

Subject Areas

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Scheduling > Maintenance > Master Schedule Generator > Tables > Subject Areas

This tab allows you to maintain a table of subject area codes which can be used to associate instructors and rooms with a specific academic area (e.g., science).

Add code:

Existing subjects are displayed in order by code.

❑ Click **+Add** to add a subject code. A blank row is added to the grid.

Subject	Type the one-character code for the subject.
Description	Type the description for the subject area code, up to 30 characters.

❑ To edit a code or description, type over the existing data.

❑ Click **Save**.

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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