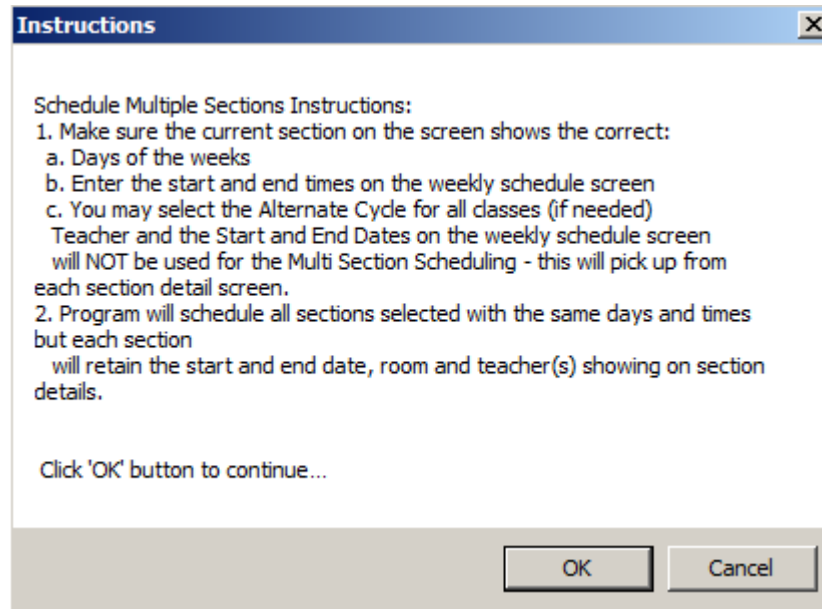


Scheduling Multiple Sections

If a group of sections has the same day and times pattern, they can be scheduled simultaneously through the **Weekly Schedule** feature.

- From the Section Details screen, click on Weekly Schedule.
- Enter the beginning and ending times in the days columns.
- Click on Schedule Multiple Sections. Make sure you read the instructions on the Instructions screen.
- Click OK, and a list of all your sections will appear.



- Click on the sections to be scheduled and click Select Picked.
- If the new schedule applies only to a certain teacher or course, you can filter by teacher or by course. The sections will be scheduled with the teachers, dates and rooms that appear on the Section Details screen for each section.

Scheduling Multiple Sections

Select Sections

Time Period: **FY13**

Please select section to schedule

Note: List includes only Sections without Schedule

| SectionNo | Section Title | Teacher |
|-----------|------------------------------------|-------------------|
| 020602 | Electrical | Chambrose, Robert |
| 060601 | Computer Operator/Sftwr Appl/Word/ | Chambrose, Robert |
| 060602 | Computer Operator/Sftwr Appl/Word/ | Chambrose, Robert |
| 060603 | Computer Operator/Sftwr Appl/Word/ | Chambrose, Robert |
| 081401 | Quilting / Ceramics | Barker, Bob M |
| 081501 | Exercise & Fitness | Barker, Bob M |
| 081601 | Ceramics & 3 - D Art | Barker, Bob M |

Filter by Teacher:

Filter by Course:

Select Picked **Cancel**