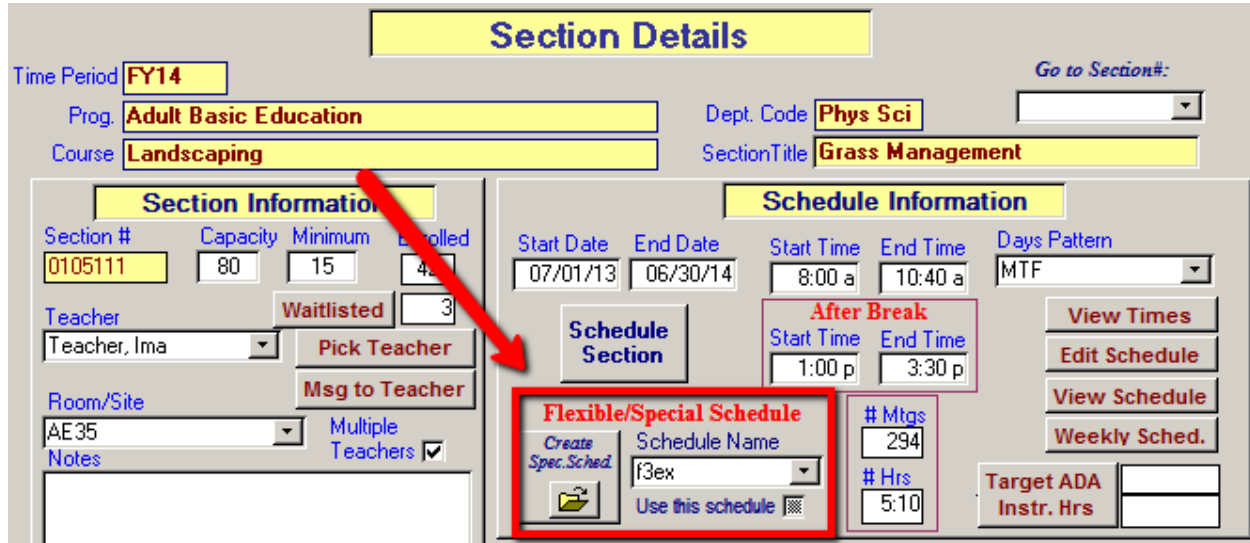


## Create Flexible Schedule

If you have a class with a flexible pattern, e.g., on Mondays it meets from 1 to 3 pm, and on Wednesdays from 1:30 to 3:30, you can create a prototype. (The same prototype can be used for other classes with the same pattern.)



**Section Details**

Time Period: **FY14** Go to Section#:

Prog. **Adult Basic Education** Dept. Code **Phys Sci**

Course **Landscaping** Section Title **Grass Management**

Section Information				Schedule Information				
Section #	Capacity	Minimum	Enrolled	Start Date	End Date	Start Time	End Time	Days Pattern
0105111	80	15	4	07/01/13	06/30/14	8:00 a	10:40 a	MTF

Teacher: **Teacher, Ima** Waitlisted:

Room/Site: **AE35** Multiple Teachers:

**Flexible/Special Schedule**

Schedule Name: **f3ex** # Mtgs:

Use this schedule # Hrs:

**After Break** Start Time:  End Time:

- In the "Flexible/Special Schedule" area, click on  icon.
- In the Special Schedule screen, type in the name of your prototype (any name to identify this group of days/hours, but don't use the days-of-the-week patterns already in ASAP). If this is the same pattern for the entire date range that the class meets, select Week 1. If there is a rotation every two, three or four weeks, select one of those numbers for the "Week#" field.

## Create Flexible Schedule

**Special Schedule**

*Create flexible schedule: Enter schedule name; if schedule is same for entire time period, enter 1 in Week# field; if not, enter week number (up to 4) for rotation. Enter day the class meets with start and end times (one day per line). From section screen, choose Special Schedule name, put check in "Use this schedule" box and click Schedule Section.*

Spec. Sched. Name	Week#	Day	Start Time	End Time	List Order	
Charlie49er	1	Mon	1:30 PM	2:45 PM		Pick
Charlie49er	1	Sat	10:00 AM	4:00 PM		Pick
Charlie49er	1	Tue	3:00 PM	5:00 PM		Pick
Charlie49er	2	Mon	8:00 AM	10:00 AM		Pick
Charlie49er	2	Sat	10:00 AM	2:00 PM		Pick
Charlie49er	2	Sun	2:00 PM	5:00 PM		Pick
f3ex	1	Mon	3:00 PM	5:00 PM		Pick
f3ex	1	Wed	2:00 PM	3:05 PM		Pick
User1	1	Mon	7:00 PM	8:00 PM		Pick
User1	1	Wed	2:00 PM	9:00 PM		Pick
*						Pick

**DTP for Multi Schedule**

**Schedule Multiple Sections**

*Make exact copy of schedule*

Section From

Section To

**Clone Schedule**

Record:  1 of 10

- Type in the weekday, start and end times (remember to enter a "p" or "a" for morning or afternoon.) On the next line, enter the same prototype name, the next weekday, start and end times in the pattern.
- Continue entering all the days and times for this prototype.
- When done, click on a "Pick" button next to any of the days. The prototype will automatically be entered in the "Special Schedule" area of the Section Details screen.
- Put a check-mark next to "Use this Schedule" in the "Special Schedule" area, and click on the "Schedule Section" button.