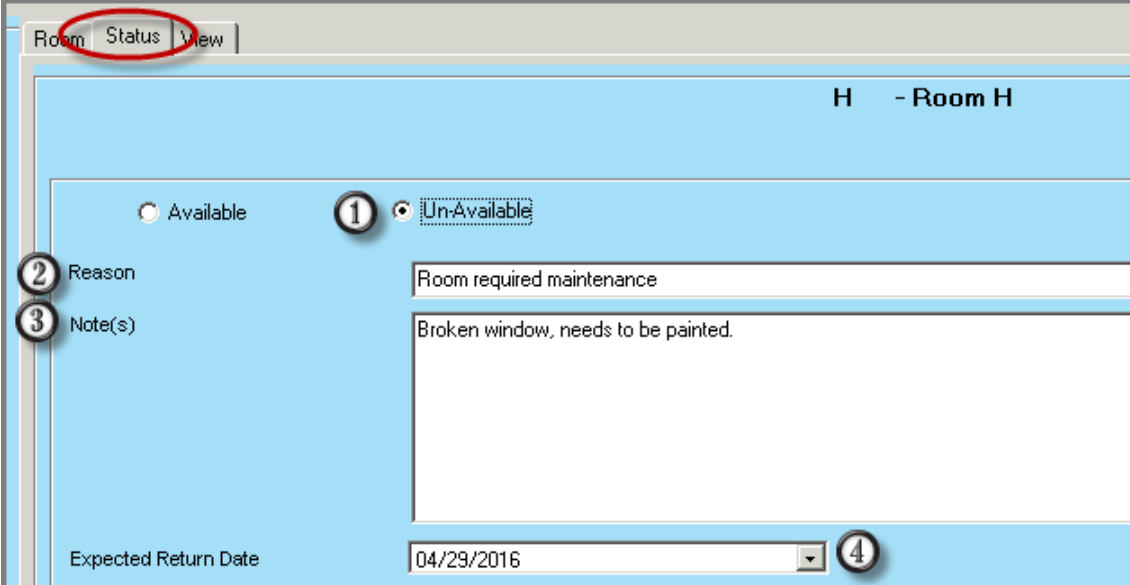


# Residential Rooms Management

## Status Tab (Removing a room from service)

The Status Tab in Residential Room Management is used to remove a room from service. Once a room is unavailable, the room will display in **RED** on the rooms tab. To remove a room from service perform the following steps:

- 1 Select the **Unavailable** radio button. Mandatory field
- 2 Select a **Reason**. Mandatory field
- 3 Enter a **Comment**
- 4 Enter an **Expected Return** to service date
- 5 Select the Black **“Save”** icon to save the entry



Room | **Status** | View

H - Room H

Available **1**  **Un-Available**

**2** Reason: Room required maintenance

**3** Note(s): Broken window, needs to be painted.

Expected Return Date: 04/29/2016 **4**

**Helpful Hint:** If students are assigned to a room, you will not be able to remove it from service until students have been unassigned.

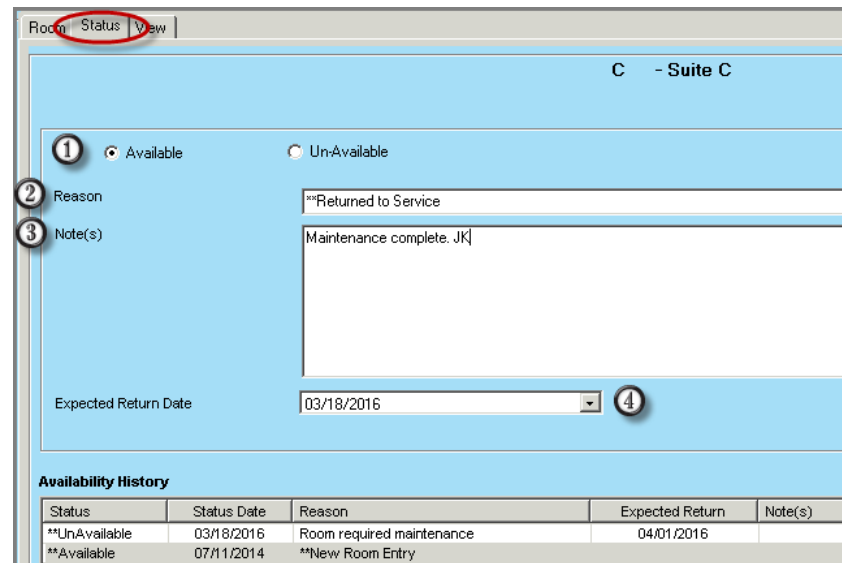


# Residential Rooms Management

## Status Tab (Returning a room to service)

The Status Tab in Residential Room Management is also used to return a room to service after it has been suspended. Once a room is available it will display on the rooms tab in **Black**. To return a room to service perform the following steps:

- 1 Select the **Available** radio button. Mandatory field
- 2 Select a **Reason**. Mandatory field. Reason should be **\*\*Returned to Service**
- 3 Enter a **Comment**
- 4 Enter an **Expected Return** to service date
- 5 Select the Black **“Save”** icon to save the entry



