

Adding Multiple Meeting Patterns to a section

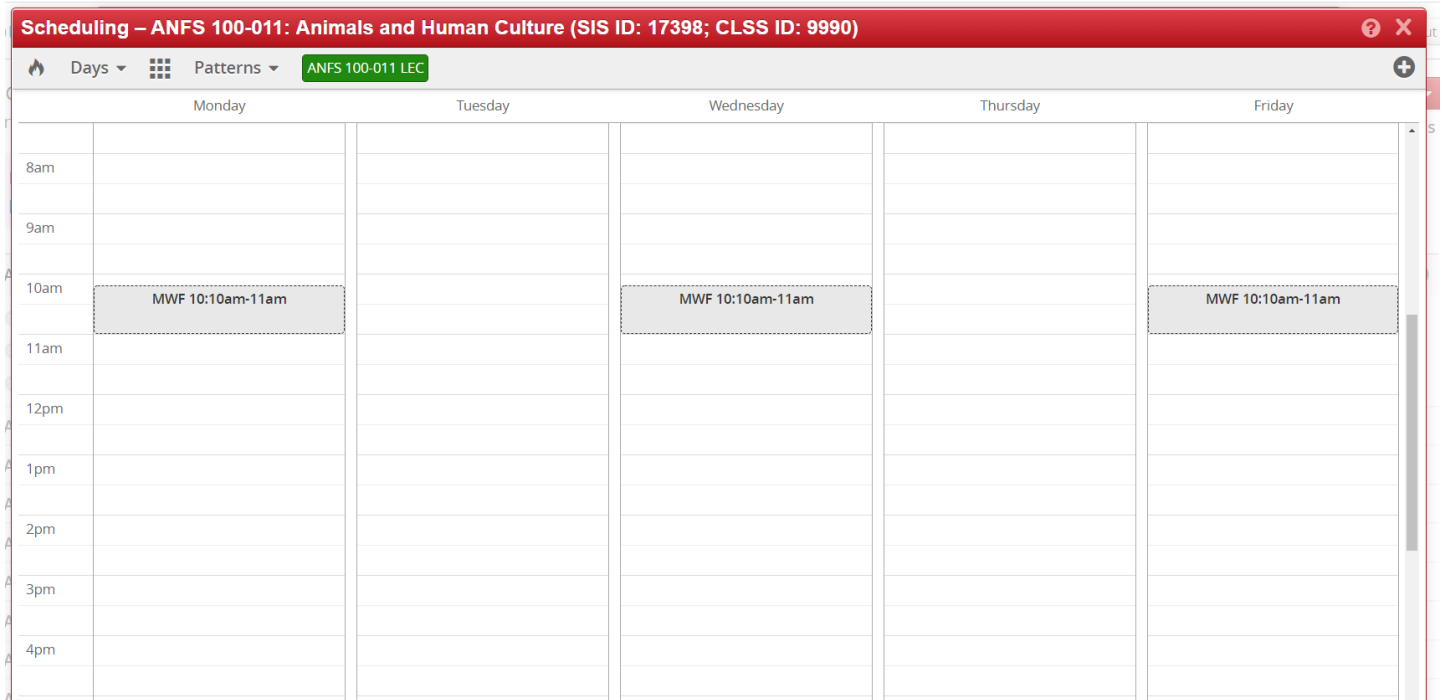
1. Open or add a section
2. Click on the link under Schedule (either Does Not Meet, or a meeting pattern)

The screenshot shows the 'Course Attributes' section with a list of requirements: 'A&S Breadth Requirements: A&S GROUP D: Mathematics, Natural Sciences & Tech' and 'General Education Objectives: Read Critically'. Below this is the 'Schedule' section, which includes a dropdown menu currently set to 'Does Not Meet' (highlighted in yellow). The 'Combined Enrollment' section shows a 'Maximum' enrollment of 300 and a 'Wait Cap' of 60. At the bottom, there is an 'Internal Comments' section.

