FY20 Tutorial for
Classroom Utilization

DIRECTORATE FOR LEARNING SYSTEMS
ENTERPRISE CLASSROOM PROGRAM
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Introduction

The purpose of Classroom Utilization reporting is to help inform decisions pertaining to the Classroom Validation Requirements Model (CVRM) and the Classroom Prioritization Model. The Enterprise Classroom Program (ECP) collects classroom utilization data per fiscal quarter, reviews the data, and applies it to CVRM and Prioritization Models to help inform decisions to maintain or adopt classrooms into the program. The intent of this tutorial is to inform and ensure standardization among CoE/School submissions throughout the process.

Methodology:

    1. ECP produces a TRADOC TASKORD annually.

    2. CoEs/Schools review classroom inventory in the ECP Repository for accuracy at the start of every fiscal year.

    3. CoEs/Schools input classroom utilization data into the ECP Repository (Number of Hours Available and Number of Hours Used) within 45 days after each fiscal quarter ends.

    4. ECP reviews the utilization data at the conclusion of the reporting period.

    5. ECP and CoE/School factor utilization data into CVRM and Prioritization Models to determine if classrooms remain, are removed, or is added to the ECP sustainment inventory.

Data elements are provided by CoEs/Schools to the ECP Repository. In most instances, the only requirement is a careful review of the classroom inventory and input to the number of hours available and number of hours used columns. If basic classroom data requires edits, CoEs/Schools may submit a change request. If a new classroom requires to be added to the Repository, CoE/School representatives may submit a new request to ECP.

General Directives:

    1. **DO add an Hours Used value.** With the exception of No Technology rooms indicated, enter a numeric value for every classroom listed. If the classroom was not used enter 0 (zero).

    2. **DO add remarks** when required to help explain unusual usage patterns (e.g. low utilization or utilization over 100%.

Rules Applicable to Classroom Utilization:

    1. **Classroom Definition:** Only classrooms with an Instructor Presentation System (IPS) and support an ATRRS POI constitute a classroom. Labs or other unique rooms containing an IPS may be categorized as classrooms; this is dependent upon instructional technology capabilities, not training aids.

2. Lecture, Collaboration, and Simulation classrooms are included in the ECP classroom utilization report. Mission Command Arts and Science Program (MCASP) classrooms are managed by MCASP. However, MCASP completes classroom utilization through the ECP Repository.

3. **High bays and mobile carts** are **not** included in classroom utilization reporting.

4. **Auditoriums** supporting POI requirements **are** included in classroom utilization reporting as Enhanced Lecture Classrooms.

5. **Conference rooms** are **not** included in classroom utilization reporting. CoEs/Schools must maintain conference rooms.

6. Advanced Individual Training Multipurpose Rooms are **not** included in the classroom utilization inventory unless CoE/School DoT or G3 provides POI justification.

7. If schools share a classroom between two schools, the school responsible for scheduling the classroom is the "owning" school and reports the classroom utilization. The classroom is placed in the enclave associated with the owning school. Example: a classroom is physically located in the Armor School area of operation, but Infantry School schedules courses in this classroom. The classroom is placed in the Armor School enclave. There can be exceptions to this, based on building renovations and classroom refreshes.
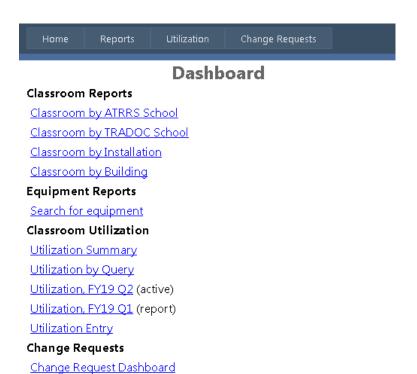
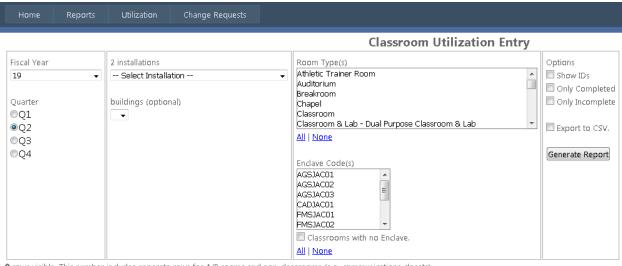**The Classroom Utilization Process:**

Log into Repository
1. Using a browser on the Army network navigate to https://ecp.army.mil

2. You will be redirected to the EAMS-A CAC login. Upon authentication you will be redirected back to the ECP Repository. Click "OK" on the entry page.

3. If you do not have an ECP Repository account you will be directed to an account request page. Change any incorrect pre-populated data. Please provide the reason for access authorization and what School/Center/Site you need access to.

4. If you already have an ECP Repository account you will see your dashboard.

Generate Utilization Entry List
1. From the ECP Repository dashboard select the **Utilization Entry** link in the Classroom Utilization section. Alternatively you can select **Entry** from the Classroom Utilization dropdown menu.