Status	Status Date	Reason	Expected Return	Note(s)
**Un-Available	03/18/2016	Room required maintenance	04/01/2016	
**Available	07/11/2014	**New Room Entry		

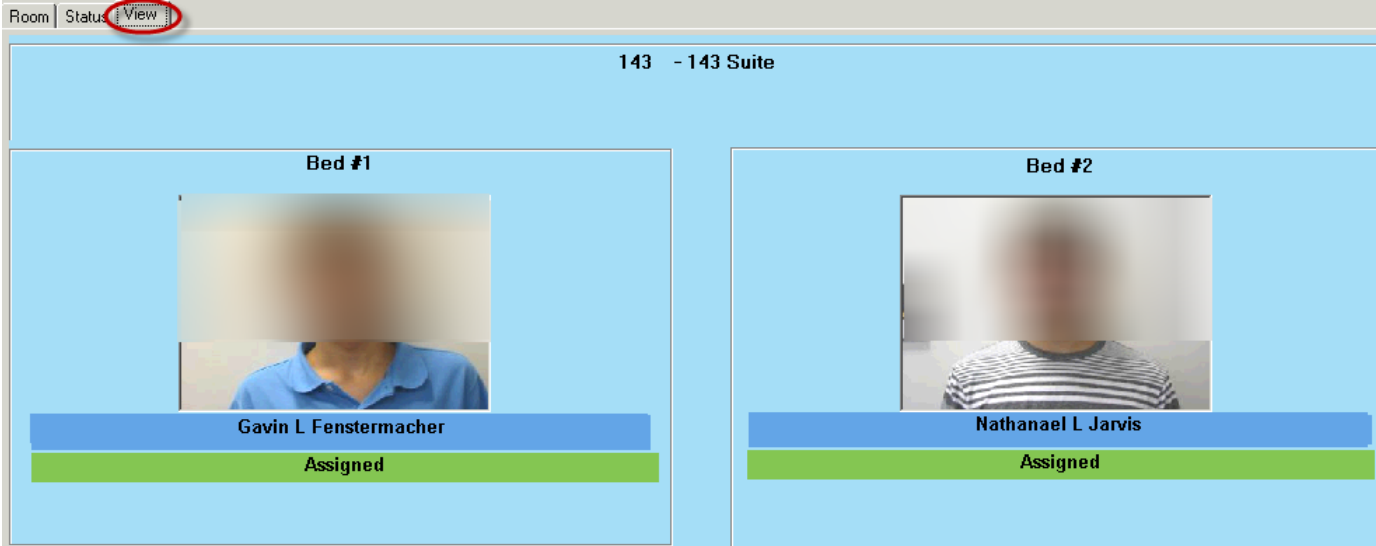
**Helpful Hint** Room availability grid will display room service history.



# Residential Rooms Management

## View Tab (Visual Display of room status)

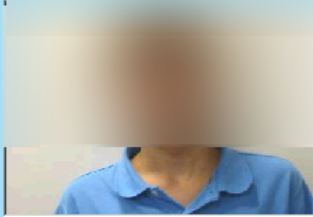
The View tab in Residential Room Management is a visual display of each bed and its availability. This is a view only tab and no changes can be made. If students are assigned to the a bed and have photos in the system both will display.