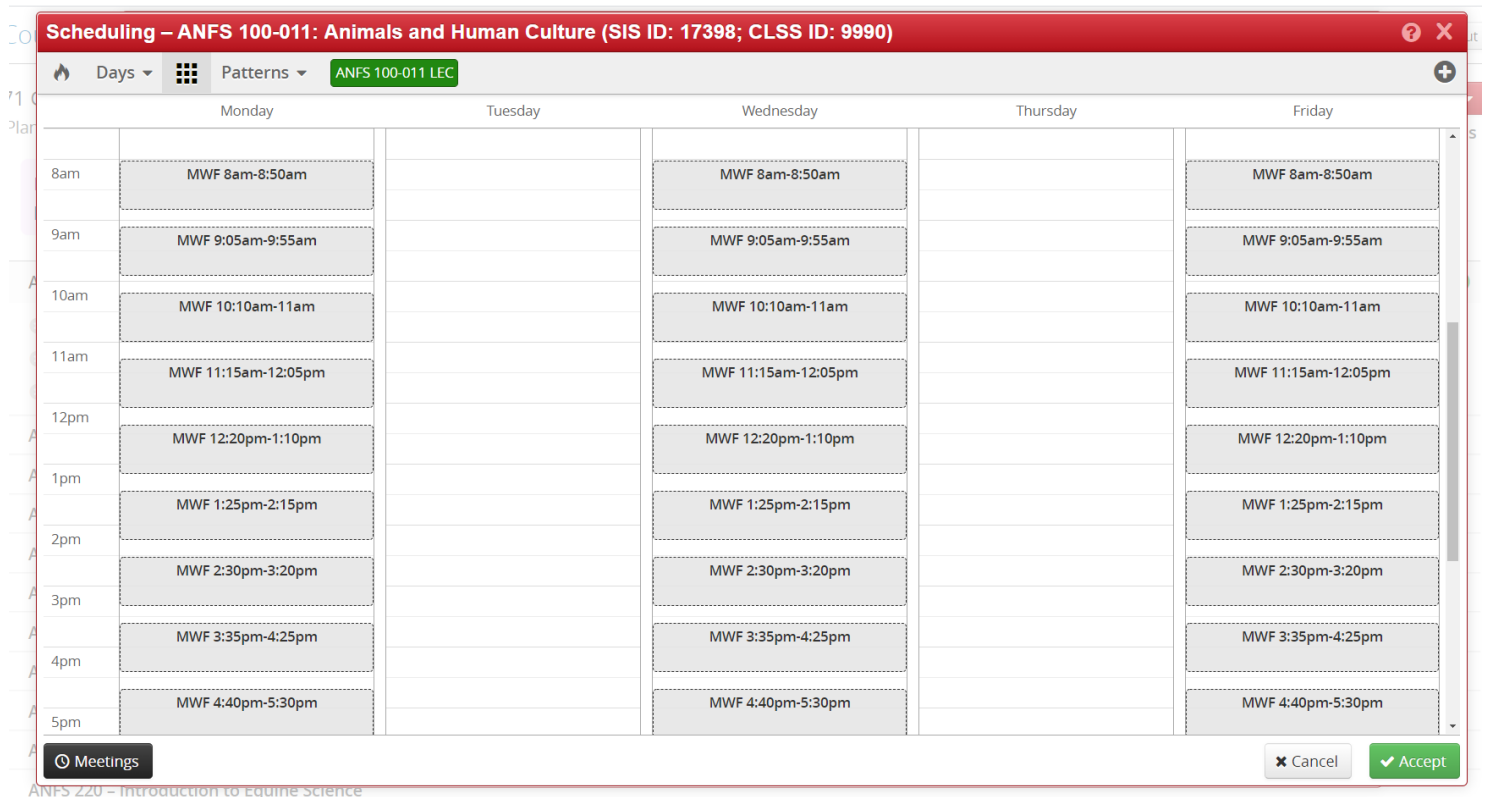
3. From the Patterns drop down, choose a specific meeting pattern type, ex: MP-3 Units MWF.

