

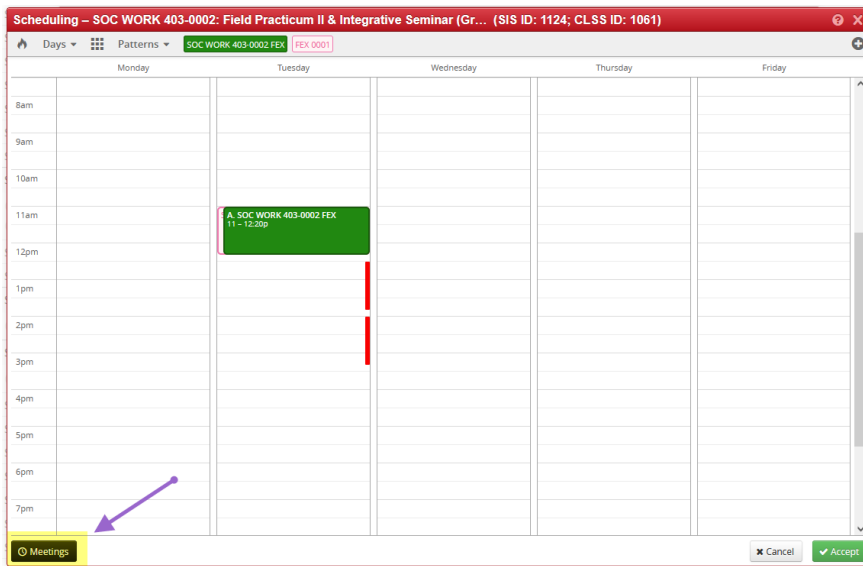
### **CLSS Documentation – Multiple Meeting Patterns:**

CLSS allows individual sections to have multiple meeting patterns. Assigning multiple meeting patterns:

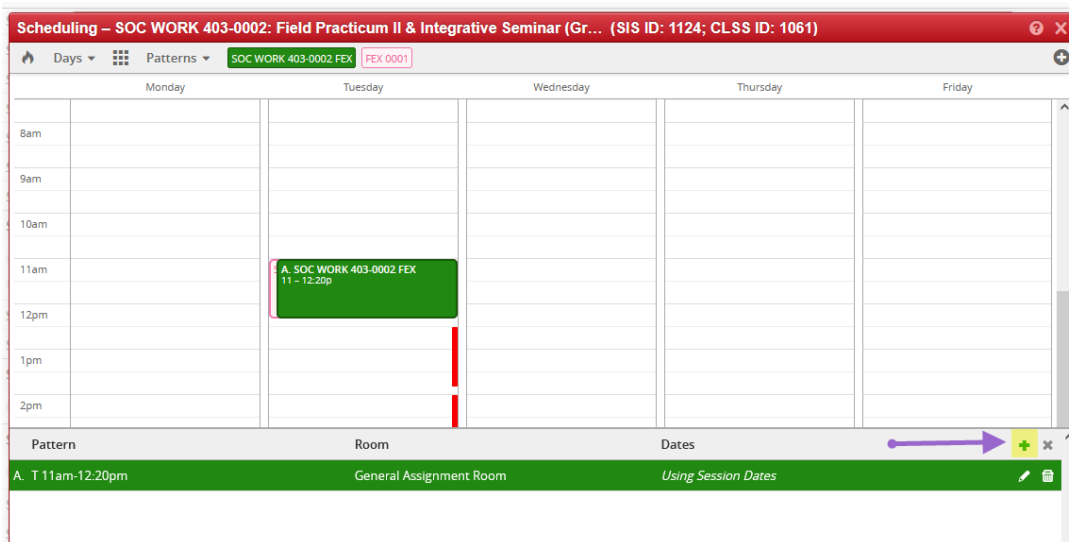
**Step 1:** One Schedule and Room selection must be saved before more meeting patterns can be added.



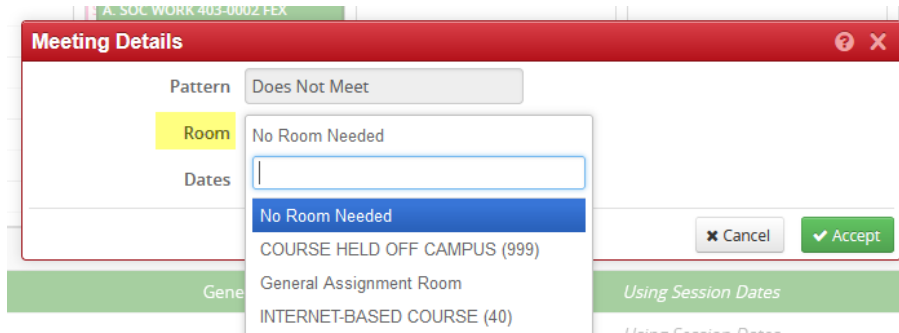
**Step 2:** Click into the Schedule. Then click into the black Meetings tab in the lower left corner of the pop-up.



