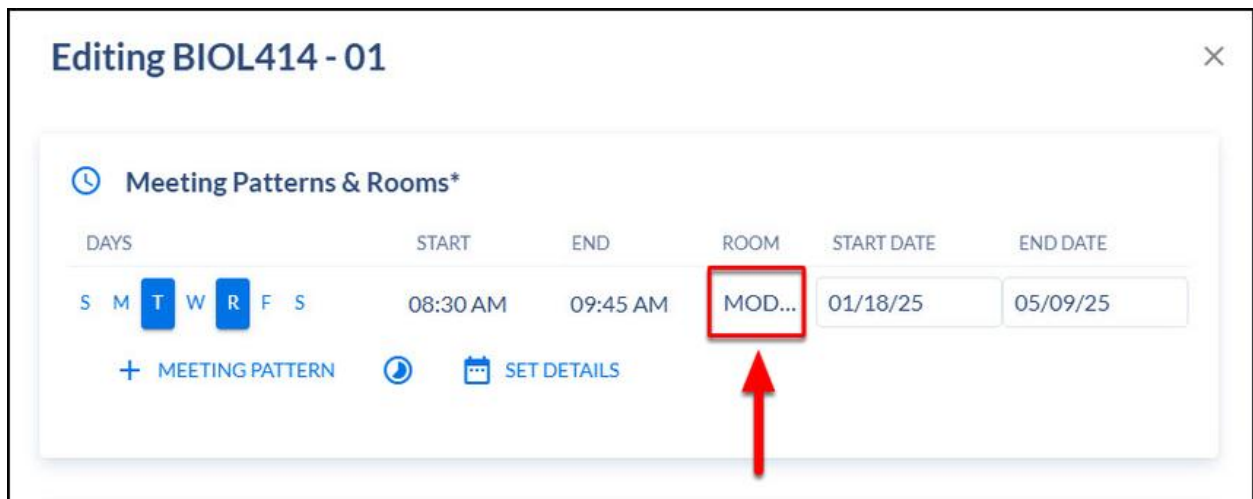


Adding/Editing Rooms

1. On the course editing window, go to the Meeting Patterns & Rooms card and click the room's name.

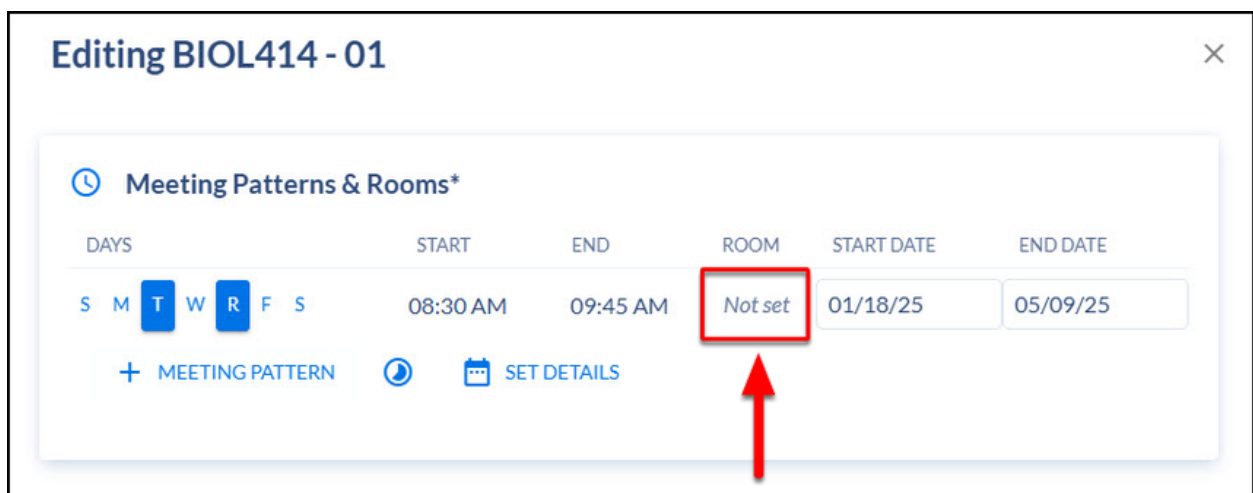


The screenshot shows the 'Editing BIOL414 - 01' window. The 'Meeting Patterns & Rooms*' card displays a table with the following columns: DAYS, START, END, ROOM, START DATE, and END DATE. The 'ROOM' column contains the text 'MOD...', which is highlighted with a red box. A red arrow points to the 'MOD...' text. Below the table, there are buttons for '+ MEETING PATTERN', a clock icon, and 'SET DETAILS'.

