ASTRA: PHASE 2 - POST-OPTIMIZATION FINDING A ROOM

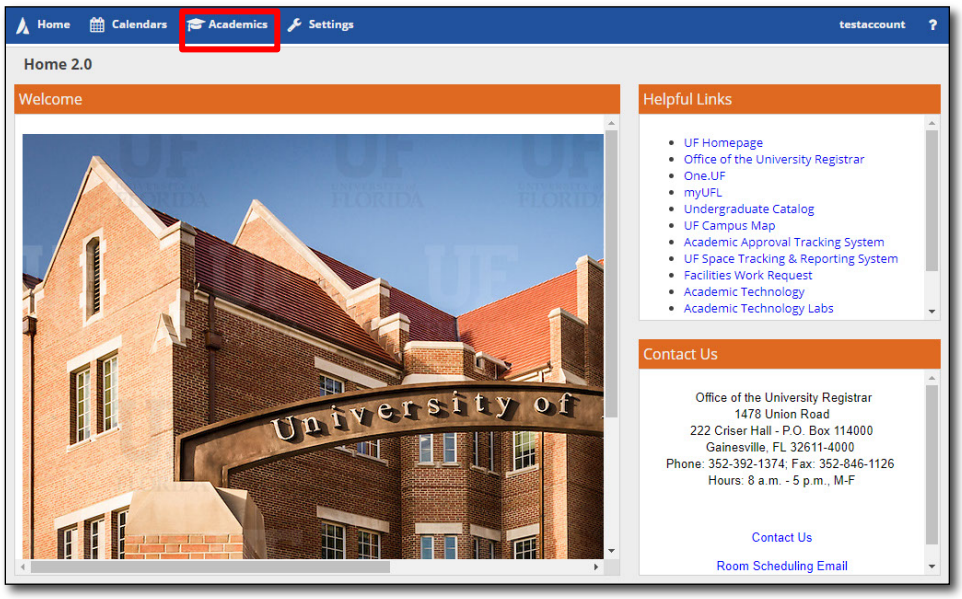
The following instructions will walk you through the process of finding a room after optimization in Astra.

NAVIGATION

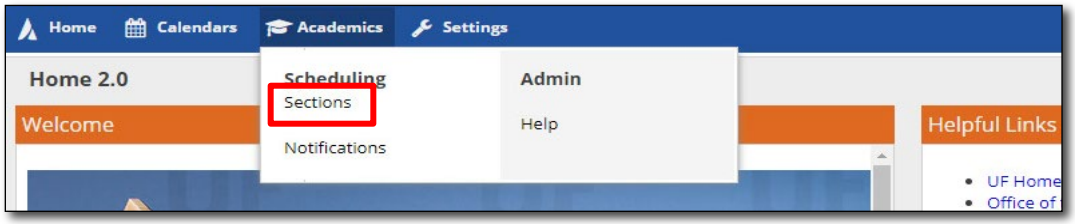
Login into myUFL and navigate to:

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.

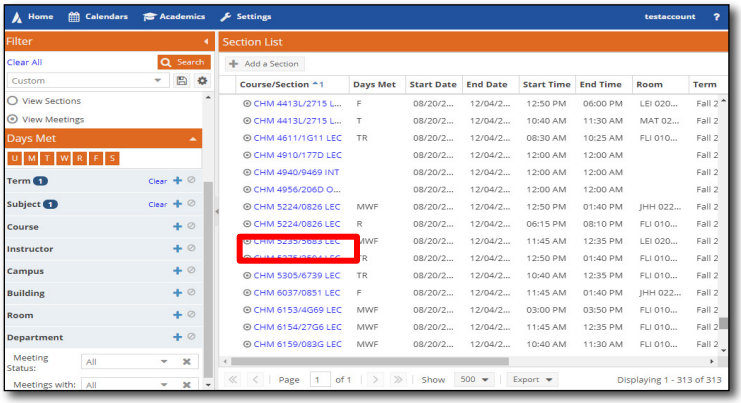


2. Click **Sections** under the Scheduling column.

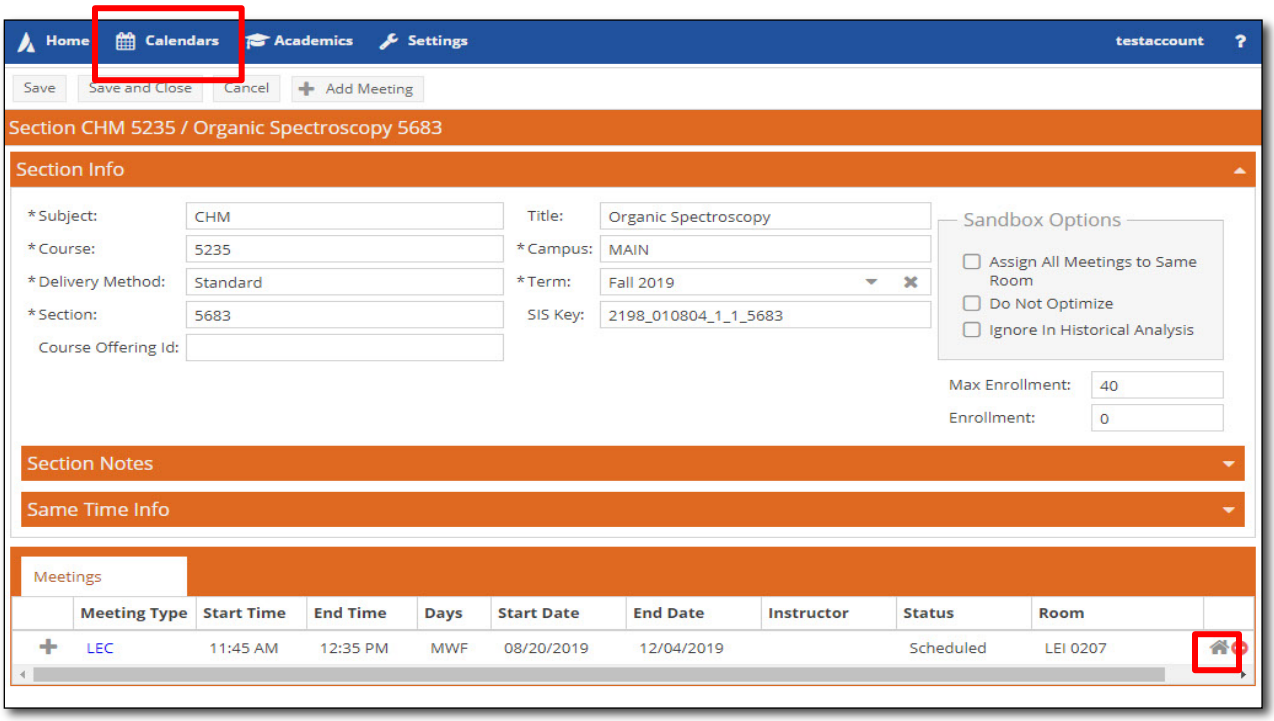


3. Use the Search filters to find your course, then click on your desired Course Section link. For this example, the

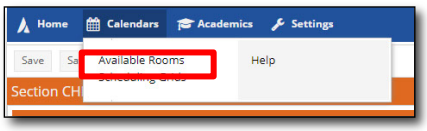
selected option is **CHM 5235/5683 LEC**.



