

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

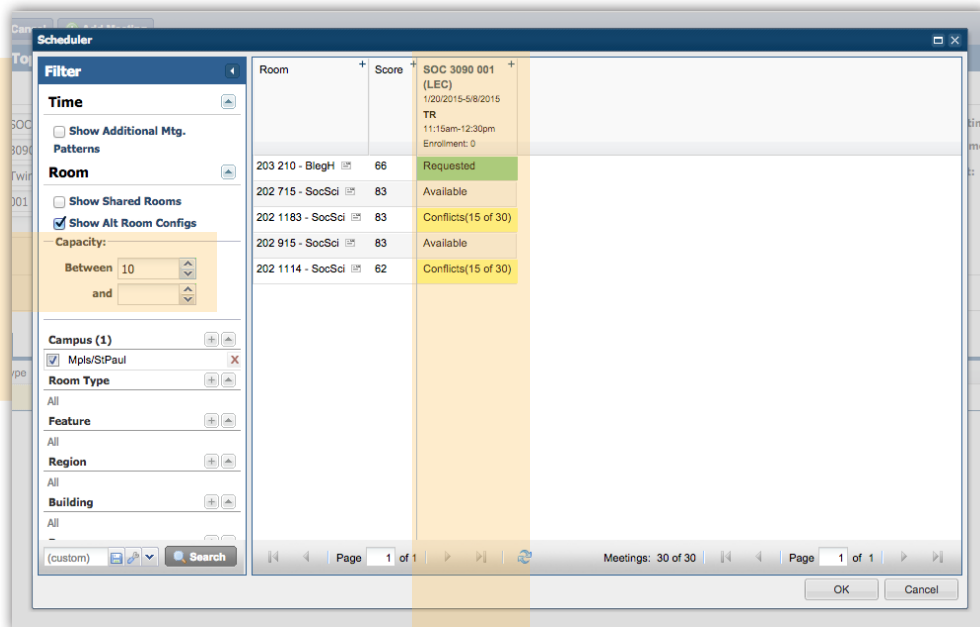
Classes must have a meeting pattern in CCS before a room can be assigned.



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	Status
203 210 - BlegH	66	Requested
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.