

**Alert!**

Room Seek can provide results from only the General Purpose Classroom inventory. Assignments for studio and lab spaces scheduled by departments must be made directly via the Room pull-down menu in the CLSS Edit Section form.

Computer Classrooms are not available in Room Seek. They must be reserved according to the Event Scheduling timeline.

1. Open CLSS and then open the section to be edited.

2. Click on the EMS ROOM SEEK button on the CLSS Edit Section form.

[The Room Seek button is available only during the select periods in the scheduling process.

Refer to the Scheduling Benchmark Dates published on the Course Scheduling website.]

3. Click on SELECT beside the desired classroom from the Available, Meets All Criteria tab of the EMS Room Seek window.

[The list is sorted with the classrooms that are most appropriate for the section at the top. Other classrooms may be chosen; however, they may error when processed via rules in CLSS.]

[Items on the Available, Criteria Not Met tab will error in CLSS if the capacity of the classroom is too low.]

[Items on the Not Available tab are already booked for the desired meeting pattern.]

[A classroom listed in blue is a text hyperlink to the detail page for it on the Learning Spaces website: <https://learningspaces.uncg.edu/>]

6. Click on the **SAVE SECTION** button on the Edit Section form to process the classroom selection.

[When the CLSS rules validate, errors may be flagged for the selected classroom. If so, return to the EMS Room Seek and select a more appropriately-sized classroom.]

The screenshot shows the 'Edit Section' form for ENG 101-09: Exploring Writing in College Contexts. The form is divided into several sections:

- Section Information:** Title/Topic (Exploring Writing (Default Value)), Section # (09), Credit Hrs (3), Status (Active), Schedule Type (Lecture), Cross-list With (Select section...), Part of Term (Full Term (1) (8/18/26 to 12/2/26)), Campus (Greensboro Main), Inst. Method (FACE (Face to Face)), Special Approval ((None Assigned)), Grade Mode (Standard), Restrictions (Campus).
- Section Attributes:** O (ONL/C), GRD - Reasoning and Discourse (GRD), MAC Written Communication (MWC).
- Course Attributes:** O (ONL/C), GRD - Reasoning and Discourse (GRD), MAC Written Communication (MWC).
- Instructor:** Staff (empty).
- Room:** Graham Building 202 (24).
- Schedule:** MWF 1pm-1:50pm.
- Enrollment:** Reserved Seats: 23 current, 0 prior, 0 waiting. Maximum (23), Waitlist (0).
- Section Text:** (60 characters/line) ALERT! This publishes on the schedule for students to view.

The 'Save Section' button is highlighted with a red box.