4. 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.

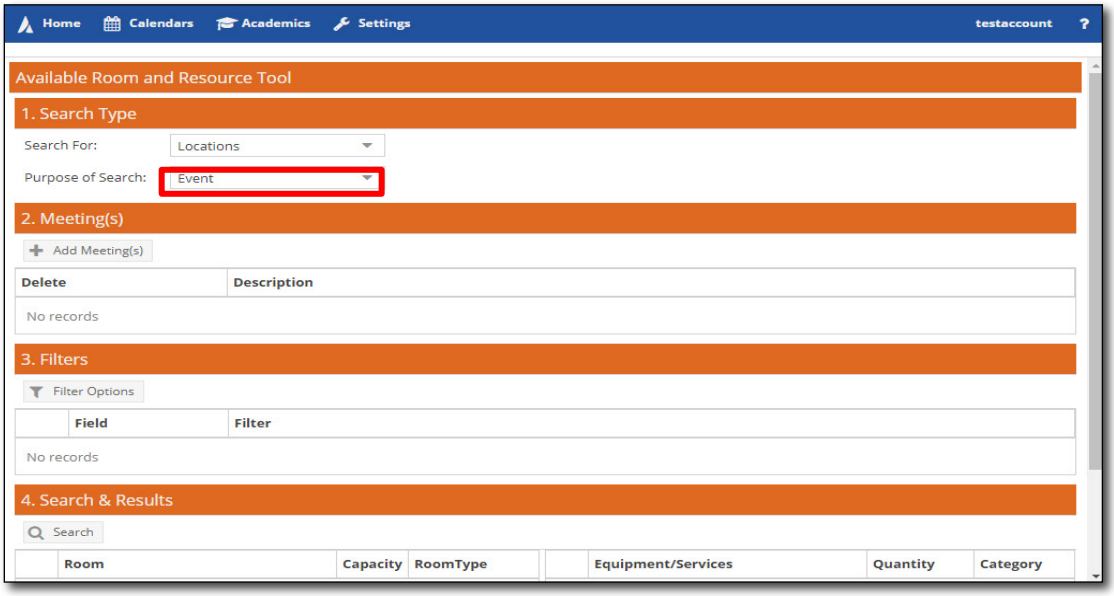


5. Click **Available Rooms**.

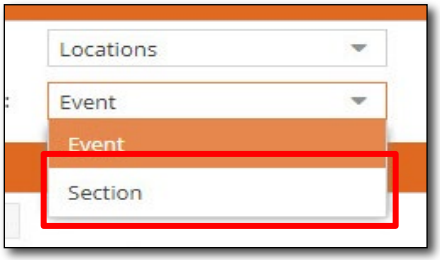


6. Using the Search tool, we are going to search for **Locations**. As you can see, this is already selected in the Search

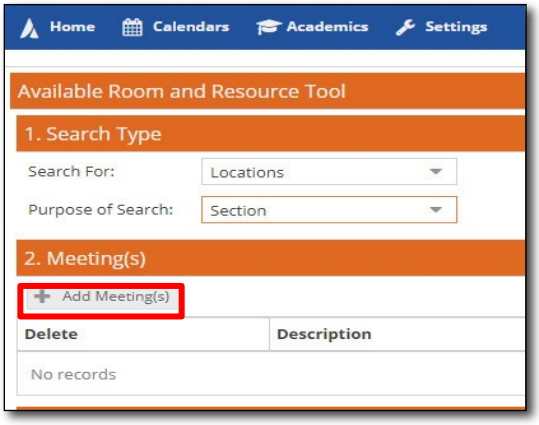
For dropdown. Click the **Purpose of Search** dropdown.



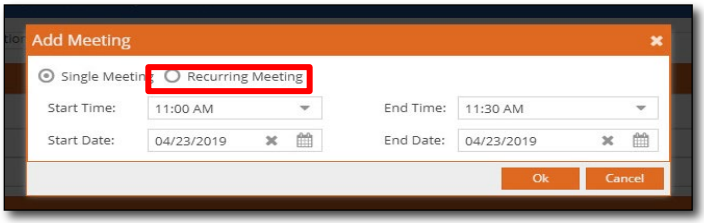
7. Click **Section**.



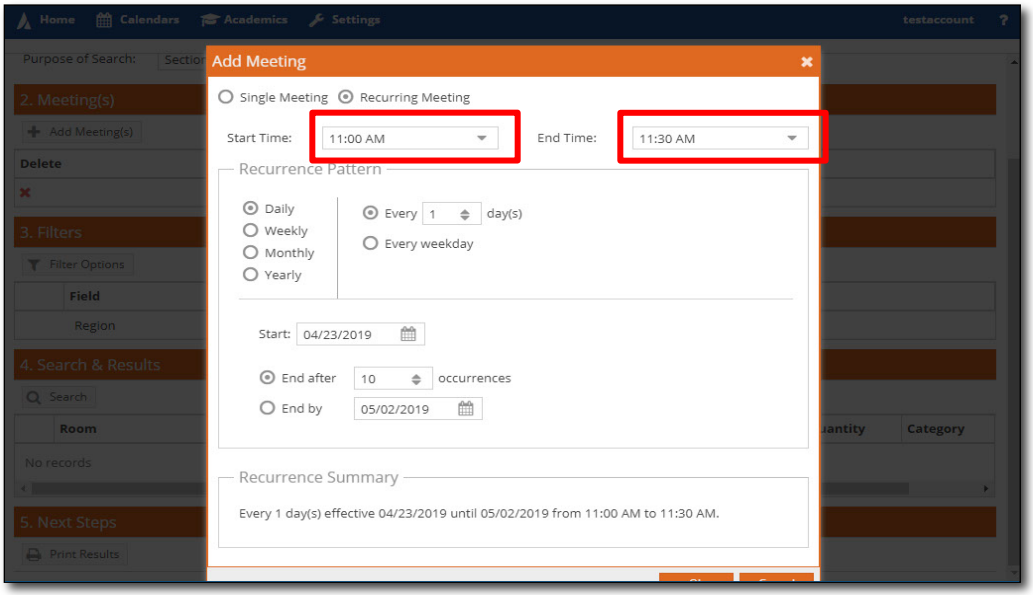
8. Click **Add Meetings**.



