

## Adding Meeting Session on Blended (Hybrid) Delivery Course

1. In the Edit section screen of the section that you are needing to change, make sure that the Delivery is changed to Blended (Hybrid), then click on the calendar under **Schedule**.

**Edit Section – ENGL 111-001: English Composition I-GTCO1 (CRN: 45341; CLSS ID: 341)**

**Section Information**

Title/Topic: English Composition I-GTCO1 (Default W)	Part of Term: Full Term - 1 (1/24/22 to 5/19/22)
Section #: 001	Campus: Main Campus
Credit Hrs: 3	Delivery: Blended (Hybrid)
Status: Active	Schedule Print: Yes
Permission: (None Assigned)	Instr. Activity: Lecture
Session: Day Session	Cross-List With: Select section...

Restrictions: None

**Section Attributes**  
Essential Learning English  
Statewide Transfer-GT Pathways

**Course Attributes**  
Essential Learning English  
Statewide Transfer-GT Pathways

**Instructor:** [Redacted] **Room:** 25Live Room Seek  
EH 128 - Escalante Hall 128 (40)

**Schedule:** MWF 10am-10:50am

**Enrollment:** 0 current, 26 prior

Maximum: 27, Waitlist: 27

Comments: [Empty text box]

Buttons: Bridge Tools, Cancel, Save Section


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

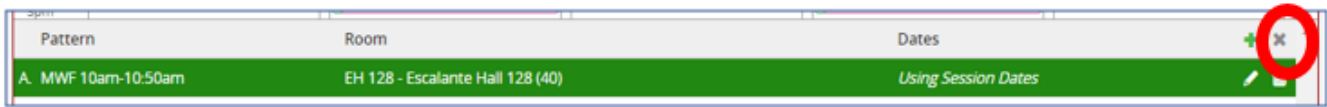
**Scheduling – ENGL 111-001: English Composition I-GTCO1 (CRN: 45341; CLSS ID: 341)**

Days: Monday, Tuesday, Wednesday, Thursday, Friday

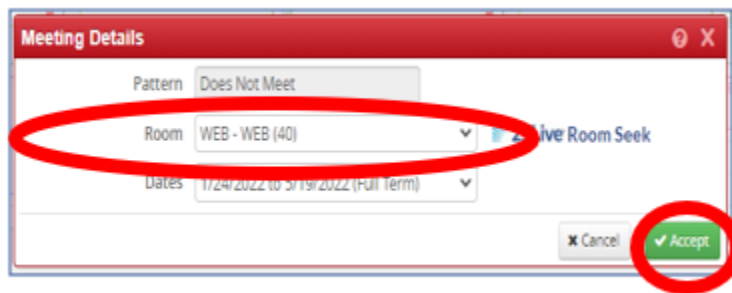
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am	ENGL 111-011 (45877) A	ENGL 111-012 (45318) A	ENGL 111-011 (45877) A	ENGL 111-012 (45318) A	ENGL 111-011 (45877) A
9am		ENGL 111-011 (45877) A		ENGL 111-011 (45877) A	
10am	A, ENGL 111-001 (45341) A 10-10:50		A, ENGL 111-001 (45341) A 10-10:50		A, ENGL 111-001 (45341) A 10-10:50
11am	ENGL 111-002 (45954) A		ENGL 111-002 (45954) A		ENGL 111-002 (45954) A
12pm					
1pm	ENGL 111-001 (45104) A	ENGL 111-008 (45324) A	ENGL 111-001 (45104) A	ENGL 111-008 (45324) A	ENGL 111-001 (45104) A
2pm	ENGL 111-007 (45105) A	ENGL 111-004 (45884) A	ENGL 111-007 (45105) A	ENGL 111-004 (45884) A	
3pm		ENGL 111-009 (45106) A		ENGL 111-009 (45106) A	
4pm					
5pm		ENGL 111-071 (46057) A		ENGL 111-071 (46057) A	
6pm					
7pm					
8pm					

