How to Change a Dept-Owned Room Assignment

1. Go to the Events tab in ROAR.
2. Run an event search for the subject area in a specific term:
   Go to Search for Events and select “More Search Options” to the right of the keyword box. **Note: if you have already developed a saved search, you can select the search under the Pre-Defined Event Searches tab.**
   Select your subject code as the organization.
   Choose the term under Categories.
   Click Go.
3. Right click on the section for which you want to request a different room
4. Select “Edit Event”
5. The Event Wizard will open for the class section.
6. You will need to go to the fifth page—this means clicking four times. **Note: YOU SHOULD NEVER EDIT ANY OTHER INFORMATION EXCEPT FOR THE LOCATION.**

7. Search for the room you want. NOTE: You may need to refresh your results, or the results will default to the previous time you searched for a location. The fastest way to do this is to select “Search by Location Name” and enter the room. If you do not know the specific room, you could search by building in this field as well.

You can also search “Your Starred Locations” if you have starred your department-owned rooms, or by “Saved Searches” if you have saved a search for your department-owned rooms.

Advanced Search allows you to search for rooms based on a specific feature, such as AV-Multimedia, or a specific layout, such as Horseshoe or Rows-Desks. This search option will likely not be used when assigning a department-owned room.

8. Select the new room by clicking on it. Both room assignments will now appear under Selected Locations, with the new room on the top and the original room assignment on the bottom:
9. Click the \( \times \) next to the old room assignment to remove it. Now only the room you want assigned should be listed:

![Image of ROAR interface with SAB 394 selected]

10. Click “Save” on the bottom of the page.

![Image of Save button highlighted]

11. This success page should appear:

![Image of success page with message: This event has been successfully saved. If you have requested a General Assignment classroom, please allow up to one business day for approval.]

**Note: When you assign a department-owned room in ROAR, we are notified and we must send a counter back to PAWS or the room assignment will not show in PAWS or the online scheduled of classes. Please e-mail ROAR@uwm.edu if your room change does not appear after one full business day.**