



SCHEDULING A CLASS SECTION WITH MULTIPLE MEETING PATTERNS

BUSINESS PROCESS: SCHEDULING A COURSE WITH MULTIPLE MEETING PATTERS

MODULE: CURRICULUM MANAGEMENT

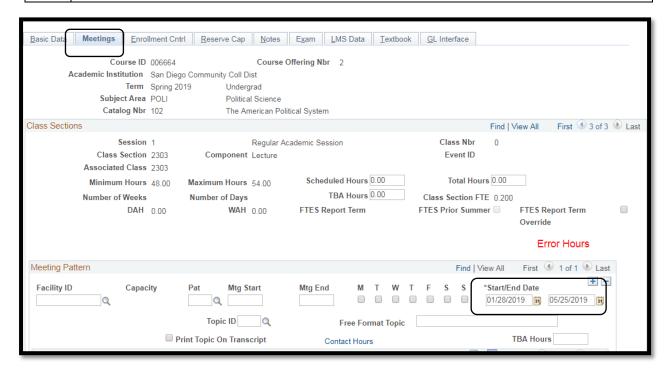
PREREQUISITES

You will need to know all of the correct meeting patterns for the course. Reference Create a New Class Section.

INSTRUCTIONS

This Job Aid will go over the process necessary to schedule a class with multiple meeting patterns.

STEP	Instructions
1)	Reference Create a New Class Section to create course. Input all correct information on the Basic Data tab.
2)	Click on the Meetings Tab, and confirm the Start/End Date are correct.



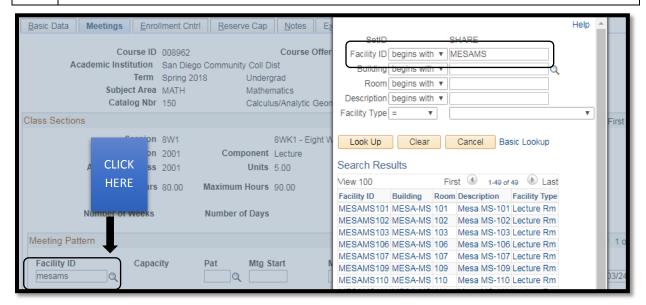
DATE CREATED: 4/1/19 PAGE 1 OF 3



Job Aid

STEP Instructions

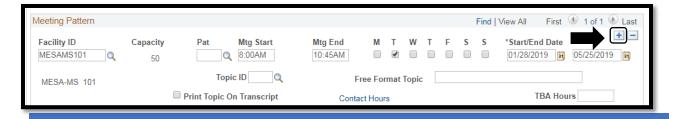
Lookup a Facility ID by clicking on the magnifying glass. Search Facility ID by typing the name of the campus followed by the building and building number with no spaces.



4) Enter a Mtg Start and Mtg End time. Click each day this class meets. If Meeting Pattern is ONLINE enter 'Campus Web' (i.e. MIRAWEB, MESAWEB, CITYWEB) for Facility ID. Enter 'TBA' under 'Pat' box. Do not enter Mtg Start/End Time and do NOT click any days. Then enter the number of hours in the TBA Hours box.



STEP Instructions To add an additional meeting pattern, click the icon to create a new row for different times/days.



DATE CREATED: 4/1/19 PAGE 2 OF 3



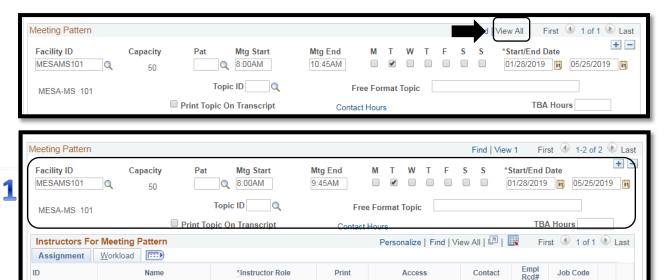
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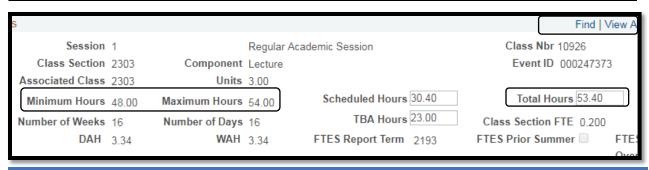


STEP	Instructions
6)	Click View All hyperlink, to view both meeting patterns.
	Repeat the steps 3 and 4 for new Meeting pattern row.
7)	Note: There must be at least 10 minutes between meeting patterns. Click Save .



Primary Instructor ₩. Q 0 Q Facility ID Pat Mtg Start Mtg End *Start/End Date Capacity MESAWEB 01/28/2019 👸 05/25/2019 🙀 TBA Q 30 Topic ID Free Format Topic MESA-WEB WEB TBA Hours Print Topic On Transcript Contact Hours

STEP Instructions Check the Scheduled Hours and Total Hours to make sure you fall within the range of 8) Minimum Hours and Maximum Hours. Ensure Class Nbr is generated. End of Process.



DATE CREATED: 4/1/19 PAGE 3 OF 3