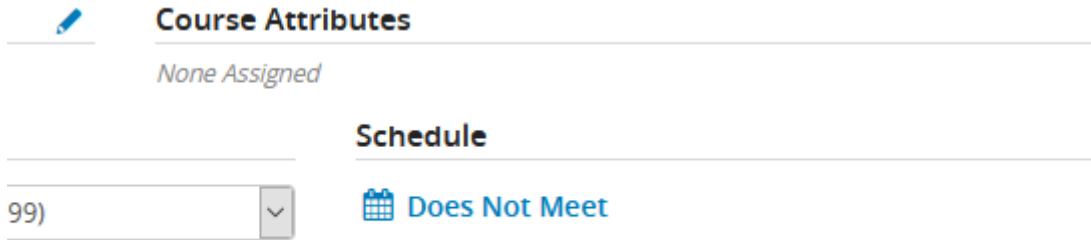


Adding meeting pattern times to a section in CLSS (User Defined at the end)

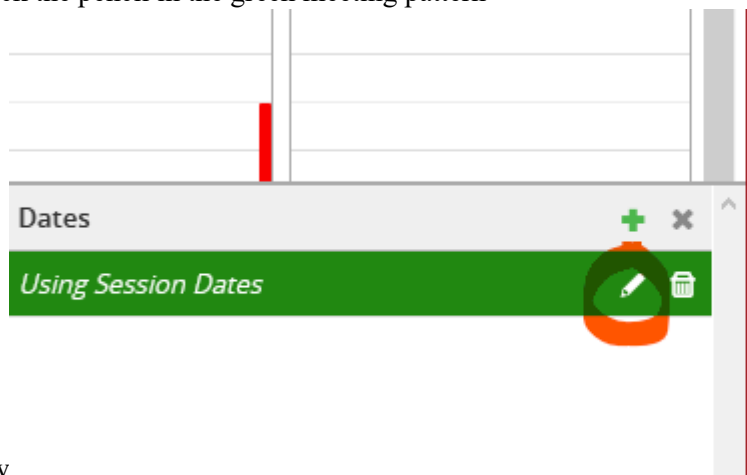
1. Click on the calendar below schedule



2. Click the Meetings button

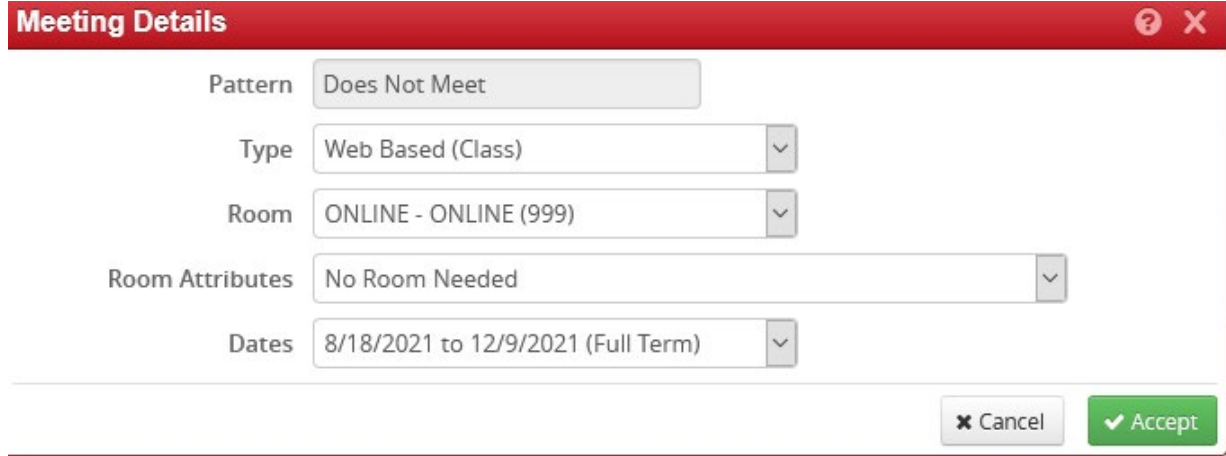


3. Click the pencil in the green meeting pattern



4. Ensure the following fields are appropriate for this meeting pattern, as they all effect the meeting patterns available in the snapper
 - a. Type
 - b. Room

