

## Create Weekly Schedule

**Section Details**

Time Period:  Go to Section#:

Prog:  Dept. Code:

Course:  Section Title:

Section Information				Schedule Information				
Section #	Capacity	Minimum	Enrolled	Start Date	End Date	Start Time	End Time	Days Pattern
<input type="text" value="D105111"/>	<input type="text" value="80"/>	<input type="text" value="15"/>	<input type="text" value="42"/>	<input type="text" value="07/01/13"/>	<input type="text" value="06/30/14"/>	<input type="text" value="8:00 a"/>	<input type="text" value="10:40 a"/>	<input type="text" value="MTF"/>
Teacher	Waitlisted							
<input type="text" value="Teacher, Ima"/>	<input type="text" value="3"/>							
Room/Site	Multiple Teachers <input checked="" type="checkbox"/>							
<input type="text" value="AE35"/>								
Notes								

**Schedule Section**

**After Break**  

Start Time	End Time
<input type="text" value="1:00 p"/>	<input type="text" value="3:30 p"/>

**Flexible/Special Schedule**  


Schedule Name	# Mtgs
<input type="text" value="f3ex"/>	<input type="text" value="294"/>
Use this schedule <input type="checkbox"/>	# Hrs
	<input type="text" value="5:10"/>

Target ADA	<input type="text"/>
Instr. Hrs	<input type="text"/>

An alternative way of creating special schedules, especially if you need to insert random schedules where a class has already been scheduled, is through the "Weekly Schedule" screen.

**Weekly Schedule**

<b>Start Date</b>	<input type="text" value="07/01/12"/>	<b>End Date</b>	<input type="text" value="06/30/13"/>	<b>Alternate Cycle:</b>	<input type="text" value="1"/> week(s)
			<b>Teacher</b>	<b>Main Teacher</b>	<b>Schedule Teacher</b>
			▶ Ackley, Steven C	<input type="text" value="Yes"/>	<input type="checkbox"/>

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Week 1</b>							
<b>Start Time</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>End Time</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- First, make sure you have entered a beginning and ending date, a days pattern and a beginning and ending time.



## Create Weekly Schedule

- Click on the "Weekly Sched" button.
- You can choose up to 4 weekly cycles: if each week has the same pattern, choose 1; if there is a different pattern for each week, choose 2, 3 or 4, depending on the duration before the cycle repeats itself.
- The date range will default from the section screen. If the special schedule is of shorter duration than the entire schedule, enter the beginning and ending dates that will apply.
- Now enter the beginning and ending times for each day. (It is OK to leave days blank if they are not being scheduled.) When done, click the "Schedule Section" button.