

Adding a Meeting Type (Days and Times) for Scheduled Classes

1. Navigate to the Meeting Times and Instructor tab.
2. Hit Tab TWICE. (Do NOT put anything in the Meeting Time field, that field stays blank.)

Term: 201920 CRN: 32516 Subject: KIN Course: 499 Title: Special Problems

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS			☐	☐	☐	☐	☐	☐	☐			

INSTRUCTOR

Session Indicator *	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				☐	☐	

After you hit Tab TWICE, the start and end dates will populate. Do not enter these dates in manually. These dates must be automatically pulled in from the Course Section Information tab, Part of Term dates. Tabbing twice will pull those dates in automatically.

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Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/16/2019	☐	☐	☐	☐	☐	☐	☐			01

INSTRUCTOR

Session Indicator *	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				☐	☐	

3. Using your mouse, check the boxes under each day, for the days of the week that the class will meet.
4. Using your mouse, enter the Start Time and End Time. Use military time. Once you enter the start time, you'll automatically be tabbed to the end time field.

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SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/16/2019	☒	☐	☐	☐	☒	☐	☐	0800	1300	01

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

5. The Session Indicator shouldn't be changed, it should always be 01.

Insert Delete Copy Filter		
Start Time	End Time	Session Indicator *
0800	1300	01

6. You can either TAB or click on the Meeting Location and Credits Tab to add a building and room.

Schedule SSASECT 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201920 CRN: 32516 Subject: KIN Course: 499 Title: Special Problems Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			IDV	10.00		1.000		

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01							

Record 1 of 1

This field should be blank.

7. You can TAB to the Building and Room fields, or click in the fields. (The Automatic Scheduler field should be blank.)

8. You can enter the Building and Room fields by typing in the Building Codes and Room numbers.

a. Building codes are 4 characters. (STRO, OCHS, PROF, GLAS, etc.)

b. Room Number codes are 4 characters. (0001 is 1, 0242 is 242, etc.)

Schedule SSASECT 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201920 CRN: 32516 Subject: KIN Course: 499 Title: Special Problems Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	UCHS	0100	IDV	10.00		1.000		

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01							

Record 1 of 1

9. Save.

Adding a Meeting Type (Days and Times) for Arranged Classes

Arranged Classes are any classes that do not meet on a specific day/time. Online classes are always arranged.

1. Navigate to the Meeting Times and Instructor tab.
2. Tab ONCE. (Do NOT put anything in the Meeting Time field, that field stays blank.)

Term: 201920 CRN: 32516 Subject: KIN Course: 499 Title: Special Problems

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS			☐	☐	☐	☐	☐	☐	☐			

INSTRUCTOR

Session Indicator *	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01			☐	☐	

Change CLAS to ARR. Tab again.

The start and end dates will populate. Do not enter these dates in manually. These dates must be automatically pulled in from the Course Section Information tab, Part of Term dates. Tabbing twice will pull those dates in automatically.

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Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	ARR	01/14/2019	05/16/2019	☐	☐	☐	☐	☐	☐	☐			01

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

3. No days or times need be entered.

4. The Session Indicator shouldn't be changed, it should always be 01.

Insert Delete Copy Filter

Start Time	End Time	Session Indicator *
		01

5. You can either TAB or click on the Meeting Location and Credits Tab .

Schedule SSASECT 9.3.10 (PROD)

Term: 201920 CRN: 32516 Subject: KIN Course: 499 Title: Special Problems

ADD RETRIEVE RELATED TOOLS

Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler Building Room Schedule Type * Hours per Week * Override Indicator Session Credit Hours Partition Details Room Attribute Details

IDV 10.00 1.000

Record 1 of 1

INSTRUCTOR

Session Indicator * Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

01

Record 1 of 1

6. You can TAB to the Building, or click in the field.

7. Enter in:

- INET for online
- OFFC for off campus
- ZOOM if web conference offered using ZOOM
- Do not use TBA or TBD for room or building codes

8. Tab over or click in the Hours per Week field. Enter in 0.

9. Save.