- c. Room Attributes



Meeting Details

Pattern: Does Not Meet

Type: Web Based (Class)

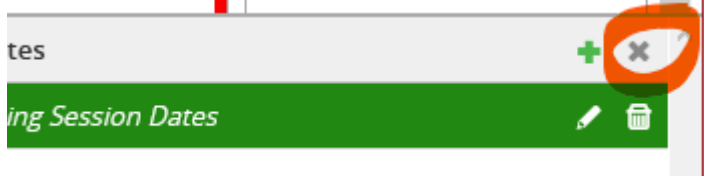
Room: ONLINE - ONLINE (999)

Room Attributes: No Room Needed

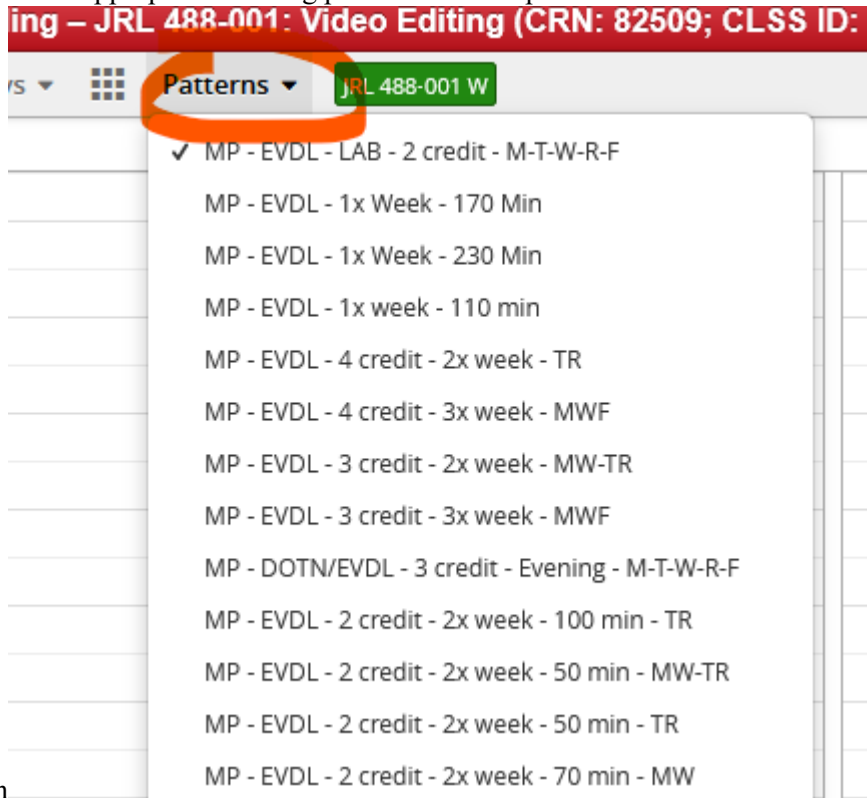
Dates: 8/18/2021 to 12/9/2021 (Full Term)

Buttons: Cancel, Accept

- 5. Click the small grey x above the green meeting pattern row

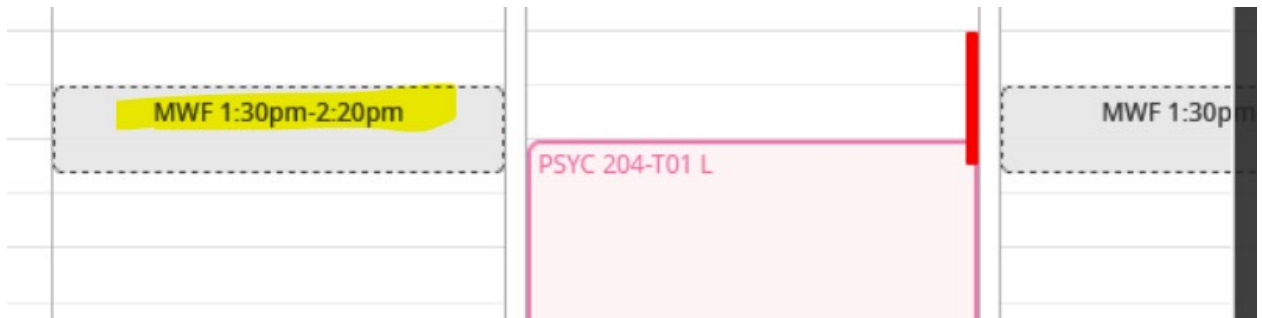


- 6. Click Patterns button
- 7. Choose the appropriate meeting pattern in the drop