Room | Status | **View**

143 - 143 Suite

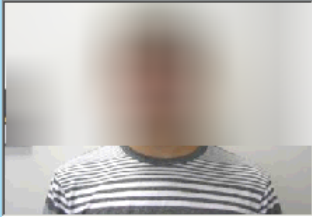
**Bed #1**



Gavin L Fenstermacher

Assigned

**Bed #2**



Nathanael L Jarvis

Assigned

**Helpful Hint:** Rooms displayed in **RED** font are currently suspended from use.

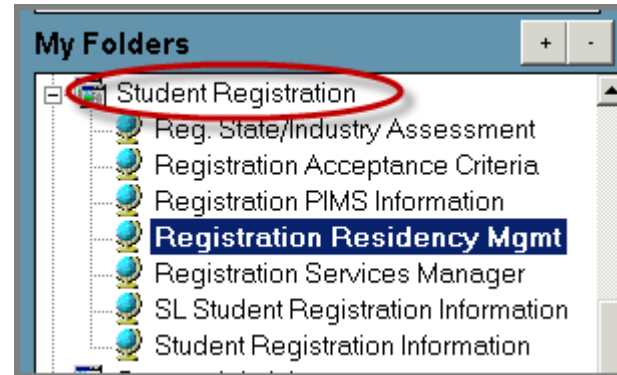


# Residential Rooms Management

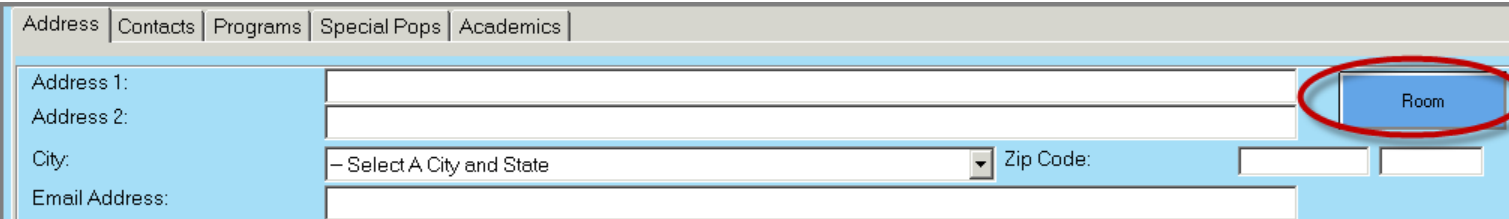
In ClassMate users can assign students to residential rooms at the time of registration or after enrollment. To assign a student room at the time of registration perform the steps below.

## Getting Started

Double click > **Modules** > Double Click **Student Registration**> Click **Student Registration Information**



After registering a student using ClassMate Best Practices, Select the **BLUE** Room Button  
This will take you to the Registration Residency Management module. *This module is used for students NOT yet enrolled.*



Address | Contacts | Programs | Special Pops | Academics

Address 1:

Address 2:

City:  Zip Code:

Email Address:

**Room**

### Helpful Hint:

This module should **NOT** be used for already enrolled students.



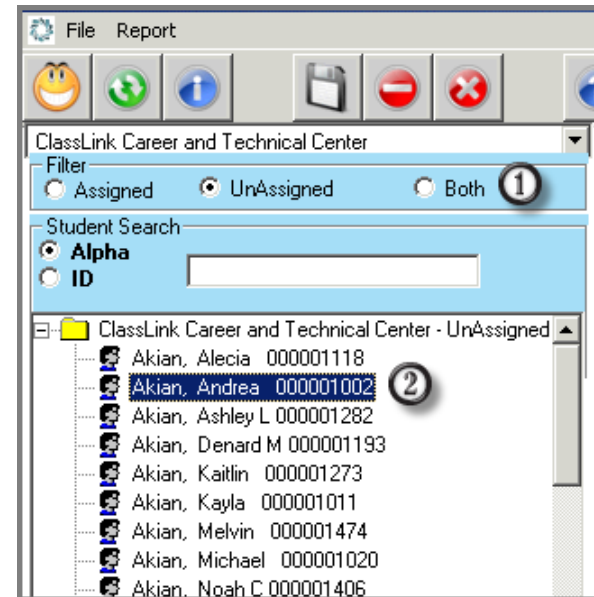
# Residential Rooms Management

In the **Registration Residency Management** module users can quickly search to find residence rooms that have been assigned, those that are unassigned and then link registered students to rooms meeting their needs. This module is only for students NOT YET enrolled.

- 1 Filter **Student Type** by Assigned, Un-Assigned or both.
- 2 Select the **Student Name** you need to assign a room.

Once you have identified the student you will need to perform a search to identify the available rooms that have the required elements to meet the specific student need.

Additionally, ClassMate will look at a students gender and only display available rooms/beds with like gender students.



**Helpful Hint:** Enrolled students can have room assignments changed in Student Master.

# Residential Rooms Assignment

## Registration Residency Mgmt: Assign Tab *for students not yet enrolled*

ClassMate users can assign registered student to rooms in this tab. The following search criteria are available.

Users must select at least one.

Location/Building  
Room Type

Identifier  
Beds

Feature  
Mobile Equipment

① Select at least 1 search criteria by clicking in the box to the left of the item. A check mark will display.

② Select the **BLUE Search button** to create a list meeting the criteria indicated.

**Akian, Andrea**

Gender:

**Assign** | UnAssign | History

Location	Building	Loc	Room Type	Feature
<input checked="" type="checkbox"/> ClassLink Career and Technical Center	RWS Builders Hall	00C	<input checked="" type="checkbox"/> Apartment	<input type="checkbox"/> Doorbell Alert 00I
<input type="checkbox"/> ClassLink Career and Technical Center	RWS Blanchard Hall	00C	<input type="checkbox"/> Guest Room	<input type="checkbox"/> Shower 00I
<input type="checkbox"/> ClassLink Career and Technical Center	RWS VDC REHAB/E&T	00C	<input type="checkbox"/> Guest Suite	<input type="checkbox"/> Shower Seat 00I
<input type="checkbox"/> ClassLink Career and Technical Center	RWS ML Curtis Cottage	00C	<input type="checkbox"/> Infirmary	<input type="checkbox"/> Tub 00I
<input type="checkbox"/> ClassLink Career and Technical Center	RWS New VR Residential Bldg	00C	<input type="checkbox"/> Suite	<input checked="" type="checkbox"/> Visual Alert 00I

Identifier	# Beds	Mobile Equipment
<input type="checkbox"/> Builders	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> Hearing impaired package 000I
<input type="checkbox"/> East	<input type="checkbox"/> 2	<input type="checkbox"/> Refrigerator 000I
<input type="checkbox"/> West Front Side	<input type="checkbox"/> 3	<input type="checkbox"/> Scooter 000I
<input type="checkbox"/> West Middle Side	<input type="checkbox"/> 4	<input type="checkbox"/> Speciality Bed 000I
<input type="checkbox"/> West Rear Side		

