

OVERVIEW

The Meetings tab holds the actual class scheduling information; that is, the meeting dates, days, and times. This process will describe how to change any and all of those fields.

After Print = 

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.
5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.
6. The **Basic Data** tab appears. Click the **Meetings** tab.

Before making changes to the Meeting Pattern, please make sure that you are on the right class section by looking at the **Class Section** field. If necessary, use the arrow buttons at the top of the box to locate the correct section.

7. The first change that should be made to a class that is changing meeting days is the **Pat (Pattern)** field. Click the **Look up Pat** icon.
8. A variety of meeting patterns appear based on the **Academic Group** to which your academic organization belongs. Select the appropriate meeting pattern from the search results.

Note that the value in the **Mtg Start** field remains the same as before, but the **Mtg End** time might have changed based on the Pattern selected. You will receive a warning if the meeting end time changes.

9. If applicable, enter a new class start time into the **Mtg Start** field.

Enter the time without formatting (e.g., colons). The SIS will format the time for you. Enter whole hours as the number followed by "a" for AM or "p" for PM (e.g., 1p, 10a). Enter all other times as a series of four numbers followed by "a" or "p" (e.g., 0945a, 1210p).

10. Press **[Tab]** on your keyboard.

11. Click the **OK** button.

The **Mtg End** field updates to show an end time that meets the standard class timetable according to the Academic Group for the course and the Pattern of this class. This time can be changed as necessary. All non-standard meeting times must be approved by the school's/college's dean.

The **Start/End Date** fields default to the beginning and end of the Session to which the class is assigned.

12. Click the **Save** button.

This completes the process of changing the meeting days and times of a class section.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.