

Adding Multiple Meeting Patterns to a section

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

The screenshot shows a form for course attributes and scheduling. Under the 'Schedule' section, there is a dropdown menu with 'Does Not Meet' selected and highlighted in yellow. Below this, the 'Combined Enrollment' section has input fields for 'Maximum' (300) and 'Wait Cap' (60). The 'Internal Comments' section is visible at the bottom.

3. From the Patterns drop down, choose a specific meeting pattern type. Click in the calendar to select the start and end time you would like to use.

The screenshot shows a scheduling calendar for 'ANFS 101-010: Animals, Science and Society (SIS ID: 5956; CLSS ID: 177)'. The calendar displays days from Monday to Friday and times from 8am to 8pm. A meeting pattern is being added, with a red vertical bar indicating the time slot. A blue circle highlights the 'Patterns' dropdown menu, and another blue circle highlights the 'Accept' button at the bottom right.

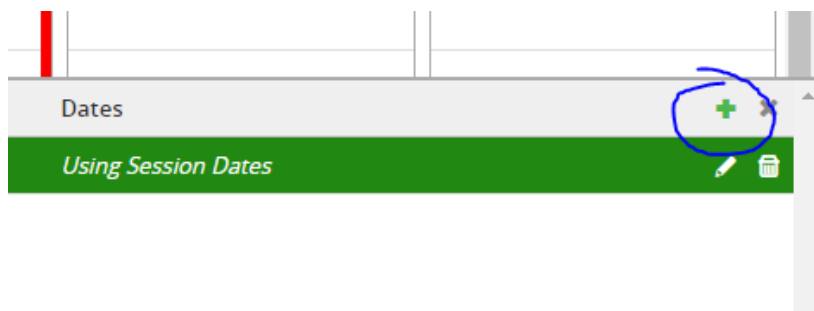
4. Click the (+) in the upper right corner to compare schedule to other courses. DO NOT CHECK PERMANENT. This will create an irreversible pairing of courses in your snapper. Click Add to see an overlay of the meeting times of the other class with the one you are scheduling.



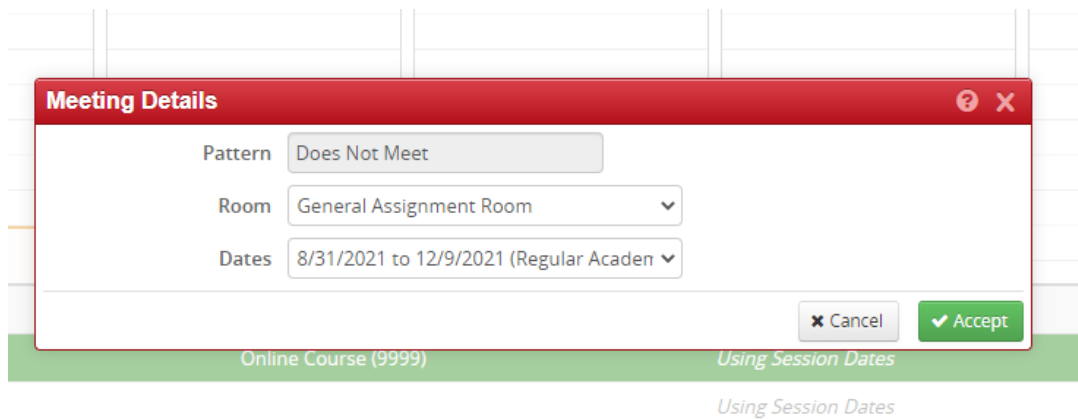
5. Click black Meetings button on bottom left of calendar screen



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



7. Fill in Meeting Details that are applicable, leave Pattern as Does Not Meet, you will define in the snapper.



8. Click Accept
9. Click the new meeting pattern row you added to highlight in green. This will bring you back to the snapper calendar, where you can add your meeting times. Follow Steps 3 and 4.