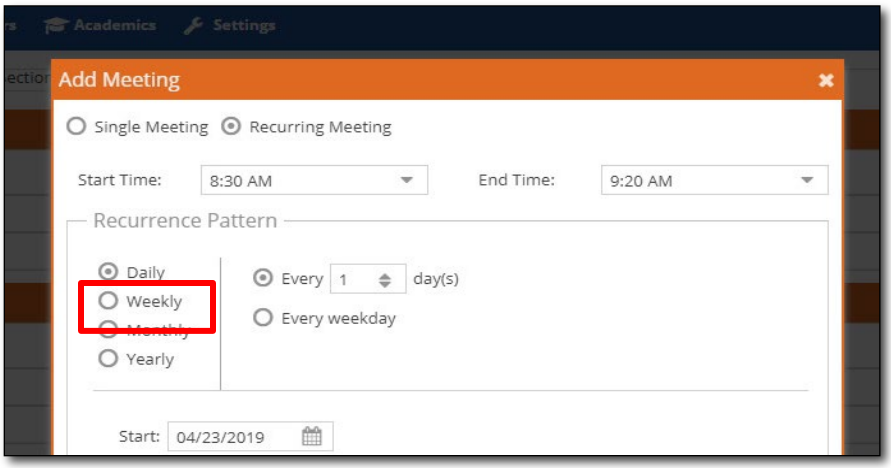
9. Click **Recurring Meeting**.



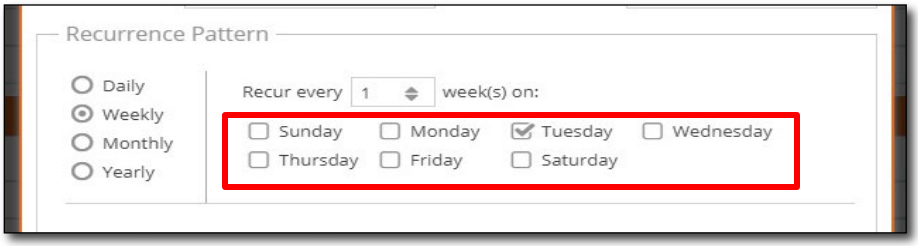
10. The instructor has informed us that they are available MWF 2nd period, so select the **Start and End Times** for 2nd period. (8:30AM and 9:20AM, respectively.)



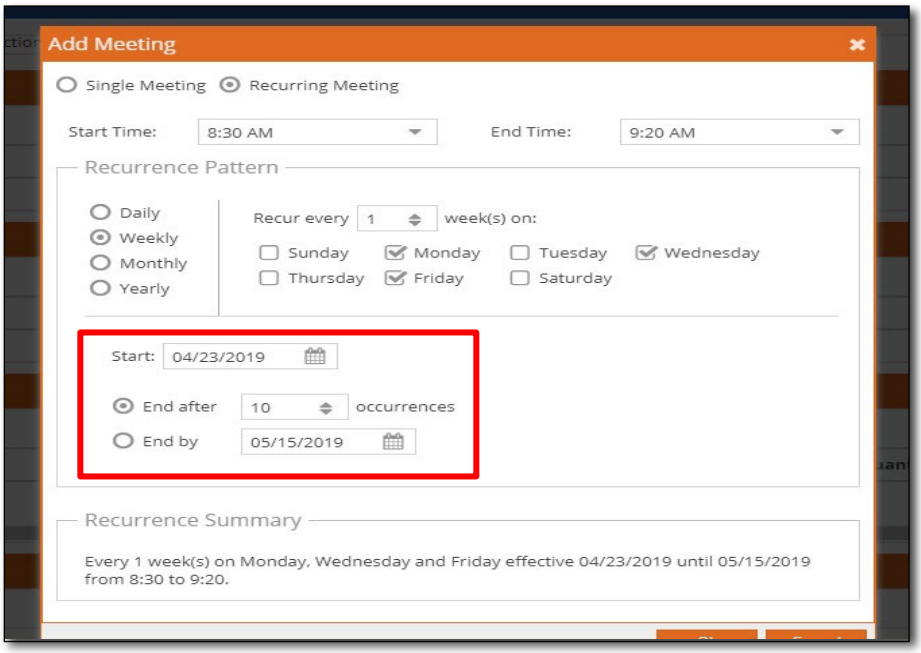
11. The Recurrence Pattern should be **Weekly**.



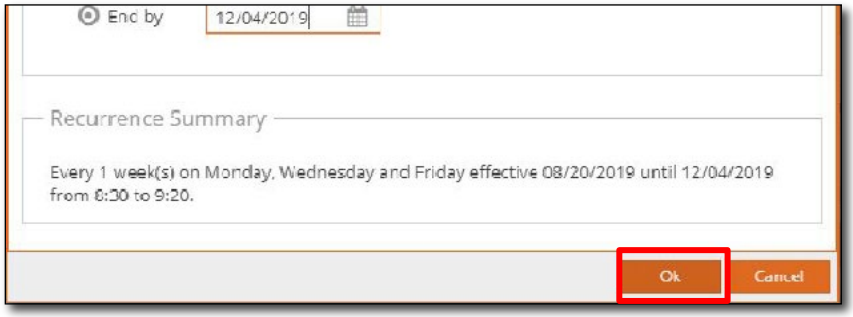
12. Select **Monday**, **Wednesday**, and **Friday**.



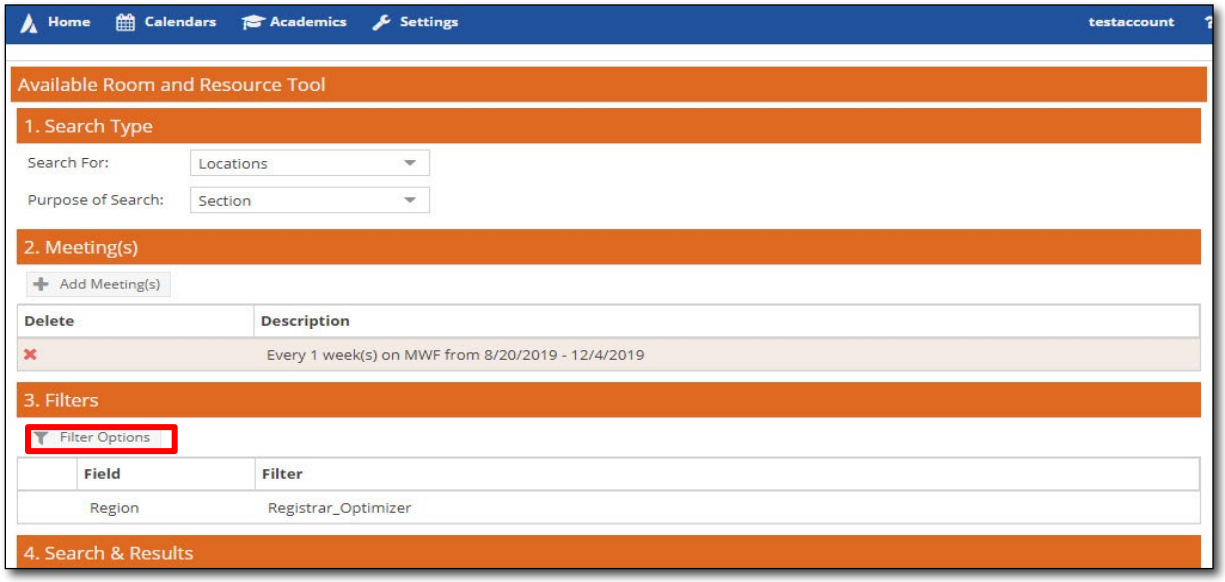
13. Enter **Start Date**, select the **End by** radio button, then enter the **End Date**. For this Fall 2019 example, the start date August 20 and the end date December 4 will be entered.



