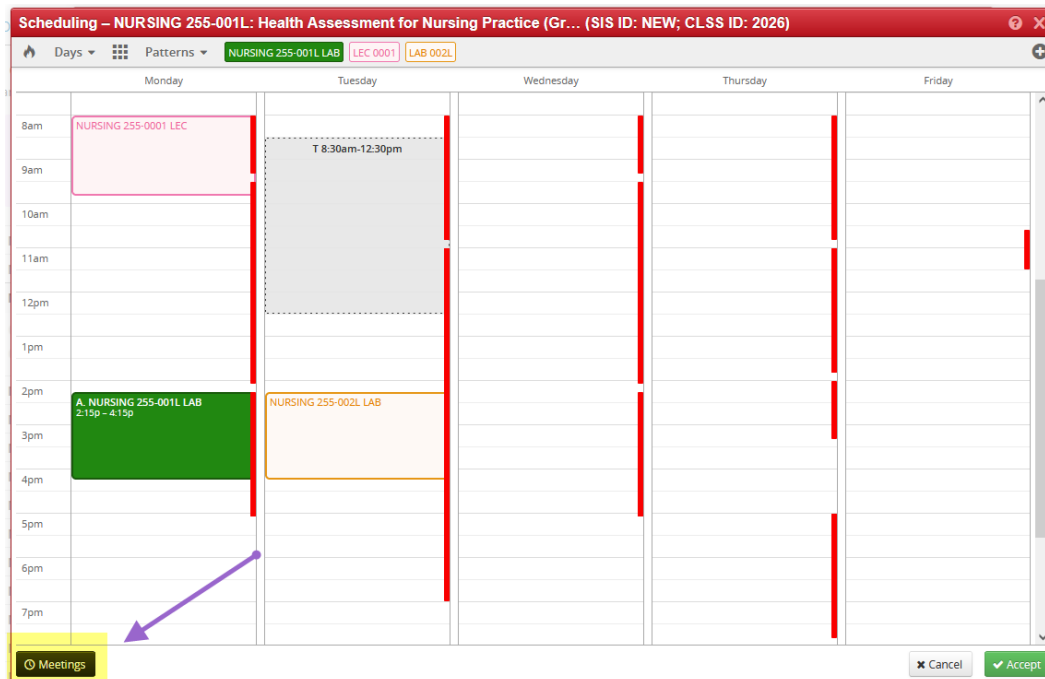**CLSS Documentation – Multiple Rooms**:

CLSS allows individual sections to be assigned to multiple rooms. Please note: only specialty rooms can be assigned in CLSS (i.e., college-specific Lab spaces). Assigning Multiple Rooms to a section:
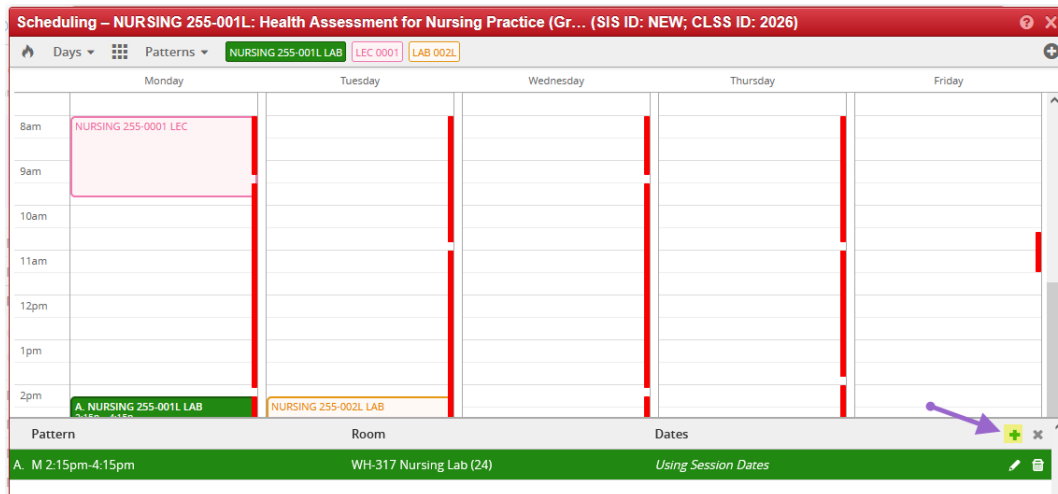
Step 1: One Schedule and Room selection must be saved before more rooms can be added.

