

ASTRA: PHASE 1 – ASSIGN DEPARTMENTAL ROOM

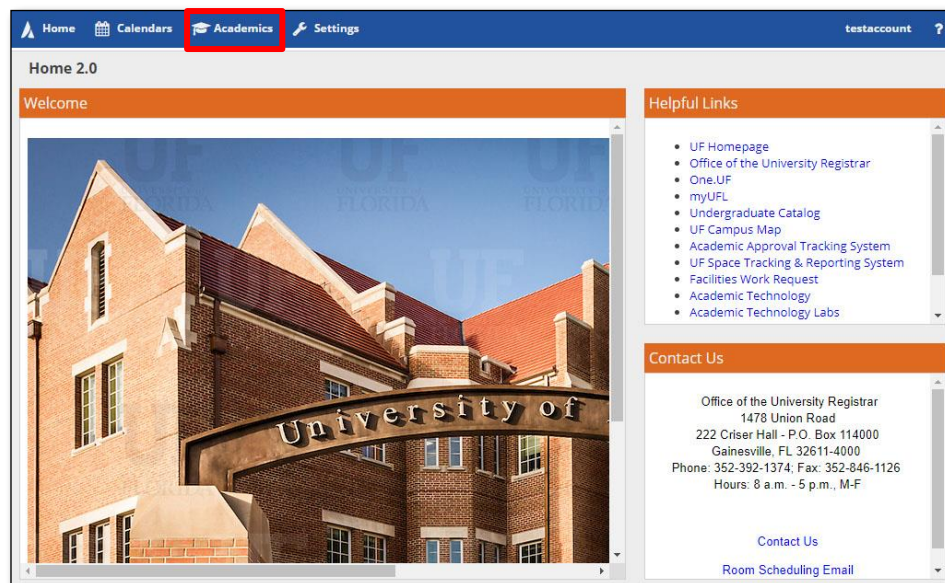
The following instructions will walk you through the process of assigning a departmental room in Astra.

NAVIGATION

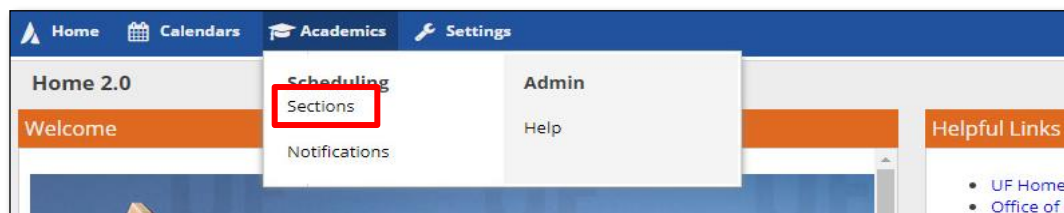
Login into myUFL and navigate to:

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

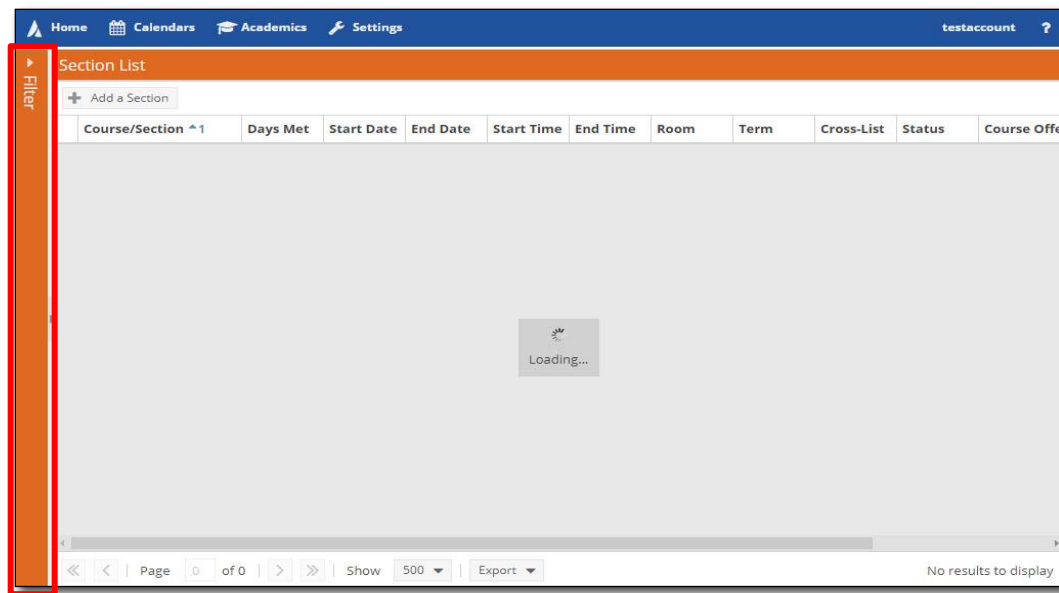
1. Click the **Academics** tab.



