

Modifying Meeting Schedule (Days/Times)

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' interface for ENGL 111-004: English Composition I-GTCO1 (CRN: 43105; CLSS ID: 104). The 'Section Information' section includes fields for Title/Topic, Section #, Credit Hrs, Status, Permission, and Session. The 'Section Attributes' section includes Instructor, Room, and Room Needs. The 'Course Attributes' section includes Essential Learning English and Statewide Transfer-GT Pathways. The 'Enrollment' section shows 0 current and 27 prior students. The 'Schedule' field is highlighted with a red circle, showing a calendar icon and the text 'MWF 10am-10:50am' with a red 'X' next to it. The 'Comments' section is at the bottom.

There can be multiple ways that you can change or modify the meeting days/times of your class. Not all the examples below may be available for the course you are wanting to change.

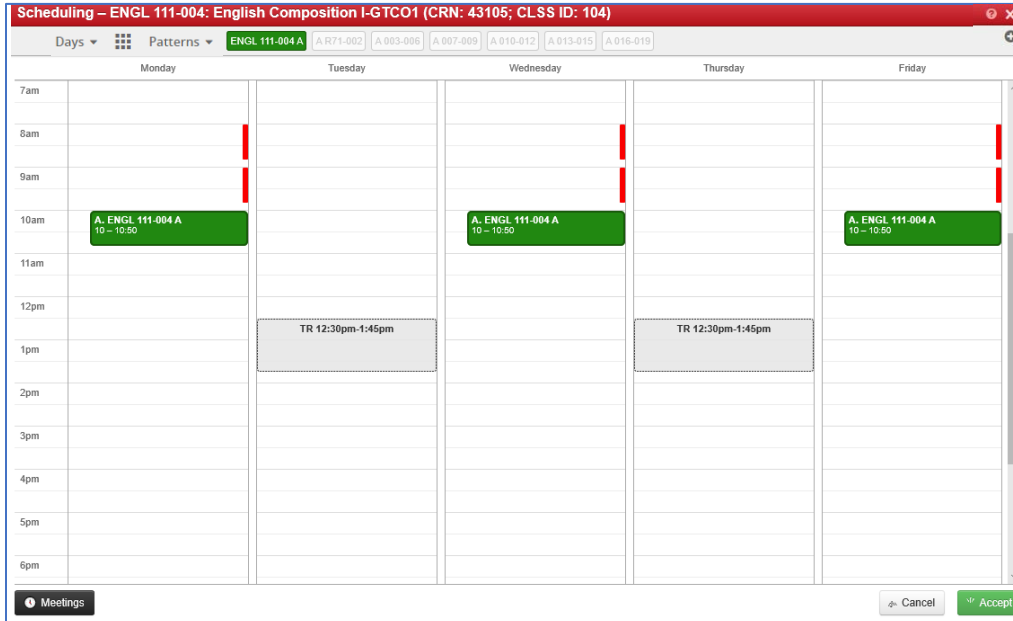
In this guide we will cover three different methods to changing/modifying days/times on a course. Please note that all meeting patterns under the **Patterns** drop down meet the required meeting minutes for that specific course.

Below are three different examples of how to change the days/times on a course.

