



Alert!

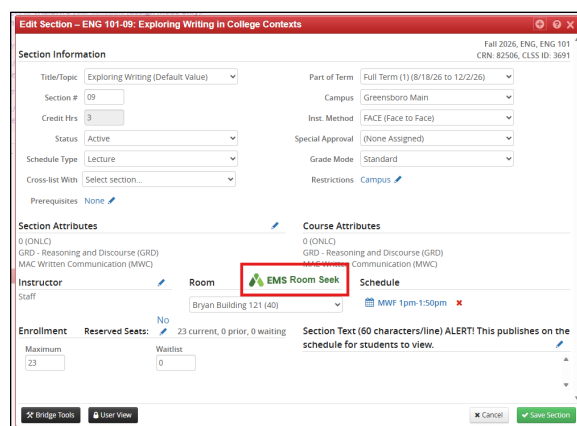
Room Seek can provide results from only the General Purpose Classroom inventory. Assignments for studio and lab spaces scheduled by departments must be made directly via the Room pull-down menu in the CLSS Edit Section form.

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.

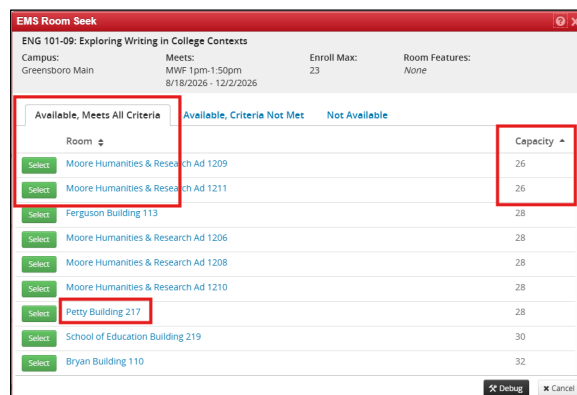
2. Click on the EMS ROOM SEEK button on the CLSS Edit Section form.

[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.]

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

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

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 due to optimization requirements. If so, return to the EMS Room Seek and select a more appropriately-sized classroom.]

The screenshot shows the 'Edit Section' form in CLSS. The form is titled 'Edit Section - ENG 101-99: Exploring Writing in College Contexts'. It contains various fields for section information, attributes, and enrollment. The 'Room' field is set to 'Graham Building 202 (24)' and the 'Schedule' is 'MWF 1pm-1:50pm'. The 'Save Section' button is highlighted with a red box.



Alert!

There is at least a one-hour lag time after a classroom is selected from EMS Room Seek and processed through CLSS until the selected classroom is removed from the list of available classrooms in EMS Room Seek.

During the lag time until EMS is updated, CLSS will recognize any double booking if another section chooses the classroom and will not allow it to be processed.