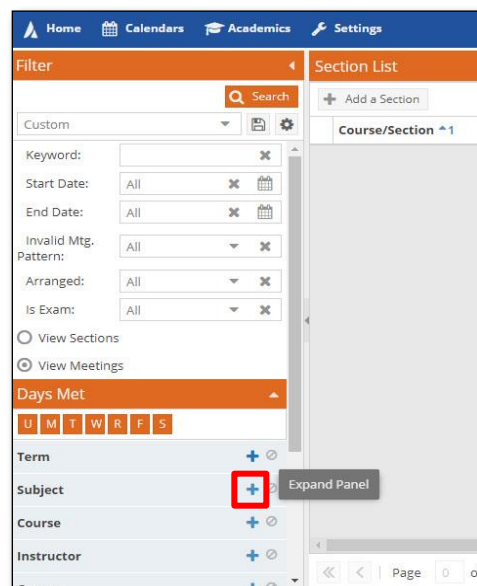
2. Click **Sections** under the Scheduling column.



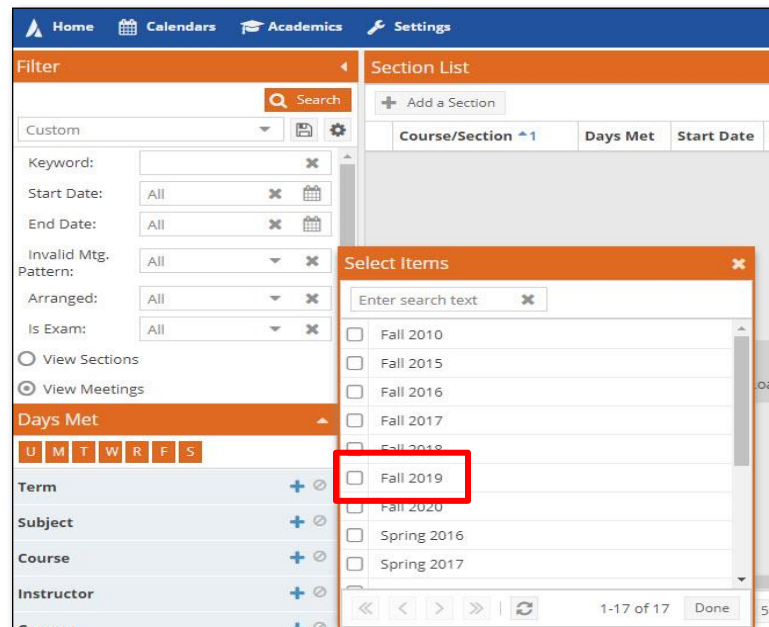
- Click the **Filter** panel to expand it.