DAYS	START	END	ROOM	START DATE	END DATE
S M T W R F S	08:30 AM	09:45 AM	MOD...	01/18/25	05/09/25

+ MEETING PATTERN ⌚ 📅 SET DETAILS

OR If no room has been set for the course, click **Not set**.



The screenshot shows the 'Editing BIOL414 - 01' window. The 'Meeting Patterns & Rooms*' card displays a table with the following columns: DAYS, START, END, ROOM, START DATE, and END DATE. The 'ROOM' column contains the text 'Not set', which is highlighted with a red box. A red arrow points to the 'Not set' text. Below the table, there are buttons for '+ MEETING PATTERN', a clock icon, and 'SET DETAILS'.

DAYS	START	END	ROOM	START DATE	END DATE
S M T W R F S	08:30 AM	09:45 AM	Not set	01/18/25	05/09/25

+ MEETING PATTERN ⌚ 📅 SET DETAILS

2. A new window opens. Available rooms that fit the class's enrollment capacity will automatically appear for your selection.

Assign Room to BIOL414 - 01

A

☒ Show Only Available Rooms

B

☒ Rooms greater than or equal to capacity

☐ All rooms

C

Filter By Type

D

Filter By Features

Viewing 1-25 of 178

< PREVIOUS

NEXT >

CP120			
TYPE	CAPACITY	PREFERENCE FIT	
LCTR	47	100%	
			
CP125			
TYPE	CAPACITY	PREFERENCE FIT	
LCTR	45	100%	
			
CP126			
TYPE	CAPACITY	PREFERENCE FIT	

SELECT NO ROOM

CANCEL

- By default, only available rooms will be listed.
- By default, only rooms with greater than or equal to capacity of your course will be listed.
- Click the **Filter by Type caret** to filter by types of classrooms (e.g., CMLB for Computer Lab).
- Click the **Filter by Features caret** to filter by features of classrooms (e.g., General Use Classroom).

3. You can also search for a specific room by typing the room's name in the Search bar.

Assign Room to BIOL414 - 01

☒ Show Only Available Rooms

☒ Rooms greater than or equal to capacity

☐ All rooms

Filter By Type

Filter By Features

Viewing 1-5 of 5

[< PREVIOUS](#)

[NEXT >](#)

MOD101

TYPE

OTHR

CAPACITY

89

PREFERENCE FIT

100%

MOD102

TYPE

OTHR

CAPACITY

42

PREFERENCE FIT

100%

MOD103

TYPE

CAPACITY

PREFERENCE FIT

[SELECT NO ROOM](#)

[CANCEL](#)

4. View additional room details (if available) and select the room.

Assign Room to BIOL414 - 01

☒ Show Only Available Rooms

☒ Rooms greater than or equal to capacity ☐ All rooms

Filter By Type

Filter By Features

MOD

View 1-5 of 5

MOD101

TYPE: OTHR CAPACITY: 89 PREFERENCE FIT: 100%

MOD102

TYPE: OTHR CAPACITY: 42 PREFERENCE FIT: 100%

MOD103

TYPE: CAPACITY: PREFERENCE FIT:

SELECT NO ROOM CANCEL

Notes: No notes
Room Type: OTHR
Room Capacity: 89
Room Features: General Use Classroom
Building: Modular

SAVE SECTION

- A. Some rooms may have images of the room available. Click on an image to view it.
- B. Hover your mouse over the info icon for a room to see additional about it (e.g., room features).
- C. Click the room you want to schedule for this course.

5. On the Meeting Patterns & Rooms card, the Room field will update with the room you selected. Click Save Section to finalize the change.

Editing BIOL414 - 01

Session B
(Extended Education)

Winter 2024

Jan 2, 2024

Jan 19, 2024

Meeting Patterns & Rooms*

DAYS

S M **T** W **R** F S

START

09:00 AM

END

12:30 PM

Room: MOD101

Room Type: OTHR

Room Capacity: 89

Room Features: General Use Classroom

Building: Modular

MOD...

01/02/24

01/19/24

+ MEETING PATTERN

SET DETAILS

A

Instructors

Marcelo Tolmasky (Primary Instructor - 0%)

-

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

+ INSTRUCTOR

SET INSTRUCTOR ROLES & DETAILS

*

CANCEL

B

SAVE SECTION