**Step 3:** Click on the green + button.

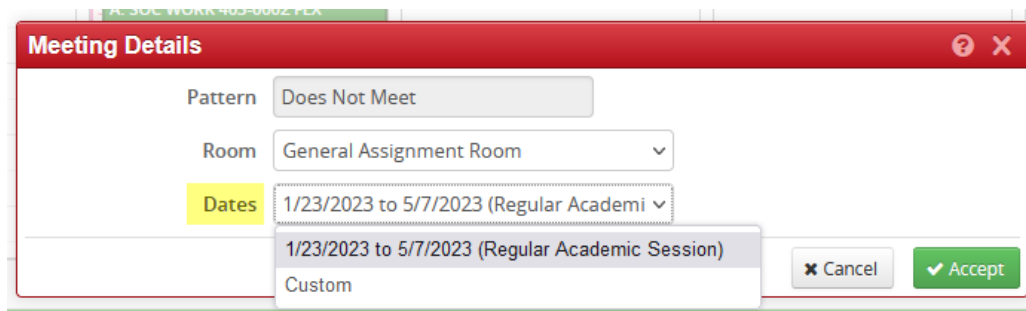


**Step 4:** Choose a room selection from the drop-down menu:



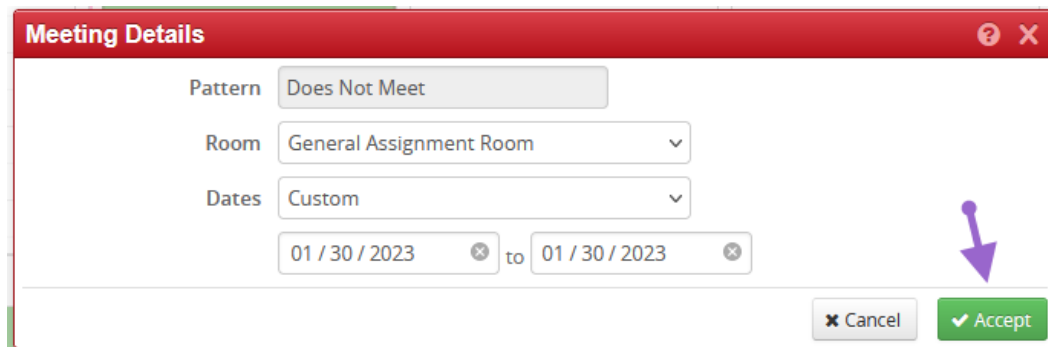
The screenshot shows a 'Meeting Details' dialog box with a red header. The 'Pattern' field is set to 'Does Not Meet'. The 'Room' field is highlighted in yellow and has a dropdown menu open. The dropdown menu lists 'No Room Needed' (highlighted in blue), 'COURSE HELD OFF CAMPUS (999)', 'General Assignment Room', and 'INTERNET-BASED COURSE (40)'. The 'Dates' field is empty. At the bottom right, there are 'Cancel' and 'Accept' buttons. A green bar at the bottom of the dialog contains the text 'Using Session Dates'.

**Step 5:** Choose a date. This option defaults to the date range of the session in which the section is scheduled. Choose Custom if you want to select a shorter date range or if you want to select individual dates. In Custom dates, you can edit the start and end date of that meeting.



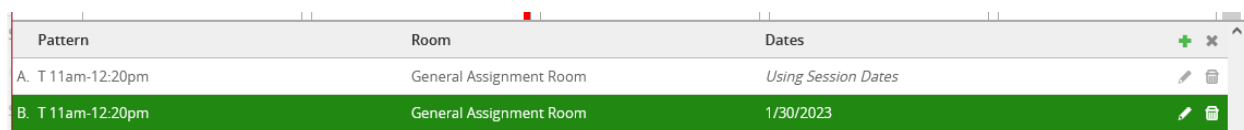
The screenshot shows the 'Meeting Details' dialog box with 'Room' set to 'General Assignment Room'. The 'Dates' field is highlighted in yellow and has a dropdown menu open. The dropdown menu lists '1/23/2023 to 5/7/2023 (Regular Academic Session)' (highlighted), '1/23/2023 to 5/7/2023 (Regular Academic Session)', and 'Custom'. 'Cancel' and 'Accept' buttons are visible at the bottom right.





After selecting your custom date(s), click Accept.







The screenshot shows the 'Meeting Details' dialog box with 'Room' set to 'General Assignment Room' and 'Dates' set to 'Custom'. Below the 'Dates' field, there are two date input fields: '01 / 30 / 2023' and '01 / 30 / 2023', separated by 'to'. A purple arrow points to the 'Accept' button at the bottom right.

**Step 6:** The new meeting pattern will appear as a unique line. Then select that line and assign a schedule to it.



Pattern	Room	Dates	
A. T 11am-12:20pm	General Assignment Room	Using Session Dates	 
B. T 11am-12:20pm	General Assignment Room	1/30/2023	 

The original meeting pattern can be edited to be assigned to a specific date also. Click the pencil icon at the right.

Pattern	Room	Dates	
A. T 11am-12:20pm	General Assignment Room	Using Session Dates	 
B. T 11am-12:20pm	General Assignment Room	1/30/2023	 

Then select the date(s) for this meeting pattern.

**Meeting Details**





Pattern: T 11am-12:20pm

Room: General Assignment Room

Dates: Custom

01 / 23 / 2023 to 01 / 23 / 2023

The list of meeting patterns can be viewed together.

Pattern	Room	Dates	
A. T 11am-12:20pm	General Assignment Room	1/23/2023	 
B. T 11am-12:20pm	General Assignment Room	1/30/2023	 

Be sure to Accept/Save from every screen.