



Handshake: Requesting, Modifying, and Deleting Rooms and Buildings

Room and Building Information

When you're creating an event in Handshake or setting up an interview schedule, you need to indicate where these activities are taking place. You need to select the correct building and room from a drop-down menu.

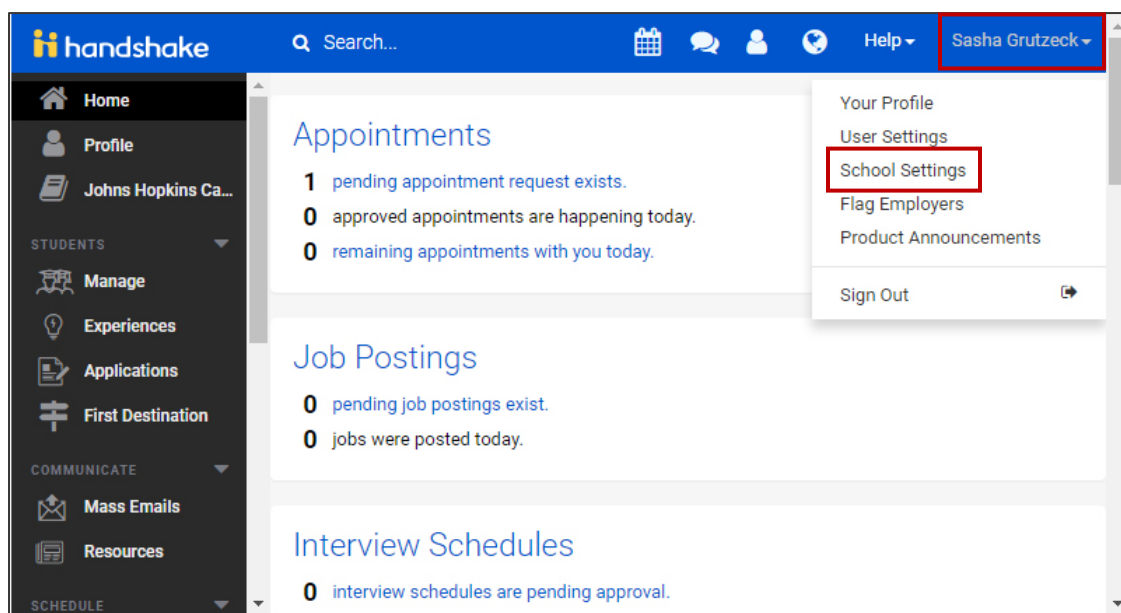
Occasionally, you may not find the building and room that you're looking for in the drop-down menu. This job aid is designed to help you with this problem. It provides information on how to locate building and room information, and update it when necessary. It covers the following topics:

- Reviewing Building and Room Information
- Searching for Buildings and Rooms in Drop-Down Menus
- Updating Building and Room Information

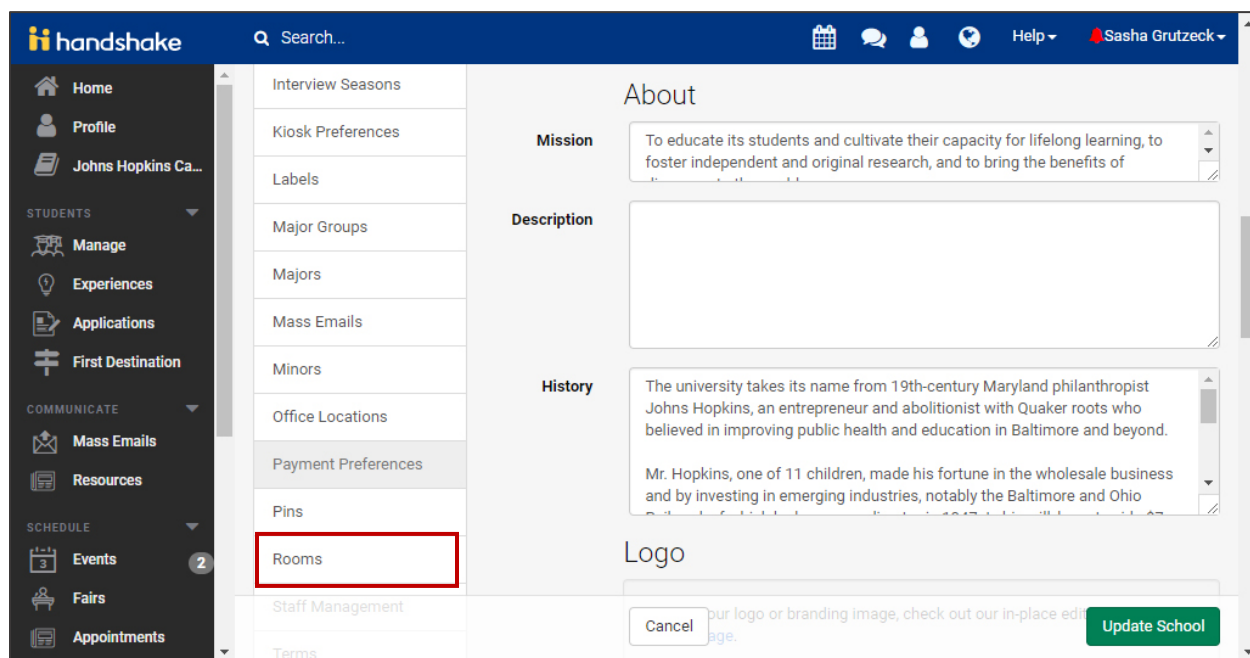


Reviewing Building and Room Information

If you'd like to see all of the buildings and rooms that have been entered into Handshake, begin by clicking **your name** on the top-right corner of the screen and selecting **School Settings** from the drop-down menu.

