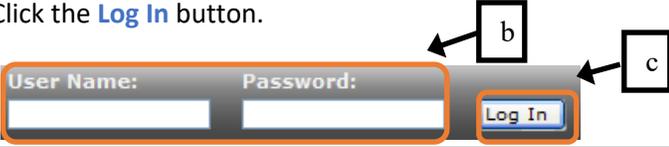
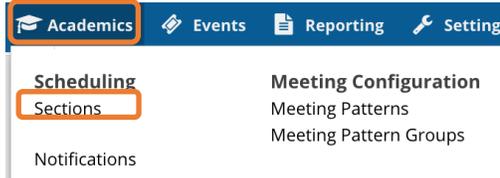
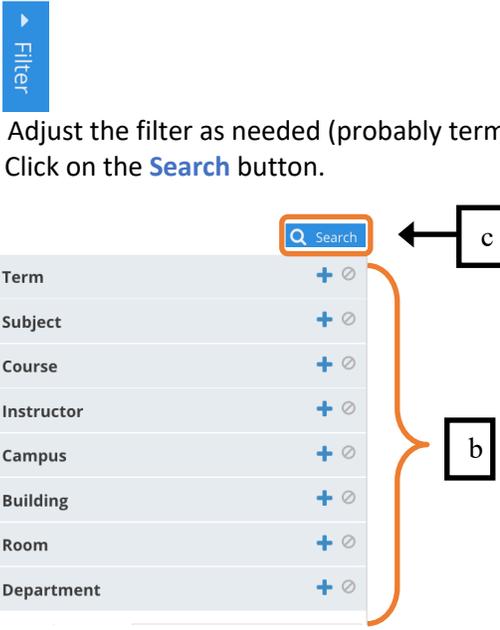


Assign an Academic Classroom

<p>1.</p>	<p>a. Log into Astra (link available on www.usm.edu/registrar) b. Enter your SOAR username and password. c. Click the Log In button.</p> 																		
<p>2.</p>	<p>Click on the Academics header > Sections.</p> 																		
<p>3.</p>	<p>To find your classes: a. Click the Filter> button at the top-left. b. Adjust the filter as needed (probably term, subject, and campus). c. Click on the Search button.</p> 																		
<p>4.</p>	<p>Click on the Class Link to add a room to a section.</p> <table border="1" data-bbox="318 1650 721 1890"> <thead> <tr> <th>Course/Section ^1</th> <th>Days Met</th> <th>Sta</th> </tr> </thead> <tbody> <tr> <td>CMS 101/H001 CF</td> <td>MW</td> <td>08</td> </tr> <tr> <td>CMS 111/G001 CF</td> <td>TR</td> <td>08</td> </tr> <tr> <td>CMS 111/G002 CF</td> <td>T</td> <td>08</td> </tr> <tr> <td>CMS 111/H001 CF</td> <td>TR</td> <td>08</td> </tr> <tr> <td>CMS 111/H002 CF</td> <td>TR</td> <td>08</td> </tr> </tbody> </table>	Course/Section ^1	Days Met	Sta	CMS 101/H001 CF	MW	08	CMS 111/G001 CF	TR	08	CMS 111/G002 CF	T	08	CMS 111/H001 CF	TR	08	CMS 111/H002 CF	TR	08
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CMS 111/G001 CF	TR	08																	
CMS 111/G002 CF	T	08																	
CMS 111/H001 CF	TR	08																	
CMS 111/H002 CF	TR	08																	

5. Click on the **Assign Room (House) icon**  to edit.

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
+ CF	09:45 AM	11:15 AM	MW	08/28/2019	12/06/2019	Venette, Stev...	Unassigned		 +

6. Click on the **v** button to the right of Room > select **Columns** to add columns of information, such as **Room Type**.

Room	Room Type	Score	
LIB 204	Use Default Sort	10	Available
AKH 124	Lecture	10	<input checked="" type="checkbox"/> Room
KHH 107	Lecture	10	<input type="checkbox"/> Name
WSB 132	Lecture	10	<input type="checkbox"/> Building
KIN 202	HVUC	10	<input type="checkbox"/> Configuration
TEC 311	Lab - Medic...	10	<input type="checkbox"/> Regions
AH 123	HVUC	97	<input type="checkbox"/> Capacity
TEC 202	IVN	95	<input checked="" type="checkbox"/> Room Type
SCH 1015	IVN	94	<input type="checkbox"/> Pref Score
OMH 219	Promethea...	94	<input type="checkbox"/> Seat Fill Score
JBG 102	Lecture	94	<input type="checkbox"/> Score
FAB 365	Performan...	94	<input checked="" type="checkbox"/> Score

7. a. Edit the criteria using the **+** to search for a room.
b. Click the **Search** button.

Clear All Search ← b

Custom  

Room Options

Show Only Available Rooms
 Show Shared Rooms
 Show Alt Room Configs

Capacity:
 Between and

Campus 1 Clear + 
Building 1 Clear + 
 Room + 
 Region + 
 Room Type + 
 Feature + 
 Facility Layout + 

a

<p>8.</p>	<p>a. Click on the Available option for the classroom you wish to select. <i>NOTE: The "Available" will switch to "Selected."</i></p> <p>b. Click the OK button.</p> <table border="1" data-bbox="316 430 925 630"> <tr> <td><input type="radio"/></td> <td>CH 201</td> <td>Lecture</td> <td>91</td> <td>Selected</td> </tr> <tr> <td><input type="radio"/></td> <td>CH 101</td> <td>Lecture</td> <td>89</td> <td>Available</td> </tr> <tr> <td><input type="radio"/></td> <td>CH 102</td> <td>Lecture</td> <td>89</td> <td>Available</td> </tr> <tr> <td><input type="radio"/></td> <td>LAB 108</td> <td>Auditorium...</td> <td>63</td> <td>Available</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>	<input type="radio"/>	CH 201	Lecture	91	Selected	<input type="radio"/>	CH 101	Lecture	89	Available	<input type="radio"/>	CH 102	Lecture	89	Available	<input type="radio"/>	LAB 108	Auditorium...	63	Available
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<input type="radio"/>	LAB 108	Auditorium...	63	Available																	
<p>9.</p>	<p>Notice the red flag indicates new information added to the class.</p> <table border="1" data-bbox="316 703 1396 745"> <tr> <td><input type="button" value="+"/></td> <td>CF</td> <td>09:45 AM</td> <td>11:15 AM</td> <td>MW</td> <td>08/28/2019</td> <td>12/06/2019</td> <td>Venette, Stev...</td> <td>Scheduled</td> <td>CH 201</td> </tr> </table> 	<input type="button" value="+"/>	CF	09:45 AM	11:15 AM	MW	08/28/2019	12/06/2019	Venette, Stev...	Scheduled	CH 201										
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<p>10.</p>	<p>Click the Save button.</p> <table border="1" data-bbox="316 829 828 882"> <tr> <td><input type="button" value="Save"/></td> <td><input type="button" value="Save and Close"/></td> <td><input type="button" value="Cancel"/></td> <td><input type="button" value="+ Add"/></td> </tr> </table>	<input type="button" value="Save"/>	<input type="button" value="Save and Close"/>	<input type="button" value="Cancel"/>	<input type="button" value="+ Add"/>																
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