



# 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 <i>Create a New Class Section</i> to create course. Input all correct information on the <b>Basic Data</b> tab.
2)	Click on the <b>Meetings</b> Tab, and confirm the <b>Start/End Date</b> are correct.

The screenshot displays the 'Meetings' tab in a scheduling system. The top navigation bar includes tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Meetings' tab is selected and highlighted with a red box.

Course information is displayed below the tabs:

- Course ID: 006664
- Course Offering Nbr: 2
- Academic Institution: San Diego Community Coll Dist
- Term: Spring 2019
- Subject Area: POLI
- Catalog Nbr: 102
- Undergrad: Political Science
- The American Political System

The 'Class Sections' section shows details for Session 1:

- Class Section: 2303
- Component: Lecture
- Class Nbr: 0
- Event ID: [empty]
- Minimum Hours: 48.00
- Maximum Hours: 54.00
- Scheduled Hours: 0.00
- Total Hours: 0.00
- Number of Weeks: [empty]
- Number of Days: [empty]
- TBA Hours: 0.00
- Class Section FTE: 0.200
- FTES Report Term: [empty]
- FTES Prior Summer: [checkbox]
- FTES Report Term Override: [checkbox]

The 'Meeting Pattern' section is visible at the bottom, with a red box highlighting the '\*Start/End Date' field, which contains the dates 01/28/2019 and 05/25/2019.



STEP	Instructions
3)	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.

The screenshot shows a search interface with the following fields: SetID (SHARE), Facility ID (begins with MESAMS), Building (begins with), Room (begins with), Description (begins with), and Facility Type (=). Below these are buttons for 'Look Up', 'Clear', and 'Cancel'. A search results table is visible below the buttons.

Facility ID	Building	Room	Description	Facility Type
MESAMS101	MESA-MS	101	Mesa MS-101	Lecture Rm
MESAMS102	MESA-MS	102	Mesa MS-102	Lecture Rm
MESAMS103	MESA-MS	103	Mesa MS-103	Lecture Rm
MESAMS106	MESA-MS	106	Mesa MS-106	Lecture Rm
MESAMS107	MESA-MS	107	Mesa MS-107	Lecture Rm
MESAMS109	MESA-MS	109	Mesa MS-109	Lecture Rm
MESAMS110	MESA-MS	110	Mesa MS-110	Lecture Rm

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

The screenshot shows the 'Meeting Pattern' form with the following fields: Facility ID (MESAMS101), Capacity (50), Pat (TBA), Mtg Start (8:00AM), Mtg End (10:45AM), a day selection grid (M, T, W, T, F, S, S), \*Start/End Date (01/28/2019 to 05/25/2019), and TBA Hours.

STEP	Instructions
5)	To add an additional meeting pattern, click the <b>+</b> icon to create a new row for different times/days.

The screenshot shows the 'Meeting Pattern' form with a plus sign icon circled in the top right corner, next to the 'Find | View All' and 'First 1 of 1 Last' navigation controls.



STEP	Instructions
6)	Click <b>View All</b> 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 <b>Save</b> .

Meeting Pattern

Facility ID: MESAMS101, Capacity: 50, Pat: [ ], Mtg Start: 8:00AM, Mtg End: 10:45AM, M: [ ], T: [x], W: [ ], Th: [ ], F: [ ], S: [ ], Sa: [ ], \*Start/End Date: 01/28/2019 to 05/25/2019

MESA-MS 101, Topic ID: [ ], Free Format Topic: [ ], Contact Hours: [ ], TBA Hours: [ ]

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Meeting Pattern

Facility ID: MESAWEB, Capacity: 30, Pat: TBA, Mtg Start: [ ], Mtg End: [ ], M: [ ], T: [ ], W: [ ], Th: [ ], F: [ ], S: [ ], Sa: [ ], \*Start/End Date: 01/28/2019 to 05/25/2019

MESA-WEB WEB, Topic ID: [ ], Free Format Topic: [ ], Contact Hours: [ ], TBA Hours: 23.00

**Instructors For Meeting Pattern**

Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[ ]	[ ]	Primary Instructor	[x]	[ ]	[ ]	0	[ ]

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

Session 1 Regular Academic Session Class Nbr 10926

Class Section 2303 Component Lecture Event ID 000247373

Associated Class 2303 Units 3.00

Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 30.40 Total Hours 53.40

Number of Weeks 16 Number of Days 16 TBA Hours 23.00 Class Section FTE 0.200

DAH 3.34 WAH 3.34 FTES Report Term 2193 FTES Prior Summer [ ]