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Study Hall

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Study Hall

Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Study Hall

This tab allows you to set up study hall courses.

Set up study hall courses:

Existing study hall are displayed in order by instructor ID.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If there are multiple pages, page through the list.

❑ Click to add a study hall course.
❑ Or, click **+Add** to update an existing study hall course.

The fields below the grid are enabled.

Course	Click to select the course.
Semesters	Select up to eight semester patterns for study hall courses.
Periods	Select the period ranges (from/to periods) for up to four study hall courses.

Restrictions	**Type**	Select the code indicating if the restrictions always apply (i.e., fixed) or can be overridden (i.e., selectable) by the user. This field applies to the other restriction fields for this course-section (gender, team, and grade level).
	Gender	Select a gender if the section is restricted to one gender.
	Team	(Optional) If you are using Team Code, select a team code if you want to restrict section membership to a certain group or team of students. Team codes are established on Maintenance > Team Code.
	Grade Level	If there are grade level restrictions for the course-section, select the lowest grade level allowed. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. For example, if the course is for 7th and 8th grade students, select 07 in the **Grd Restr** field, and type 1 in the **+** field.
Max Seats	Type the maximum number of seats available for the study hall course.	
Room	Click ⋮ to select the room in which to schedule the study hall course.	
Instructor	Click ⋮ to select the instructor assigned to the study hall course. The instructor's name is displayed. If you want to assign specific instructors and rooms to the study halls, and you know how you want them assigned, enter those study hall classes on Maintenance > Master Schedule > Campus > Sections. Otherwise, if a room or instructor is specified in the Resource Allocator, the room and instructor are assigned to as many study halls as possible.	

❑ Click **Save**.

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
	Delete a record. 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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