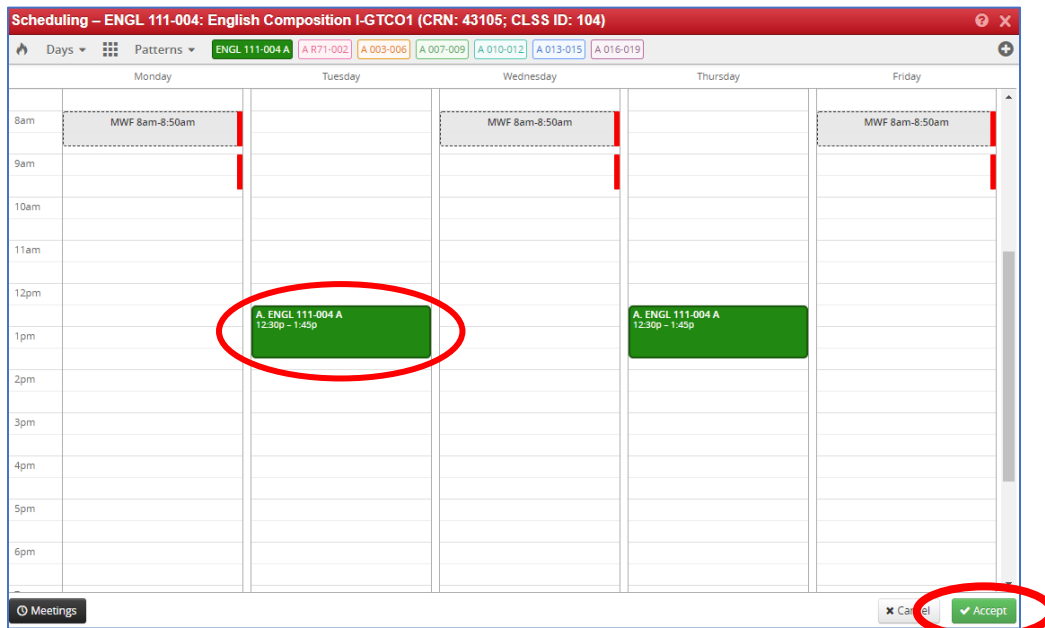
1. Using the hover method.
 - a. Picking a new day/time based on the meeting pattern you already have for the course.
 - b. Directions for this method are listed below under **Example One** (page 2 of this guide).
2. Selecting a different standard meeting pattern (if available in **Patterns** drop down box).
 - a. Once you select a new standard meeting pattern, you will use the hover method to pick a new day/time option.
 - b. Directions for this method are listed below under **Example Two** (pages 3-4 of this guide).
3. Pick your own days and times for course that are not listed under **Patterns**.
 - a. This is what is referred to as selecting a "Non-Standard Meeting Pattern."
 - b. Directions for this method are listed below under **Example Three** (pages 5-6 of this guide).

Example One:

1. On the Scheduling screen, using your mouse, hover over the calendar to show the different days/times that have been set up for the course based on the current meeting pattern selected. (Dark green is current selection; grey is an available option.)



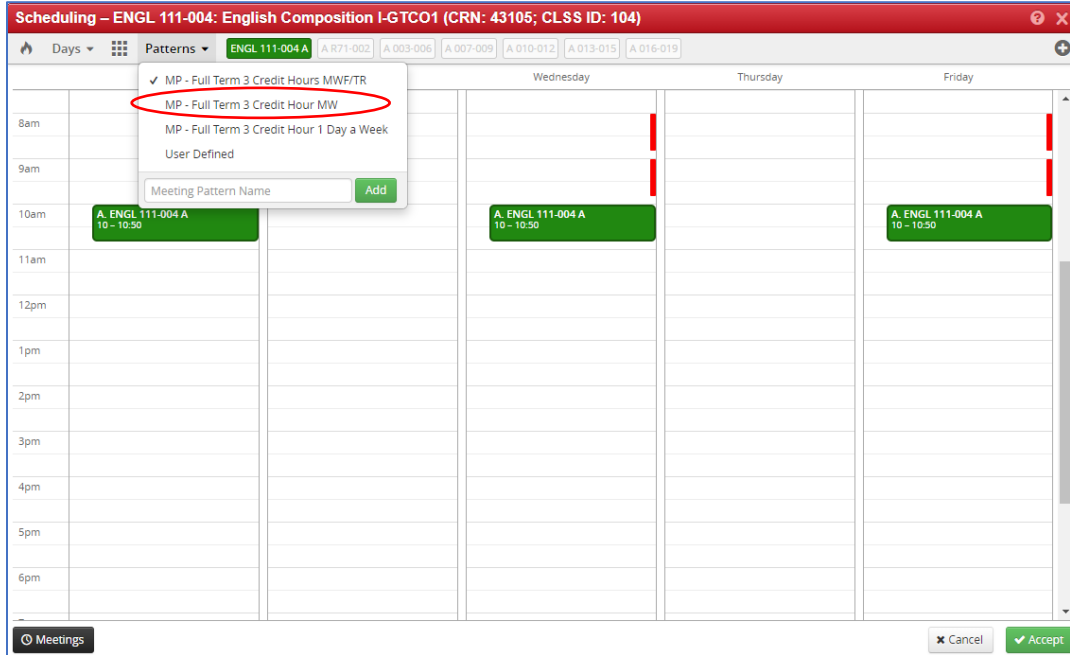
- a. If you find a day time you want, click on it and it will turn green to indicate it's been selected.
 - i. Click "Accept" button at the bottom right-hand corner to save your changes to the Schedule.
 - ii. Note: if you just click the "X" in the upper right-hand corner, your changes will NOT save.



