

Skidmore College – Office of Residential Life  
Housing Selection 2017-2018

# Roommate Finder

# Table of Contents

- 3. What is it? – Page 3
- 4. How does it work? – Page 4
- 5. Where is it? – Page 5
- 6. Prerequisites – Page 6
- 7. Roommate Finder Application – Page 7 & 8
- 8. Roommate Finder – Pages 9-12
- 9. Messaging – Pages 13 & 14
- 10. Confirming Roommate Selection – Pages 15-17

# What is it?

- System to help you find a roommate for Residence Hall Room Selection
- Contains three parts
  1. Roommate Finder application
  2. Residence Hall Room Selection: Roommate Finder
  3. Messaging
- Important!
  - The roommate finder will ask you to share information about yourself with other students. This information includes your name, class year, Skidmore email and various other information such as smoking preference and bedtime. Other than your name, class year and Skidmore email, all information is optional. The information shared will only be seen by other Skidmore students who receive you as a match. If you do not wish to share said information the Roommate finder may not be the roommate finding solution for you.

# How does it work?

- Takes prior submitted personal preference and matches students on a list of student chosen criteria.
  - Personal preference entered in “Roommate Finder Application”
  - Match criteria selected in “Residence Hall Room Selection Roommate Finder”
- Provides messaging system to allow communication with matches to help select roommates.
- **IMPORTANT:** Roommate Finder does not assign your roommate! You must also use “Edit Roommate Preference” to confirm your roommate choice. (Instructions on this are found at the end of this guide)

# Where is it?

- Found in the [Skidmore College Housing Management System](https://odyssey.skidmore.edu/studentweb)  
<<https://odyssey.skidmore.edu/studentweb>>
- Found at the bottom of the page below your completed “2017-2018 Housing Application”
- Only accessible after completion of the “2017-2018 Housing Application”

# Prerequisites

- In order to access the “Residence Hall Room Selection Roommate Finder” and “Roommate Finder Application” you must first complete the following
  1. Submission of Emergency Contact and Evacuation Location Information
  2. The 2017-2018 Housing Application
    - Since you do not yet have a roommate please leave the Roommate Selection page blank at this time.
- Both found in the [Skidmore College Housing Management System](https://odyssey.skidmore.edu/studentweb)  
<<https://odyssey.skidmore.edu/studentweb>>

# Roommate Finder Application : Location

- Found on Skidmore College's Housing Management System Website after completion of "2017-2018 Housing Application"
  - Link: [Housing Management Website](https://odyssey.skidmore.edu/studentweb) <https://odyssey.skidmore.edu/studentweb>
- Look for "Roommate Finder Application" link below your completed housing application.

Roommate finder will assist you with finding a roommate if you are unable to find one. This application will require you to answer some questions that will then be used to match you with possible roommates.

Set up on this application is still progressing. Roommate Finder should be available in late March.

## Academic Year 2014 - 2015

- [2014 - 2015 Housing Application: You submitted a complete application on 3/21/2014 3:13 PM.](#)

[Edit Roommate Preferences](#)

• [Roommate Finder Application](#)

[Residence Hall Room Selection Roommate Finder](#)

**SELECT "ROOMMATE FINDER APPLICATION" HERE !**



# Roommate Finder Application : Completion

- 14 fields to describe yourself for a potential roommate
- Select option that best describes you from predefined drop down lists.
  - Be honest if you want best possible matches!
- Must be completed in its entirety.
- Click “Save Changes” to submit

**Roommate Finder Application**  
Test4 Res4 (999999904)

Below are a series of questions that will be used to match you with potential roommates. Please read the questions and select the response from the predefined list that best resembles you. After you complete this page you will be entered into a database of students looking for roommates for the 2014-2015 academic year.

Matches can be found using the "Residence Hall Room Selection Roommate Finder" located on back on the front page of this application.

**Roommate Preference**

Are you an athlete?

How do you spend your weekends?

When do you typically go to bed? (School nights)

How often do you typically have overnight guests?

Are you okay with overnight guests?

When do you usually come home?

How do you intend to use the room. Is it a place to study, socialize, or both?

How clean do you keep their space?

Are you okay with sharing personal belongings and space?

Do you smoke cigarettes?

Do you need a quiet room or is noise okay?

Where do you study?

How often do you stay in the room?

When do you typically get up in the morning? (School days)



# Res Hall Room Selection - Roommate Finder : Accessing

- Found on Skidmore College's Housing Management System Website after completion of "2017-2018 Housing Application"
  - Link: [Housing Management Website](https://odyssey.skidmore.edu/studentweb) <https://odyssey.skidmore.edu/studentweb>
- Look for "Residence Hall Room Selection - Roommate Finder" link below your completed housing application.