**Search** ②

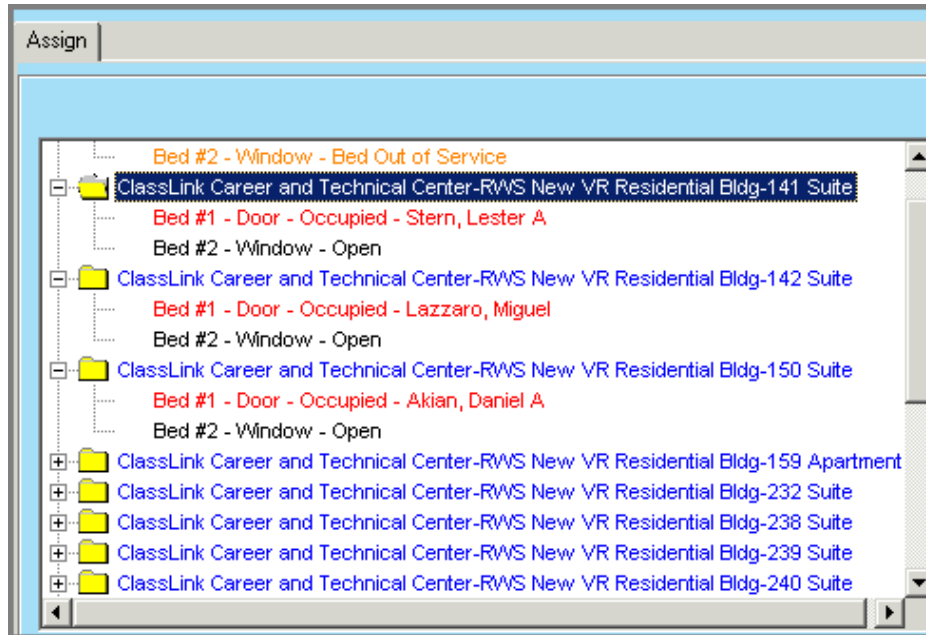
**Helpful Hint:** At least one search criteria must be entered when searching for rooms.

# Residential Rooms Management

## Registration Residency Mgmt *for students not yet enrolled*

After a search has been performed and a list is generated, users will need to select the appropriate room for assignment. The color key legend is below:

<b>Black</b>	<b>Open</b>
<b>Blue</b>	<b>No Open Beds</b>
<b>Green</b>	<b>At Least One Open Bed</b>
<b>Red</b>	<b>Occupied</b>
<b>Orange</b>	<b>Suspended or Out of Service</b>



