
The following outline s the two steps necessary for scheduling alternating weekly patterns; scheduling even weekly patterns first then, scheduling odd weekly patterns after. When scheduling alternating weeks, PeopleSoft will not schedule any alternating dates during Reading Week or Reading Day.

Step One: Schedule the Even Labs (e.g. B02)

1. Click the [Curriculum Management](#) link.
2. Click the [Schedule of Classes](#) link.
3. Click the [Schedule Class Meeting s](#) link.
4. Enter the applicable Term, Subject Area, Catalog Nband click Enter or Search (e.g. 2197 Fall 2019, CHEM 209).Click the [Search](#) button.

5. The Search Results will display a grid of Lectures, Labs and/or Tutorials associated with the class. For this first step, schedule the alternating weekly labs for the even numbered labs first. For this example, CHEM 209 has 20 labs (B0-B20) therefore sche

7. Click [Look up Alternating Week Pattern](#) .



8. The most common type of

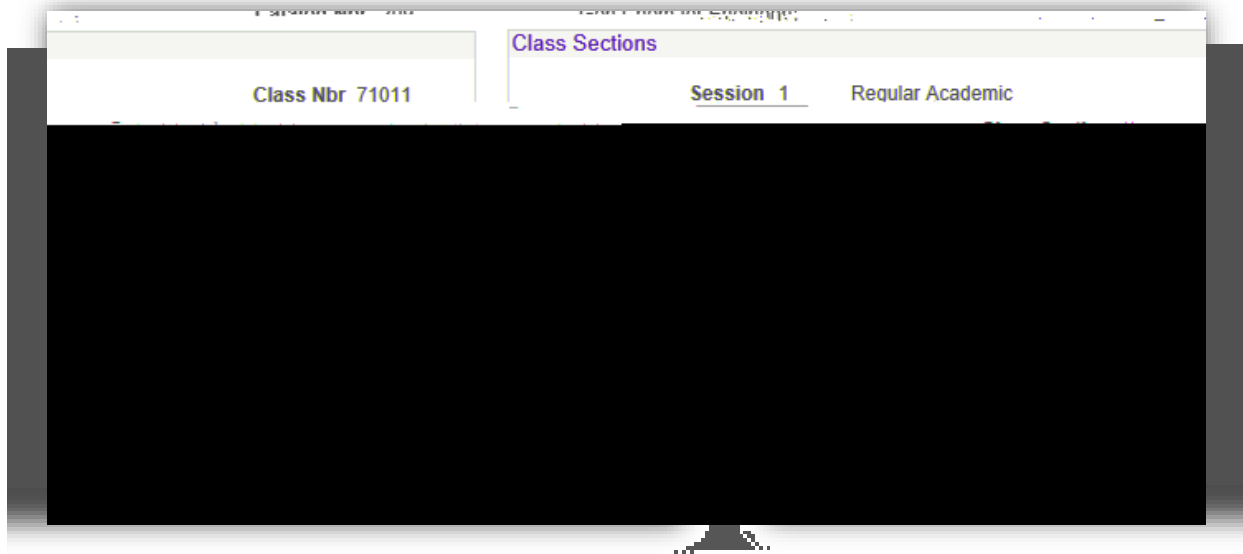
Scheduling Alternate Weekly Patterns

SA – Timetabling

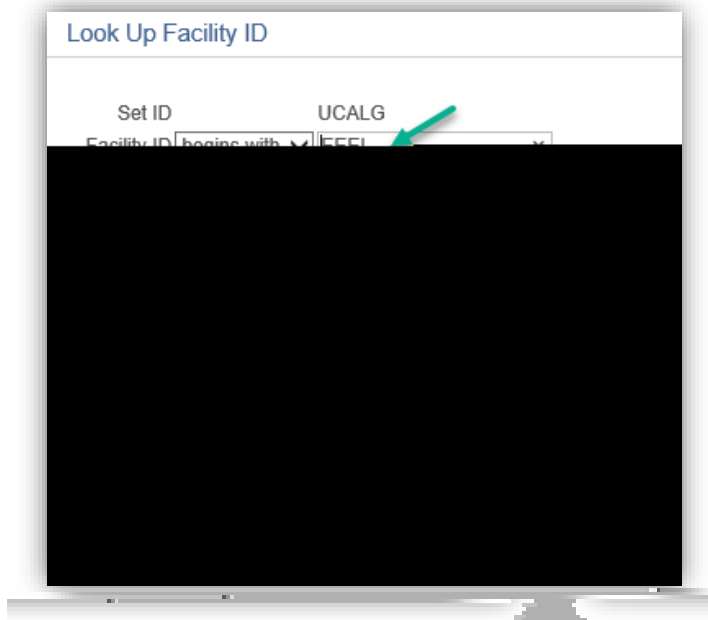


9. Click the [Alternating with](#) list. When scheduling the first (even) lab do not make a selection from the Alternating With list of options; leave this blank. Click the [Laboratory](#) object.

11. Note the start date is now 2019/09/16 and the end date defaults to the end of the term 2019/12/06. For your convenience, it is recommended that you enter the Facility ID at this time as it will be entered automatically. Click the [Look up Facility ID](#) button.



