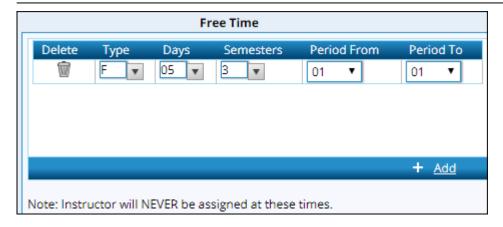


scheduling_instructor_free_time

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Free time is the period when the instructor is not available for a class (e.g., conference periods, an assistant coach who helps at multiple campuses but is not the teacher of record, or instructors who are shared between campuses).

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

| Туре | Select the code indicating the type of free time. |
|--------------------------|--|
| | • F-Fixed free time cannot be changed during the master schedule generation process. |
| | • S-Selectable free time can be changed during the master schedule generation process. |
| Days | Select the code indicating the day or combination of days that the instructor will <i>not</i> teach. |
| Semesters | Select the code indicating the semesters during which the instructor will <i>not</i> 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). |



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