**Helpful Hint:** Enrolled students can have room assignments changed in Student Master.

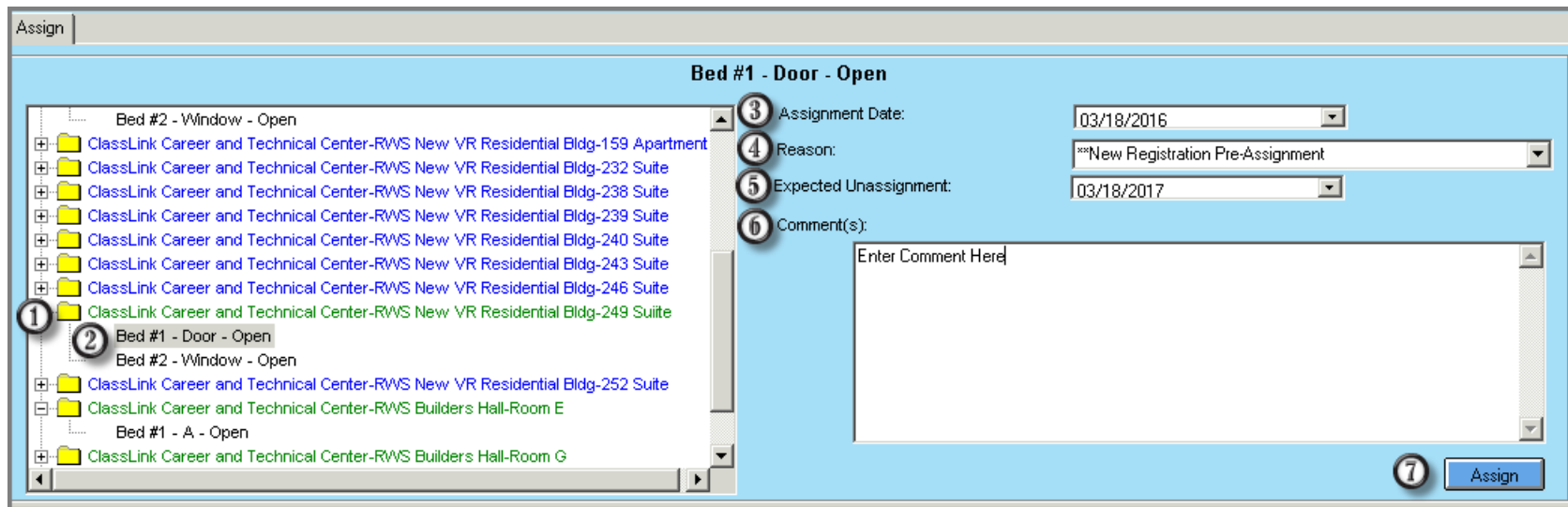


# Residential Rooms Assignment

Registration Residency Mgmt: Assign Tab *for students not yet enrolled*

Assigning or Pre-Assigning a room to a student in registration

- 1 Select at building with open beds (**Green=At least one open bed**)
- 2 Select a **Black** open bed
- 3 Select the **\*Assignment Date (Mandatory)**
- 4 Select an **\*Assignment Reason (Mandatory)**
- 5 Select an **Unassignment Date (if known)**
- 6 Enter a **Comment (Optional)**
- 7 Select the **Blue** Assign Button



**Helpful Hint:** At least one search criteria must be entered when searching for rooms.



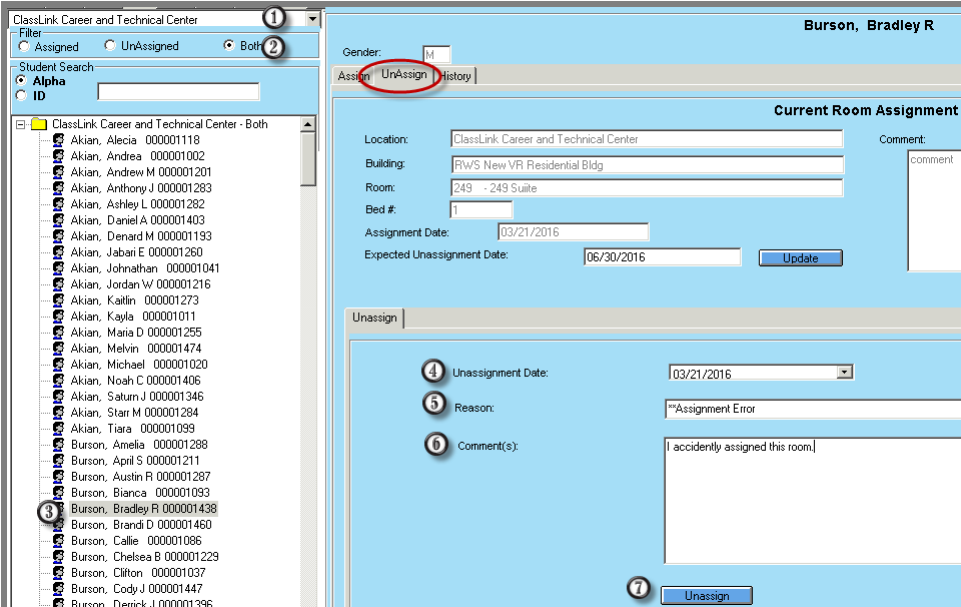


# Residential Rooms Assignment

Registration Residency Mgmt: Un-Assign Tab for students not yet enrolled

Un-Assign a room or update an expected un-assignment date:

- 1 Select the desired **location** from the drop down menu
- 2 Filter students by “Assigned”, “Unassigned” status or select “Both”
- 3 Select Student Name
- 4 Select the \***Un-Assignment Date** (Mandatory)
- 5 Select the **Reason** (Mandatory)
- 6 Enter a **Comment** (Optional)
- 7 Select the **Blue Assign Button**



The screenshot shows the 'ClassLink Career and Technical Center' interface. On the left, a student list is displayed with 'Burson, Bradley R' selected (marked with a 3). The main area shows the 'UnAssign' tab for this student. The 'Current Room Assignment' section includes fields for Location, Building, Room, Bed #, Assignment Date, and Expected Unassignment Date. The 'Unassign' section below has fields for Unassignment Date (4), Reason (5), and Comment(s) (6). A blue 'Unassign' button (7) is at the bottom right.

**Helpful Hint:** Remember this module is to unassign students NOT Yet enrolled.

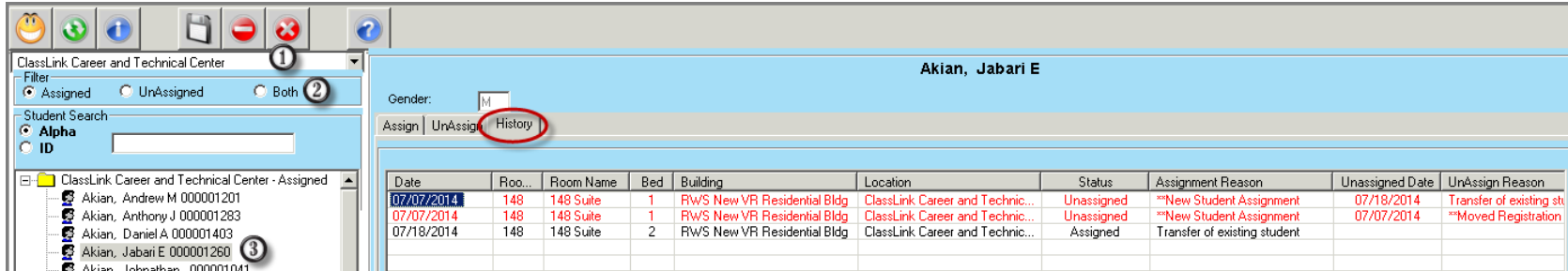
# Residential Rooms Assignment

## Registration Residency Mgmt: History Tab *for students not yet enrolled*

Un-Assign a room or update an expected un-assignment date:

