

# Standard Operating Procedure (SOP): Classroom and Online Session Scheduling Guidelines

## Purpose

This SOP defines **classroom and online session scheduling guidelines** to ensure the effective organization and management of educational sessions. It covers the procedures for booking classroom spaces and online platforms, coordinating instructors' availability, avoiding scheduling conflicts, accommodating special requirements, and communicating session details to all participants. The objective is to optimize resource utilization, enhance learner engagement, and maintain a smooth and consistent training schedule across both physical and virtual learning environments.

## Scope

This procedure applies to all educational sessions, both in-person and online, organized by the institution, including training, lectures, workshops, and seminars.

## Responsibilities

- **Program Coordinator:** Oversees the scheduling process and resolves disputes/conflicts.
- **Administrative Staff:** Manages classroom bookings, online platform setup, and notification distribution.
- **Instructors:** Provide weekly availability and communicate any special session requirements.
- **Learners/Participants:** Confirm attendance and inform administration of any accessibility needs.

## Procedures

1. **Session Planning**
  - Consult academic calendar and program requirements for session needs and timelines.
  - Instructors must submit their availability and session preferences by the 15th of each month for the upcoming month.
2. **Venue/Platform Booking**
  - Book required classrooms using the institutional booking system at least two weeks in advance.
  - Reserve online platforms (e.g., Zoom, Teams) ensuring licenses and virtual rooms are available.
3. **Conflict Avoidance**
  - Cross-check bookings for overlaps among instructors, learners, and resources.
  - Utilize centralized scheduling software for real-time conflict detection.
4. **Special Requirements**
  - Accommodate requests for accessibility, specific equipment, or alternative formats as submitted by instructors or learners.
  - Coordinate with IT or facilities for technical and physical arrangements.
5. **Confirmation and Communication**
  - Send session details, including date, time, venue/platform link, and required materials, to all participants at least one week prior.
  - Advise participants of any changes no less than 24 hours in advance.

## Documentation

- **Session Schedule:** Master calendar of all booked sessions (digital and printed copy as needed).
- **Booking Records:** Classroom and online platform booking confirmations (retain for one year).
- **Communication Logs:** Copies of all session notifications sent to participants.
- **Special Requirements Forms:** All documented accommodation requests and actions taken.

## Revision and Review

This SOP shall be reviewed annually or as necessary in response to institutional changes or feedback from users. All

updates must be approved by the Program Coordinator and communicated to relevant stakeholders.

## Sample Session Scheduling Table

Session Title	Date & Time	Instructor	Mode	Location / Link	Status
Introduction to SOPs	2024-07-03, 10:00-12:00	Dr. Smith	Classroom	Room A101	Confirmed
Remote Collaboration Tools	2024-07-04, 14:00-16:00	Ms. Lee	Online	<a href="#">Zoom Link</a>	Pending