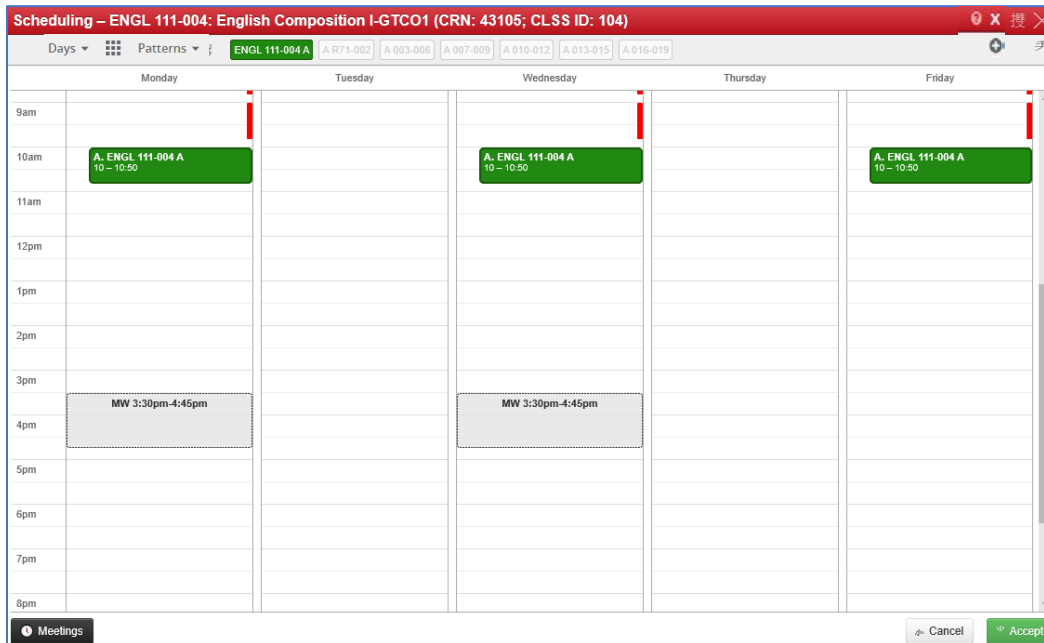
2. Click "Save Section" on the main Edit Section screen (see screen shot on last page of this guide).

Example Two:

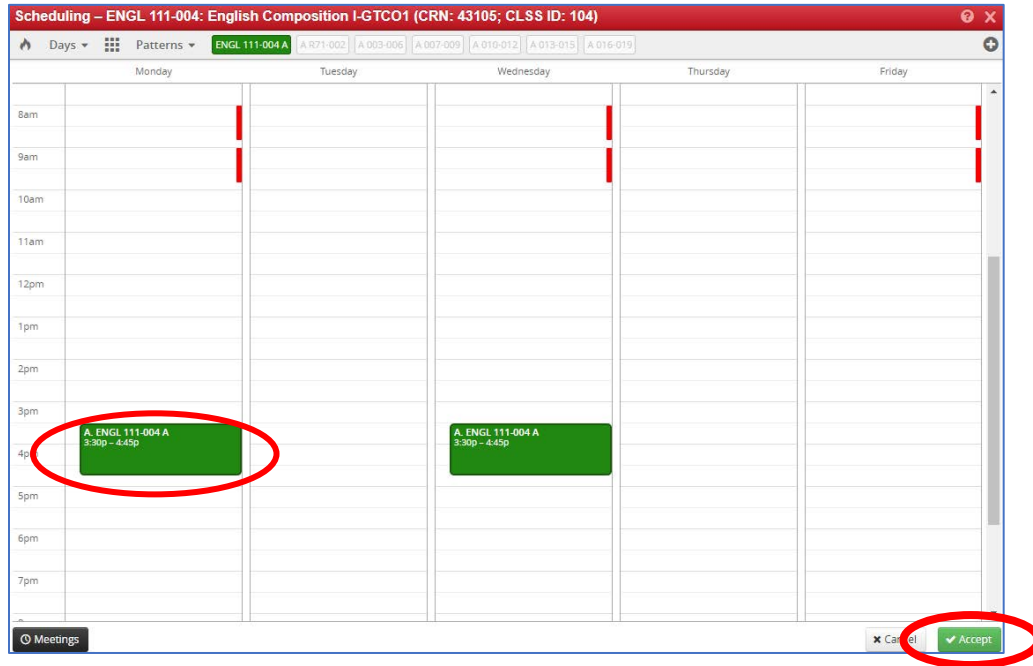
1. Click on the **Patterns** drop down arrow to see what other standard meeting patterns have been set up for this course.
 - a. Select one of the new meeting pattern options that you would like for your course.



- b. Next, using your mouse, hover over the calendar and it will show different days/times that have been set up for the course that you can choose from. (Dark green is current selection; grey is an available option.)



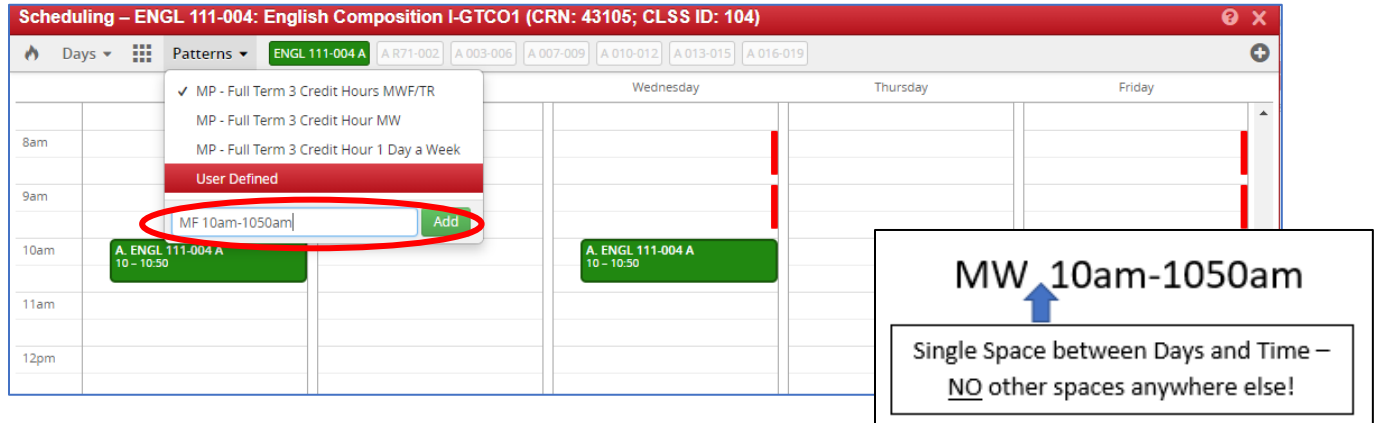
- c. If you find a meeting pattern (day/time) you want, click on it and it will turn green.
 - i. Click “Accept” button at the bottom right-hand corner to save your changes to the Schedule.
 - ii. Note: if you just click the “X” in the upper right-hand corner of the Scheduling screen, your changes will NOT save.