- 1 Select the desired location from the drop down menu
- 2 Filter students by Assigned, Unassigned status or select Both
- 3 Select Student Name

On the history tab users can view a historical listing of all student room assignments, related dates and reasons. This is a “read only” module. Any changes must be made on the un-assign tab.



The screenshot shows the software interface for student Akian, Jabari E. The sidebar on the left has a dropdown menu (1) set to 'ClassLink Career and Technical Center', a filter section (2) with 'Both' selected, and a student search list (3) containing several names. The main area shows the 'History' tab (circled in red) with a table of assignments.

Date	Room	Room Name	Bed	Building	Location	Status	Assignment Reason	Unassigned Date	UnAssign Reason
07/07/2014	148	148 Suite	1	RWS New VR Residential Bldg	ClassLink Career and Technic...	Unassigned	**New Student Assignment	07/18/2014	Transfer of existing st
07/18/2014	148	148 Suite	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Assigned	**New Student Assignment	07/07/2014	**Moved Registration

**Helpful Hint:** The history tab is “read only.”

# Residential Rooms Assignment

## Residency Management

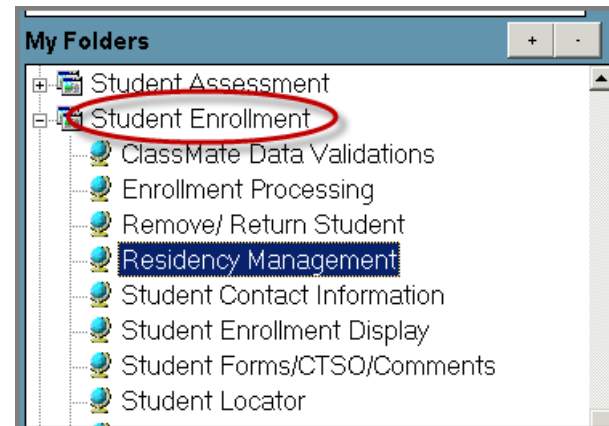
The **Residency Management** module provides all the same functionality as the Registration Residency Management module but is **ONLY** used for **ENROLLED** students and has additional functionality allowing for Temporary room interruptions.

The following can be performed in the Residency Management module for enrolled students only.

- Enrolled Student **Room Assignments**
- Enrolled Student **Room Un-Assignment**
- Enrolled Student **Temporary Interruptions**
- Enrolled Student **Room History**

## Getting Started

Double click > **Modules** > Double Click  
**Student Enrollment**> Click **Residency Management**



**Helpful Hint:** If you need to Assign or Pre-Assign a room to a student not yet enrolled or only registered, use the Registration Residency Mgmt. module.

# Residential Rooms Assignment

Residency Management: Assign, UnAssign & History Tab for currently Enrolled students



In the Assign, Un-Assign & History modules users can follow the same procedures for use as described previously in the Registration Residency steps with the exception on the Temporary Interruption Tab.

The screenshot shows the software interface for assigning residential rooms. The student's name, Akian, Denard M, is displayed at the top. Below the name, there are four tabs: Assign, UnAssign, Temporary Interruption, and History. The 'Assign' tab is currently selected and highlighted with a red circle. The main area of the interface contains several tables for room selection. The 'Location' table lists various buildings and their locations. The 'Room Type' table lists different room types like Apartment, Guest Room, etc. The 'Feature' table lists amenities like Doorbell Alert, Shower, etc. The 'Identifier' table lists different sides of a building. The '# Beds' table lists the number of beds available. The 'Mobile Equipment' table lists special equipment like Hearing impaired package, Refrigerator, etc. A 'Search' button is located at the bottom left of the main area.

Location	Building	Loc	Room Type	Feature	Fee
<input type="checkbox"/> ClassLink Career and Technical Center	RWS Builders Hall	000	<input type="checkbox"/> Apartment	<input type="checkbox"/> Doorbell Alert	000
<input type="checkbox"/> ClassLink Career and Technical Center	RWS Blanchard Hall	000	<input type="checkbox"/> Guest Room	<input type="checkbox"/> Shower	000
<input type="checkbox"/> ClassLink Career and Technical Center	RWS VOC REHAB/E&T	000	<input type="checkbox"/> Guest Suite	<input type="checkbox"/> Shower Seat	000
<input type="checkbox"/> ClassLink Career and Technical Center	RWS ML Curtis Cottage	000	<input type="checkbox"/> Infirmary	<input type="checkbox"/> Tub	000
<input type="checkbox"/> ClassLink Career and Technical Center	RWS New VR Residential Bldg	000	<input type="checkbox"/> Suite	<input type="checkbox"/> Visual Alert	000

