

# How to select a room in Residence

1) Log into Residence at [carletoncollege-residence.symplicity.com](http://carletoncollege-residence.symplicity.com) and click "Open" next to Room Draw.

The screenshot shows the user's profile page. A callout box points to the 'Assigned Roommate' section, stating 'Here is your current room assignment and roommates'. Another callout points to the 'Room Draw' button under the 'Room Selection' section, stating 'Click "Open" to move on to the next screen and select a room'. A third callout points to the 'View Application' button under the 'Applications' section, stating 'You will need to complete your application before drawing into a room'. The 'My Room' section displays: Term: House, Building: 2, Floor: 2, Apartment: 300, Room Number: 300A. The 'Announcements' section includes a 'Welcome to Room Draw!' message: 'Welcome returners. You can begin by completing your questionnaire and beginning to create roommate groups. We will send out specific selection times and the list of rooms available next week. Thank you, and please let us know if you have any questions!'.

2) You will see this screen:

The screenshot shows the 'Room Draw' selection screen. A callout box points to the 'Update Roommates' button, stating 'Click here to update your roommate group. For more info on this see the how to make a roommate group document'. Another callout points to the 'Select a Room' button, stating 'Click here to select a room'. A third callout points to a countdown timer showing '1 0 30 28' (Days, Hrs, Mins, Secs), stating 'This clock will count down to your selection'. A fourth callout points to the 'Update Roommates' button, stating 'Your selection time will appear here'. A fifth callout points to the 'Select a Room' button, stating 'Information on your roommate group will appear here'. Below the buttons, there are search options: 'Search resident profiles' (Find ideal roommates to invite into your group) and 'Find someone you know' (Enter the Roommate Code of a person you know). A message box states: 'You do not have a roommate group for this term. Invite other users to create a group.' The bottom of the screen shows 'No Matching Profiles Found'.

Continued on reverse

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3) When it is time for you to select a room, click “Select a Room” and you will see this screen:

The screenshot shows the 'Select a Room' interface. At the top, there are two navigation buttons: 'Update Roommates' and 'Select a Room'. A callout box says 'Use search filters to find rooms that match what you're looking for'. Below this is a search filter section with fields for Building, Floor, Room Attribute, Occupancy, Room Rate, and Keywords. A callout box points to a star icon in the table header, saying 'Click the star to "favorite" a room to find it more easily later'. The table below has columns for Building Name, Floor Level, Apartment Number, Room Number, Availability, and Selection. A callout box points to blue and white 'Open Room' buttons, saying 'Blue rooms match your room sizes, white does not'. A 'Favorites' section is also visible.

Building Name	Floor Level	Apartment Number	Room Number	Availability	Selection
Allen House	2		206	1 of 1	☆ Open Room
Allen House	2		207	2 of 2	☆ Open Room
Allen House	2		208	2 of 2	☆ Open Room
Allen House	2	204	204A, 204B	2 of 2	☆ Open Room

5) At finalization, you will see this screen:

The screenshot shows the 'Room Selection' finalization screen. It displays the following information:

- Roommates \***: James G. Barker, Indiana Jones
- Room Selection \***: Building: Hollan Apartments, Floor: 1, Apartment: 103-04
- Room 103 (Male): James G. Barker
- Room 103 (Male): Indiana Jones
- Room 104 (Male):
- Room 104 (Male):

At the bottom, there are 'Back' and 'Finalize Selection' buttons. A note indicates that an asterisk (\*) indicates a required field.

6) Group member names will be available through the drop down menus and will need to be slotted into their proper room spaces by the Group Leader.

7) When the assignment can be finalized, or the Group Leader prepares to submit the assignment, the “Finalize Selection” button is displayed. After clicking on the “Finalize Selection” button, click OK to confirm that the housing selection is finalized.

8) YOU HAVE COMPLETED ROOM DRAW! Congratulations!

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## NOTES ABOUT SELECTING A ROOM

- The Group Leader selects the room. (see Roommate Group information to learn how to identify a Group Leader)
- You can mark room “favorites” at any time to move them to your individual list for easier watching. Only the Group Leader can add favorites to the groups list.
- When it is your time to select, you will automatically have access to the system. You can select immediately or any time until Room Draw is finished. Please note if you do not select immediately, other students’ times will come and they will be able to select even if your group has not finalized your selection.
- You can view rooms at any time. The system will display real time updates of room availability with each page refresh.
- While groups of any size can view all rooms, you can only select a room that matches your group’s size. You may wish to have plans in place in case the size room you want is taken prior to your turn to draw. (see Roommate Group information)
- You can “open” the room to confirm designations such as sub-free and quiet areas.
- You can select the quicklink on your homepage to view the building floor plans. These are also available on the Office of Residential Life website.
- Students will not be able to partially fill a room – i.e., if the space is a triple, a group must have 3 people in order to draw it. It will not allow a group of 2 to select it.
- Some spaces will be listed as “apartments.” This refers to a space that has multiple rooms that must be drawn together, usually due to an adjoining bath.