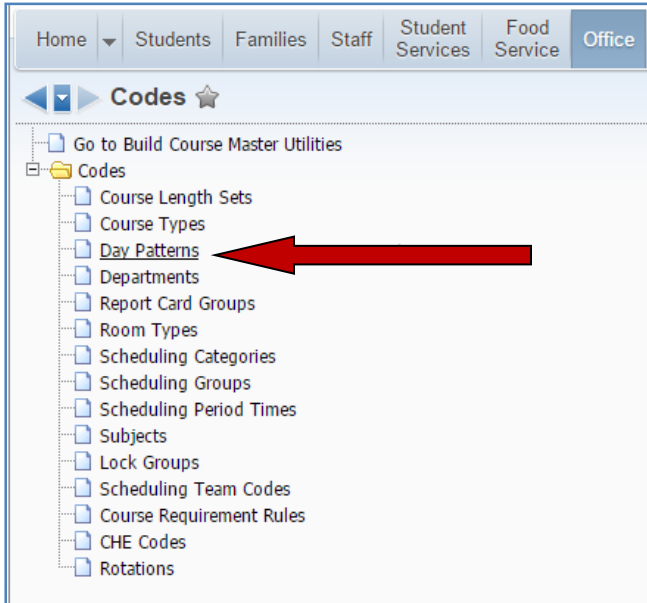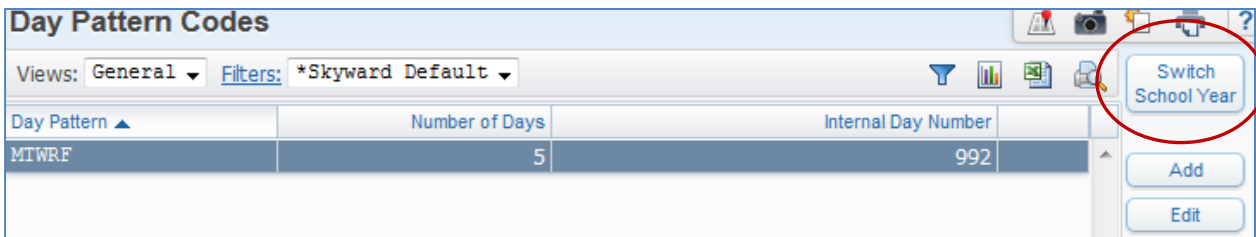# Day Patterns & Scheduled Periods Times -setup

Go to Office/Future Scheduling/Build Course Master/Setup/Codes [WS/OF/FS/BC/PS/CO]
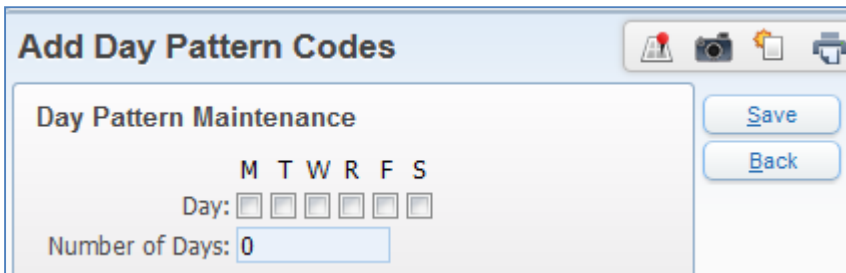
Select **Day Patterns** from the menu

Click on **Switch School Year** button and choose appropriate school year, now select **Add** button
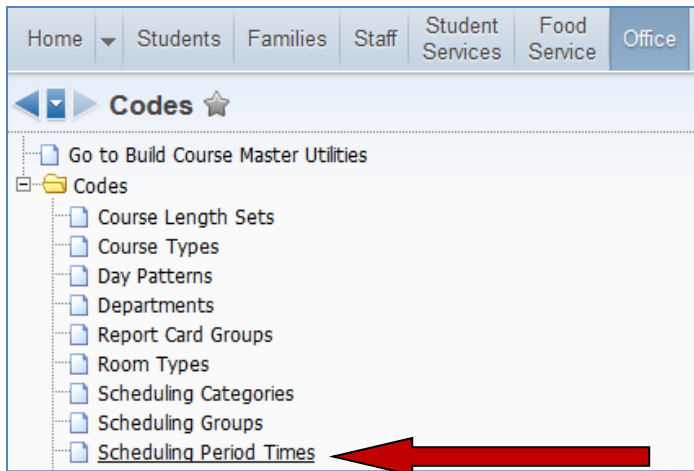

Select the desired **Day Patten** [M,T,W,R,F,S] and **Save**

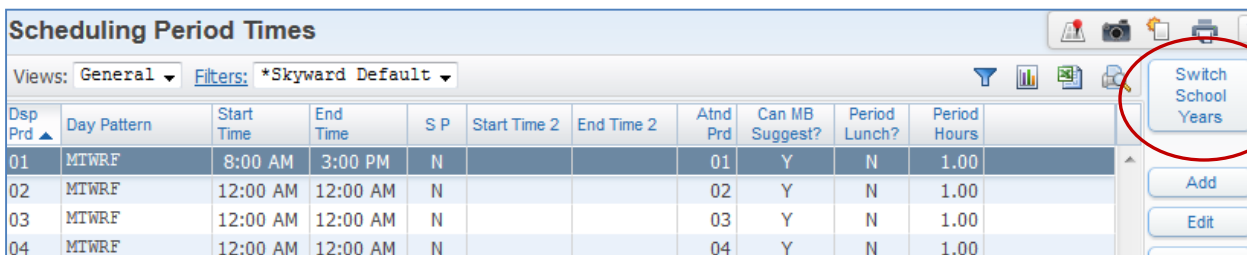How to set up day patterns and period times
5/2015-KT

Go to: Office/Future Scheduling/Build Course Master/Setup/Codes [WS/OF/FS/BC/PS/CO]

Select **Scheduling Period Times** from the menu

Click on **Switch School Year** button and choose appropriate school year, now select **Add** button

Populate the following fields: display period, start and end time for that period

Click on **Save**, continue adding all periods for the entity

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Note: *periods times can be all set 12 to 12 or general times when setting up elementary*

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