





scheduling_instructor_free_time

Table of Contents

Set up free times for the instructor.

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 instructor will <i>not</i> teach. |
| Semesters | Select the code indicating the semesters during which the instructor will <i>not</i> teach. |
| Period From Period To | Select the beginning and ending periods of the instructor's free time. If Period To is blank or set to a period before Period From , the value in the Period From field is automatically used for both. |
|  | <p>Delete a free time period.</p> <ol style="list-style-type: none"> 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. <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> |



Back Cover