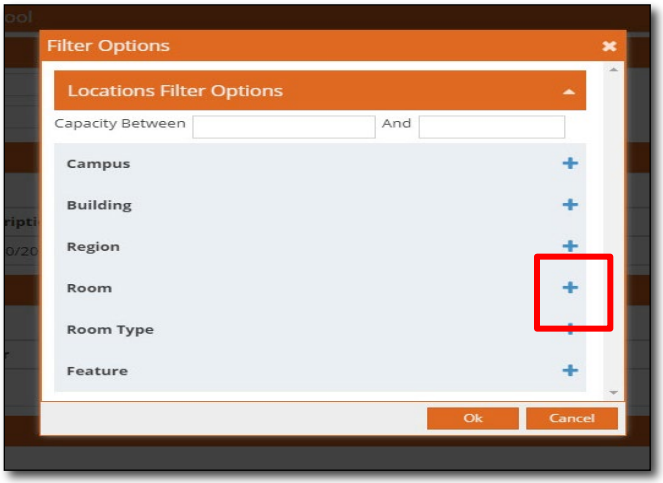
14. Click **Ok**.



15. Click **Filter Options**.

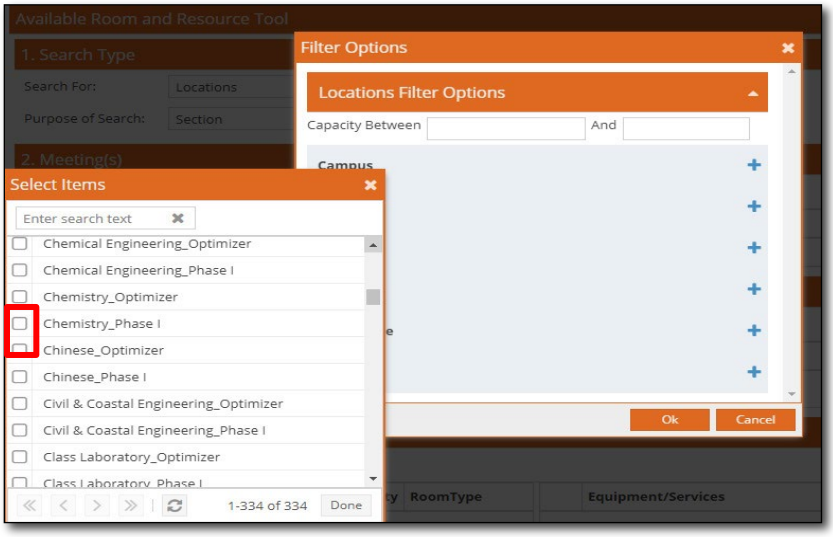


16. It is strongly recommended that you Filter by **Region**. If you do not filter by Region, the optimizer will show you every available room on campus, not just the rooms you have the ability to register for.



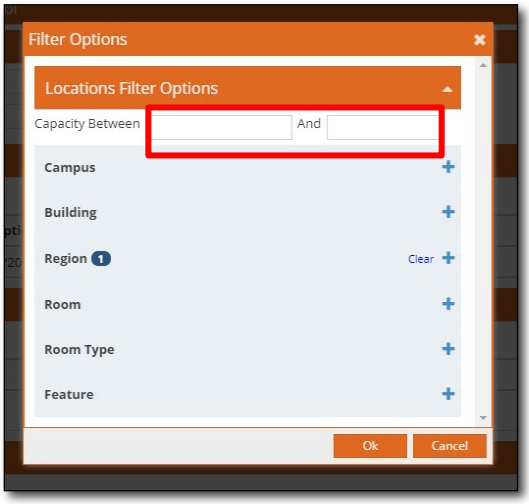
17. For this example, you are a Chemistry staff member, so you will scroll down and select **Chemistry_Phase I**. Additionally you will want to scroll down further and select **Registrar_Classrooms & Auditioria**. This will filter