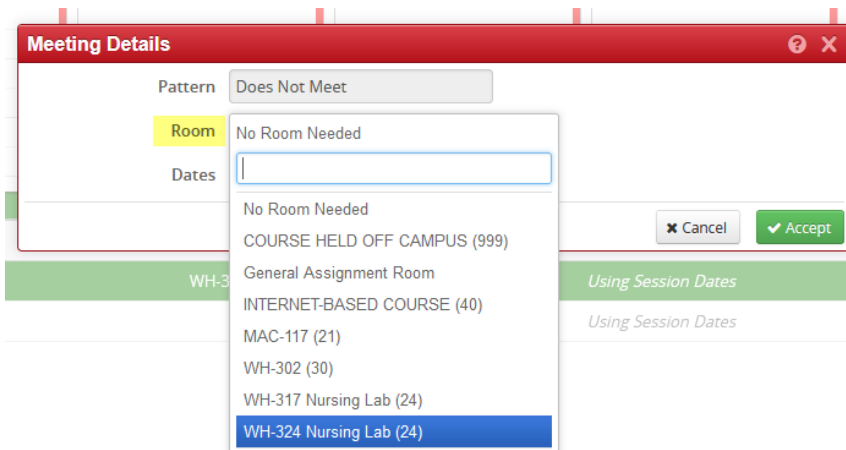| Room	Schedule
WH-317 Nursing Lab (24)	📅 M 2:15pm-4:15pm ✖

Step 2: Click into the Schedule. Then click into the black Meetings tab in the lower left corner of the pop-up.
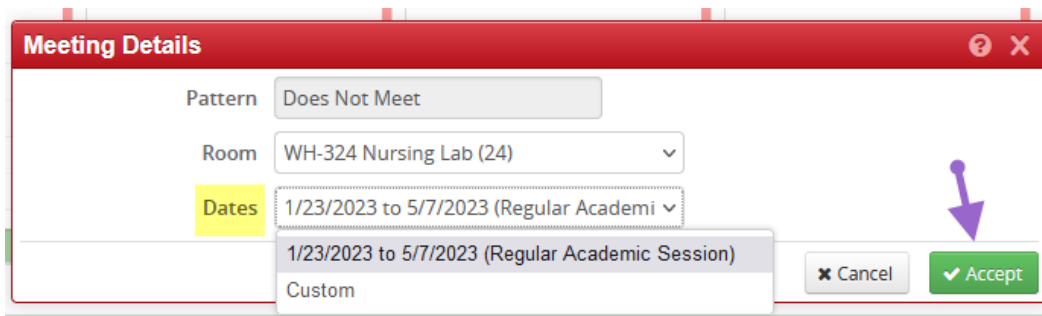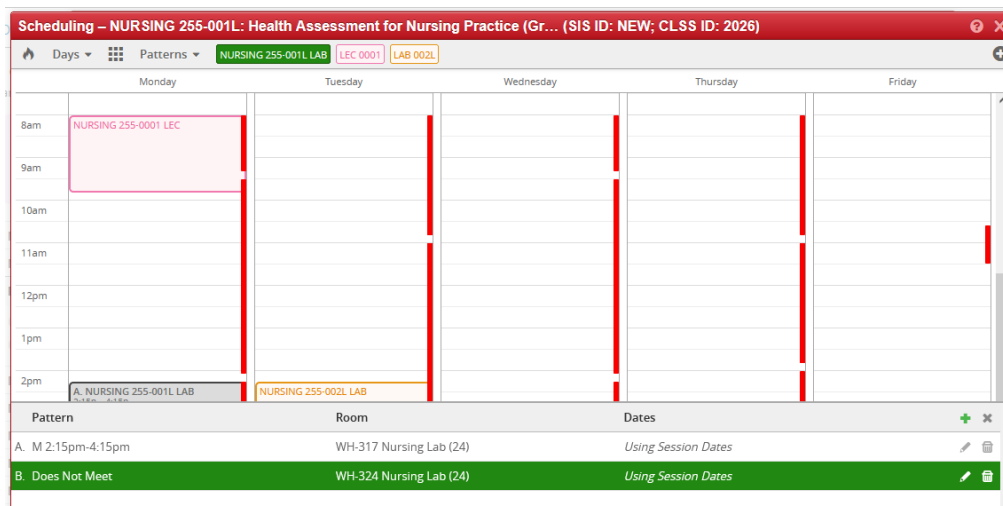

Step 3: Click on the green + button.

Step 4: Choose a room selection from the drop-down menu:

Step 5: Choose a date. This option defaults to the date range of the session in which the section is scheduled. Choose Custom if you want to select a shorter date range or if you want to select individual dates. In Custom dates, you can edit the start and end date of that meeting.   After selecting your dates, click Accept.

Step 6: The new meeting pattern will appear as a unique line. Then select that line and assign a schedule to it.

The list of meeting patterns can be viewed together.

If any changes need to be made, click the pencil icon at the right end of the line.

The additional meeting can be removed by selecting the trash can next to the pencil icon.