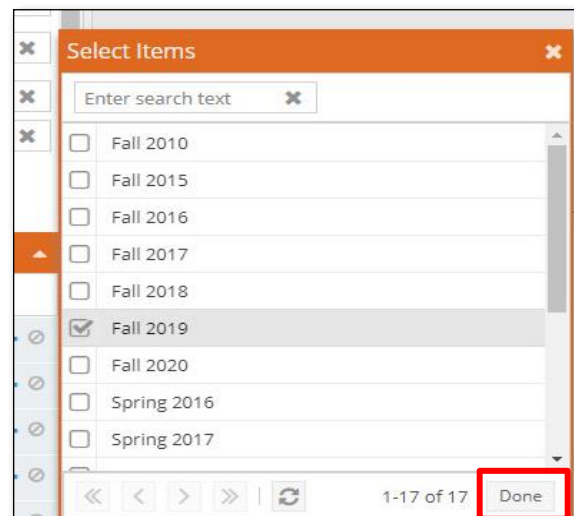
- The Filter panel narrows down the rooms that Astra will display while searching. For this example, the filter will be set for sections in the Fall 2019 term. So scroll down to the bottom half of these filters to actually find the Term search criteria. The top filters (Keyword through Is Exam) should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



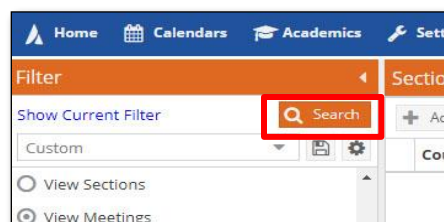
5. Select your desired term, in this case, **Fall 2019**.



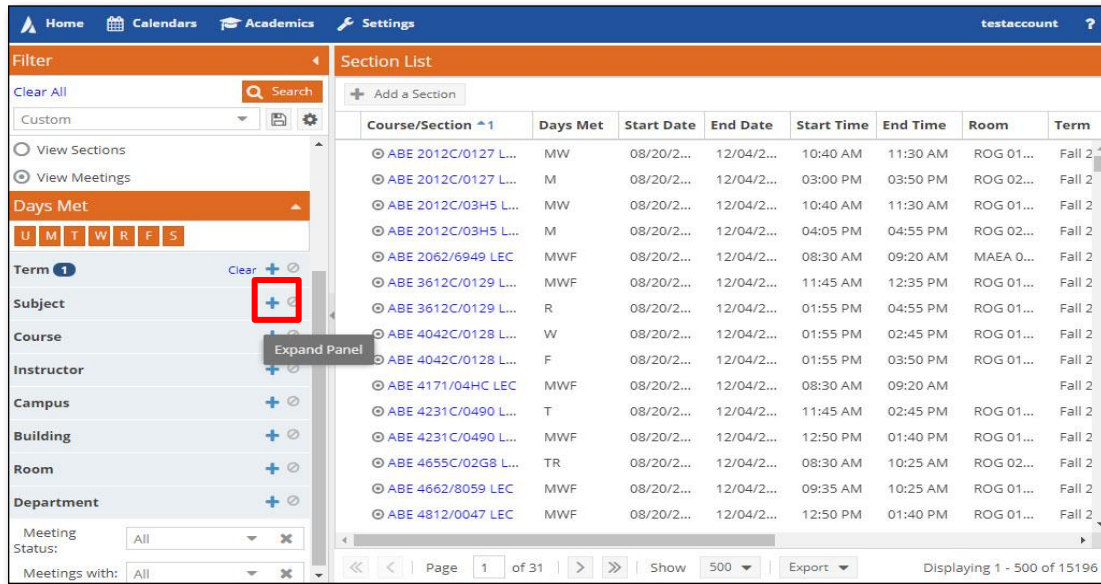
6. Click **Done**.