## Academic Year 2014 - 2015

- [2014 - 2015 Housing Application: You submitted a complete application on 3/21/2014 3:13 PM.](#)
  - [Edit Roommate Preference](#)
  - [Roommate Finder Application](#)
  - [Residence Hall Room Selection Roommate Finder](#)



**SELECT "RESIDENCE HALL ROOM SELECTION -  
ROOMMATE FINDER" HERE!**

# Res Hall Room Selection - Roommate Finder : Search Page

- Search page contains a list of 14 criteria to limit your roommate search by (these are the same you filled out earlier).
- Choose at least one criteria you are looking for in a roommate
  - Try to limit the number of criteria you use in a single search. The more criteria you search by the less likely you are to find a match. If your search fails attempt removing less important characteristics.
- Click "Search " to proceed.

the first go, try removing some the criteria that is less important to you and try again.

## Roommate Preference

Athlete	<input type="text"/>
Average Weekend	<input type="text"/>
Bedtime	<input type="text"/>
Overnight Guest - Frequency	<input type="text"/>
Overnight Guest - Permission	<input type="text"/>
Returning to room	<input type="text"/>
Room Usage	<input type="text"/>
Room Cleanliness	<input type="text"/>
Sharing	<input type="text"/>
Smoking Preference	<input type="text"/>
Study Conditions	<input type="text"/>
Study Location	<input type="text"/>
Time spent in room	<input type="text"/>
Wake up	<input type="text"/>

Search

# Res Hall Room Selection - Roommate Finder : Results Page

- Provides list of matches, including their Name, Class Year, and Skidmore email.
- Click on clickable 5 digit number to view more information on that match and message that student.
- If no acceptable matches appear, return to the prior page by clicking on "Return to Search Criteria" link and expand you search by eliminating less important criteria.

**Potential Roommate Matches - Page 1**

Test4 Res1 [Click here for messaging and more info!](#) [Search Criteria](#) [Click here to return to search page!](#)

Below are the results of your search criteria. Click on the roommate number next to the corresponding student's name to proceed.

<< Previous Page | Next Page >>

Roommate	Class	First Name	Last Name	Skidmore Email
<a href="#">43798</a>	First Year	Test1	Res1	t_res1@skidmore.edu

[Return to Search Criteria](#)

# Res Hall Room Selection - Roommate Finder : Match Detail Page

- Provides you details on your roommate matches.
- Review this list to see if other characteristics of potential match.
- Message your match with the “Contact Potential Roommate” system.
  - Messages are sent fully within the housing management system and will appear on your home page. See next slide for details.


Details for Potential Roommate 43798	
Detail	Value
Athlete	On a club team
Average Weekend	Go out of town.
Bedtime	After Midnight
Overnight Guest - Frequency	Ocassional Overnight Guests
Overnight Guest - Permission	Check with me first.
Returning to room	Between 10:00 pm and Midnight
Room Usage	Place to Socialize
Room Cleanliness	Neat
Sharing	Only if you ask first.
Smoking Preference	No
Study Conditions	I am not distracted by a moderate amount of noise.
Study Location	Library or other campus location
Time spent in room	A few hours a day.
Wake up	By 10:00 a.m.

---

**Contact Potential Roommate**

Subject:

Message:

 **You can message match here!**

# Messages : Accessing

- Messages from potential roommate will be found on your home page of the Housing Management System. They will appear in a box just above the line for “Academic Year 2017-2018”
- To access the message click on “Inbox”

Set up on this application is still progressing. Roommate Finder should be available in late March.

You have 1 new messages in your [Inbox](#)!



You will find new  
messages here!

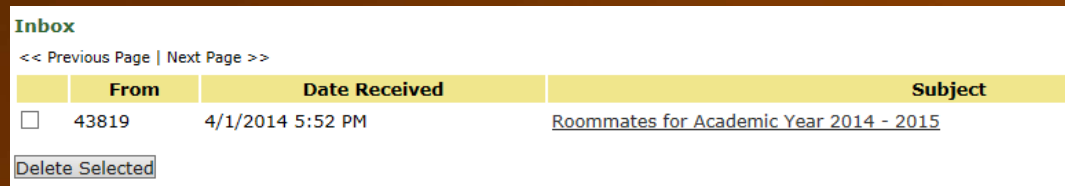
Click on "Inbox" to access.

## **Academic Year 2014 - 2015**

- [2014 - 2015 Housing Application: You submitted a complete application on 3/31/2014 1:49 PM.](#)
  - [Edit Roommate Preference](#)

# Messages : Reading and Sending

- Messages will appear in a Inbox similar to that of an email account
- Click on the subject to read the message.



The screenshot shows an email inbox titled "Inbox". At the top, there are navigation links: "<< Previous Page | Next Page >>". Below this is a table with three columns: "From", "Date Received", and "Subject". The first row of the table contains the following information: a checkbox, the number "43819", the date and time "4/1/2014 5:52 PM", and the subject "Roommates for Academic Year 2014 - 2015". Below the table, there is a button labeled "Delete Selected".

	From	Date Received	Subject
<input type="checkbox"/>	43819	4/1/2014 5:52 PM	<a href="#">Roommates for Academic Year 2014 - 2015</a>

Delete Selected

- Once you access a message you will be able to read the message as well as send a reply.



