

# Adding Multiple Meeting Days or Multiple Rooms

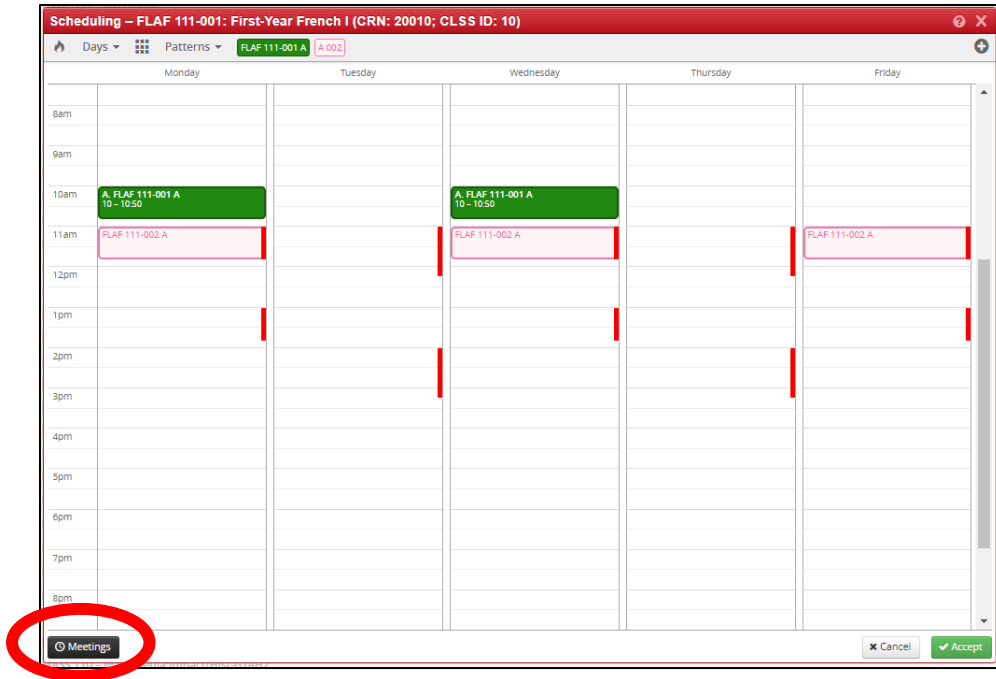
1. In the Edit section screen of the section that you are needing to change, click on the calendar under **Schedule**.

The screenshot shows the 'Edit Section' form for 'FLAF 111-001: First-Year French I (CRN: 20010; CLSS ID: 10)'. The form is divided into several sections: 'Section Information', 'Section Attributes', 'Course Attributes', 'Enrollment', and 'Comments'. The 'Section Information' section includes fields for Title/Topic, Section #, Credit Hrs, Status, Permission, Session, Part of Term, Campus, Delivery, Schedule Print, Instr. Activity, and Cross-list With. The 'Section Attributes' section includes Instructor, Room, and Schedule. The 'Schedule' field is circled in red and contains the text 'MWF 10am-10:50am'. The 'Enrollment' section shows '0 current, 24 prior' and 'Maximum 30, Waitlist 30'. The 'Comments' section is empty. At the bottom, there are 'Bridge Tools', 'Cancel', and 'Save Section' buttons.

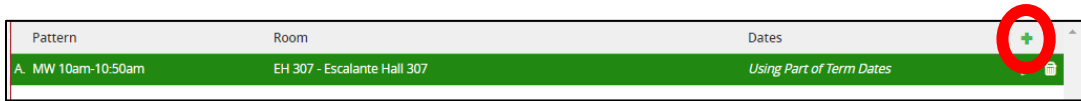
2. Click on the **Patterns** drop down arrow, type in the box the days and times you want for the first classroom or meeting pattern, then click **Add**.
  - a. Example: MW 10am-1050am
  - b. Make sure that you capitalize the letters of the days of week you want to use and use am/pm on the time.

The screenshot shows the 'Scheduling' calendar for 'FLAF 111-001: First-Year French I (CRN: 20010; CLSS ID: 10)'. The calendar displays a grid of days (Wednesday, Thursday, Friday) and times (8am to 7pm). A dropdown menu is open over the 'Patterns' field, showing a list of patterns: 'MP - Full Term 3 Credit Hours MWF/TR', 'MP - Full Term 3 Credit Hour MW', 'MP - Full Term 3 Credit Hour 1 Day a Week', and 'User Defined'. The 'User Defined' pattern 'MW 10am-1050am' is selected and circled in red. The 'Add' button next to it is also circled. The calendar shows existing sections: 'A. FLAF 111-001 A 10-1050' (green) and 'FLAF 111-002 A' (pink) on Wednesday, Thursday, and Friday.

