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.
🗑	Delete a free time period. 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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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