



## **scheduling\_msalgo\_meeting\_times**






# Table of Contents



The meeting times for the selected section are listed. A course-section must have at least one meeting time and can have up to four meeting times.

☐ Click **+Add** to add a meeting time. A row is added to the grid.

<b>Sec-Meet</b>	A sequential number is displayed for each meeting time you add.
<b>Sem</b>	Select the code indicating the semester(s) the class meets.
<b>Frm To</b>	Select the beginning and ending periods when the class begins and ends.
<b>Instr</b>	Click  to <a href="#">select an instructor</a> .
<b>Room</b>	Type the room number in which the class meets, up to four characters.
<b>Days</b>	Select the code indicating the day(s) the class meets.
	<p><a href="#">Delete a meeting time.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <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> <p>Meeting time 1 cannot be deleted. At least one meeting time is required for each section.</p>



## Back Cover