Identifier	# Beds	Mobile Equipment	Mobility
<input type="checkbox"/> Builders	<input type="checkbox"/> 1	<input type="checkbox"/> Hearing impaired package	0000
<input type="checkbox"/> East	<input type="checkbox"/> 2	<input type="checkbox"/> Refrigerator	0000
<input type="checkbox"/> West Front Side	<input type="checkbox"/> 3	<input type="checkbox"/> Scooter	0000
<input type="checkbox"/> West Middle Side	<input type="checkbox"/> 4	<input type="checkbox"/> Speciality Bed	0000
<input type="checkbox"/> West Rear Side			

**Helpful Hint:** This module is only for students currently enrolled.

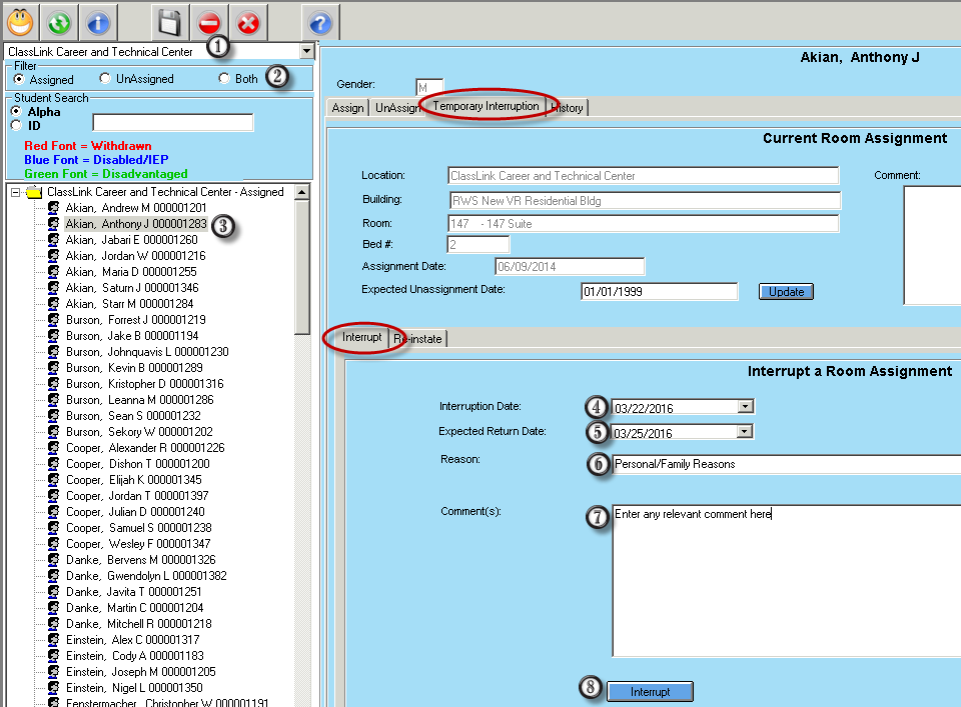


# Residential Rooms Assignment

## Residency Management: Temporary Interruption Tab *for currently Enrolled students*

Any temporary interruption to an enrolled student room assignment must be logged so users have an accurate understanding of students in residence.

- 1 Select the desired location from the drop down menu
- 2 Filter students by Assigned, Unassigned status or select Both
- 3 Select Student Name
- 4 Enter the Interruption Date
- 5 Enter the Expected Return Date
- 6 Select a Reason from the drop down menu
- 7 Enter any relevant Comment(s)
- 8 Select the **Blue** Interrupt button



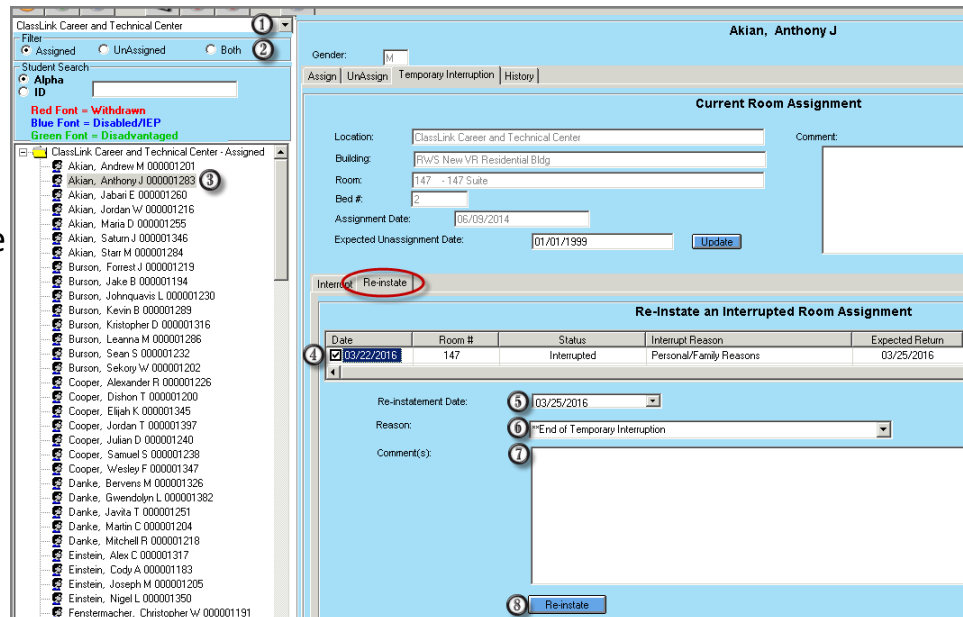
**Helpful Hint:** Users **MUST** re-instate a student upon their arrival back in the residence.

