

ASTRA: PHASE 2 - POST-OPTIMIZATION FINDING A ROOM

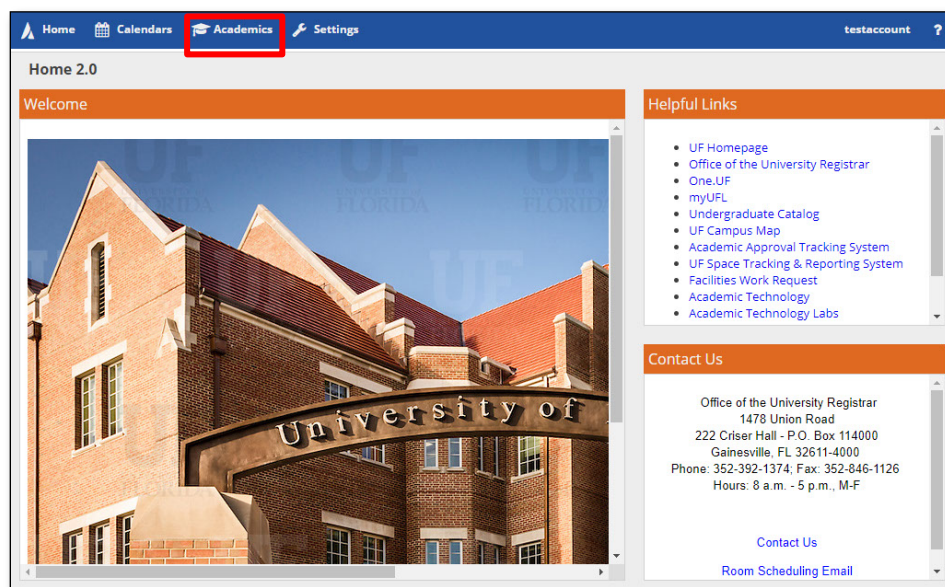
The following instructions will walk you through the process of finding a room after optimization in Astra.

NAVIGATION

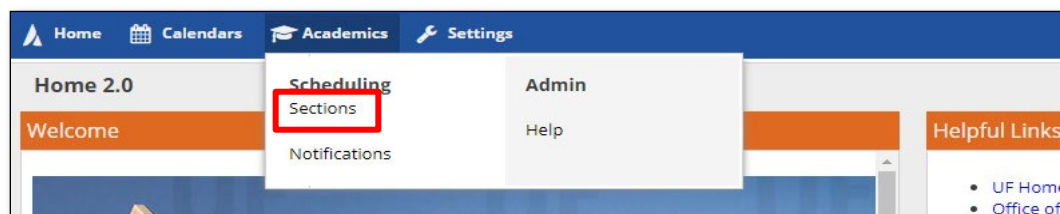
Login into myUFL and navigate to:

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

1. After a course has been optimized, you may need to find a new room. For example, the instructor determines that the room does not work for them, or the meeting dates/times of the course need to change. A new room will need to be identified for the course. Start by clicking the **Academics** tab.



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



3. Use the Search filters to find your course, then click on your desired Course Section link. For this example, the

selected option is **CHM 5235/5683 LEC**.

Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term
CHM 4413L/2715 L...	F	08/20/2...	12/04/2...	12:50 PM	06:00 PM	LEI 020...	Fall 2
CHM 4413L/2715 L...	T	08/20/2...	12/04/2...	10:40 AM	11:30 AM	MAT 02...	Fall 2
CHM 4611/1G11 LEC	TR	08/20/2...	12/04/2...	08:30 AM	10:25 AM	FLI 010...	Fall 2
CHM 4910/1770 LEC		08/20/2...	12/04/2...	12:00 AM	12:00 AM		Fall 2
CHM 4940/9469 INT		08/20/2...	12/04/2...	12:00 AM	12:00 AM		Fall 2
CHM 4956/2060 O...		08/20/2...	12/04/2...	12:00 AM	12:00 AM		Fall 2
CHM 5224/0826 LEC	MWF	08/20/2...	12/04/2...	12:50 PM	01:40 PM	JHH 022...	Fall 2
CHM 5224/0826 LEC	R	08/20/2...	12/04/2...	06:15 PM	08:10 PM	FLI 010...	Fall 2
CHM 5235/5683 LEC	MWF	08/20/2...	12/04/2...	11:45 AM	12:35 PM	LEI 020...	Fall 2
CHM 5235/5683 LEC	R	08/20/2...	12/04/2...	12:50 PM	01:40 PM	FLI 010...	Fall 2
CHM 5305/6739 LEC	TR	08/20/2...	12/04/2...	10:40 AM	12:35 PM	FLI 010...	Fall 2
CHM 6037/0851 LEC	F	08/20/2...	12/04/2...	11:45 AM	01:40 PM	JHH 022...	Fall 2
CHM 6153/4069 LEC	MWF	08/20/2...	12/04/2...	03:00 PM	03:50 PM	FLI 010...	Fall 2
CHM 6154/2706 LEC	MWF	08/20/2...	12/04/2...	11:45 AM	12:35 PM	FLI 010...	Fall 2
CHM 6159/083G LEC	MWF	08/20/2...	12/04/2...	10:40 AM	11:30 AM	FLI 010...	Fall 2

