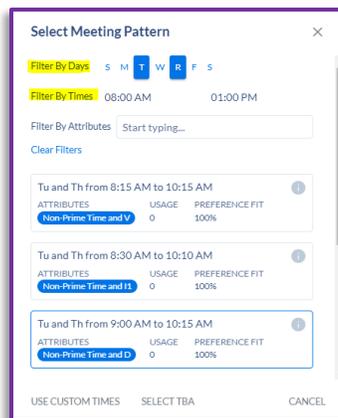
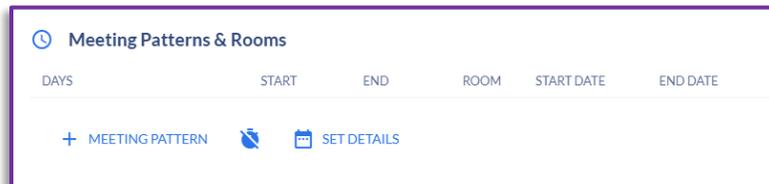




## Meeting Patterns & Rooms

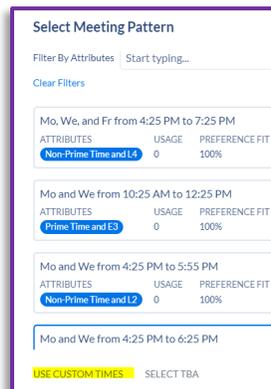
### 1. Set the meeting pattern in the Meetings Patterns & Rooms block

- a. Click on **+ MEETING PATTERN** to select the meeting days and times for this class section from the options provided. This will open a pop-up box where you can search for the desired time block within a pre-established menu of standard meeting patterns. We recommend that you **filter by the day or time** at the top of the screen to narrow your options:

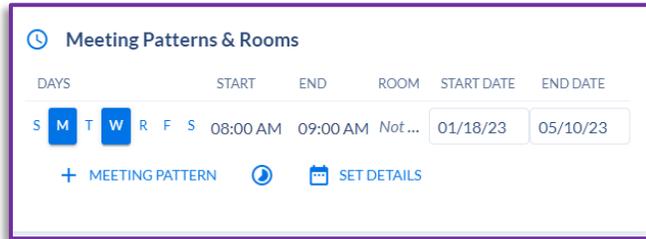


- b. Custom meeting patterns:

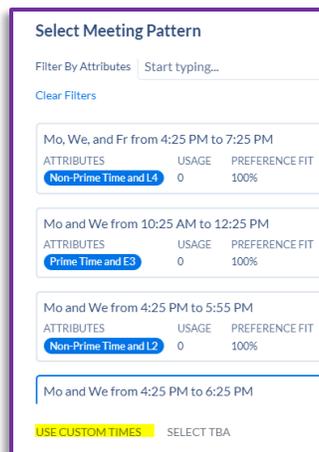
- i. Click **+ MEETING PATTERN** to open the pop-up box.
- ii. Click "USE CUSTOM TIMES" in the lower left corner of the pop-up box:



- iii. NOTE: Deviation from the standard time blocks will require approval.
- iv. Click on the requested day(s) and enter the requested start and end times:



- c. If your section does not have a set meeting time, or if the meeting time is not yet decided, you must still populate the START DATE and END DATE in this section to avoid errors.
  - i. Click **+ MEETING PATTERN** to open the pop-up box.
  - ii. Click **“USE CUSTOM TIMES”** in the lower left corner of the pop-up box:



- iii. Click in the 08:00 start time, this creates the red X to delete start time, do the same with 09:00 end time, and click the red X. This populates START and END DATES for the section and allows the instructor to be added.

