ASTRA: PHASE 1 – ASSIGN DEPARTMENTAL ROOM

The following instructions will walk you through the process of assigning a departmental room in Astra.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Student Information System > Curriculum Management > Schedules of Classes > Academic Room Scheduling

1. Click the Academics tab.

![Academic Room Scheduling](image)

2. Click Sections under the Scheduling column.

![Sections Selection](image)
3. Click the Filter panel to expand it.

4. The Filter panel narrows down the rooms that Astra will display while searching. For this example, the filter will be set for sections in the Fall 2019 term. So scroll down to the bottom half of these filters to actually find the Term search criteria. The top filters (Keyword through Is Exam) should not be modified. Click on the Term + button.
5. Select your desired term, in this case, **Fall 2019**.

6. Click **Done**.

7. Click **Search** to show all courses and all sections for Fall 2019.
8. Although you can see every section of every course, you will only be able to modify courses that you have permission to edit. To filter the course list further, click the Subject + button.

9. Search for the three-letter subject code. For this example, we will search for CHM (for Chemistry).

10. Select the CHM check box.
11. Click **Done**.

![Image of Select Items window](image1)

12. Click **Search** to filter results.

![Image of Section List](image2)

13. Locate the desired course and section number. You may need to scroll down to find it. For this example, the selected option is **CHM 5235/5683 LEC**.

![Image of Course Section List](image3)
14. In the Section Detail view, select the **Home** Icon in the lower right hand corner to search for a room.

![Section Detail View](image)

15. The search will automatically start and show the results. These results are limited to your departmental rooms. Select the **room** you want from the list.

![Search Results](image)
16. To add capacity to your room search results, click on the carrot at the end of any column and select capacity and any other columns you would like to add.

17. Click OK to select the room. You will be asked to confirm the change. Confirm the change, then click Save and Close to save the change.
18. Scroll down and you will find the **Meeting Dates** section. This section is just data and you will not modify anything here.

19. Scroll down and you will find the **Meeting Notes** section. Information entered here will only be visible to you.
20. When you have set all of your preferences, click **Save** or **Save and Close**. By clicking Save and Close, Astra will return you to the Course Search page, where you can identify another course to add preferences to.