

COURSE SCHEDULING: MEETING PATTERN SETUP

Meeting patterns are the days and times in which a section of a course meets. For example Monday, Wednesday, Friday at 9:35am-10:25am is a meeting pattern for a course that meets MWF, during third period. The following instruction guide will walk you through the process of setting up the meeting pattern of a section.

NAVIGATION

Use the following navigation to navigate to the Schedule Class Meeting page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Schedule of Classes**
6. Click **Maintain Schedule of Classes**

PROCESS

Use the following steps to set up a section's meeting pattern:

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = UFLO

Term: = 2188

Subject Area: = ANT

Catalog Nbr: begins with 2000

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UFLO	2188	ANT	2000	Undergrad	MAIN	General Anthropology	022493	1
UFLO	2188	ANT	2000	Undergrad	MAIN	General Anthropology - NoPE	022493	1

1. Enter the **Term**. If you do not know the term number, use the magnifying glass icon to search for the term
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Click the **Search** button
5. Click the **desired course**

6. Use the **Left** and **Right arrows** to navigate to the desired section
7. Click the **Meetings** tab

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

8. **Scroll Down** to the Meeting Pattern section
9. Enter the pattern you wish to use in the **Pat** field or click the **look up icon** (magnifying glass). Let's go through the process of looking up the pattern by clicking on the look up icon

Alternatively, you have the option of adding the days and times manually.

Standard Meeting Pattern	Description
MWF1	FS MWF 1 7:25a-8:15a
MWF2	FS MWF 2 8:30a-9:20a
MWF3	FS MWF 3 9:35a-10:25a
MWF4	FS MWF 4 10:40a-11:30a
MWF5	FS MWF 5 11:45a-12:35p
MWF6	FS MWF 6 12:50p-1:40p
MWF7	FS MWF 7 1:55p-2:45p
MWF8	FS MWF 8 3:00p-3:50p
MWF9	FS MWF 9 4:05p-4:55p

10. Click the **Standard Meeting Pattern** dropdown menu
11. Select **contains**
12. As an example, you can enter **MWF** into the Standard meeting pattern field to see all patterns that meet Monday, Wednesday, Friday
13. Click the **Look Up** button
14. Click on the **desired meeting pattern**. In this example, we want **MWF3**, in which the section meetings Monday, Wednesday, Friday 3rd period (9:35am-10:25am)

Notice the meeting pattern information has automatically populated in the Meeting Pattern section

15. **Scroll up** to the Section Information section
16. Click the **Anticipated Location** dropdown menu and select the appropriate option. In this example, we have selected **Gainesville Area**

17. Click the **Meeting Types Utilized** dropdown menu and select the appropriate option. In this example we have selected **Synchronous**
18. In the **Require a Physical Presence** section, check the desired options. In this example, the section is physically located on UF's Main Campus and it is a live class not online so we check the **Class checkbox** next to UF Main Campus. The section also has an exam which takes place on UF's Main Campus so we check the **Exam checkbox** next to UF Main Campus

19. Scroll down to the **Meeting Time Information** section
20. Click the **Meet Type** dropdown menu and choose the appropriate option. In this example the section is not online or at a distance so we select **Regular**
21. In the Tech indicators column, click the **Primary, Secondary, and Tertiary** dropdown menus and make the appropriate selections. In the **Tech Percentages** column, enter the appropriate percentages for each row, which must equal 100%. The **Meet Time Total** is automatically populated based on your entries. Below is an example of a section with no tech indicators

- a. The available Tech Indicators are:
 - B – Broadcast Satellite/Cable
 - I – Conferencing/Non-Web Based
 - M – Materials/Print Based
 - N – No Tech or Traditional Ins
 - P – Personal Mobile Device
 - W – Internet/Streaming video

22. **Scroll down**
23. Click the **Save** button

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Procedures

Office of the University Registrar

352-392-1374

registrar.ufl.edu