scheduling_instructor_free_time

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Set up free times for the instructor.

Click +Add under Free Time. A blank row is displayed in the Free Time grid.

Type	
Days	Select the code indicating the day or combination of days that the instructor will *not* teach.
Semesters	Select the code indicating the semesters during which the instructor will *not* teach.
Period From **Period To**	Select the beginning and ending periods of the instructor's free time. If **Period To** is blank or set to a period before **Period From**, the value in the **Period From** field is automatically used for both.

In the Type field, type or click to select the code indicating the type of free time.

Notes:

A fixed free time cannot be changed during the master schedule generation process.

A selectable free time can be changed during the master schedule generation process.

In the Days field, type or click to select the code indicating the day or combination of days that the instructor is free.

In the Semesters field, type or click to select the code indicating the semesters during which the instructor will not teach.

In the Period From and Period To fields, click to select the beginning and ending periods of the free time.

If Period To is left blank, or Period To is before Period From, the value in the Period From field is automatically used for Period To.

To delete a free time period, click . A message is displayed asking if you want to delete the entry.

Click Yes to delete the free time. The row is deleted. Otherwise, click No.

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