

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.

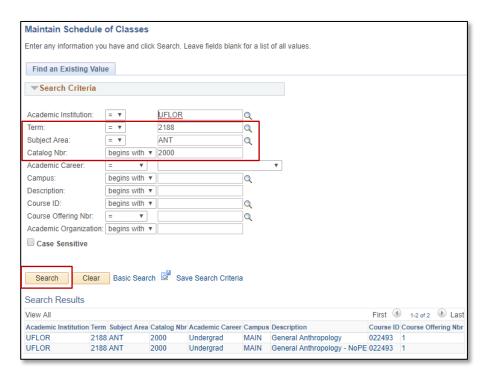
NAVIGATION

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:



- 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







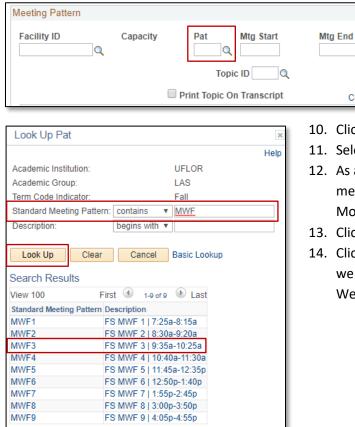
First 1 of 1 Last

08/22/2018 12/05/2018

+ -

- 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.



10. Click the Standard Meeting Pattern dropdown menu

T F S S

Free Format Topic

Find | View All

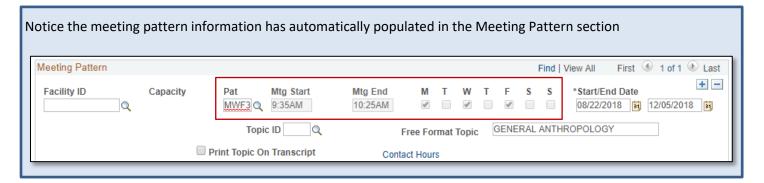
GENERAL ANTHROPOLOGY

*Start/End Date

11. Select contains

Contact Hours

- 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
- 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)

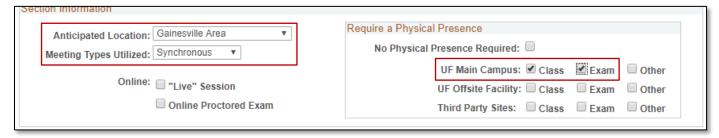


- 15. Scroll up to the Section Information section
- 16. Click the **Anticipated Location** dropdown menu and select the appropriate option. In this example, we have selected **Gainesville Area**

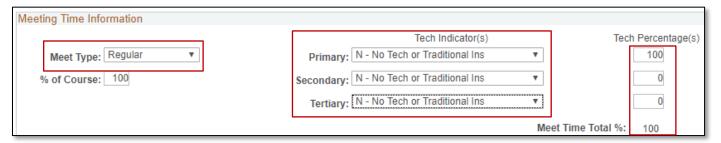




- 17. Click the Meeting Types Utilized dropdown menu and select the appropriate option. In this example we have selected Synchronous
- 18. In the Require a Physical a Presence section, check the desired options. In this example, the section is physically located on UF's Main Campus and it is a live class 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



Updated: July 28, 2020

Page 3 of 4



Updated: July 28, 2020

Page 4 of 4





FOR ADDITIONAL ASSISTANCE

Technical IssuesThe UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Procedures
Office of the University Registrar
352-392-1374
registrar.ufl.edu