Rooms

Room Information

The **Room** column can be displayed on the event scheduler by going to the **Admin UI** page, selecting **Settings**, and enabling **Display Class Name** under **Scheduler Display**.

The Room column is also used for the **Teachers by Room** report, which displays all appointments taking place in a specific room.

Schools using the Blackbaud integration can include room information in their Parent-Teacher Conference events by either manually adding room information directly to each teacher within the event or disabling the Sky API importer and importing room assignments with the Teacher and Class files via pickAtime's importer. Contact pickatime for assistance with this.

Updating Room Information

To add/change room information for an individual teacher:

1. Go to Event Management and select the **Appointments** tab.
2. Locate the teacher in the teacher list (right-hand side).
3. The room number column should be displayed next to the teacher's name and can be edited directly by clicking within the field.

Updating Room Information by Import

> **Important:** Do not use this process if you have already made manual changes to Classes in the Admin UI. Importing the Class File will update the Classes and may overwrite changes you have made manually.

If room assignments need to be updated for multiple teachers at once:

1. Disable the Sky API Importer (Global Setup/Business/Integration Options/SingleSignOn) by clicking '*Use SKY API Importer*'.
2. Import an updated **Teacher** file containing the new room numbers.
3. Import the corresponding **Class** file.

After both imports are completed, the room numbers will be updated for all teachers included in the event.

Using the Virtual Room Column for Virtual Meetings

PickAtime also has a Virtual Room field that can be used to store meeting URLs for virtual conferences using services such as Zoom, Google Meet, Microsoft Teams, GoToMeeting, or Skype.

To include virtual meeting information in appointment notifications:

1. Ensure that you are using either virtual or virtual/in-person slots.
2. Enter the meeting URL in the teacher's virtual room field.
3. Add the macro **$(ROOM)** to your confirmation and/or reminder email templates.

When appointment emails are sent, the meeting URL stored in the Room field will automatically be included in the message sent to parents. Click here to learn more about offering this option to parents.

Created 2026-04-09 16:03:09 UTC by Tara Cicora
Updated 2026-10-05 21:33:24 UTC by Tara Cicora