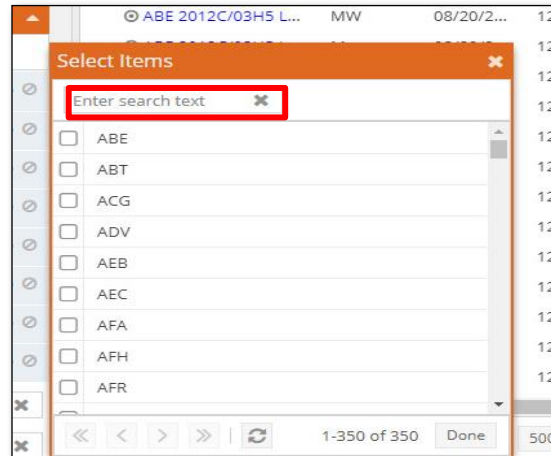
7. Click **Search** to show all courses and all sections for Fall 2019



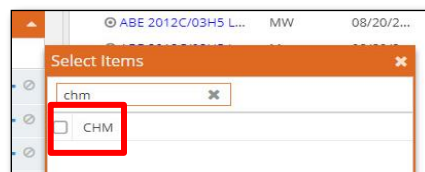
8. Although you can see every section of every course, you will only be able to modify courses that you have permission to edit. To filter the course list further, click the Subject + button.



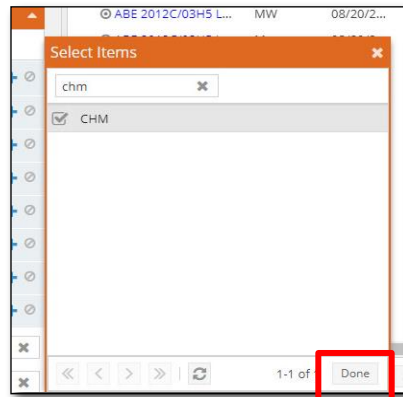
9. Search for the three-letter subject code. For this example, we will search for **CHM** (for Chemistry).



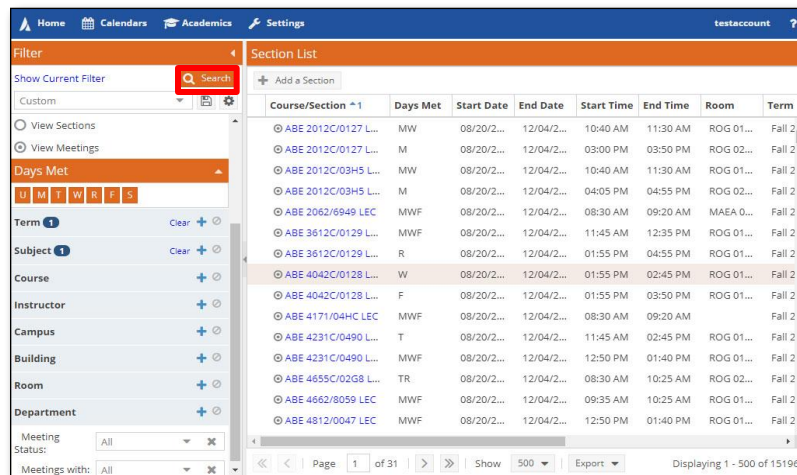
10. Select the **CHM** check box.



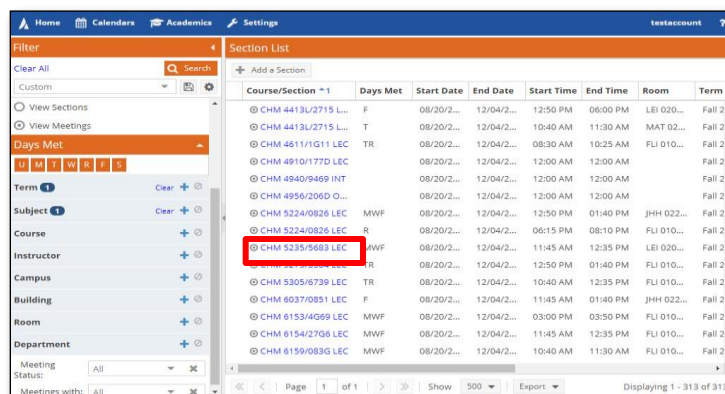
11. Click **Done**.



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



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**.