Buttons: Meetings, 25Live Room Seek, Cancel, Accept

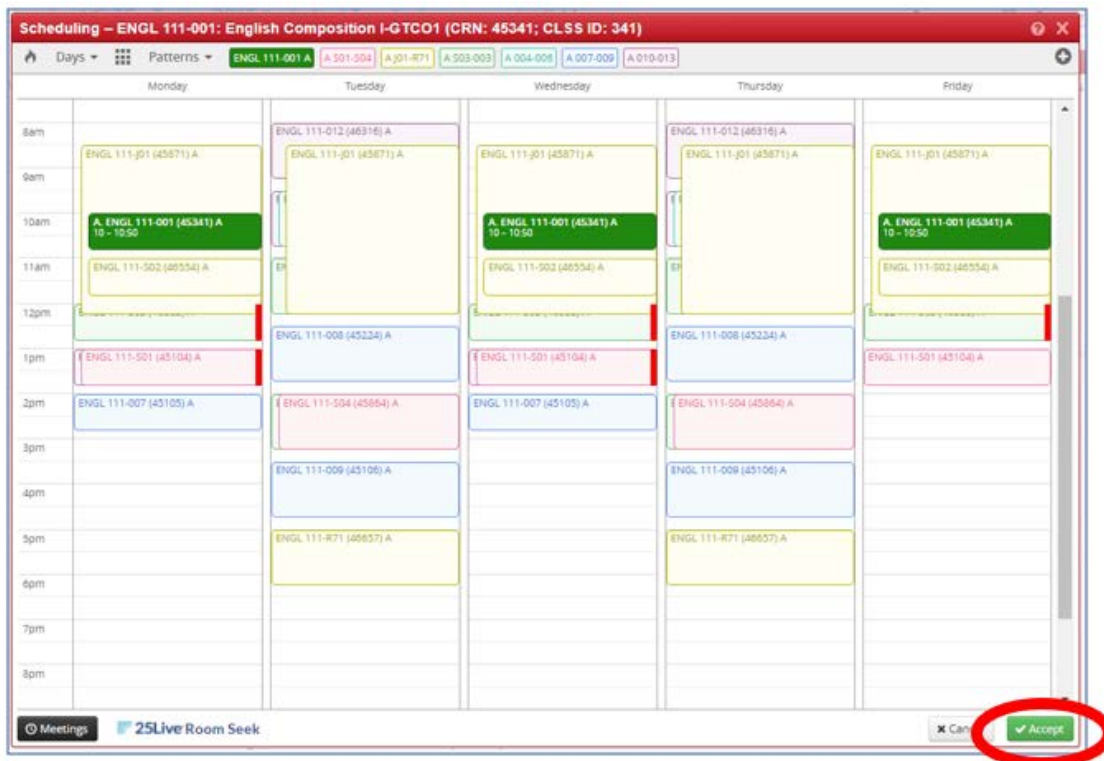
3. Click on the  plus icon to add a new meeting session.



4. 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. Since the Delivery for the course is Blended (Hybrid), select WEB as your Room.
  - b. Once you have selected the room you want, click on the **Accept** button.



5. 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.



6. Click "Save Section" button at the bottom right-hand corner to save your changes.

**Edit Section – ENGL 111-001: English Composition I-GTCO1 (CRN: 45341; CLSS ID: 341)**

**Section Information**

Title/Topic	English Composition I-GTCO1 (Default Vz	Part of Term	Full Term - 1 (1/24/22 to 5/19/22)
Section #	001	Campus	Main Campus
Credit Hrs	3	Delivery	Blended (Hybrid)
Status	Active	Schedule Print	Yes
Permission	(None Assigned)	Instr. Activity	Lecture
Session	Day Session	Cross-List With	Select section...

Restrictions: None

**Section Attributes** | **Course Attributes**

Essential Learning English  
Statewide Transfer-GT Pathways

**Instructor** | **Room** | **Schedule**

(700) | 25Live Room Seek | MWF 10am-10:50am

Multiple Rooms

**Enrollment** | **Section Notes**

0 current, 26 prior

Maximum: 27 | Waitlist: 27

**Comments**

Bridge Tools | Cancel | **Save Section**