

ROOM ASSIGNMENTS & TROUBLESHOOTING FAQs

SPRING 2020 SCHEDULE OF CLASSES

Q: How have the COMPASS systems affected classroom assignments?

A: In Ad Astra, Fall and Spring optimization results in greater than 90% of sections getting rooms and less than 10% of sections going unassigned. This is due to sections being taught out of pattern as well as the campus-wide push to reduce class sizes. For Fall and Spring semesters, almost all space gets filled Monday through Friday, periods 3-8.

Summer optimization typically results in 100% of sections being assigned rooms from those that requested it.

Q: Are there any additional tips for searching for a room in Ad Astra?

A: If you cannot find a classroom for your meeting, try splitting the meeting into smaller portions in Campus Solutions. After the meetings have been split, search for classrooms in Ad Astra. This could result in receiving more classrooms than before, but at least the section will have a space.

Old Meeting(s)		Becomes	New Meeting(s)	
Meeting 1	MWF 7		Meeting 1	M 7
			Meeting 2	W 7
			Meeting 3	F 7

TROUBLESHOOTING

Q: What should I do if I receive the “No Matching Buffer” error on any Campus Solutions scheduling page?

A: Notify the Registrar’s Office immediately. If you send an email to the room scheduling inbox (roomscheduling@registrar.ufl.edu), please put “No Matching Buffer” in the subject line.

This error originates in Campus Solutions. It causes a loss of information for the meetings table, which includes losing your scheduled room. The room then becomes available for another department to schedule in, which is why it is so important to contact the Registrar’s Office as soon as you encounter the error. The Registrar’s Office has worked with Enterprise Systems to close the loop on this error, however it may still occur. Please contact us if it does.

Q: What happens if I receive an error with the PS Event Table?

A: Notify the Registrar’s Office at roomscheduling@registrar.ufl.edu if you are experiencing this error so it can be cleared. This error occurs when two users save at the same time or when the table gets frozen. This error may be mitigated by using “Schedule Class Meetings.”

Q: What is the best practice for meeting or room switches?

A: If two of your sections are scheduled for the same day and time and you need to switch the rooms, double-book one of the rooms and quickly schedule the other room. If the meeting days and time don't match, send a *Course Change Request* to the Registrar's Office to switch the rooms.

Q: Are Tuesday/Thursday classes automatically placed in the same classroom by Ad Astra?

A: In Ad Astra optimization, Tuesday/Thursday classes will not necessarily be assigned the same classroom by default. They can be assigned the same classroom if the meetings are a good fit for the departmental region in Ad Astra. However, to guarantee that the Tuesday/Thursday class is assigned to the same classroom, check the sandbox option of "Assign All Meetings to Same Room" in the scheduling preferences of the sections in Ad Astra. However, checking this box does reduce the section's chances of being assigned a room.

Q: How do I process credits?

A: A customization request has been submitted to allow departments to complete this. Until then, please send a *Course Change Request* form to update the credits of a section.

Q: How do I confirm the writing requirement?

A: Please continue to check the course attributes of your sections in Campus Solutions to make sure they have the correct writing requirement.

Q: What happens when I update Combined Sections and Enrollment Caps?

A: When you update Enrollment Caps, the Combined Sections don't update unless you do it manually. After updating the Enrollment Caps on the sections, go to your Combined Section and re-add the section in question to refresh the Enrollment Cap. Make sure that the room can hold the new adjusted Enrollment Cap.

AD ASTRA

Q: Should tentative or cancelled sections be in Ad Astra?

A: Tentative or cancelled sections should not be in Ad Astra, as those are not valid statuses for the system. However if this happens to occur, like in the case where there is a tentative section in Ad Astra and there just so happens to be an active section as well vying for the same room, days, and times, the active section will be selected.

Contact the Registrar's Office to have the tentative or cancelled section removed.