

Using Room Seek Function in CLSS

1. Open section in CLSS
2. Locate Room field in the section editor
3. Click on the 25Live Room Seek icon

Room 

Gore Hall Room 310 (20) ▼

- a. If you wish to search for rooms with specific characteristics, change the Room to General Assignment Room from the drop down. Then use the pencil icon next to 'Room Characteristics' to choose your room characteristics. Click the green 'Accept' button after adding your characteristics. Then click the 25Live Room Seek icon.

Room 

General Assignment Room ▼

Room Characteristics 

None Selected

4. Once you click the 25Live Room Seek icon, it will open another window and begin loading Available rooms that meet all criteria. At the top, highlighted in gray, will be all of the data points CLSS uses for its space search. You will need to wait for all rooms to load before making a selection. You can sort the list by 'Room' or 'Capacity' by using the arrows to the right of each title.

Available, Meets All Criteria Available, Criteria Not Met Not Available

Room ▼ Capacity ▲

Select McDowell Hall Room 111 20

5. Room Seek will also load rooms that are available that do not meet criteria. These could be rooms that do not have the chosen characteristics you picked, or are smaller than the cap on your course.
 - a. You can select a smaller room from the Room Seek options, and then lower your enrollment cap in the section editor after.

6. If you find a room that you would like, click the green 'Select' button to the left of the room choice.

Available, Meets All Criteria Available,

Room ▲

Select	McDowell Hall Room 101
Select	McDowell Hall Room 102
Select	McDowell Hall Room 104
Select	McDowell Hall Room 106
Select	McDowell Hall Room 111

7. You will be brought back to the section editor screen, where you can click the green 'Save' button on the bottom right.
8. Room Seek changes will require Registrar's Office review and approval, so these will go to workflow.
 - a. While in workflow, your room change will not be saved in UDSIS or 25Live, and will not show in Courses Search or student schedules. If the Registrar's Office approves the change, then it will move to UDSIS, 25Live, Courses Search, and student schedules. You will be emailed with a 'Roll back' or an 'Approve' message after review.
 - b. All room changes are up to the discretion of the Registrar's Office. We may deny changes to open rooms in order to maintain optimal classroom assignments for the entire campus.