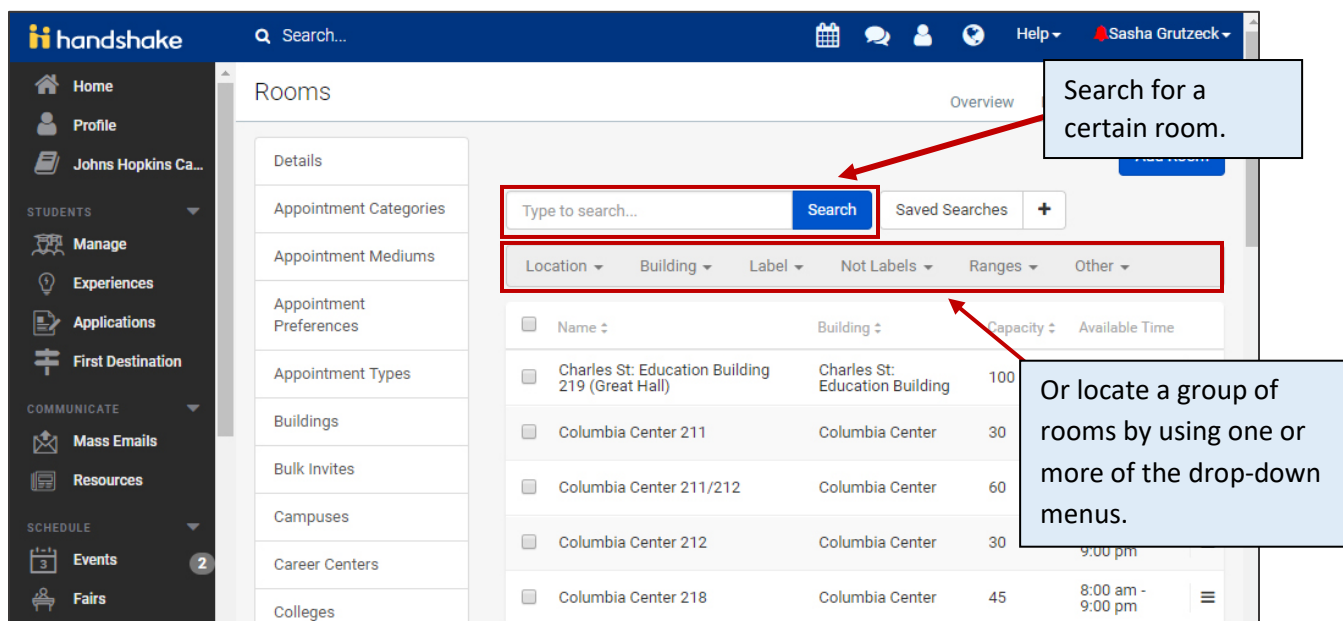


Then click the **Rooms** tab.



And you'll see all of the building and rooms that have been entered into Handshake. You can see when the rooms are available for use, and their capacity.

You can also locate a specific room by typing and searching for a certain keyword. Or you could filter your results by using one or more of the drop-down menus.



The screenshot shows the 'Rooms' page in the Handshake application. The left sidebar contains navigation links: Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), and SCHEDULE (Events, Fairs). The main content area is titled 'Rooms' and includes an 'Overview' tab. A search bar with the placeholder 'Type to search...' and a 'Search' button is highlighted with a red box. Below the search bar, a row of filter drop-down menus (Location, Building, Label, Not Labels, Ranges, Other) is also highlighted with a red box. A table of rooms is displayed below the filters, with columns for Name, Building, Capacity, and Available Time. Two callout boxes with arrows point to the search bar and the filter menus, providing instructions on how to use them.

Search for a certain room.

Or locate a group of rooms by using one or more of the drop-down menus.

Name	Building	Capacity	Available Time
Charles St: Education Building 219 (Great Hall)	Charles St: Education Building	100	
Columbia Center 211	Columbia Center	30	
Columbia Center 211/212	Columbia Center	60	
Columbia Center 212	Columbia Center	30	
Columbia Center 218	Columbia Center	45	8:00 am - 9:00 pm



Searching for Buildings and Rooms in Drop-Down Menus

When you're creating an event in Handshake or setting up an interview schedule, you need to indicate where these activities will take place. This is done by selecting a building and room from a drop-down menu, like the one shown below.

The screenshot shows a form for creating an event. It includes a 'Description' text area, a 'Room' drop-down menu (highlighted with a red box), a '* Location' text field, and two date/time pickers for 'Student registration start' and 'Student registration end'. Below the 'Room' dropdown, there is a note: 'Choosing a room will use the room's location for this event. If you'd rather enter a location directly you can do so below by leaving the room field blank.'

The problem is that when you click these drop-down menus, not every building and room will be displayed. Only the buildings and rooms that are selected in Handshake most often will appear. So if you don't immediately see the room that you're looking for in the drop-down menu, try doing one of the following:

- **Type the room name or number in the Room field** – Once you start typing, the room that you're looking for will hopefully appear on the drop-down menu.
- **Get more specific** – If you only type "Harbor East," you won't necessarily see all of the Harbor East rooms. To find the room you're looking for, you'll probably need to include more specific information, like the room number. Typing something like "Harbor East 634" will give you better results.



Updating Building and Room Information

If the room that you're looking for doesn't exist in Handshake, or if the information is incorrect, changes need to be made. However, most Handshake users will not have the ability to add, delete, or update building and room information.

So if you need to add, modify, or delete a room, please email handshake@jhu.edu and they will assist you! In your email, please provide the following information:

- A brief description of the change that needs to be made (does a room need to be added, modified, or deleted?)
- The building name
- The room number
- The room's capacity
- The times when the room is available for use
- The physical address of the building
- A description of the room (this is not required, but if you have it, please provide it)