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

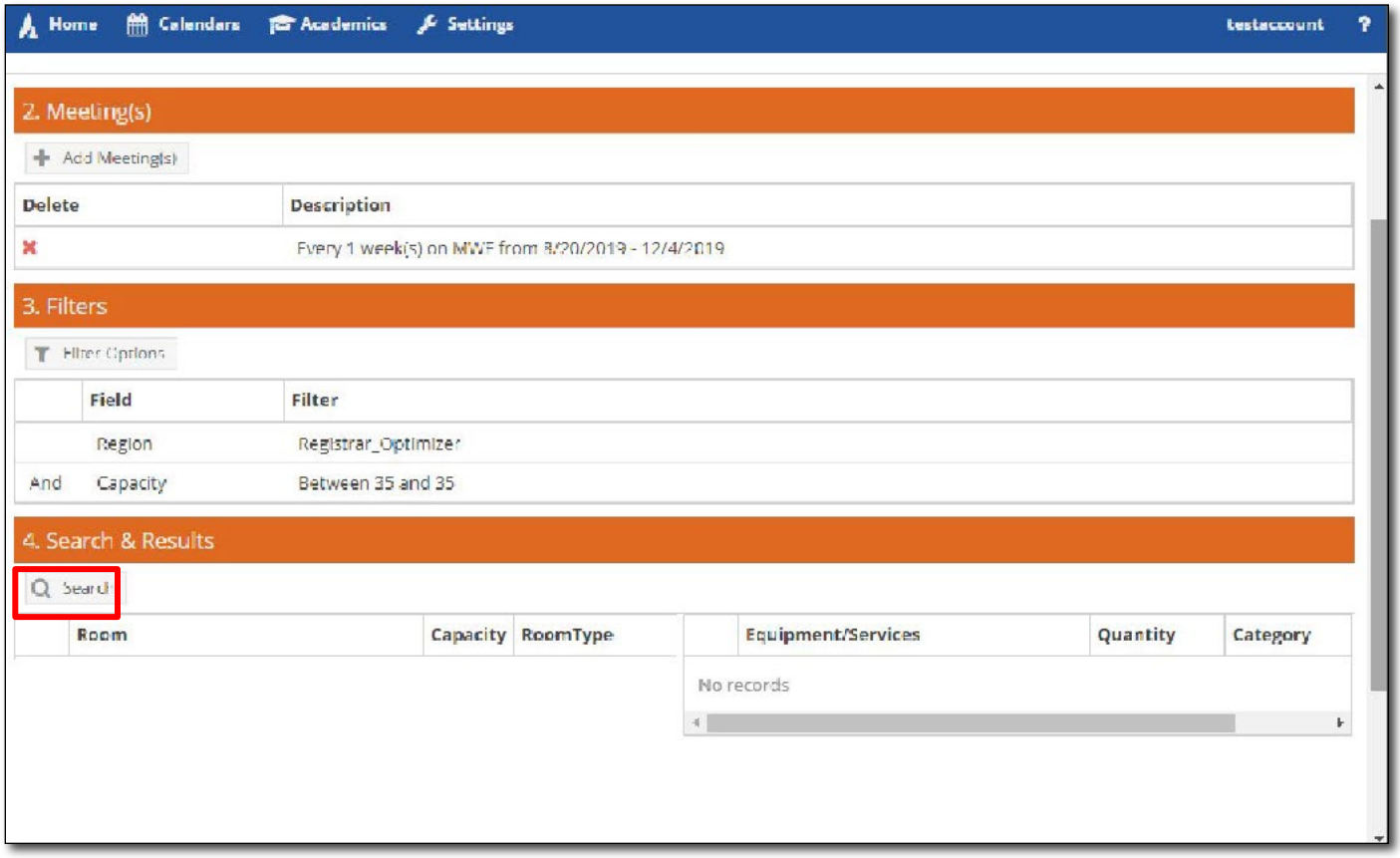


18. Click **Done**.

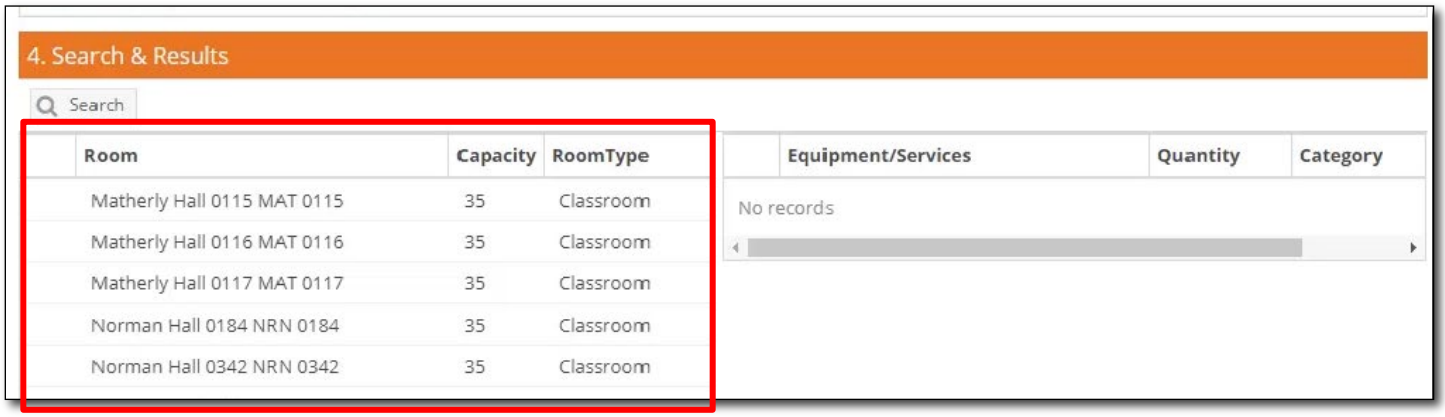
19. Enter the Capacity you would like to filter to in the **Capacity Between** text boxes. In this example, we want to set the room capacity to 35.



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



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



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:

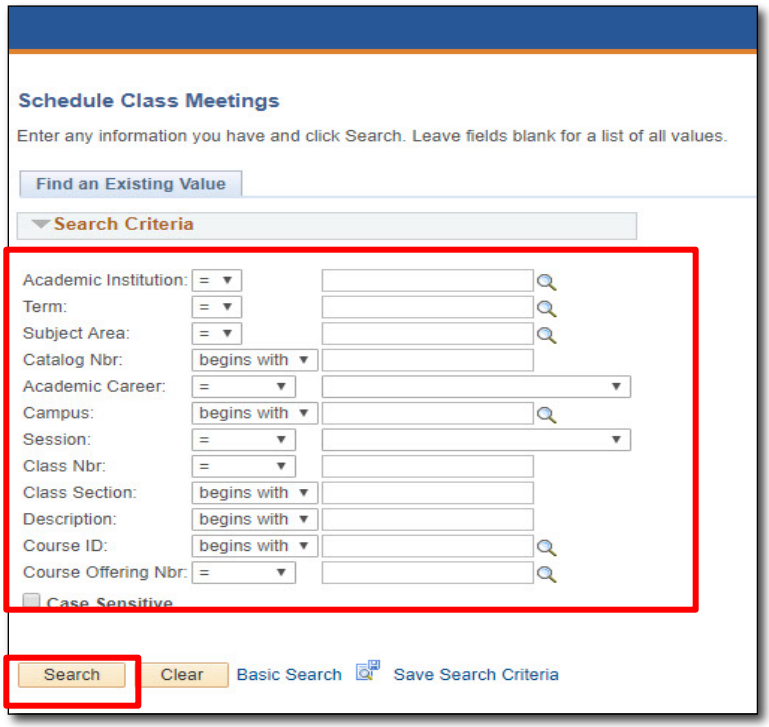
Academic Institution: uflor

Term: 2198

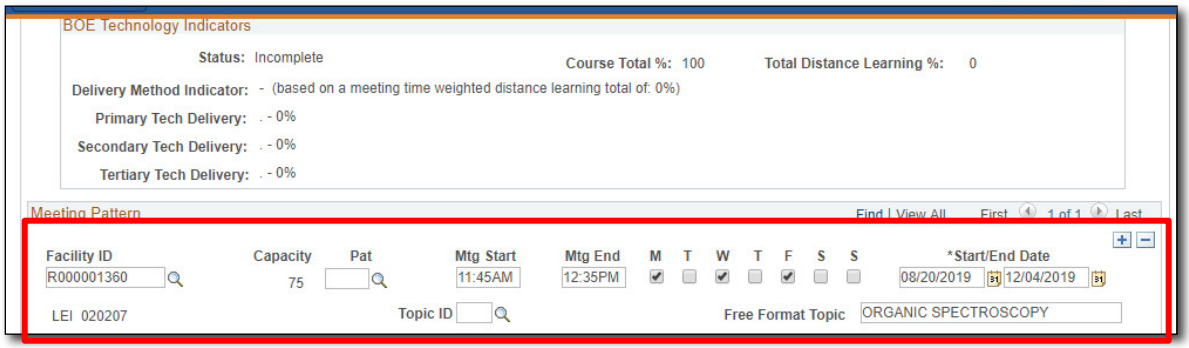
Subject Area: chm

Catalog Nbr: 5235

Then click the **Search** button.