The screenshot shows the 'Scheduling' interface for 'ANFS 100-011: Animals and Human Culture (SIS ID: 17398; CLSS ID: 9990)'. The interface includes a 'Days' dropdown, a 'Patterns' dropdown, and a 'Meeting Pattern Name' input field with an 'Add' button. The 'Patterns' dropdown is open, showing a list of options: 'MP - 3 Units MWF' (checked), 'MP - 3 Unit 1xwk', 'MP - 3 Unit MF', 'MP - 3 Unit MW', 'MP - 3 Unit WF', 'MP - 3 Units TR', 'MP - Exam', and 'User Defined'. The background shows a calendar grid with time slots from 8am to 2pm and days of the week.

4. When you hover over the calendar, the meeting patterns will appear across the week. When the meeting pattern you would like is highlighted, click inside the calendar.

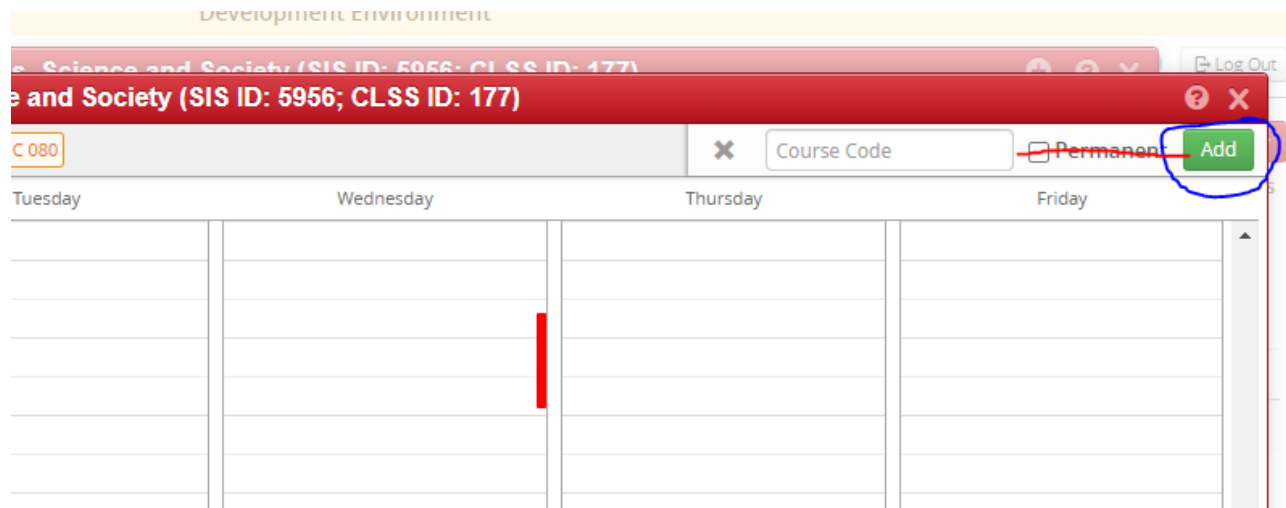


- To view all times in a meeting pattern, click the grid box to the left of the Patterns drop down.

