

# Scheduling multiple sections in the same room

How to schedule multiple sections in the same room:

To override the room assignment and schedule multiple sections in the same room, please follow these steps:

1. Open the **Section Dashboard** for the course.
2. Click the **Room** field.
3. Disable **Show only available rooms** and **Rooms greater than or equal to capacity**.
4. Enable **All Rooms**, enter the desired room number, and select the room.

5.

### Assign Room to ENGL55633 - U01

✕

☐ Show Only Available Rooms

☐ Rooms greater than or equal to capacity

☒ All rooms

Filter By Type

Filter By Features

2063

Viewing 1-1 of 1

← PREVIOUS

NEXT →

2/11/20

ORT ME

|                                                 |          |                |
|-------------------------------------------------|----------|----------------|
| ! 2063 CLASSROOM (This room is not available) i |          |                |
| TYPE                                            | CAPACITY | PREFERENCE FIT |
| Class                                           | 34       | 25%            |

Next:

1. Click **Set Details**.
2. Change the **Override Indicator** to **O**. While **R** was previously recommended, with Coursedog we now recommend using **O**.
3. Close the dialog box and save the section.

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 **2063 CLASSROOM** (This room is not available)



TYPE

Class

CAPACITY

34

PREFERENCE FIT

25%

Revision #2

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