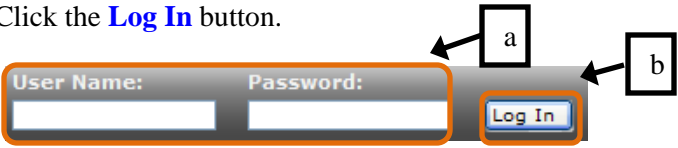
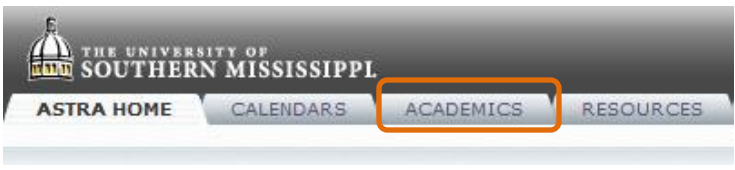
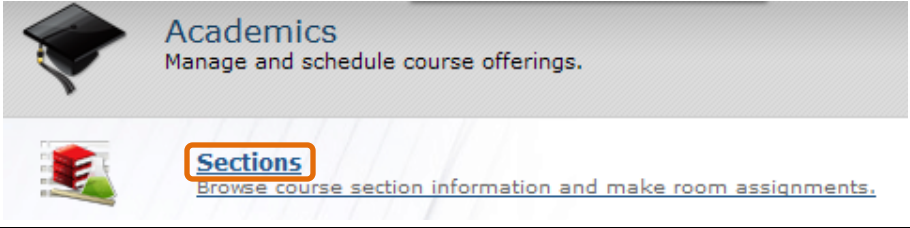
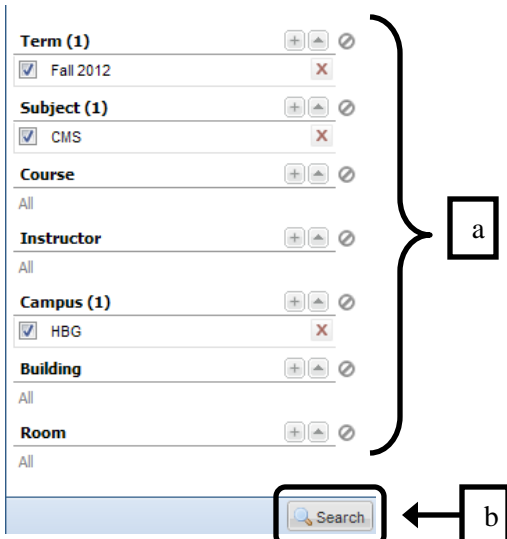

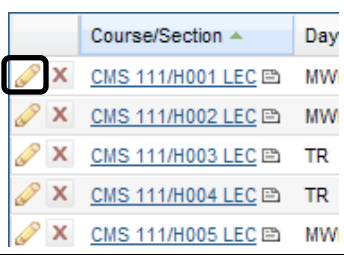



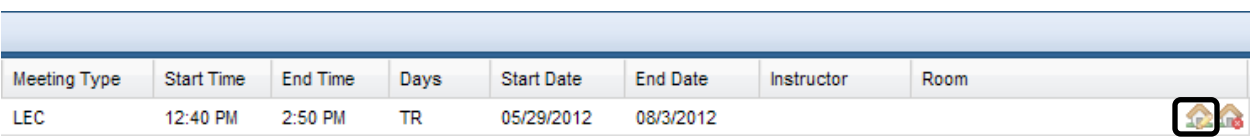
Assign a Room

1.	<p>a. Enter your SOAR username and password. b. Click the Log In button.</p> 
2.	<p>Click on the ACADEMICS tab.</p> 
3.	<p>Click on the Sections link.</p> 
4.	<p>a. Adjust the filter as needed (probably term, subject, and campus). b. Click on the Search button.</p> 


5. Click on the **Edit / Pencil icon**  to add a room to a section.



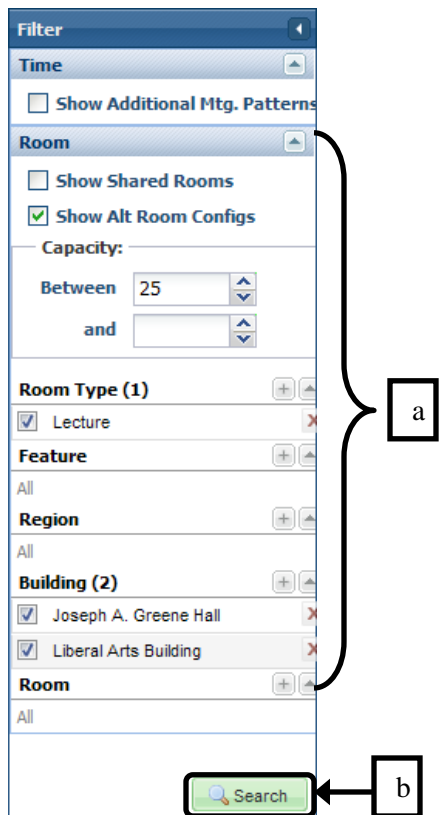
6. Click on the **Assign Room (House with Pencil) icon**  to edit.




7. Click on the **+** button to the right of "Room" to view more info.



8. a. Edit the criteria to search for a room.
b. Click the **Search** button.



9.	<p>Click on the Available option for the classroom you wish to select.</p> <table border="1" data-bbox="354 317 1312 436"> <tr> <td>JGH 300</td> <td>COB-GRAD, COB...</td> <td>29</td> <td>Lecture</td> <td>93</td> <td>Available</td> </tr> <tr> <td>LAB 106</td> <td>COAL, COAL, C...</td> <td>30</td> <td>Lecture</td> <td>91</td> <td>Conflicts (18 of</td> </tr> <tr> <td>LAB 208</td> <td>COAL, COAL-AN...</td> <td>30</td> <td>Lecture</td> <td>91</td> <td>Conflicts (14 of</td> </tr> </table>	JGH 300	COB-GRAD, COB...	29	Lecture	93	Available	LAB 106	COAL, COAL, C...	30	Lecture	91	Conflicts (18 of	LAB 208	COAL, COAL-AN...	30	Lecture	91	Conflicts (14 of
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LAB 208	COAL, COAL-AN...	30	Lecture	91	Conflicts (14 of														
10.	<p>The "Available" will switch to "Selected." Click on the OK button.</p> 																		
11.	<p>Notice the red flag indicates new information added to the class.</p> <table border="1" data-bbox="358 709 1531 806"> <thead> <tr> <th>Meeting Type</th> <th>Start Time</th> <th>End Time</th> <th>Days</th> <th>Start Date</th> <th>End Date</th> <th>Instructor</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>LEC</td> <td>12:40 PM</td> <td>2:50 PM</td> <td>TR</td> <td>05/29/2012</td> <td>08/3/2012</td> <td></td> <td>JGH 300</td> </tr> </tbody> </table>	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Room	LEC	12:40 PM	2:50 PM	TR	05/29/2012	08/3/2012		JGH 300		
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LEC	12:40 PM	2:50 PM	TR	05/29/2012	08/3/2012		JGH 300												
12.	<p>Click the Save button.</p> 