



Changing a Room on a Section with Multiple Rooms

1. Click on the Day/Time in the Schedule section.

| | | |
|-------------------|----------------|---|
| Instructor | Room | Schedule |
| C (700) | Multiple Rooms |  MW 2pm-2:50pm  |

2. On the Schedule window, click “Meetings” button in lower left-hand corner. This will bring up an area that shows you each meeting assigned to that course.

| | | | | | |
|---|--|--|--|--|--|
| 7pm | | | | | |
|    | | | | | |

3. Click the pencil icon of the meeting that you want to make changes on.

| Pattern | Room | Dates | |
|------------------|--------------------------|--------------------------|---|
| A. MW 2pm-2:50pm | H 207 - Houston Hall 207 | Using Part of Term Dates |  |
| B. Does Not Meet | WEB - WEB | Using Part of Term Dates |  |

4. On the Meeting Details pop-up, select “General Assignment Room” from the drop-down list.

Meeting Details

Pattern

MW 2pm-2:50pm

Room

H 207 - Houston Hall 207

Dates

Houston Hall 207

EB

EH 130 - Escalante Hall 130 (40)

EH 257 - Escalante Hall 257 (40)

General Assignment Room

High School - Central (500)

High School - Delta (50)

High School - Fruita (500)

5. Click “Accept” button on Meeting Details.

Meeting Details

Pattern


MW 2pm-2:50pm


Room

General Assignment Room




Dates

8/17/2020 to 12/10/2020 (Full Term)





6. Click the “X” button to close the Meetings panel.

| Pattern | Room | Dates | |
|------------------|-------------------------|--------------------------|---|
| A. MW 2pm-2:50pm | General Assignment Room | Using Part of Term Dates |  |
| B. Does Not Meet | WEB - WEB | Using Part of Term Dates |   |

7. Click “Accept” on the bottom right-hand side of the Schedule page to save Schedule changes.

| | | | | | |
|-----|--|--|--|--|--|
| 7pm | | | | | |
| | | | | | |

 Meetings Cancel Accept

8. You can select a Room Attribute if applicable in the Rooms section (i.e. Special Request if you want a specific room, ADA Accommodations, Computer Lab, etc.)

9. Add any comments if necessary.

10. Save