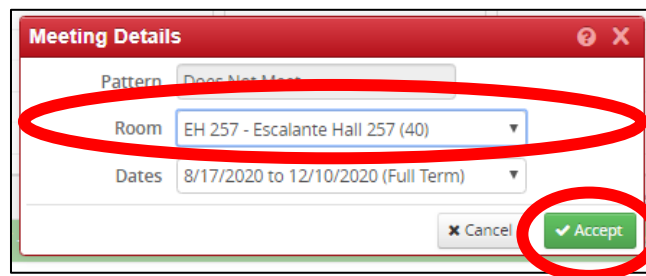
3. Next, click on the “Meetings” box in the bottom left-hand corner.



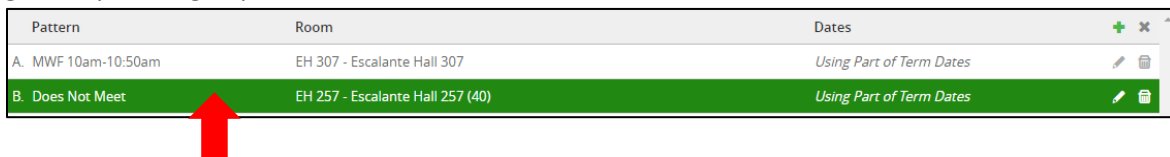
4. Click on the + plus icon to add a new meeting session.



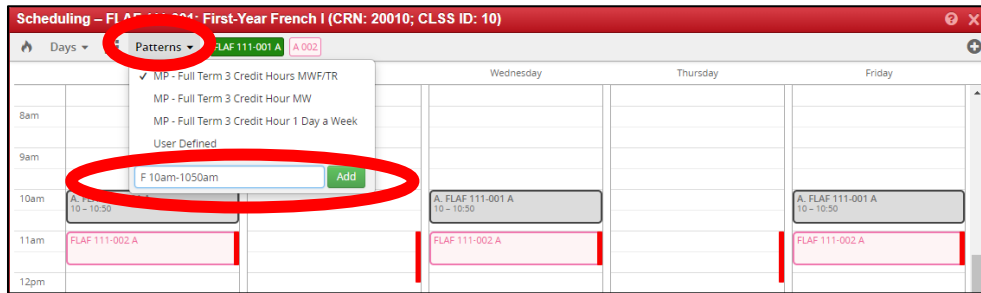
- 5. On the “Meeting Details” pop-up, pick the classroom that you will want to assign to the new meeting day that you are going to create
  - a. If your Delivery is Blended (Hybrid), select WEB as your Room.
  - b. Once you have selected the room you want, click on the **Accept** button.
  - c. Example: A computer lab for this example but if you need another general classroom assigned, you would select “General Assignment Room”.



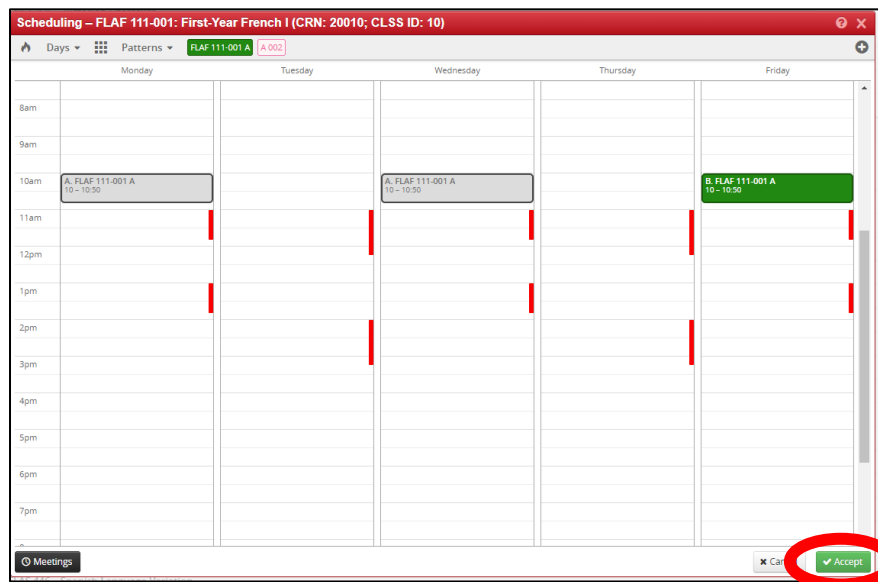
6. Before you leave the Meetings screen, make sure that the addition that you just created is highlighted green by clicking anywhere on its line.



7. Next you will click on the **Patterns** drop down arrow again and type in the day(s) and time you want to add to the second meeting you created, then click on the **Add** button.
  - a. Example: F 10am-1050am



8. Click "Accept" button at the bottom right-hand corner to save your changes to the Schedule.
  - a. Note: if you just click the "X" in the upper right-hand corner, your changes will NOT save.



9. Below is an example of how the multiple meeting day or room will show up in the Scheduling screen.

