

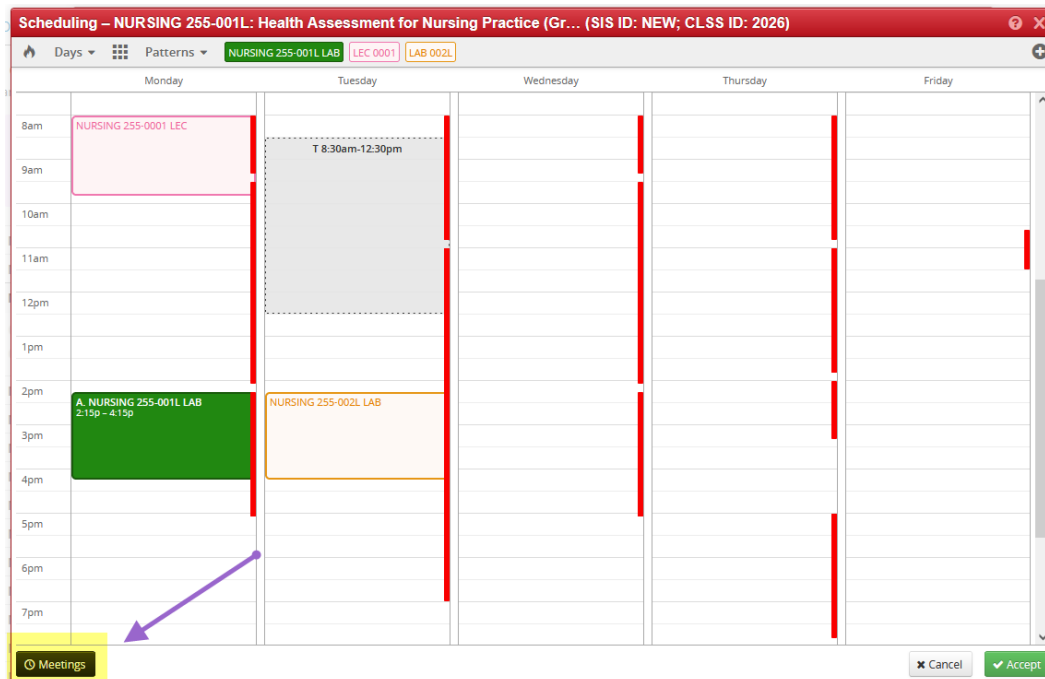
CLSS Documentation – Multiple Rooms:

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:

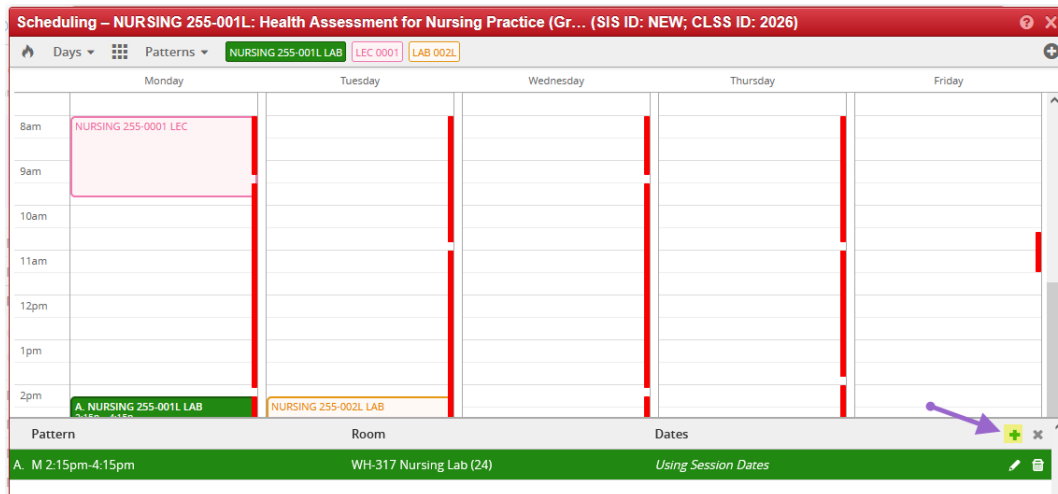
Step 1: One Schedule and Room selection must be saved before more rooms can be added.

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

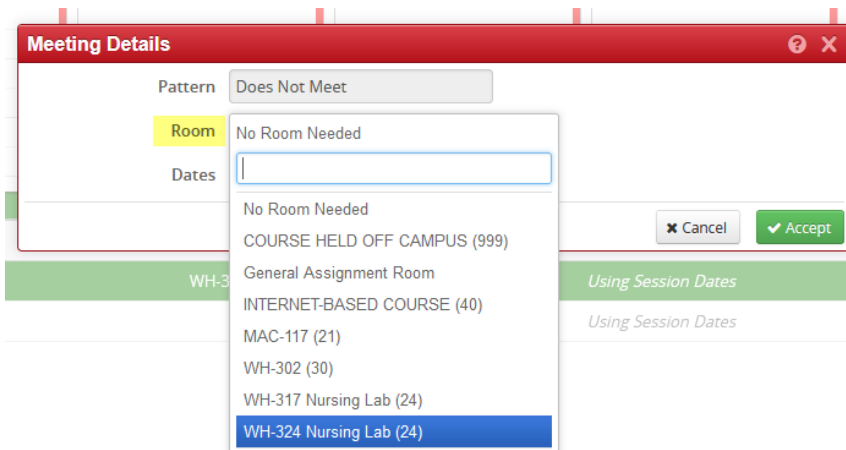
Step 2: Click into the Schedule. Then click into the black Meetings tab in the lower left corner of the pop-up.



