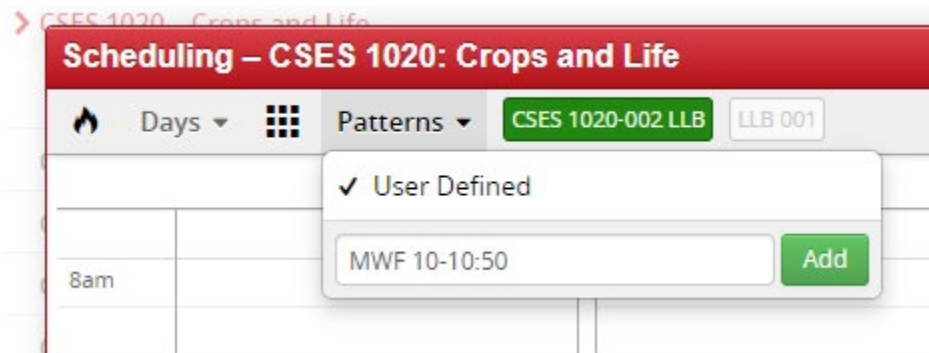
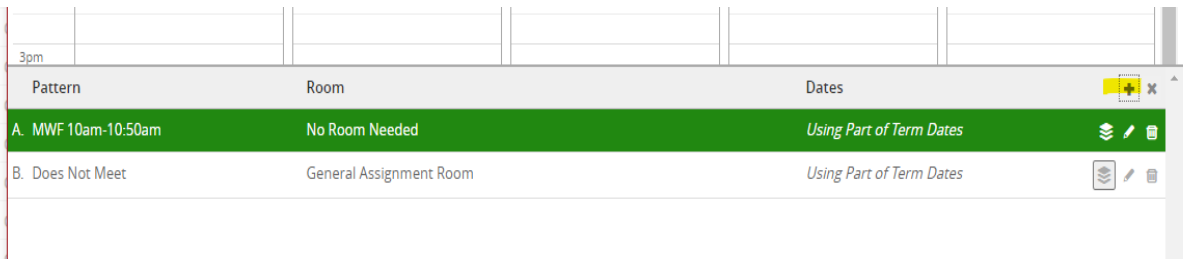


Multiple Meeting Patterns

1. If you need multiple meeting patterns you will start by clicking on the Schedule calendar to add the first one.



2. Then click the black "Meetings" box in the lower left corner and when the form pops up from the bottom you will click the green plus sign on the right to add a meeting pattern. When the Meeting Details box pops up you will just Agree.



3. You will then ensure the second pattern "B" is highlighted and then when you click Patterns you should be able to enter the meeting pattern you wish and can click Add. It then should show the second pattern on the grid with the other pattern.

Scheduling – CTCT 2100: Power Equipment Technology

Days ▾ Patterns ▾ **CTCT 2100-007 LLB** LLB 001 LLB 002 LLB 003 LLB 004 LLB 006

✓ User Defined

F 10:30-11:30 Add

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am	A. CTCT 2100-007 LLB 9:30 - 10:30		A. CTCT 2100-007 LLB 9:30 - 10:30		A. CTCT 2100-007 LLB 9:30 - 10:30
11am					
12pm					
1pm					
2pm					
3pm					

Pattern	Room	Dates
A. MWF 9:30am-10:30am	No Room Needed	Using Part of Term Dates
B. Does Not Meet	General Assignment Room	Using Part of Term Dates

Scheduling – CTCT 2100: Power Equipment Technology

Days ▾ Patterns ▾ **CTCT 2100-007 LLB** LLB 001 LLB 002 LLB 003 LLB 004 LLB 006

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am	A. CTCT 2100-007 LLB 9:30 - 10:30		A. CTCT 2100-007 LLB 9:30 - 10:30		A. CTCT 2100-007 LLB 9:30 - 10:30
11am					B. CTCT 2100-007 LLB 10:30 - 11:30
12pm					
1pm					
2pm					
3pm					

Pattern	Room	Dates
A. MWF 9:30am-10:30am	No Room Needed	Using Part of Term Dates
B. F 10:30am-11:30am	General Assignment Room	Using Part of Term Dates