The screenshot shows a "Message Detail" view. It includes the following information: "From: 43819", "Date Received: 4/1/2014 5:52 PM", and "Subject: Roommates for Academic Year 2014 - 2015". Below this, the message content is displayed in a scrollable area: "Hello, I am looking for a roommate for Academic Year 2014 - 2015...". To the left of the message content, the word "Message:" is visible.

Message Detail

From: 43819  
Date Received: 4/1/2014 5:52 PM  
Subject: Roommates for Academic Year 2014 - 2015

Message: Hello, I am looking for a roommate for Academic Year 2014 - 2015...



The screenshot shows a "Reply" form. It includes a "Subject:" field with the text "Re: Roommates for Academic Year 2014 - 2015". Below this is a large text area for the reply, which currently contains the text "I will be your roommate". To the left of the text area, the word "Message:" is visible. At the bottom of the form, there is a "Reply" button.

Reply

Subject: Re: Roommates for Academic Year 2014 - 2015

Message: I will be your roommate

Reply



# Roommate Confirmation : Edit Roommate Preference

- Once you find a roommate match you must still confirm it.
  - Both you and your new roommate must do this!
- To confirm a roommate match access the “Edit Roommate Preference” link
  - Found on the below your completed “2017-2018 Housing Application”

## Academic Year 2014 - 2015

- [2014 - 2015 Housing Application: You submitted a complete application on 3/31/2014 1:49 PM.](#)

- [Edit Roommate Preference](#)

- [Roommate Finder Application](#)

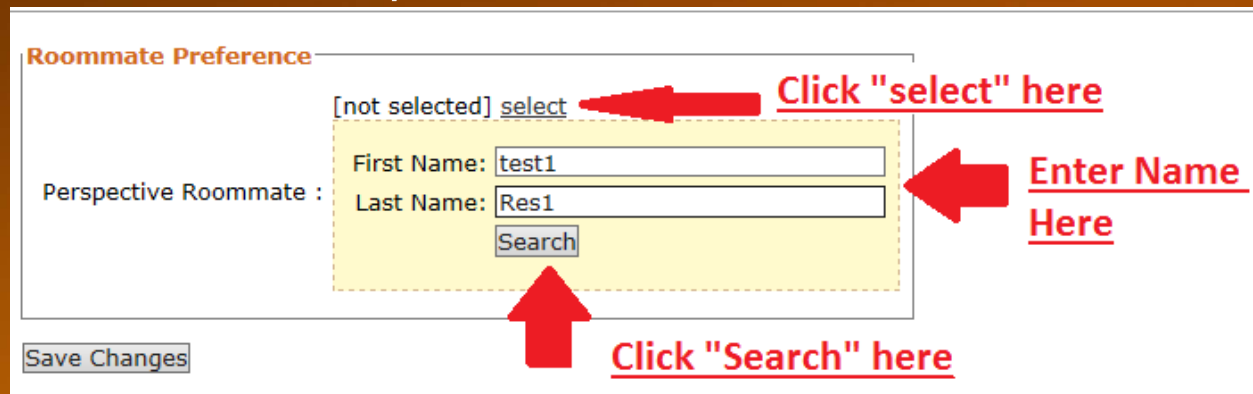
- [Residence Hall Room Selection Roommate Finder](#)

**Access "Edit Roommate Preference" here!**



# Roommate Confirmation : Roommate Preference Page

- Enter your roommate preference on this page.
- Click on "Select" in the box labeled "Roommate Preference" open search box to find your roommate's name
- Must include their legal Skidmore recognized first name and last name. No Nicknames!!!
- Click "Search" to find your Roommate.



The screenshot shows a web form titled "Roommate Preference". Inside the form, there is a section labeled "Perspective Roommate :". Above this section, there is a dropdown menu with "[not selected]" and a "select" button. A red arrow points to the "select" button with the text "Click 'select' here". Below the dropdown, there are two text input fields: "First Name:" with the value "test1" and "Last Name:" with the value "Res1". A red arrow points to the "First Name" field with the text "Enter Name Here". Below these fields is a "Search" button. A red arrow points to the "Search" button with the text "Click 'Search' here". At the bottom left of the form is a "Save Changes" button.

Roommate Preference

[not selected] select Click "select" here

Perspective Roommate :

First Name: test1 Enter Name Here

Last Name: Res1

Search Click "Search" here

Save Changes

# Roommate Confirmation : Roommate Preference Confirmation

- After clicking select you will see the following screen.

Roommate Preference

[not selected] [select](#)

Perspective Roommate : Test1 Res1

[Confirm](#) [Cancel](#)

Please confirm your requested roommate from the list below:

- Select your roommate for the list and click “Confirm” to confirm the roommate or “Cancel” to not.
- Once confirmed you will see one of two screens.

Roommate Preference

Perspective Roommate : Test4 Res4 (999999904) [\[unconfirmed\] select](#)

Roommate Preference

Perspective Roommate : Test1 Res1 (999999901) [\[confirmed\] select](#)

- If “unconfirmed” appears next the name, your roommate still needs to do the confirmation part of the process.
- If “confirmed” you are all set.