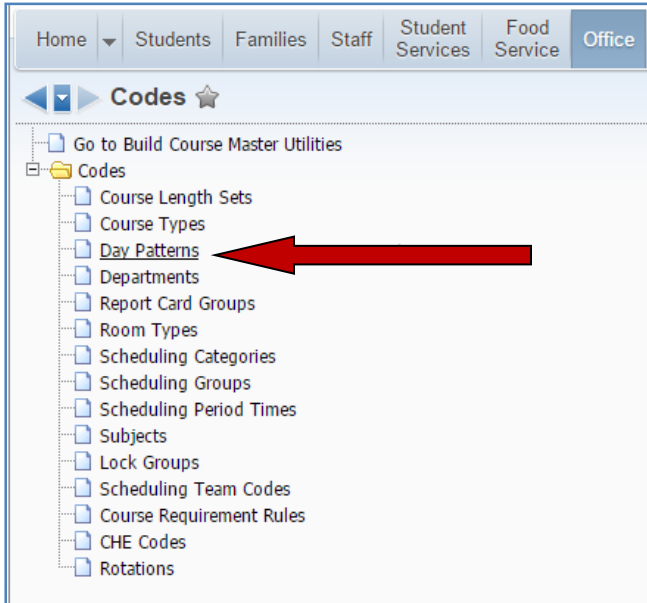


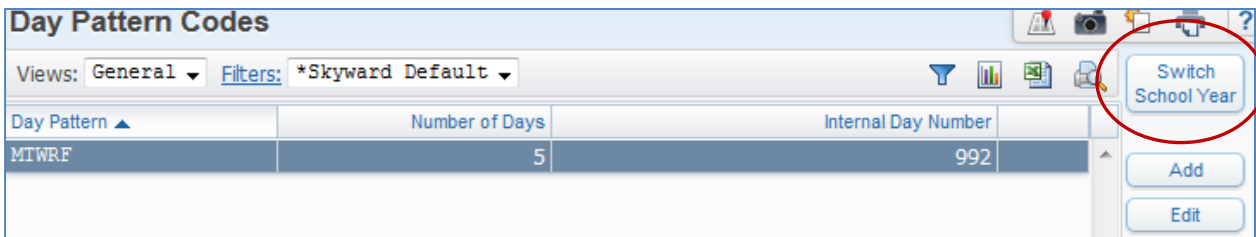
Day Patterns & Scheduled Periods Times -setup

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

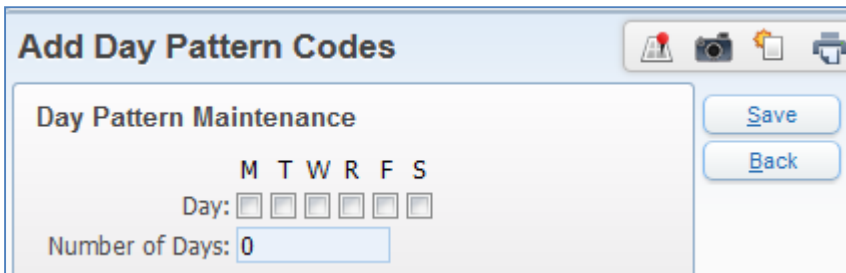
Select **Day Patterns** from the menu



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

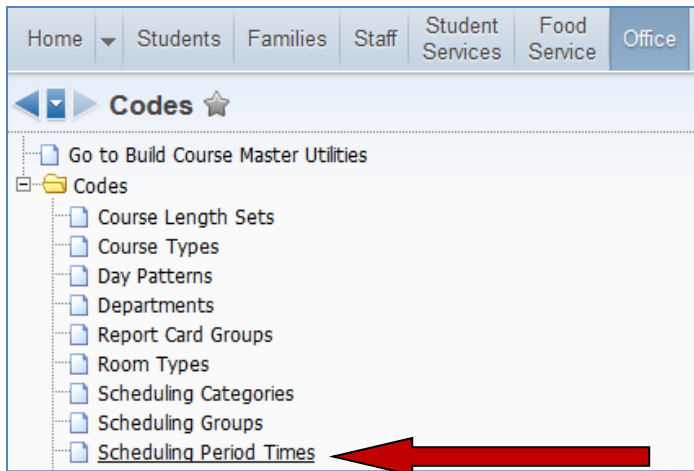


Select the desired **Day Patten** [M,T,W,R,F,S] and **Save**

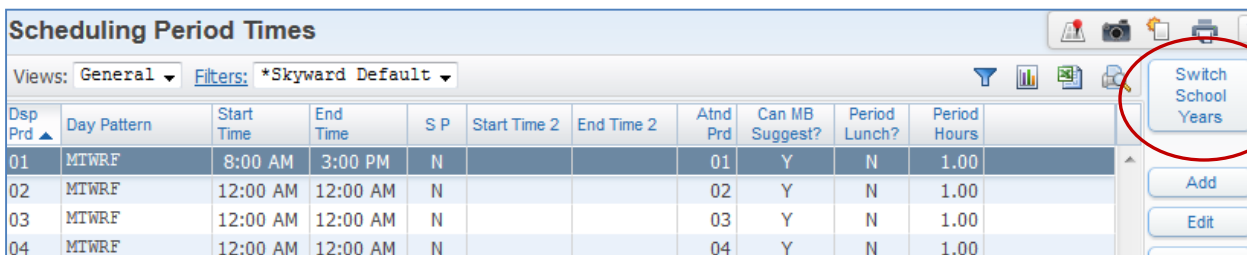


Go to: Office/Future Scheduling/Build Course Master/Setup/Codes [WS/OF/FS/BC/PS/CO]

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

The screenshot shows the 'Scheduling Period Times Maintenance' form. The fields are: Entity: 205 - Peck Elementary, School Year: 2015-16, * Display Period: 00, Lunch Code: None, * Day Meeting Pattern: MTWRF, Start Time: 12:00 AM, End Time: 12:00 AM, Split Period, Start Time: 12:00 AM, End Time: 12:00 AM, Attendance Period: 00, Allow Period to be suggested by Master Builder, Considered Lunch Period (for Staff Members), and Schedule Period Hours Per Day: 1.00.

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

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