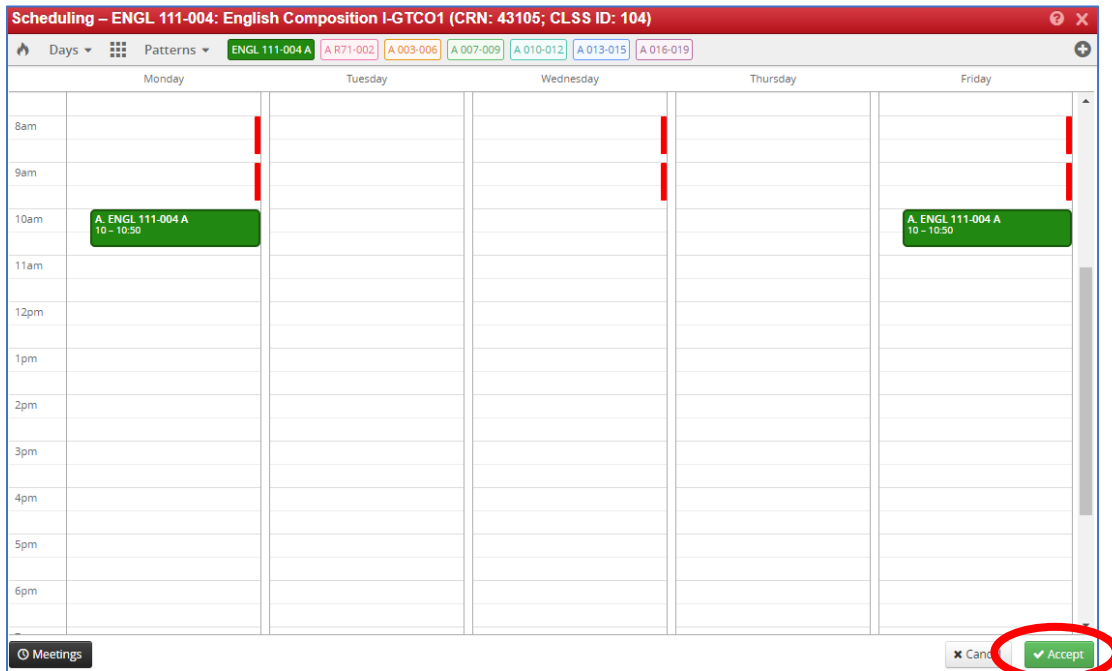
2. Click “Save Section” on the main Edit Section screen (see screen shot on last page of this guide).

Example Three:

1. Click on the **Patterns** drop down arrow.
 - a. Type in the box the days/times you want for the course, then click **Add**.
 - i. Example: MF 10am-1050am
 - ii. Note: Do not add any spaces between the days of the week or on times; one single space is required between the days and time.
 - iii. Make sure that you capitalize the letters of the days of week you want to use and use am/pm on the time.



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



2. Click on “Save Section” on the Edit Section screen to save your changes overall.

The screenshot shows the 'Edit Section' interface for ENGL 111-004: English Composition I-GTCO1 (CRN: 43105; CLSS ID: 104). The interface is divided into several sections:

- Section Information:** Includes fields for Title/Topic (English Composition I-GTCO1), Section # (004), Credit Hrs (3), Status (Active), Permission (None Assigned), Session (Day Session), Part of Term (Full Term - 1), Campus (Main Campus), Delivery (Classroom Based), Schedule Print (Yes), Instr. Activity (Lecture), and Cross-list With (Select section...).
- Section Attributes:** Includes Essential Learning English and Statewide Transfer-GT Pathways.
- Course Attributes:** Includes Essential Learning English and Statewide Transfer-GT Pathways.
- Instructor:** Shows K. C. (700).
- Room:** Shows General Assignment Room.
- Room Needs:** Shows None Selected.
- Schedule:** Shows MW 3pm-4:15pm.
- Enrollment:** Shows 0 current, 27 prior. Maximum enrollment is 27, and the waitlist is 27.
- Section Notes:** A section for notes.

At the bottom right, there are three buttons: 'Bridge Tools', 'Cancel', and 'Save Section'. The 'Save Section' button is highlighted with a red circle.