Dashboard

Classroom Reports
Classroom by ATRRS School
Classroom by TRADOC School
Classroom by Installation
Classroom by Building

Equipment Reports
Search for equipment

Classroom Utilization
Utilization Summary
Utilization by Query
Utilization, FY19 Q2 (active)
Utilization, FY19 Q1 (report)
Utilization Entry

Change Requests
Change Request Dashboard

2. Use the entry filter to generate a list of the classrooms you need to enter utilization data for.

3. Confirm that the **Fiscal Year** is correct.

4. Confirm that the **Quarter** is correct. It should be. Note that utilization is entered for the previous quarter, not the current quarter.

5. If you have a lot of classrooms or are only responsible for entering classroom utilization for a subset of classrooms you may optionally select a site, room type, and/or enclave.

6. Select **generate report**. The classroom inventory will appear with input fields for utilization.

Entering Utilization Data

The Repository saves the data entered in the input fields automatically when you navigate to another input field via click, tab, etc. The input field will briefly change to green to indicate the data is saved. There is no "save" or "submit" button. If you lose network connectivity or have to stop mid-entry, any entered data automatically saves. An error dialog box will appear and the input field will turn orange if the data entered is beyond the bounds allowed.

68 of 68 rows visible. This number includes separate rows for A/B rooms and non-classrooms (e.g. communications closets) **0.08** seconds to generate.

The data table below auto-saves entries. There is no "submit" button.

?	COE	Site	Building Number	Building Name	Classroom	Enclave	Room Type	Hours Available	Hours Used	% Utilization (calculated)	Remarks
ECP	Sustainment Center of Excellence	Fort Jackson	10000	Gates-Lord Hall	301 (301, 303, 305)	AGSJAC01	Classroom	480	400	83%	Additional remarks here
ECP	Sustainment Center of Excellence	Fort Jackson	10000	Gates-Lord Hall	302	AGSJAC01	Classroom	480			Additional remarks here
ECP	Sustainment Center of Excellence	Fort Jackson	10000	Gates-Lord Hall	303 (301, 303, 305)	AGSJAC01	Classroom	480			Additional remarks here
ECP	Sustainment Center of Excellence	Fort Jackson	10000	Gates-Lord Hall	304	AGSJAC01	Classroom	480			Additional remarks here
ECP	Sustainment Center of Excellence	Fort Jackson	10000	Gates-Lord Hall	305 (301, 303, 305)	AGSJAC01	Classroom	480			Additional remarks here
ECP	Sustainment Center of Excellence	Fort Jackson	10000	Gates-Lord Hall	306	AGSJAC01	Classroom	480			Additional remarks here

1. The **Available Hours** data is pre-populated based on the calculated number of hours available in that quarter. If your school calculates a different value you may change the Available Hours. If a classroom was not available the entire quarter (e.g. maintenance) enter the number of hours it was available. If the classroom was not available at all enter 0 (zero). If the classroom was available but not used by your school (e.g. loaned out) please contact ECP.

2. Enter the number of **Hours Used** for each classroom. If the classroom was not utilized due to need or lack of availability, enter 0 (zero). Do not leave an input field blank.

3. You may add multiple **Remarks** for each classroom. In particular it is helpful to leave a remark if a classroom availability or usage is particularly low or zero.

Additional Filters

If you need to go back later and add more classroom utilization data you may select "Only Incomplete" to show only the classrooms with incomplete utilization data.

Similarly if you are reviewing the data entered by someone else you may select "Only Completed".

If you wish to save the data locally click the "Export to CSV" checkbox and generate the report again. The repository prompts you to save the CSV file. You can open the CSV file with MS Excel and format as you wish. It is not possible to import the CSV/Excel file back into the repository. It is for export only.

Summary Data

Select **Utilization Summary** from the dashboard or dropdown to get a high level summary of utilization entry statuses and reported utilization by COE, Enclave, or Site.

Classroom Utilization Summary for FY19 Q2 by Enclave

Fiscal Year	Group by...	2 installations	Room Type(s)	Options
19 ▾	Enclave ▾	-- Select Installation -- ▾	Athletic Trainer Room / Auditorium / Breakroom / Chapel / Classroom / Classroom & Lab - Dual Purpose Classroom & Lab	☐ Only Not ECP (legacy)
				☐ Only School Funded (CVRM)
Quarter		buildings (optional)	All | None	
◯ Q1		▾		☐ Export to CSV.
◉ Q2			Enclave Code(s)	
◯ Q3			AGSJAC01 / AGSJAC02 / AGSJAC03 / CADJAC01 / FMSJAC01 / FMSJAC02	Generate Report
◯ Q4			☐ Classrooms with no Enclave.	
			All | None	

11 of 11 rows visible. This number includes separate rows for A/B rooms and non-classrooms (e.g. communications closets) **0.06** seconds to generate.

	Entry Progress	Average Reported Utilization %	Average Utilization %	Incomplete Count
AGSJAC01	4%	83%	3%	25
AGSJAC02	100%	74%	74%	0
AGSJAC03	77%	84%	64%	6
CADJAC01	0%	0%	0%	2
FMSJAC01	0%	0%	0%	12
FMSJAC02	0%	0%	0%	8
NCOJAC01	0%	0%	0%	26
SOMFJS01	0%	0%	0%	6