14. In the Section Detail view, select the **Home** Icon in the lower right hand corner to search for a room.

Section CHM 5235 / Organic Spectroscopy 5683

Section Info

* Subject: CHM Title: Organic Spectroscopy
 * Course: 5235 * Campus: MAIN
 * Delivery Method: Standard * Term: Fall 2019
 * Section: 5683 SIS Key: 2198_010804_1_1_5683
 Course Offering Id:

Sandbox Options

☐ Assign All Meetings to Same Room
☐ Do Not Optimize
☐ Ignore In Historical Analysis

Max Enrollment: 40
 Enrollment: 0

Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	11:45 AM	12:35 PM	MWF	08/20/2019	12/04/2019		Scheduled	LEI 0207

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.

MAIN CHM 5235/5683 / Organic Spectroscopy (Standard) MAIN

Filter

Clear All Search
 Custom

Time

☐ Show Additional Mtg. Patterns

Room Options

☒ Show Only Available Rooms
☐ Show Shared Rooms
☐ Show Alt Room Configs

Capacity:
 Between 70 and

Campus

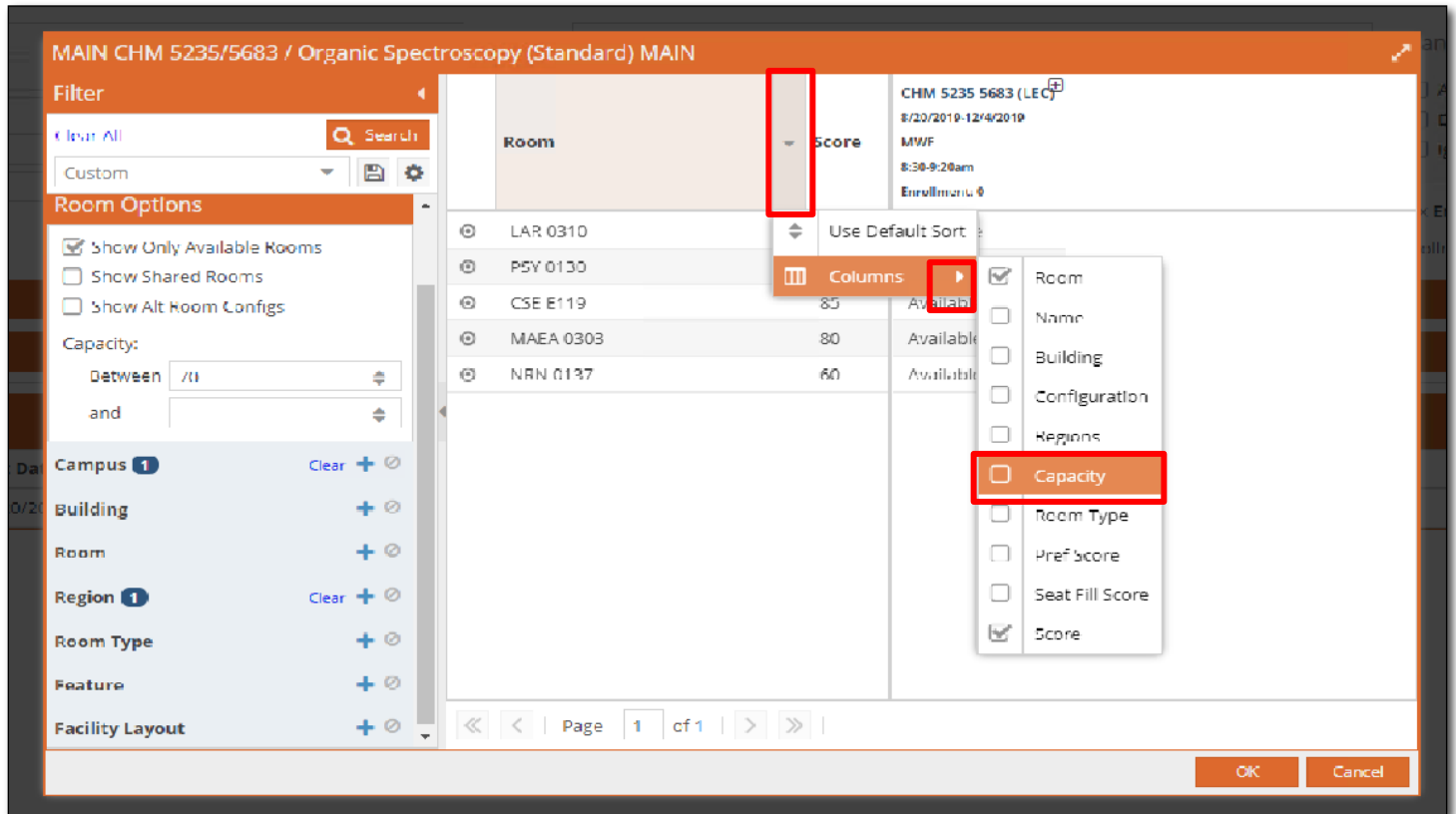
Building
 Room
 Region
 Room Type

Room	Score	Availability
LAR 0310	94	Available
PSY 0130	91	Available
CSE E119	85	Available
NRN 0137	60	Available

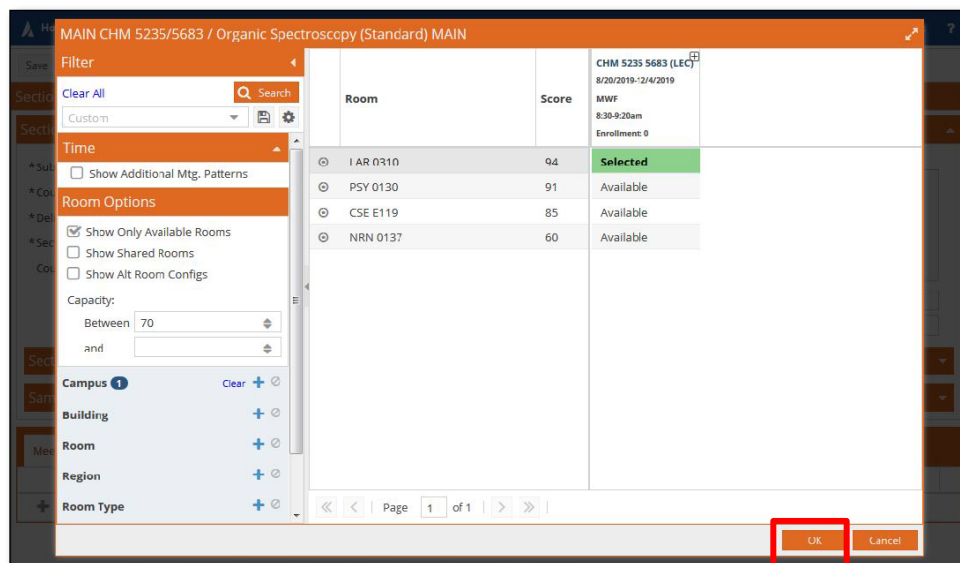
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OK Cancel

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.

Date	Day	Start Time	End Time	Excepci...	Location	Status
08/21/2019	W	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
08/23/2019	F	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
08/26/2019	M	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
08/28/2019	W	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
08/30/2019	F	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/02/2019	M	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/04/2019	W	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/06/2019	F	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/09/2019	M	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/11/2019	W	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/13/2019	F	11:45 AM	12:35 PM	false	LEI 0207	Scheduled
09/16/2019	M	11:45 AM	12:35 PM	false	LEI 0207	Scheduled

19. Scroll down and you will find the **Meeting Notes** section. Information entered here will only be visible to you.

Home Calendars Academics Settings testaccount ?
 Save Save and Close Cancel + Add Meeting
 Section CHM 5235 / Organic Spectroscopy 5683
 None
 Meeting Pattern
 Add ☐ Override
 Name Weight Mode Source
 None
 Meeting Dates
 Meeting Notes
 + Add note
 None

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.

Home Calendars Academics Settings
 Save Save and Close Cancel + Add Meeting
 Section CHM 5235 / Organic Spectroscopy 5683