- For this example, the instructor originally was scheduled for a MWF 5th Period class, but now they have a conflict at that time. They are not sure what dates and times can work for them, but they know they cannot meet MWF 5th Period. Click on **Calendars** to identify available rooms and times.

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

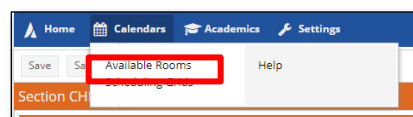
Section Notes

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

- Click **Available Rooms**.



- Using the Search tool, we are going to search for **Locations**. As you can see, this is already selected in the Search

For dropdown. Click the **Purpose of Search** dropdown.

The screenshot shows the 'Available Room and Resource Tool' interface. The 'Search Type' section has 'Search For' set to 'Locations' and 'Purpose of Search' set to 'Event', which is highlighted with a red box. Below this is the 'Meeting(s)' section with an 'Add Meeting(s)' button. The 'Filters' section has a 'Filter Options' button. The 'Search & Results' section has a search bar and a table with columns: Room, Capacity, RoomType, Equipment/Services, Quantity, and Category.

7. Click **Section**.

This close-up shows the 'Purpose of Search' dropdown menu. The options are 'Event' and 'Section'. The 'Section' option is highlighted with a red box.

8. Click **Add Meetings**.

The screenshot shows the 'Available Room and Resource Tool' interface. The 'Purpose of Search' dropdown is now set to 'Section'. The 'Add Meeting(s)' button in the 'Meeting(s)' section is highlighted with a red box.

9. Click **Recurring Meeting**.

10. The instructor has informed us that they are available MWF 2nd period, so select the **Start and End Times** for 2nd period. (8:30AM and 9:20AM, respectively.)

11. The Recurrence Pattern should be **Weekly**.

12. Select **Monday, Wednesday, and Friday**.

13. Enter **Start Date**, select the **End by** radio button, then enter the **End Date**. For this Fall 2019 example, the start date August 20 and the end date December 4 will be entered.

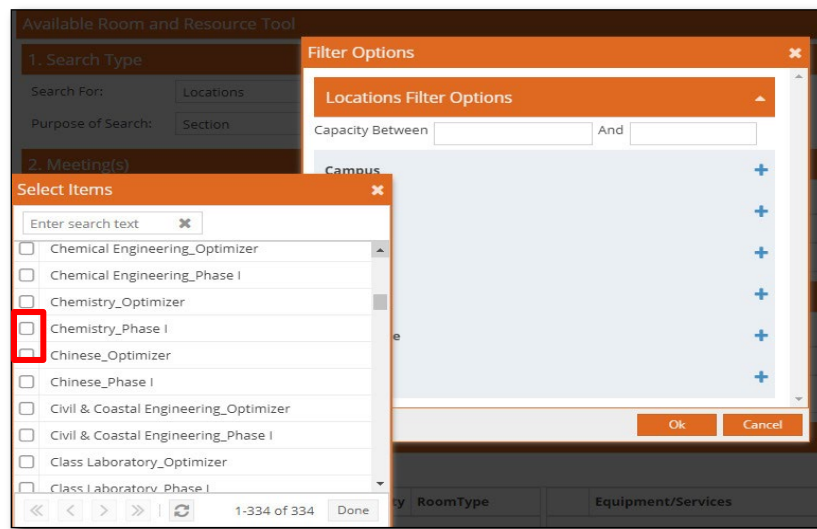
14. Click **Ok**.

15. Click **Filter Options**.

16. It is strongly recommended that you Filter by **Region**. If you do not filter by Region, the optimizer will show you every available room on campus, not just the rooms you have the ability to register for.

