




# **scheduling\_instructor\_free\_time**



# Table of Contents



Free Time					
Delete	Type	Days	Semesters	Period From	Period To
	F	05	3	01	01
					+ Add



Note: Instructor will NEVER be assigned at these times.

Set up free times for the instructor:

Free time is the period when the instructor is not available for a class.

Example: Conference periods, assistant coach who helps at multiple campuses but is not the teacher of record, or teachers who are shared between campuses.

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

<b>Type</b>	Select the code indicating the type of free time. <ul style="list-style-type: none"> <li>F-Fixed free time cannot be changed during the master schedule generation process.</li> <li>S-Selectable free time can be changed during the master schedule generation process.</li> </ul>
<b>Days</b>	Select the code indicating the day or combination of days that the instructor will <i>not</i> teach.
<b>Semesters</b>	Select the code indicating the semesters during which the instructor will <i>not</i> teach.
<b>Period From</b> <b>Period To</b>	Select the beginning and ending periods of the instructor's free time. If <b>Period To</b> is blank or set to a period before <b>Period From</b> , the value in the <b>Period From</b> field is automatically used for both.
	<p><a href="#">Delete a free time period.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>



## Back Cover