



scheduling_ra_free_time

Table of Contents

Free time patterns are used to define the times during the school day when no classes meet and all students should remain unassigned to classes. This can be used to keep all students free for lunch, if you do not want to schedule lunch as a course, or to keep all students free for regularly scheduled assemblies, etc. The use of free time is optional.

If you specify free time, the Master Schedule Generator will not use any time patterns within the free time for generating class meeting times. If no free time is specified, the Master Schedule Generator will use all possible combinations of valid semesters, beginning periods, and ending periods.

Create free time patterns which are used to define the times when no classes meet:

- Click **+Add** to add a free time pattern.

A blank row is displayed in the **Free Time** grid.

Days	Select the day or combination of days that will have free time.
Semesters	Select the semesters during which classes will not meet.
Periods	Select the beginning and ending periods of the free time.
	<p>Delete a free time pattern.</p> <ol style="list-style-type: none">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. <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>

When the parameters are saved, the selected free time patterns are listed next to the **Free Time** section in a numbered list.



Back Cover