17. For this example, you are a Chemistry staff member, so you will scroll down and select **Chemistry_Phase I**. Additionally you will want to scroll down further and select **Registrar_Classrooms & Auditoria**. This will filter

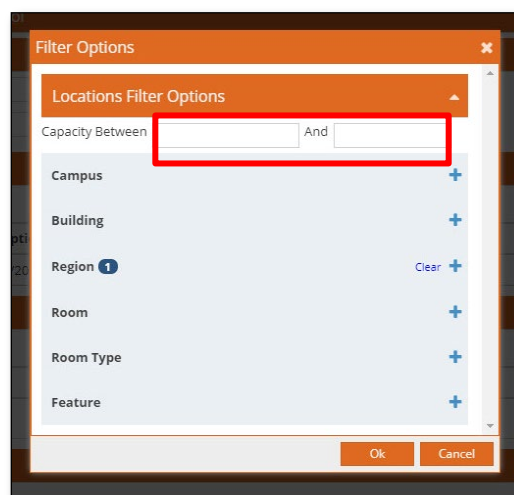
the rooms that are controlled by the Registrar's Office.



18. Click **Done**.



19. Enter the Capacity you would like to filter to in the **Capacity Between** text boxes. In this example, we want to set the room capacity to 35.



20. Now that the filters are set, click **Search**.

Home Calendars Academics Settings testaccount ?

2. Meeting(s)

+ Add Meeting(s)

Delete	Description
✖	Every 1 week(s) on MWF from 8/20/2019 - 12/4/2019

3. Filters

T Filter Options

	Field	Filter
	Region	Registrar_Optimizer
And	Capacity	Between 35 and 35

4. Search & Results

Q Search

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
No records					

21. A handful of available rooms appear based on the filters entered. We will use this information in **Campus Solutions**.

4. Search & Results

Q Search

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
Matherly Hall 0115 MAT 0115	35	Classroom			
Matherly Hall 0116 MAT 0116	35	Classroom			
Matherly Hall 0117 MAT 0117	35	Classroom			
Norman Hall 0184 NRN 0184	35	Classroom			
Norman Hall 0342 NRN 0342	35	Classroom			

No records

22. Next, you will open Campus Solutions in a new browser tab or window.

23. There are two methods in Campus Solutions that will allow us to change the scheduled room. The method that

this Instruction Guide walks through is in the **Schedule Class Meetings** page. The other method would be to go through the **Meetings** tab into the **Maintain Schedule of Classes** page.

Enter the **Search Criteria** for the course. For this example, the following will be entered:

Academic Institution: uflor

Term: 2198

Subject Area: chm

Catalog Nbr: 5235

Then click the **Search** button.

24. When the results of the Search appear, scroll down. Under **Meeting Pattern** you will notice the original Days and Time for the course (MWF, 5th Period).

25. To select a different Meeting Pattern, click the Pattern field **Finder** button.

Meeting Pattern
 Facility ID: R000001360
 Capacity: 75
 Pat: [Search Icon]
 LEI: 020207
 Topic ID: [Search Icon]

26. Click on the **Standard Meeting Pattern** dropdown.

Meetings
 BOE Technology Indicators
 Status: Incomplete
 Course Total %: 100
 Total Distance Learning %: 0
 Delivery Method Indicator: - (based on a meeting time weighted distance learning total of: 0%)
 Primary Tech Delivery: - 0%
 Secondary Tech Delivery: - 0%
 Tertiary Tech Delivery: - 0%
 Meeting Pattern
 Facility ID: R000001360
 Capacity: 75
 Pat: [Search Icon]
 LEI: 020207
 Meeting Time Information
 Meet Type: [Dropdown]
 % of Course: 100
 Instructors For Meeting Pattern
 Assignment: [Dropdown]
 Workload: [Dropdown]
 ID: [Search Icon]
 Name: [Search Icon]
 *Instructor Role: (Invalid Value)
 Print: [Checkmark]
 Access: [Dropdown]
 Contact: [Search Icon]
 Room Characteristics
 Personalize | Find | View All | First | 1 of 1 | Last

Look Up Pat

Academic Institution: UFLOR
 Academic Group: LAS
 Term Code Indicator: Fall
 Standard Meeting Pattern: begins with [Dropdown]
 Description: begins with [Dropdown]
 Look Up Clear Cancel Basic Lookup

27. Select **Contains**.

Look Up Pat
 Academic Institution: UFLOR
 Academic Group: LAS
 Term Code Indicator: Fall
 Standard Meeting Pattern: begins with [Dropdown]
 Description: begins with [Dropdown]
 Look Up Clear Cancel Basic Lookup

contains
 not =
 <
 <=
 >
 >=
 between
 in

28. Enter **MWF** for Monday, Wednesday, and Friday.

Look Up Pat

Academic Institution: UFLO
Academic Group: LAS
Term Code Indicator: Fall
Standard Meeting Pattern: contains []
Description: begins with []

Look Up Clear Cancel Basic Lookup

29. Click **Look Up**.

Look Up Pat

Academic Institution: UFLO
Academic Group: LAS
Term Code Indicator: Fall
Standard Meeting Pattern: contains mwf
Description: begins with []

Look Up Clear Cancel Basic Lookup

30. All standard MWF class times for Fall/Spring will appear. Click on 2nd period, represented by **MWF2**.

Standard Meeting Pattern: contains MWF
Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Standard Meeting Pattern	Description
MWF1	FS MWF 1 7:25a-8:15a
MWF2	FS MWF 2 8:30a-9:20a
MWF3	FS MWF 3 9:35a-10:25a
MWF4	FS MWF 4 10:40a-11:30a
MWF5	FS MWF 5 11:45a-12:35p

31. Scroll down and click **Save**.

Meetings

Facility ID: [Search] Capacity: 75 Pat: MWF2 Mtg Start: 8:30AM Mtg End: 9:20AM M: [X] T: [] W: [X] T: [] F: [X] S: [] S: [] *Start/End Date: 08/20/2019 to 12/04/2019

LEI: 020207 Topic ID: [Search] Free Format Topic: ORGANIC SPECTROSCOPY

☐ Print Topic On Transcript [Contact Hours](#) [Combined Section](#)

Meeting Time Information

Meet Type: [Dropdown] Tech Indicator(s): [Dropdown] Tech Percentage(s): [0]

% of Course: 100 Primary: [Dropdown] Secondary: [Dropdown] Tertiary: [Dropdown]

Meet Time Total %: 0

Instructors For Meeting Pattern [Personalize](#) [Find](#) [View All](#) [First](#) 1 of 1 [Last](#)

[Assignment](#) [Workload](#) [\[Icon\]](#)

ID	Name	*Instructor Role	Print	Access	Contact
[Search]		(Invalid Value)	<input checked="" type="checkbox"/>	[Dropdown]	[+/-]

Room Characteristics [Personalize](#) [Find](#) [View All](#) [First](#) 1 of 1 [Last](#)

*Room Characteristic	*Quantity
[Search]	1 [+/-]

Academic Shift [Personalize](#) [Find](#) [View All](#) [First](#) 1 of 1 [Last](#)

Academic Shift
[Search]

Save [Return to Search](#) [Notify](#)

[Meetings](#) [Enrollment Cntrl](#) [Exam](#)

32. Your changes have been saved in Campus Solutions. It will take up to 5 minutes for your changes to appear in Astra.

Meetings [Enrollment Cntrl](#) [Exam](#)

Course ID: 010804 Course Offering Nbr: 1

Academic Institution: University of Florida

Term: Fall 2019 Graduate

Subject Area: CHM Chemistry

Catalog Nbr: 5235 Organic Spectroscopy

Class Sections

Session 1 Regular Academic Session Class Nbr 11075

Class Section 5683 Component Lecture Event ID

Associated Class 1 Units 3.00 [Associated Class Attributes](#)

Section Information

Anticipated Location: [Dropdown]

Meeting Types Utilized: [Dropdown]

Online: ☐ "Live" Session ☐ Online Proctored Exam

Require a Physical Presence

No Physical Presence Required: ☐

UF Main Campus: ☐ Class ☐ Exam ☐ Other

UF Offsite Facility: ☐ Class ☐ Exam ☐ Other

Third Party Sites: ☐ Class ☐ Exam ☐ Other

BOE Technology Indicators

Status: Incomplete Course Total %: 100 Total Distance Learning %: 0

Delivery Method Indicator: - (based on a meeting time weighted distance learning total of: 0%)

Primary Tech Delivery: -- 0%

Secondary Tech Delivery: -- 0%

Tertiary Tech Delivery: -- 0%

33. Navigate back to Astra.

34. After navigating through the **Academics > Sections** tab, set the proper filters in the lefthand column, and select

the correct **Section**.

Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room
CHM 5235/5683 LEC	MWF	08/20/2019	12/04/2019	08:30 AM	09:20 AM	

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

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	08:30 AM	09:20 AM	MW-	08/20/2019	12/04/2019		Unassigned	

36. The search will automatically start and show the results. These results should be similar to the previous available room search you completed in Astra during phase 1B. Select the **room** you want from the list.

Room	Score	Availability
LAR 0310	94	Available
DEV 0430	94	Available
CSE E119	85	Available
NRN 0137	60	Available

37. 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.

NOTE: It is important to click **Save and Close**. Clicking **Save and Close** is how changes are sent back to Campus Solutions.

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 1 Clear +

Building +

Room +

Region +

Room Type +

Room	Score	CHM 5235 5683 (LEC)
I AR 0310	94	8/20/2019-12/4/2019 MWF 8:30-9:20am Enrollment: 0 Selected
PSY 0130	91	Available
CSE E119	85	Available
NRN 0137	60	Available

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OK Cancel