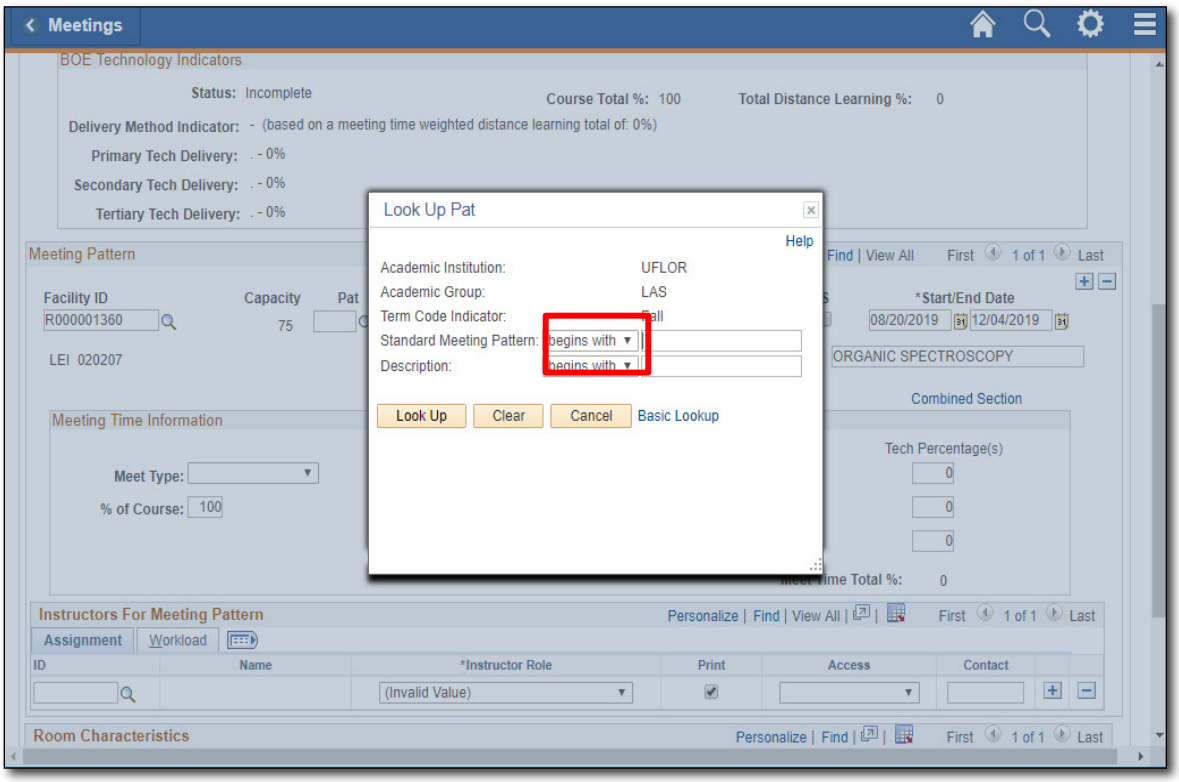


24. When the results of the Search appear, scroll down. Under **Meeting Pattern** you will notice the original Days and Time for the course (MWF, 5th Period).

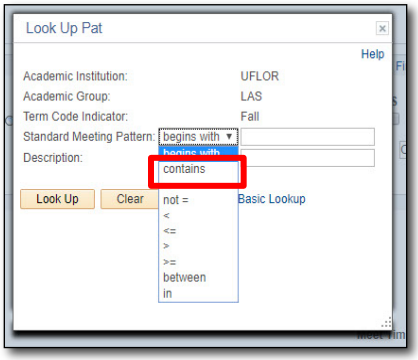


25. To select a different Meeting Pattern, click the Pattern field **Finder** button.

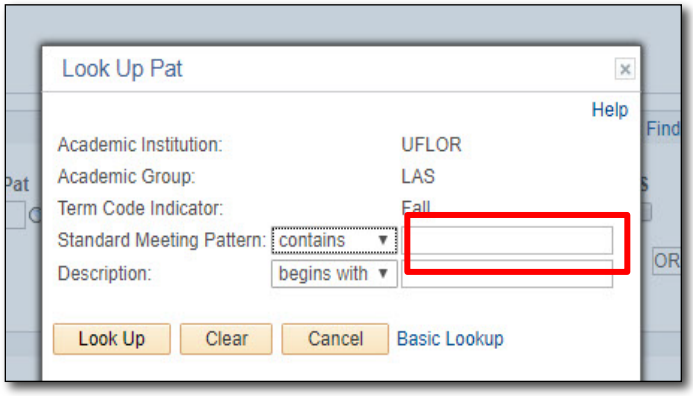
26. Click on the **Standard Meeting Pattern** dropdown.



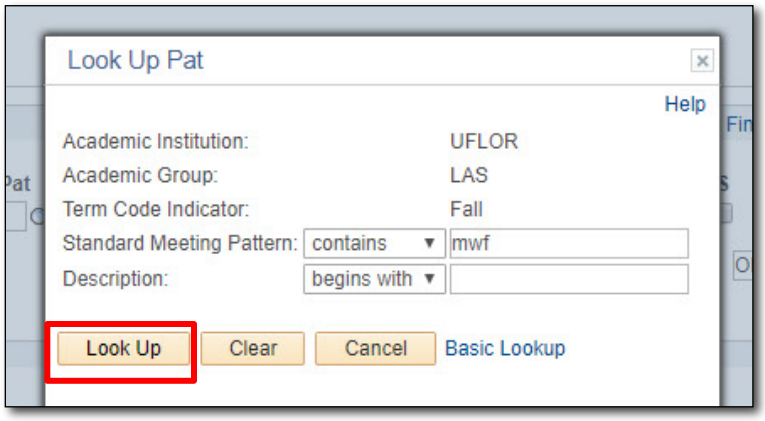
27. Select **Contains**.



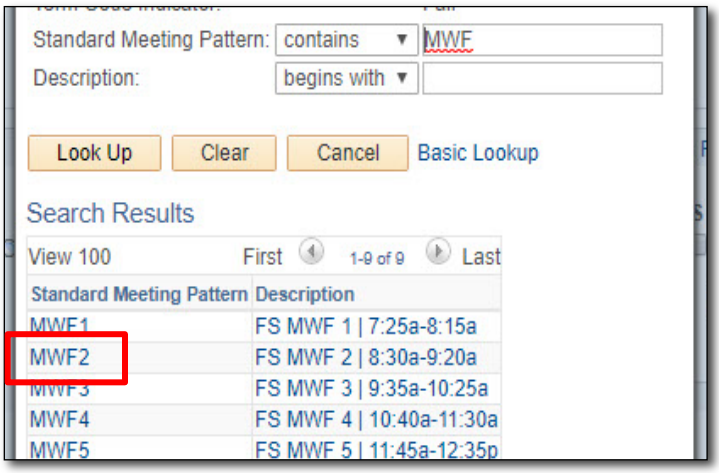
28. Enter **MWF** for Monday, Wednesday, and Friday.