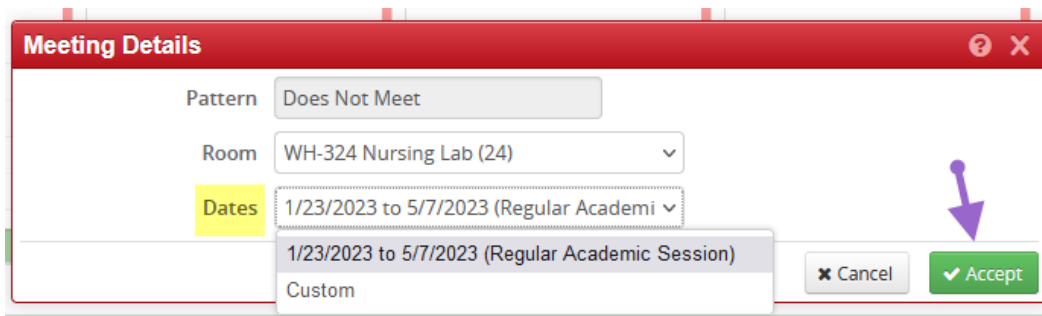
Step 3: Click on the green + button.



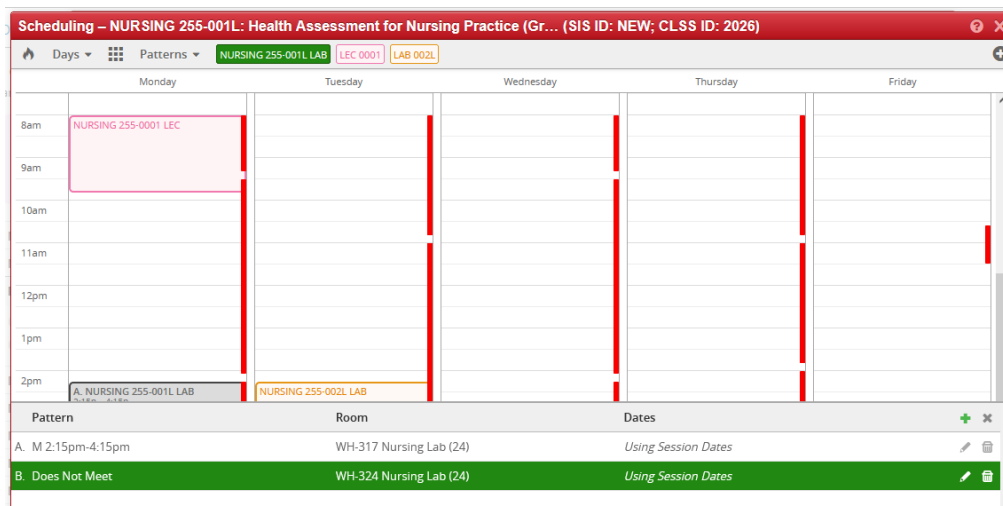
Step 4: Choose a room selection from the drop-down menu:



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.

The screenshot shows a scheduling application window titled "Scheduling – NURSING 255-001L: Health Assessment for Nursing Practice (Gr... (SIS ID: NEW; CLSS ID: 2026)". The interface includes a header with "Days", "Patterns", and buttons for "NURSING 255-001L LAB", "LEC 0001", and "LAB 002L". Below the header is a weekly grid with columns for Monday through Friday and rows for time slots from 8am to 2pm. A pink box labeled "NURSING 255-001 LEC" is on Monday from 8am to 10am. A grey box labeled "R 8:30am-12:30pm" is on Thursday from 8:30am to 12:30pm. A green box labeled "A. NURSING 255-001L LAB" is on Monday from 2pm to 4:15pm. An orange box labeled "NURSING 255-002L LAB" is on Tuesday from 2pm to 4:15pm. Below the grid is a table with columns "Pattern", "Room", and "Dates".

Pattern	Room	Dates
A. M 2:15pm-4:15pm	WH-317 Nursing Lab (24)	Using Session Dates
B. M 2:15pm-4:15pm	WH-324 Nursing Lab (24)	Using Session Dates

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

This screenshot is identical to the one above, but with a purple arrow pointing to the pencil icon at the right end of the second row in the meeting list table.

Pattern	Room	Dates
A. M 2:15pm-4:15pm	WH-317 Nursing Lab (24)	Using Session Dates
B. M 2:15pm-4:15pm	WH-324 Nursing Lab (24)	Using Session Dates

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