Create Exam Outside Meeting Pattern

Introduction

If an exam (or other meeting) needs to be scheduled outside of a class section's standard meeting pattern (for instance, during the Community Hour), then a new meeting pattern must be added to the class section before the class is made available in Class Search. Adding the non-standard exam to the class section will allow students to see the time commitment before they enroll. It will also prevent time conflicts between this class and any other class in which a student might enroll. The non-standard meeting time must be approved by your school's dean.

This guide will describe how to create an exam *outside* the standard meeting pattern. To indicate that a class section will use the university's final exam schedule, see the guide Indicate a Final Exam.

This change cannot be made when Display in Class Search is checked. For more on the Display in Class Search checkbox, see the guide The Finished Product.

Create Exam

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

   Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

   The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.

3. Click **Look up Term** and select the appropriate term from the list.

4. Click **Search**.

   All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. The **Basic Data tab** appears. Click the **Meetings** tab.

   Before making changes, please make sure that you are on the correct class section by looking at the **Class Section** field. If necessary, use the arrow buttons at the top of the box to locate the correct section.

6. In the Meeting Pattern group box, click the **Add a new row** button.

7. A new meeting pattern row appears. Click the **Facility ID** button to select a room for this meeting that belongs to your department.

   To request the use of a room that belongs to the University Registrar, enter "TBS TBS" into the **Facility ID** field and select a room in the **Requested Room** field.

8. The **Look Up Facility ID** screen appears. All classrooms assigned to your academic organization appear. Select the appropriate classroom.

9. Click the **Look up Pat** icon.

10. Select the appropriate code for the day of the week that the exam will take place or leave this field blank and select the checkbox below the appropriate day.

11. Enter the start time for the exam into the **Mtg Start** field.

12. Press **[Tab]** on your keyboard.

    A standard meeting end time will appear in the **Mtg End** field. Edit this field as necessary.

13. Click the **OK** button.

14. Enter the date that the exam is occurring into the **Start Date** field.

15. Enter the same date into the **End Date** field.

16. Enter the purpose for the non-standard meeting time into the **Exam or Mtg Desc** (Meeting Description) field.

17. Click **Save**.

This completes the process of creating an exam outside of a class's regular meeting pattern.

Refer to other guides to assist with additional edits to the schedule of classes.