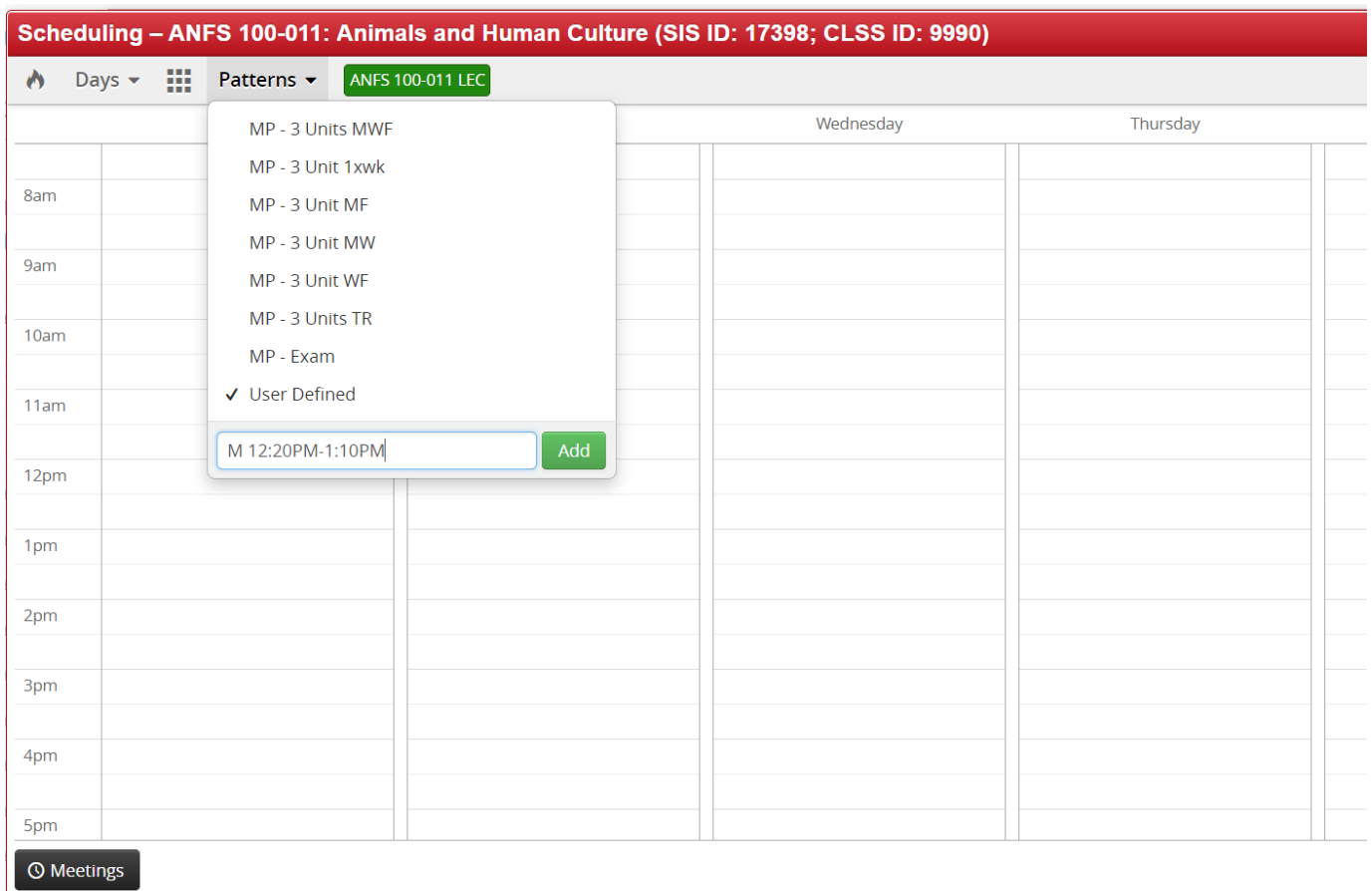


- Click the (+) in the upper right corner to overlay the schedule of another course(s). DO NOT CHECK PERMANENT--this will create an irreversible pairing of courses in your snapper. Click Add to see an overlay of the meeting times of the other class with the one

