


# Meeting Time Parameters

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# Meeting Time Parameters

***Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Meeting Time Parameters***

This tab allows you to set up meeting time patterns for days, semesters, periods, and free times for the campus to which you are logged on.

## Set parameters:

❑ Enter the following:

| | |
|---|---|
| **Days** | Select the day patterns for the campus. Day patterns are the combinations of days of the week on which classes can be taught. Day patterns are used when selecting days for the class meeting times.<br><br>When the parameters are saved, the selected day patterns are listed next to the **Days** section in a numbered list.<br><br>Example: Band I, II, III, and IV meet every day during the same period and with the same instructor. In this case, you would select the individual days of the week (e.g., Monday, Tuesday, etc.) |
| **Semesters** | Select the semester patterns for the campus. Semester patterns are used when selecting semesters for the class meeting times. The number of semester combinations depends on the number of semesters specified in the **Max Sems Allowed** field on Maintenance > Master Schedule > Campus > Campus Control.<br><br>When the parameters are saved, the selected semester patterns are listed next to the **Semesters** section in a numbered list. |
| **Periods** | Select the period conditions for the campus. There are nine conditional period ranges that can be set up to restrict the meeting time of a class. If you specify a conditional ranges for a class meeting time, the generated class meeting time will be within that conditional period range.<br><br>The **Default** fields display the range set in the **Period Begin** and **Period End** fields on Maintenance > Master Schedule > Campus > Campus Control. The default range is used if you do not specify a conditional period range for a class meeting time.<br><br>When the parameters are saved, the selected period conditions are listed next to the **Periods** section in a numbered list.<br><br>Example: If you only wanted English courses during morning periods (e.g., districts that share an English teacher), create a period condition for morning periods, and then enter this condition on the Section Info tab for those courses. |

❑ Under **Free Time**:

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. |
| | Delete a free time pattern.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |

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

❑ Click **Save**.


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