Defining Meeting Patterns and Standard Schedules

Meeting patterns are pre-defined blocks of time that indicate classes are expected to meet. Standard schedules are groups (or lists) of meeting patterns.

Standard schedules are used by the Schedule Distribution report to indicate when classes don't conform to a common scheduling pattern. When these time slots are standardized, you can more efficiently swap sections in and out of rooms.

A meeting pattern on a schedule list includes a start time and end time (in 24-hour notation) and days of the week (represented by the abbreviations MTWRFSU). For example:

- 08:00-09:00 MWF indicates a class that meets from 8:00 am to 9:00 am on Monday, Wednesday, and Friday
- 13:00-14:50 TR indicates a class that meets from 1:00 pm to 2:50 pm on Tuesday and Thursday

The meeting patterns in a standard schedule list can be added from the meeting patterns present in an existing snapshot or can be defined by hand.

> **Note: Meeting Pattern Calculations for Additional Occurrences**
>
> If additional, one-off occurrences are added to a section, they are included in the meeting pattern calculation if they have the same start and end time as the main meeting pattern.
>
> For example, a class that meets weekly on Wednesday, 6 - 9 p.m. will become a MW class if a single occurrence is added on Monday, 9/9 from 6 - 9 p.m.

Begin Creating or Editing a Standard Schedule List

1. Open the Standard Schedules

With the **Projects** OR **Section Analytics** tab selected, click or tap on **Standard schedules** on the left sidebar under **Settings**.

2. Select or Create a Standard Schedule

- Click the **Create** button to start a new list.
  OR
- Select an existing list from the **Schedules** drop-down.

3. Edit

Edit the text in the Schedules box to rename the currently selected list.

Add Patterns From a Snapshot to a Standard Schedule List

1. Select or Create a Standard Schedule

Select the list from the **Schedules** drop-down or create a new standard schedule list, as described above.

2. Select a Snapshot

Select from the **Add patterns from** the dropdown menu, including:

- Existing Snapshot
- Existing Schedule
- Custom Creation

Select your desired snapshot from the **Snapshots** dropdown.

3. Choose a Data Filter

When using a selected snapshot, you have the option to also select from the **Data Filters** dropdown menu, including your Default Data Filter.

An example of when this would be useful is if your institution has opted to add pre-event/post-event time to sections when imported via the Series25 LYNX Interface, but you are unable to omit this time when trying to create a standard schedule.

4. Select a Meeting Pattern

To assist in finding the right meeting patterns, **sort** the list by any of the following columns:

- **Start/End** - the start and end times of the meeting pattern
- **Dur** - the duration (in minutes) of the meeting pattern
- **Days** - the days of the week on which the meeting pattern is held
- **Events** - the number of events in the selected snapshot that have this meeting pattern
- **Added** - whether the meeting pattern is already present in the currently selected list

Click to select each meeting pattern you want to add to the list or hold "shift" and click to select multiple meeting patterns.

5. Save

Click the **Add Patterns** button to add the selected patterns to the list on the right.

Image: Adding patterns to a schedule.

Add Custom Meeting Patterns to a Standard Schedule List

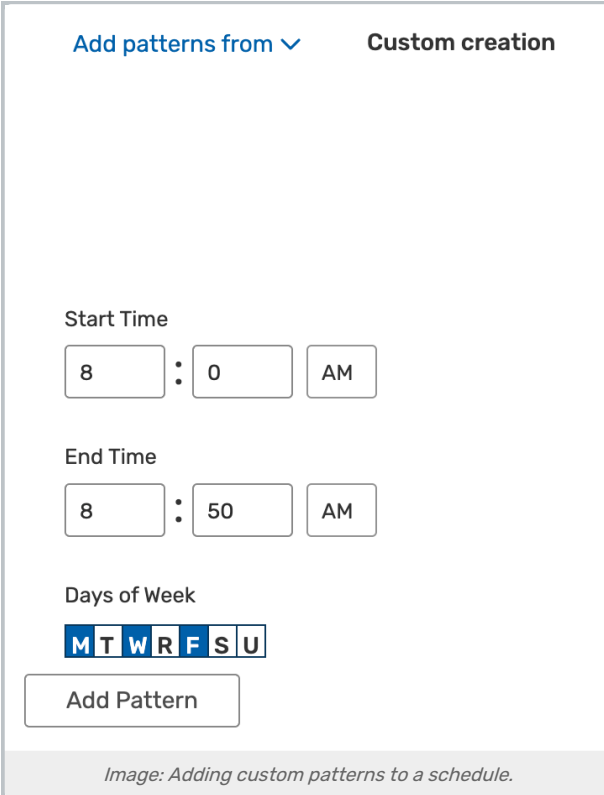### 1. Select or Create a Standard Schedule

Select a list from the **Schedules** dropdown or create a new standard schedule list, as described above.

2. Select a Meeting Pattern

- Select "Custom creation" from the **Add patterns from** dropdown.
- **Type** a start time and end time for the meeting pattern (24-hour format).
- **Click** the days of the week for the meeting pattern.

3. Save

- Click the **Add Pattern** button to add the pattern to the list on the right.

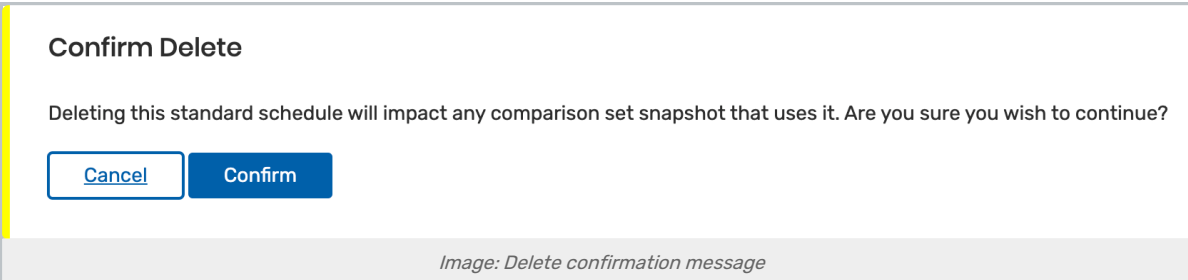Image: Adding custom patterns to a schedule.

- Repeat steps 3 – 5 to add more patterns.
  In the example above, two custom patterns have been added, and a third is ready to be added.

Remove Meeting Patterns From or Delete a Standard Schedule List

1. Select the List From the Schedules Dropdown

2. Remove or Delete

- Click the **X** next to a meeting pattern to remove it from the list.
- Click the **Remove All** button to remove all meeting patterns from the list.
- Click the **Delete** button to delete the list.

Image: Delete confirmation message

Viewing Standard Schedules in System Settings

To view your list of standard schedules within 25Live, please see Viewing, Adding, and Editing 25Live Standard Schedules.

Meeting Pattern Reporting

To see which reports can utilize your standard meeting patterns, please see Utilizing Meeting Patterns and Standard Schedules.