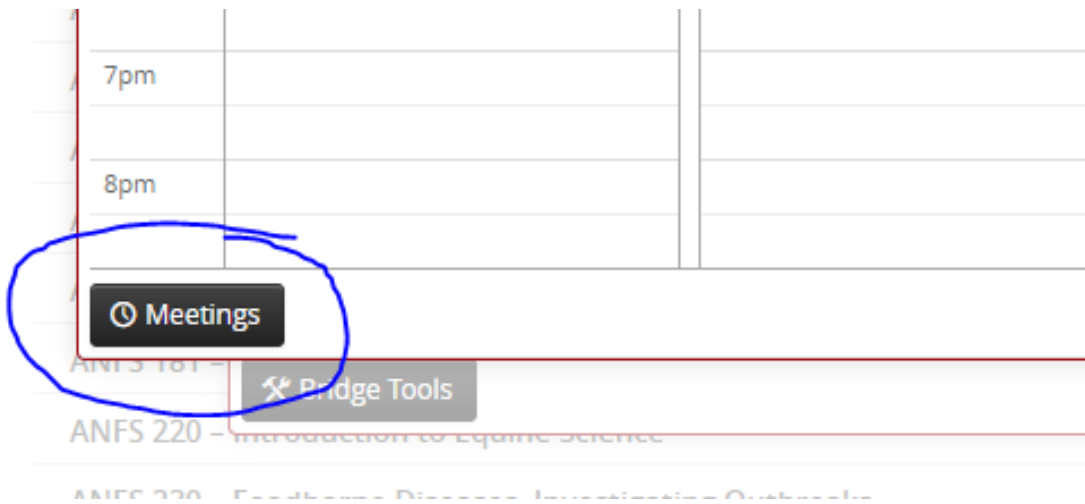
you are scheduling. This could be helpful in scheduling courses that are corequisites, or that students commonly take together.



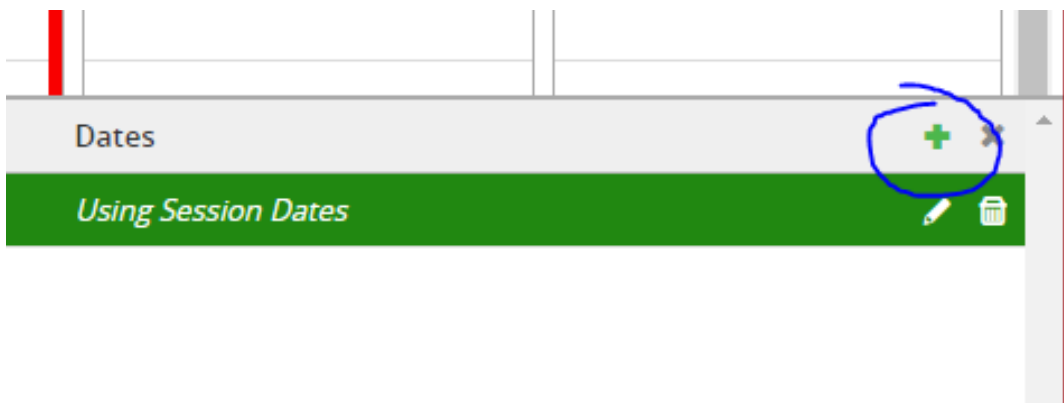
7. If you need to enter a meeting time that is not in the Pattern drop down, choose the User Defined option. Click on the Pattern drop down again, and inside the Meeting Pattern Name box, enter the meeting time in the following format: M 12:20PM-1:10PM.
 - a. User Defined should only be used for courses that are meeting during standard meeting times but not utilizing the entire meeting pattern, such as class recitation meetings, Honors meetings, hybrid courses with different locations, etc. These should begin at the start of a standard meeting time.



