

Once you log into Ad Astra 8, from the Home Screen, click ‘Academics’ and then ‘Sections’.

Use the filters on the left to minimize your search then click ‘Search’.

The screenshot displays the Ad Astra 8 Academics interface. The top navigation bar includes Home, Calendars, Academics (selected), Events, Reporting, and Settings. A left-hand filter panel is open, showing options for Keyword, Start Date, End Date, Invalid Mtg. Pattern, and Arranged, all set to 'All'. Below these are radio buttons for 'View Sections' and 'View Meetings'. A 'Days Met' section shows a calendar grid with 'U', 'M', 'T', 'W', 'R', 'F', 'S' buttons. The main content area is a table of sections with columns for status, ID, name, meeting pattern, and date. A right-hand menu lists various configuration options like Scheduling, Meeting Configuration, and Admin.

Filter	Scheduling	Meeting Configuration	Admin
Show Current Filter Custom Keyword: <input type="text"/> Start Date: All End Date: All Invalid Mtg. Pattern: All Arranged: All Is Exam: All <input type="radio"/> View Sections <input checked="" type="radio"/> View Meetings	Scheduling Scheduling Sandboxes Sections Organizational Structure Colleges Courses Departments Subjects Terms Notifications	Meeting Configuration Meeting Patterns Meeting Pattern Groups Meeting Types Section Number Configuration Student and Instructor Configuration Instructor Availability Templates Student Availability Templates Student Load Templates Student Statuses Sectioning Configuration Catalog Versions Program Rules Program Templates Program Versions	Admin Equivalent Groups Exam Types Quality Points Scheduling Preferences Terms Types Help

Days Met	U	M	T	W	R	F	S	Section ID	Name	Meeting Pattern	Date
Term 1								⊗ AAS 2320/01 LEC	11974		08/24/2020
Subject								⊗ AAS 2320/02 LEC	18635		08/24/2020
Course								⊗ AAS 2320/03 LEC	14881	S	08/24/2020
Instructor								⊗ AAS 2320/04 LEC	17361		08/24/2020
Campus								⊗ AAS 2396/1 LEC	18775		08/24/2020
Building								⊗ AAS 3307/1 LEC	27117		08/24/2020
Room								⊗ AAS 3330/1 PRA	19719		08/24/2020
Department								⊗ AAS 3348/1 LEC	16636		08/24/2020
Meeting Status:								⊗ AAS 3350/1 LEC	19720		08/24/2020
								⊗ AAS 3366/1 PRA	18000		08/24/2020
								⊗ AAS 3394/1 LEC	26658	TR	08/24/2020
								⊗ AAS 4330/1 LEC	17999		08/24/2020
								⊗ AAS 4377/1 SEM	26656		08/24/2020
								⊗ AAS 6300/1 SEM	26655		08/24/2020

Once you select a course, click the house next to the red circle. This will allow you to modify/add the room.

Home Calendars Academics Events Reporting Settings

Save Save and Close Cancel + Add Meeting

Section AAMS 2300 / Intro Asian American Studies 02

Section Info

* Subject: AAMS Title: Intro Asian American Studies

* Course: 2300 * Campus: UH

* Delivery Method: Standard * Term: Fall 2020

* Section: 02 SIS Key: 2120_017642_1_1_02

Course Offering Id: 17775

Section Notes

Same Time Info

Meetings

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
		LEC	11:30 AM	01:00 PM	MW	08/24/2020	12/16/2020	Nguyen, An	Unassigned	

Then select the appropriate room, noting the new COVID-19 room capacities in the 'Capacity' column.

Then click 'Ok'

The screenshot shows a software interface for selecting a room for a class. The title bar reads "UH AAMS 2300/02 / Intro Asian American Studies (Standard) UH / Nguyen, An". The interface is divided into a left sidebar with filters and a main table of room options.

Filter Panel (Left):

- Filter:** Includes "Show Current Filter" and a search box.
- Time:** Includes a checkbox for "Show Additional Mtg. Patterns".
- Room Options:** Includes checkboxes for "Show Only Available Rooms" (checked), "Show Shared Rooms", and "Show Alt Room Configs". It also has a "Capacity:" section with "Between" and "and" dropdowns, currently set to "20".
- Campus:** Set to "1" with a "Clear" button.
- Building, Room, Region, Room Type:** Each has a "+" icon and a "Clear" icon.

Main Table:

Room	Capacity	Availability
SR 129	20	Available
SEC 104	20	Available
D3 E413	20	Available
AMG 218	20	Available
TU2 111	20	Available
CHC 181	20	Available
CBB 108	20	Available
CBB 106	20	Available
MEL 223	20	Available
CBB 110	20	Available
SPA 106	20	Available
SPA 105	20	Available
CHC 249	20	Available
CHC S109A	20	Available

Class Details (Top Right):

- AAMS 2300 02 (LEC)**
- 8/24/2020-12/16/2020**
- MW**
- 11:30-1:00pm**
- Enrollment: 15**

Page Navigation (Bottom): Shows "Page 1 of 10" with navigation arrows.

Buttons (Bottom Right): "OK" and "Cancel".

To save, click ‘Save and close’ at the top left corner, which will take you back to the search page. Or ‘Save’, which will save the changes but keep you on the current screen.

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