



## **scheduling\_ra\_free\_time**





# Table of Contents



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.

<b>Days</b>	Select the day or combination of days that will have free time.
<b>Semesters</b>	Select the semesters during which classes will not meet.
<b>Periods</b>	Select the beginning and ending periods of the free time.
	<p><a href="#">Delete a free time pattern.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. 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>

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



## Back Cover