scheduling_ra_room_free_time

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Set up free times for the room.

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

Type	
Days	Select the code indicating the day or combination of days that the room should not be scheduled.
Semesters	Select the code indicating the semesters during which the room will not have classes.
Period From Period To	Select the beginning and ending periods that the room should not be scheduled.
🗑	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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