



## **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