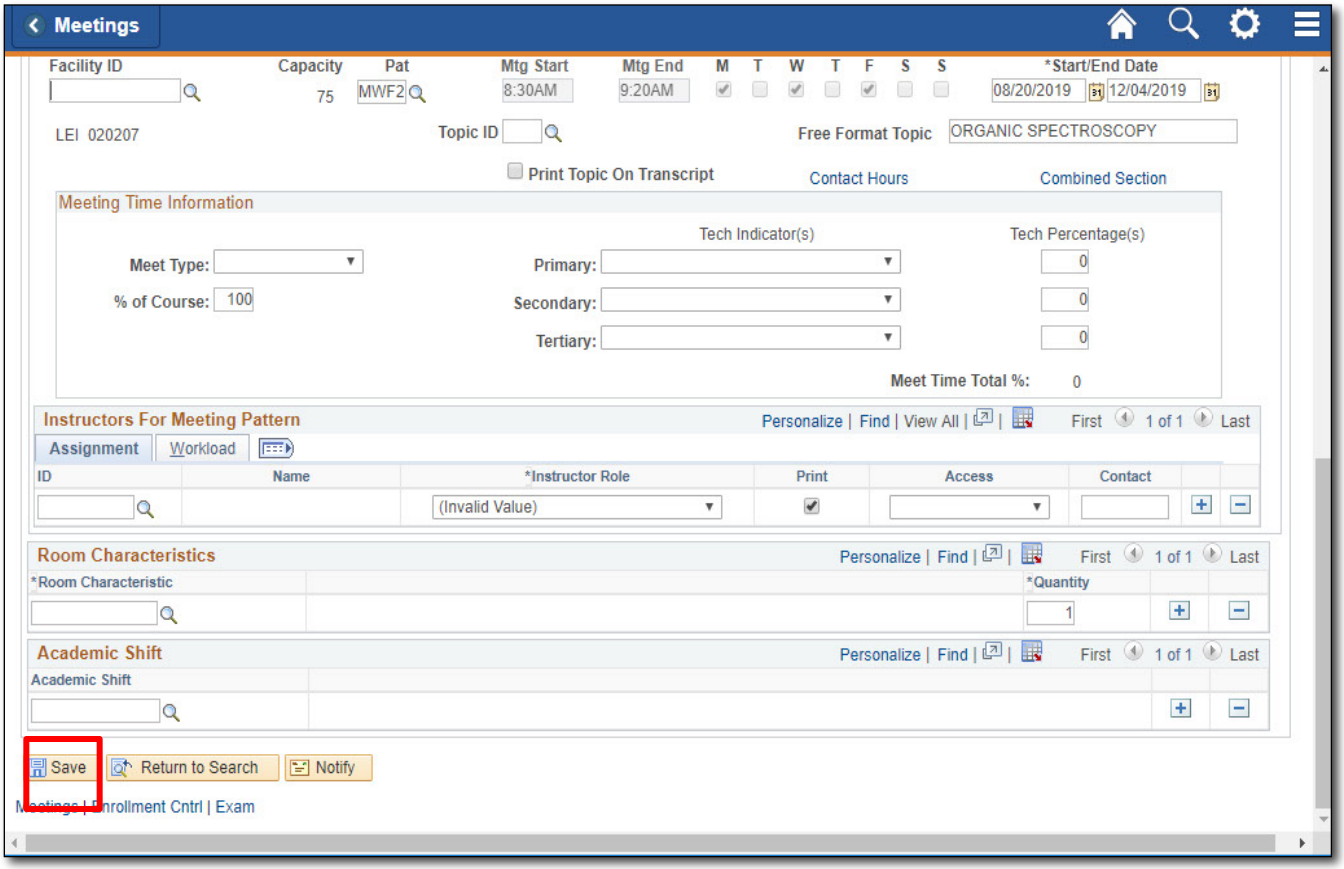
29. Click **Look Up**.



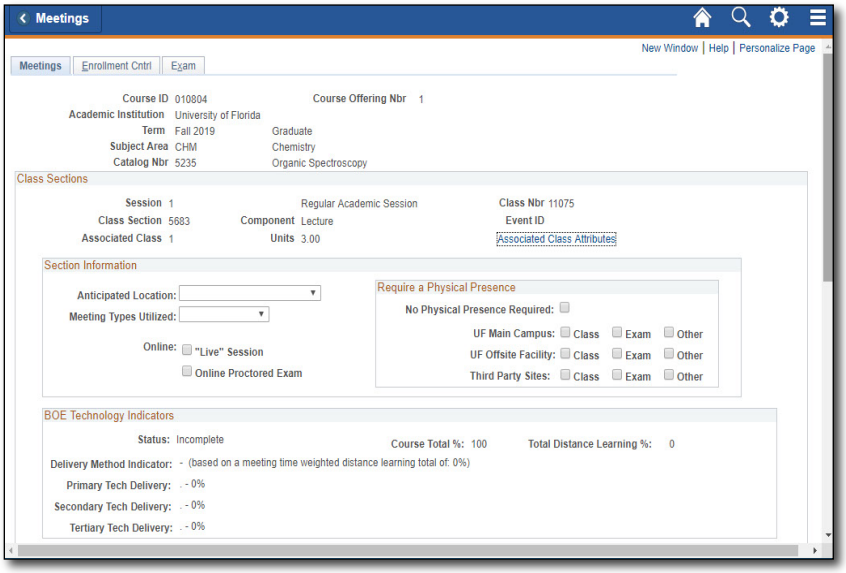
30. All standard MWF class times for Fall/Spring will appear. Click on 2nd period, represented by **MWF2**.



