

scheduling_msalgo_meeting_times

Table of Contents

The meeting times for the selected section are listed. A course-section must have at least one meeting time and can have up to four meeting times.

❑ Click **+Add** to add a meeting time. A row is added to the grid.

Sec-Meet	A sequential number is displayed for each meeting time you add.
Sem	Select the code indicating the semester(s) the class meets.
Frm **To**	Select the beginning and ending periods when the class begins and ends.
Instr	Click ⋮ to select an instructor.
Room	Type the room number in which the class meets, up to four characters.
Days	Select the code indicating the day(s) the class meets.
🗑	Delete a meeting time. 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). Meeting time 1 cannot be deleted. At least one meeting time is required for each section.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover