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/](http://www.classroom.umn.edu/astra/) or directly at [z.umn.edu/astra](http://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.

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.

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.

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

   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.

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