Changing a Room on a Section with Multiple Rooms

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

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.

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

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

5. Click "Accept" button on Meeting Details.

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