Schedule.SMU - Instructions on Assigning Rooms

1. Click the [ACADEMICS] tab, and then click the Sections link.
2. Complete as many or as few fields as you’d like in order to find the section information that you are looking for.
   - **Note:** In each category **All** is selected by default.
   - **Note:** The [x] button can be selected if you have a particular value you want to exclude from the search criteria.
     a. Select the View Sections radio button.
     b. Use the [+] button to add available options for the following categories:
       - **Note:** Multiple items may now be chosen for each category
         1. Term
         2. Subject
         3. Course
         4. Instructor
         5. Campus - Selecting MAIN or leaving default will return same results
         6. Building
         7. Room
     c. **Note:** You can save your current filter selections by naming the filter and saving.
3. Click [Search] to find all the sections based on your criteria. To get a list of building code descriptions, click [here]. To get a list of region code descriptions click [here].
4. Find the section to which you are trying to assign a room. **Note** that:
   a. You can only assign rooms to sections that have an actual Day/Time listed.
   b. Even though you will be able to view all Sections, you can only make room assignment changes to the subjects that you have security to update.
   c. You can click on the pencil icon [edit] next to the Course/Section info to jump directly to the edit screen (skip steps 5 & 6).
   d. Hovering over the [pencil] icon next to the Course/Section title displays section meeting details.
   e. Columns can be sorted by selecting the [column header] in the column heading. This drop down menu also allows users to add additional columns of information as well as filters to their list of results.
widths can also be individually adjusted. Some sections can be expanded if they contain more than one room.

5. For example, if you click on [ENGL 1360/001 LEC], you will get a new page displaying the following detailed information on that section.

6. Click [Edit] and the following buttons will appear:

7. Click the Assign Room icon [Assign Room] and you will get a list of pre-determined room assignment options for your:
8. After your selection is made, click OK, then click Save. The selection appears in the Meetings section:

- **Note:** The room change made in Schedule.SMU will automatically update the room information in the Access.SMU Schedule of Classes.
- **Note:** To change rooms on a class section that already has a room assigned, you follow the same procedure. You can also use the drop icon if a room is no longer needed.

9. If you go back to the section list and search for that course/section it will no longer be blank under the Room column and will display the room just assigned.