Assigning rooms for courses and examinations

In this guide, you will learn how to request rooms for courses and examinations from room coordinators. Before making a room request, you must ensure that the examination or course has been assigned a time and date, otherwise this field will be greyed out and cannot be edited in the room request. To select a room, click on the ‘Assign room’ icon in the examination or course.

You will be taken to a search screen where you have several options to find a suitable room. By default you will be shown all rooms that are available on the requested date and that are managed by a room coordinator, which is the case for the majority of rooms used in teaching. To search for rooms that are not managed by a room coordinator, use the ‘Free reservable rooms’ option on the left of the search screen.

In the ‘Room name’ field you can perform a search using the FAMOS key, door sign or informal name of the room, such as H 4, H 7 or Audimax. You can also search for suitable rooms by specifying the minimum capacity required under ‘Statutory number of seats’. You can also search for rooms that have certain equipment available, for example projectors or blinds. You can also search for suitable rooms according to the ‘Number of available seats’, for example due to infection prevention requirements, or ‘Number of seats for examinations’. You can use the room use type to narrow your search, for example, to practical or laboratory rooms. By default, the checkboxes ‘Suitable for courses’ and ‘Suitable for office space’ are deactivated. You can change this if you need to find an office that is suitable for an oral examination.
On the right of the screen, you can limit your search to all rooms at a specific location or campus such as the southern campus in Erlangen, Erlangen Centre, or a particular building. You can also search for rooms that are managed by a certain coordinator.

When you have found a suitable room, you can click on ‘Request room’. If your search returns several suitable rooms, a selection box is displayed in front of each room. You can request a specific room by enabling the check box next to the room name and clicking ‘Request selected rooms’.

An icon is displayed in the examination or course overview to indicate when a room request has been made. Clicking this icon will open a window where you can send a message to the room coordinator.

The room coordinator will be notified automatically by e-mail that there is a new room request in campo and they will also see this message in campo. When the room request is confirmed or rejected in campo, you will also receive an e-mail notification from the system and a new message in the info box or under ‘My messages’ on the start page. You can also check the status of your room request under the examination or course.