12. Enter the Facility ID (e.g. EEEL) and the Room (e.g. 225) and press Enter or Lookup. Additionally, if you know the Facility ID and Room number you can enter it directly. Click the [Look Up](#) button. Click the facility link (e.g. EEEL 225)



Scheduling Alternate

Weekly Patterns

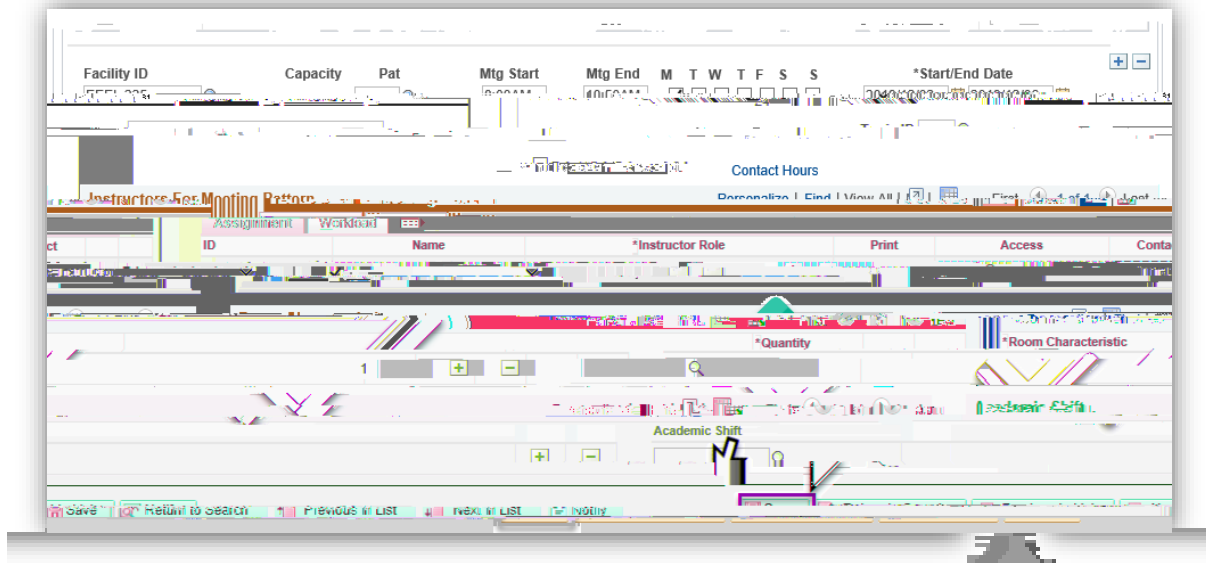
SA - Timetabling

Scheduling Alternate Weekly Patterns

SA – Timetabling

17. Once the alternating week pattern for the even dates have been verified, save the information. Click the [Save](#) button.

[Save](#)



Step Two : Schedule the Odd Labs (e.g. B01)

1. The next step of the process will be to schedule the odd labs (e.g. B01). Navigate with the breadcrumbs to Schedule Class Meetings. Click the [Schedule Class Meetings](#) menu.

[Schedule Class Meetings](#)

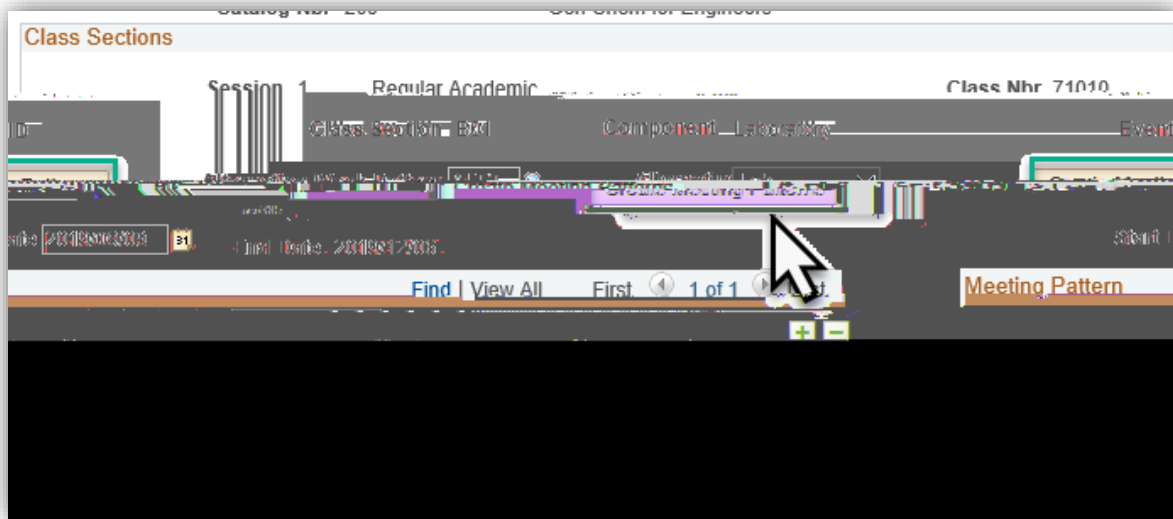
4. Note the class section for Lab B01 is TBA; nothing has been scheduled. PeopleSoft will automatically be set to TBA for any previously scheduled alternating weekly patterns from previous

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7. Click the [Calendar Start Date](#) button. Select the applicable date for the first week of the odd lab (e.g. September 9, 2019). Click the [e](#) link.

8. Note the start date for the odd alternating week is now 2019/09/09 and the end date defaults to

9. Enter the applicable meeting start and end times as per the even lab and create the meeting patterns. Click the [Create Meeting Patterns](#) button.

[Create Meeting Patterns](#)



10. Verify the accuracy of the meeting patterns on the Meetings tab. Click the [Meetings](#) tab.

[Meetings](#)

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11. Note there have been six alternating labs scheduled. Click the [View All](#) link. Scroll down to confirm the dates of the alternating odd dates. Note the date for November Reading week will not be included in the pattern.