

Adding Meeting Times, Buildings, and Rooms to a Section Using SSASECT

Schedule Form - Meeting Time Block:

Use the Meeting Time block to specify times, room, and building you want to schedule. From here you can also check room conflicts using the Building/Room Schedule form (SSAMATX).

1. From the Section Information block of the Schedule form (SSASECT), click **Options** in the menu bar and click **Scheduled Meeting Times** from the list. The Meeting Time block displays.
2. The Start and End Dates are entered in the Section Information block. Press the **[Tab]** key on the keyboard **twice** to populate the fields in the Meeting Time block with the values from the Section Information block.

Dates & Times: Times are in international format (Example: 1500) and the date format is DD-MTH-YYYY (Example: 10-DEC-2003). Also, if you want to make changes to the dates, you must return to the Section Information block and make the necessary changes. You cannot make changes if meeting times or faculty have been assigned to the section.

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduler	Scheduler Preference	Partition Details
	CLAS	03-SEP-2003	18-DEC-2003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1320			

Meeting time code, press LIST for codes. Press DUPLICATE ITEM to access Cross List Form
Record: 1/1 | ... | List of Valu... | <OBC>

3. To search for an available room for the desired dates and times, click **Options** in the menu bar and click **Building/Room Schedules** from the list. The Building/Room Schedule form (SSAMATX) displays.

Building	Room	Campus	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Subject	Course	CRN	Cross List	Function
MARKJ	306	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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Schedule Form - Meeting Time Block (cont.):

4. Type the building code for the building you want to work with in the **Bldg** field.
5. Press the **[Tab]** key on the keyboard to navigate to the **Room** field and type the room number you want to work with.
6. Working with the **Day** fields, click the days you want to work with.
7. Press the **[Tab]** key on the keyboard to navigate to the **Begin Time** and type the begin time you want to search on. Note the format is international time (Example 1:00pm would be 1300).
8. Press the **[Tab]** key on the keyboard to navigate to the **End Time** and type the end time you want to search on. Note the format is international time (Example 1:50pm would be 1350).
9. Press the **[Tab]** key on the keyboard to navigate to the **Term** field and type the term code you want to search on.
10. Click the **Execute Query** icon on the toolbar.

The screenshot shows the SSASECT Building/Room Schedule form. The 'Meeting Patterns' section is highlighted with a red box, showing two rows: TR 1100-1350 and TR 1400-1650. A callout box explains the international time and date formats.

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Subject	Course	CRN	Cross List	Function
MARKJ	306	M	TR	1100-1350	BIOL	105	41212		
MARKJ	306	M	TR	1400-1650	BIOL	105	41214		

Dates & Times: Times are in international format (Example: 1500) and the date format is DD-MTH-YYYY (Example: 10-DEC-2003).

Query Term: 1200340

11. Use the **Vertical** and **Horizontal** scroll bars to navigate through the form and view your results. Note the dates and times already utilized.

Example-Availability of a Specific Room:

An instructor wants to use a specific room and is willing to be flexible with the time of the class in order to get this room.

Recommended Search Criteria: Bldg, Room, and Term

Example- Room Availability for a Specific Building:

An instructor is only available for a specific block of time and is willing to use any room in Marshall. It is important to note that this type of search will return only the rooms that are not available for the building and times you request. You will need to determine what room is not in the list and use it.

Recommended Search Criteria: Bldg, Term, Start Time, and End Time, and Term

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Schedule Form - Meeting Time Block (cont.):

20. If you receive error message ***ERROR* Room conflict, HELP room availability, COUNT QUERY HITS schedule**, there may be a time conflict, a room conflict, or both. Use the Building/Room Schedule form (SSAMATX) and then use the **O** column if you want to override the error message.
21. If this is a combination schedule type section (e.g. LLR-Lecture, Lab, and Recitation), click the **Next Record** icon on the toolbar. The cursor moves to the next row; otherwise skip to the next step.
22. Repeat steps 2 through 20 until all schedule types are entered.

Meeting Time	Meeting Type	Start Date	End Date	Building	Room	Schedule Type	Override Indicator	Hours per Week	Session Credit Hours	Session Indicator
	CLAS	03-SEP-2003	18-DEC-2003	MARKJ	306	L	O	2.500	.000	01
	CLAS	03-SEP-2003	18-DEC-2003	MARKJ	306	LAB	O	.830	.000	01
	CLAS	03-SEP-2003	18-DEC-2003	MARKJ	306	REC	O	.830	.000	01

Override (O) Field:
Use this field to override time and room conflicts:
T: Time Conflict
R: Room Conflict
O: Both

Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form
Record: 3/3 | ... | List of Valu... | +OSC>

23. Click the **Save** icon on the toolbar.
24. When you are finished click the **Exit** icon on the toolbar or continue with other edits to the section.

Creating a Section without Hours: When assigning an instructor to a section without meeting times, you may encounter error messages. To work around this error, you will create a section like you would any section, but with the following exceptions:

1. From the Schedule Information block of the Schedule form (SSASECT), type **IST** in the **Schd Type** field
2. Type **2** in the **Part/Term** field
3. Click the **Save** icon on the toolbar
4. Click **Options** in the menu bar and click **Scheduled Meeting Times** from the list
5. Navigate to the **Hours/Week** field and type **0** (zero).

Now you can continue entering the remaining information for this section.