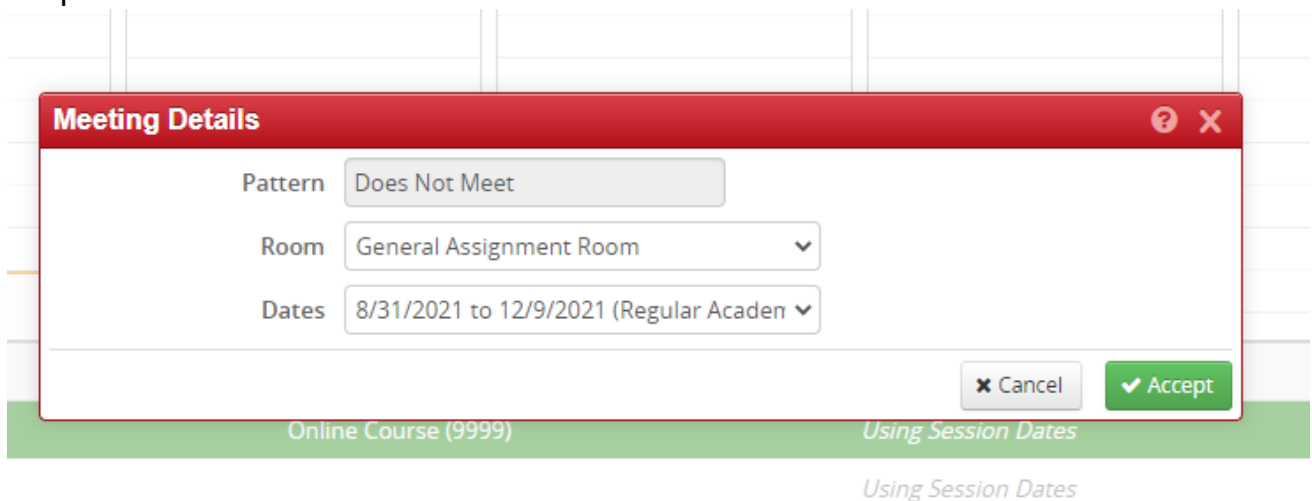
8. To add another meeting, click the black Meetings button on bottom left of the calendar screen to view the Multiple Meeting box.



9. Click the green (+) on top right to add another meeting row.

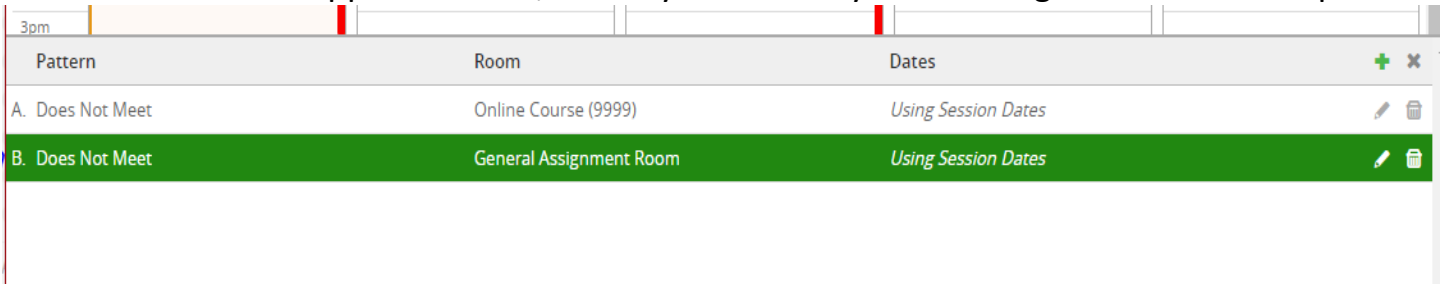


10. Fill in Meeting Details box. The Pattern field will be grayed out, you will define the times in the snapper. If the meeting requires custom dates, choose Custom from the Dates drop down menu.







11. Click Accept

12. Click the new meeting pattern row you added to highlight it in green. This will bring you back to the snapper calendar, where you can add your meeting times. Follow Steps 3-5.



The screenshot shows a table with three columns: Pattern, Room, and Dates. The second row is highlighted in green. The table has a header row with a plus and minus icon on the right. The first row is 'A. Does Not Meet' with room 'Online Course (9999)' and dates 'Using Session Dates'. The second row is 'B. Does Not Meet' with room 'General Assignment Room' and dates 'Using Session Dates'. There are pencil and trash icons on the right of each row.

Pattern	Room	Dates	
A. Does Not Meet	Online Course (9999)	Using Session Dates	 
B. Does Not Meet	General Assignment Room	Using Session Dates	 

13. You can edit or delete meetings by clicking on the black Meetings button and using the pencil icon on the meeting row to edit, or the trash can to delete.

14. Click Accept to save the meeting and return to the section editor.