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

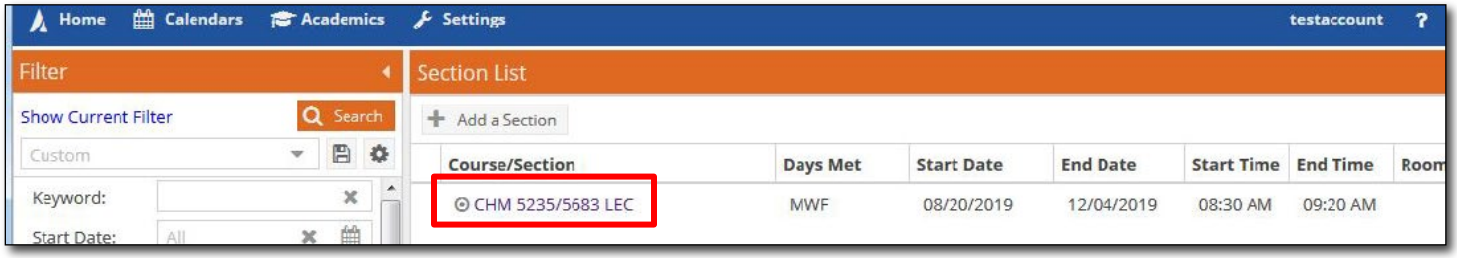


32. Your changes have been saved in Campus Solutions. It will take up to 5 minutes for your changes to appear in Astra.

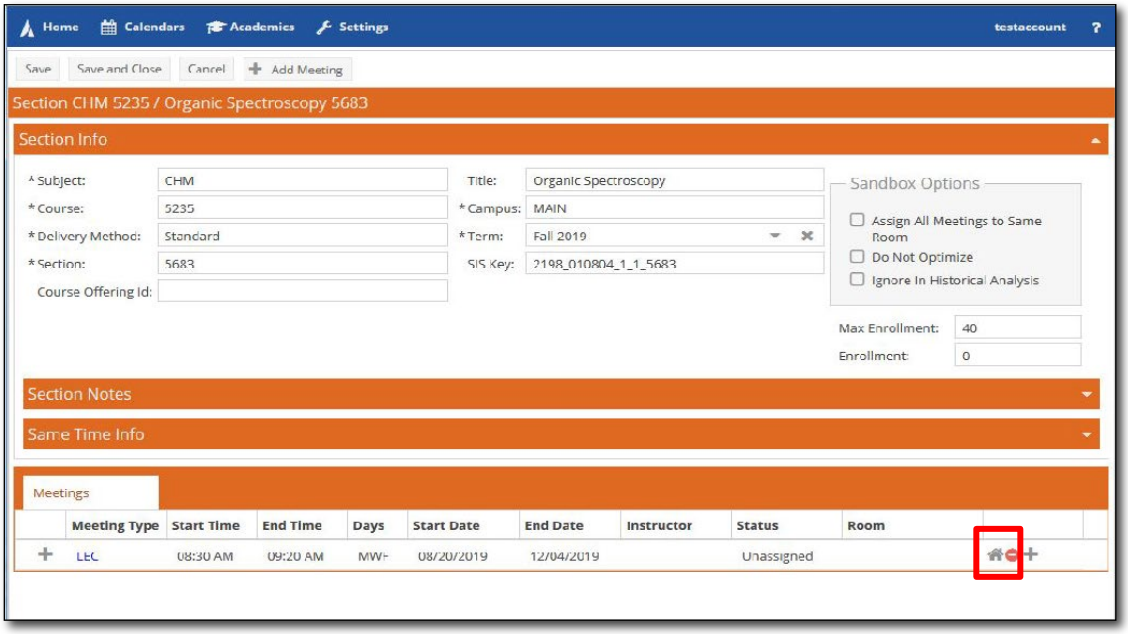


33. Navigate back to Astra.
34. After navigating through the **Academics > Sections** tab, set the proper filters in the lefthand column, and select

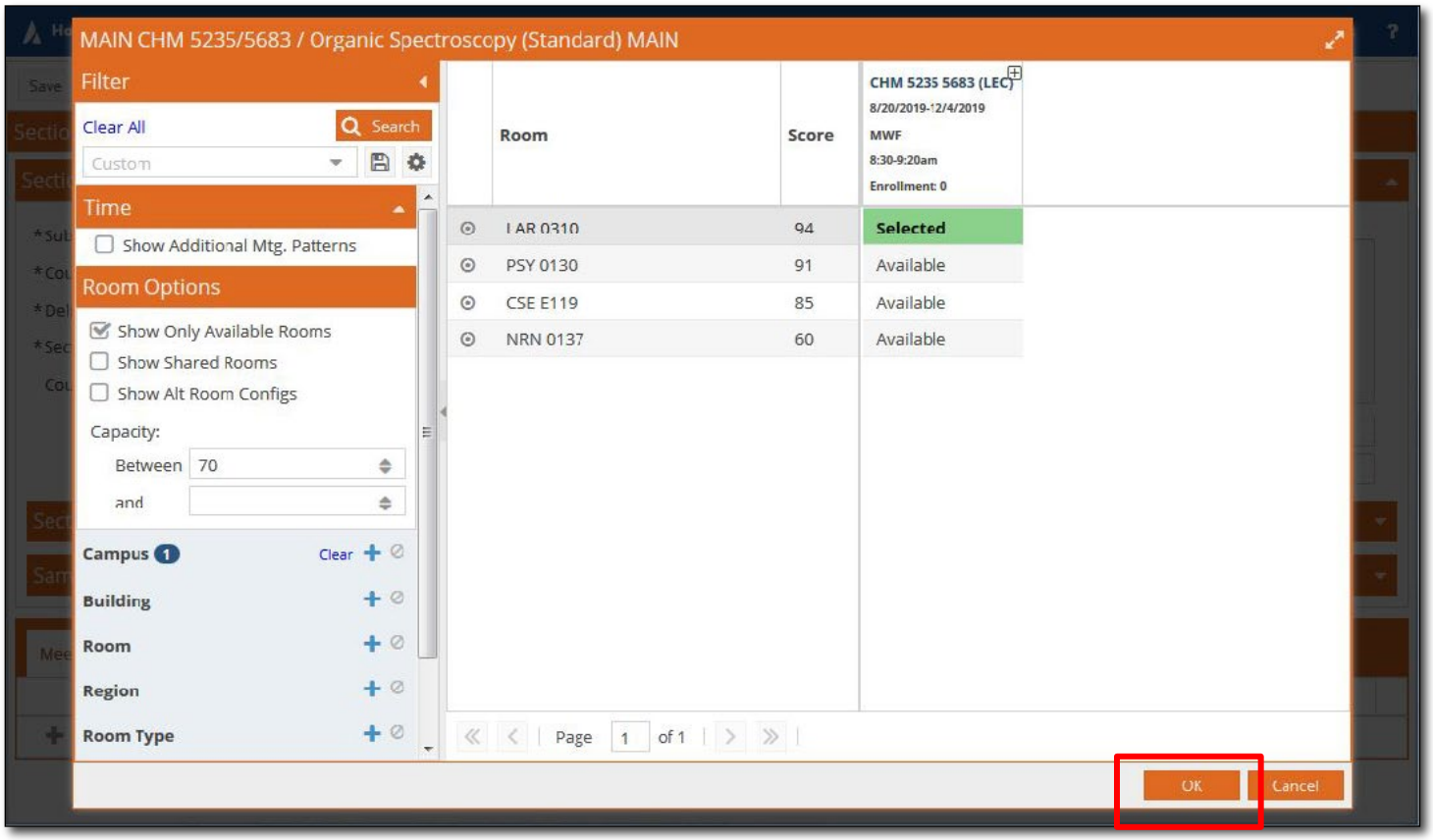
the correct **Section**.



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



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.

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.