- 8. Move your mouse around the calendar. A grey box will outline available meeting patterns

9. Click the appropriate time

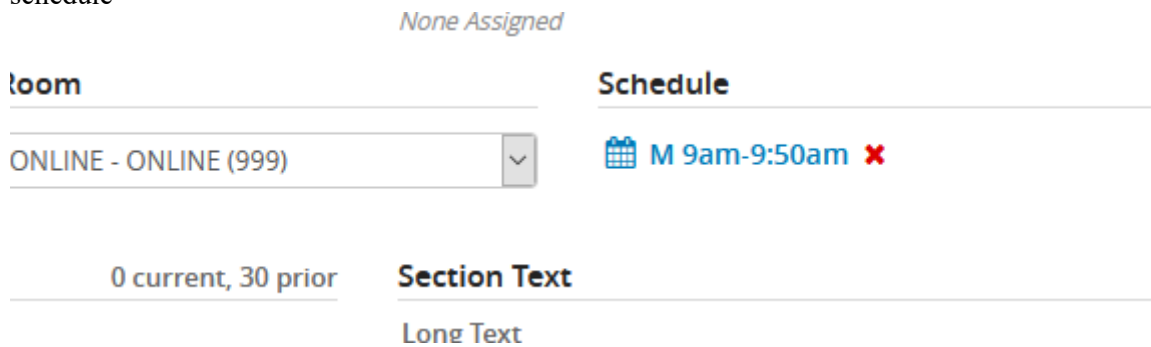


10. Click Accept



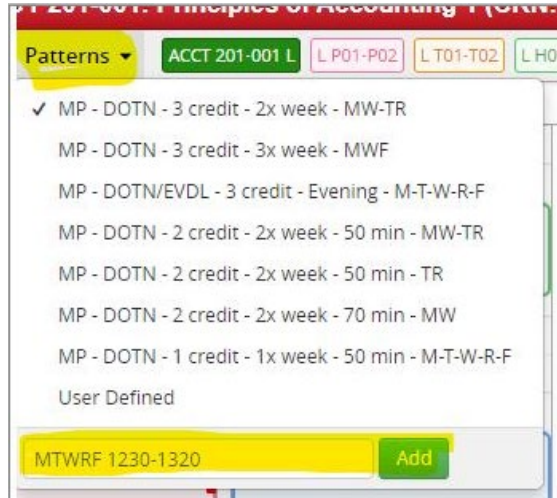
button

11. Days and Times should appear by the calendar under schedule




If Off Grid or Summer or Variable Credit:

1. Click on the Patterns dropdown
2. Type the days and times in the “Meeting Pattern Name” field (Ex MTWRF 1230-1350)
 - a. First letter of the day (R for Thursday) in all Uppercase Letters
 - b. Add a space
 - c. Time in military time separate by a hyphen
 - d. Click the “add” button





Adding a second meeting pattern

Click on the Green Plus Arrow (if your the screen does not look like the image below, click on the “Meetings” button

Pattern	Type	Room	Dates	
A. MTWRF 8am-11:50am	Lecture (Class)	General Assignment Room	Using Session Dates	

1. Set the fields appropriate for the second meeting pattern and click accept.
2. Select the second meeting pattern row
3. Click on the “Meetings” button
4. Click the Patterns button and select your days and times
5. There will be different days and times for each meeting pattern.
6. Click the small grey X

Pattern	Type	Room	Dates	
A. MTWRF 8am-11:50am	Lecture (Class)	General Assignment Room	Using Session Dates	
B. MTWRF 1pm-1:50pm	Lecture (Class)	General Assignment Room	Using Session Dates	

7. Click Accept

