

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:

Meeting Patterns & Rooms									
DAYS	START	END	ROOM	START DATE	END DATE				
+ MEETING PATTERN	💐 🖻 Set	DETAILS							
	Select Meeting Pa	ttern		×					
	Filter By Times 08:00 A Filter By Attributes Sta Clear Filters	AM 01:00	PM						
	Tu and Th from 8:15 A ATTRIBUTES Non-Prime Time and V	AM to 10:15 AM USAGE PREFEREN 0 100%	CE FIT						
	Tu and Th from 8:30 A ATTRIBUTES Non-Prime Time and 11	AM to 10:10 AM USAGE PREFERENT 0 100%	CE FIT						
	Tu and Th from 9:00 A ATTRIBUTES Non-Prime Time and D	M to 10:15 AM USAGE PREFEREN 0 100%	CE FIT	·					
	USE CUSTOM TIMES	SELECT TBA	CANC	EL					

- 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:

elect Meeting P	attern		
ilter By Attributes St	art typing		
lear Filters			
Mo, We, and Fr from	14:25 PM to	7:25 PM	
ATTRIBUTES	USAGE	PREFERENCE FIT	
Non-Prime Time and L4	0	100%	
Mo and We from 10	:25 AM to 1	2:25 PM	
ATTRIBUTES	USAGE	PREFERENCE FIT	
Prime Time and E3	0	100%	
Mo and We from 4:2	25 PM to 5:5	5 PM	
Mo and We from 4:2 ATTRIBUTES	USAGE	PREFERENCE FIT	

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.

Meeting Pattern	ns & Room	S			
DAYS	START	END	ROOM	START DATE	END DATE
SMTWRFS	08:00 A×	09:00 AM	Not	08/22/24	12/12/24
+ MEETING PATTER	08:00 AN	🛅 SET I			
	08:30 AN				