# Residential Rooms Assignment

Residency Management: Temporary Interruption Tab for currently Enrolled students

Re-instating a student after an interruption is vital to ensure accurate record keeping. Any temporary interruption Previously logged must be reinstated upon the students return.

- 1 Select the desired location from the drop down menu
- 2 Filter students by Assigned, Unassigned status or select Both
- 3 Select Student Name
- 4 Select the Interruption by clicking in the box to the left
- 5 Enter the Reinstatement Date
- 6 Select a Reason from the drop down menu
- 7 Enter any relevant Comment(s)
- 8 Select the Blue Reinstatement button



The screenshot shows the 'ClassLink Career and Technical Center' interface. On the left, a list of students is displayed with filters for 'Assigned', 'UnAssigned', and 'Both'. The student 'Akian, Anthony J' is selected. The main window shows the 'Current Room Assignment' for 'Akian, Anthony J' at 'ClassLink Career and Technical Center', room '147 - 147 Suite'. Below this, the 'Re-instate an Interrupted Room Assignment' section is visible, featuring a table of interruptions and a form to re-instate one.

Date	Room #	Status	Interrupt Reason	Expected Return
03/22/2016	147	Interrupted	Personal/Family Reasons	03/25/2016

The form includes fields for 'Re-instatement Date' (03/25/2016), 'Reason' ('End of Temporary Interruption'), and 'Comment(s)'. A 'Re-instate' button is located at the bottom right of the form.

**Helpful Hint:** Student can only have 1 active interruption at any given time.

# Residential Rooms Assignment

## Residency Management: History Tab *for currently Enrolled students*

All student residency assignments, interruptions and re-instatements. The items list in order of assignment date and then room interruptions by date. For example, student room assignments will list first in date order then any interruptions will list in date order. This is a read only modules. No changes can be made in this module.

Using the **Edit** Menu location along the top of the screen, several attendance options will display. They include:

- Items in **RED**: Unassigned
- Items in **BLACK**: Assigned
- Items in **GREEN**: End of a temporary Interruption (eventually ALL interruptions should be green, meaning they have ended)
- Items in **BLUE**: Interruption currently underway

**Akian, Andrew M**

Gender:

Assign | UnAssign | Temporary Interruption | **History**

Date	Room #	Room Name	Bed	Building	Location	Status	Assignment Reason	Unassigned Date	UnAssign Reason	Comment
01/13/2014	160	160 Apartment	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Assigned	**New Student Assignment			
01/13/2014	160	160 Apartment	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Unassigned	**New Student Assignment	06/26/2014	**Moved Registration to Enrollment	
06/27/2014	160	Temporary Interruption	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Returned	Holiday	09/09/2014	**End of Temporary Interruption	
08/14/2014	160	Temporary Interruption	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Returned	Weekend	09/09/2014	**End of Temporary Interruption	
09/05/2014	160	Temporary Interruption	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Returned	Weekend	09/09/2014	**End of Temporary Interruption	
03/17/2016	160	Temporary Interruption	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Interrupted	Medical - Routine			Just another
03/18/2016	160	Temporary Interruption	2	RWS New VR Residential Bldg	ClassLink Career and Technic...	Interrupted	Weekend			Went home



# Residential Rooms Assignment

## Attendance Reporting

### System Administrator > Residency Codes List Report

Lists all Residency Codes in entered into ClassMate

### Base Data Information > Available Bed List Reports

Lists any and all available beds; only rooms with available beds will appear on report

### Base Data Information > Occupied Bed List Report

Provides student room/ bed assignments, including occupancy status

### Base Data Information > Residency Room List Report

Provides a room edit list Base Data Information > Residential Room History Reports on room history based on availability and service

### Base Data Information > Residential Room View Report

Displays beds with student names and photos (if available)

### Student Registration > Registration Student Room List Report

Lists room pre-assignments by student, including Building, Room ID, Bed number and Location Student

### Student Enrollment > Enrolled Student Room List

Report lists room assignments by student, including Building, Room ID, Bed number and Location





# ClassMate

**7599 Beth-Bath Pike  
Bath, PA 18014**

**Need Assistance? Give us a call.  
855-984-1228 Help Desk: Option 1**

[www.classmate.net](http://www.classmate.net)

<http://harrisschoolsolutions.com>

