

1. After CCS/Astra Academics training, **submit** the Astra Schedule Access Request Form (ARF) at www.classroom.umn.edu/astra/training.html
2. **Access** Astra Schedule through the Office of Classroom Management web page, www.classroom.umn.edu/astra/ or directly at z.umn.edu/astra
3. **Login** with your Internet ID and password in the upper right corner.
4. Select the **Academics** tab, then **Sections**.
5. Use the **Filter** column on the left to find your classes
 - Usually filter by Term, Subject(s), and Campus
 - Select a Meeting Status of Unassigned to view classes without rooms
 - Click the Search button, at the bottom of the filter criteria list.

To filter by Term, Subject, and Campus

Select Unassigned to view those without rooms

To add or change a meeting's room assignment

TIP
Click on column headers to sort

6. To **add or change** a class meeting's room assignment, click the *pencil* icon next to the Course/Section.

7. Click on the assign room  icon to assign a room.



Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Room
LEC	11:15 AM	12:30 PM	TR	01/20/2015	05/8/2015	Bian, Yanjie	203 210

TIP

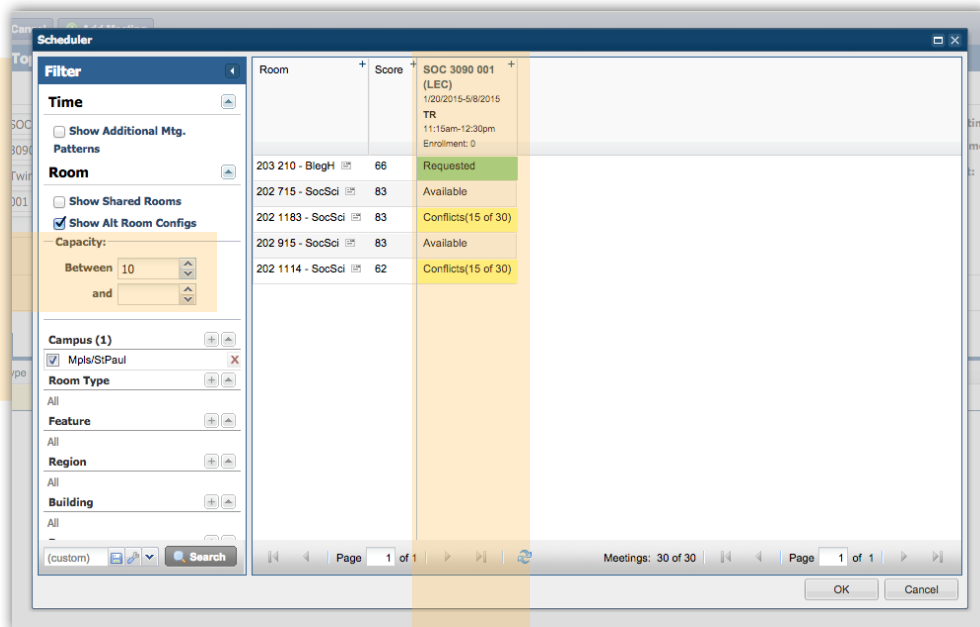
Classes must have a meeting pattern in CCS before a room can be assigned.



8. From the pop-up window, select a room by clicking on the appropriate **Available** box, then click **OK**.

TIP

Class enrollment capacity will default into the Capacity filter and limit the rooms displayed to those large enough to accommodate the class size.



Room	Score	SOC 3090 001 (LEC)
203 210 - BlegH	66	1/20/2015-5/8/2015 TR 11:15am-12:30pm Enrollment: 0
202 715 - SocSci	83	Available
202 1183 - SocSci	83	Conflicts(15 of 30)
202 915 - SocSci	83	Available
202 1114 - SocSci	62	Conflicts(15 of 30)

Click on appropriate Available box

IMPORTANT REMINDERS

- Do not edit any other class data, including meeting patterns in Astra. This must be done in CCS.
- Departmental rooms should be assigned during the CCS initial build. Updates may be made during the emergent changes period.

9. Back on the Sections page, click the **Save** button, in the upper left corner. The room assignment will appear in CCS within seconds.

10. To return to your Sections list click the **Sections** link, beneath the Astra Home tab.