

The following outlines 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.

Curriculum Management

2. Click the **Schedule of Classes** link.

Schedule of Classes

3. Click the **Schedule Class Meetings** link.

Schedule Class Meetings

4. Enter the applicable Term, Subject Area, Catalog Nbr and click Enter or Search (e.g. 2197 Fall 2019, CHEM 209). Click the **Search** button.

Search

Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution =	<input type="text" value="UCALG"/>	<input type="button" value="Q"/>
Term =	<input type="text" value="2197"/>	<input type="button" value="Q"/>
Subject Area =	<input type="text" value="chem"/>	<input type="button" value="Q"/>
Catalog Nbr begins with	<input type="text" value="209"/>	
Academic Career =	<input type="text"/>	<input type="button" value="Q"/>
Campus begins with	<input type="text"/>	<input type="button" value="Q"/>
Session =	<input type="text"/>	<input type="button" value="Q"/>
Class Nbr =	<input type="text"/>	
Class Section begins with	<input type="text"/>	
Description begins with	<input type="text"/>	
Course ID begins with	<input type="text"/>	<input type="button" value="Q"/>
Course Offering Nbr =	<input type="text"/>	<input type="button" value="Q"/>

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Scheduling Alternate Weekly Patterns

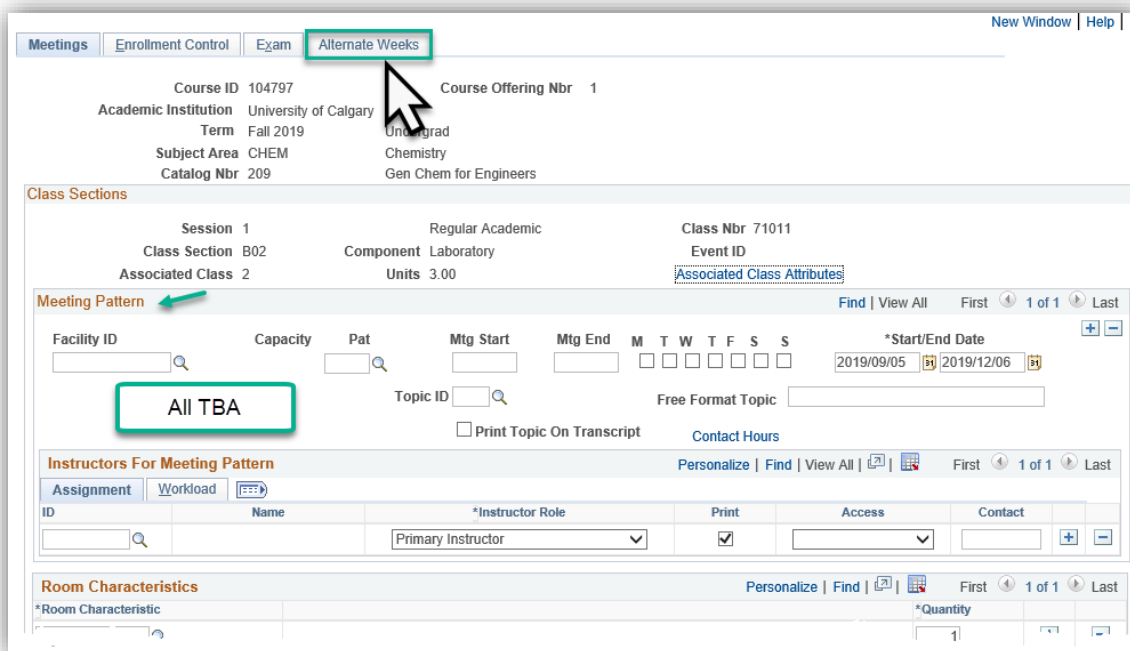
SA – Timetabling

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 (B01-B20) therefore schedule the even lab first (e.g. B02). Click the **B02** link.

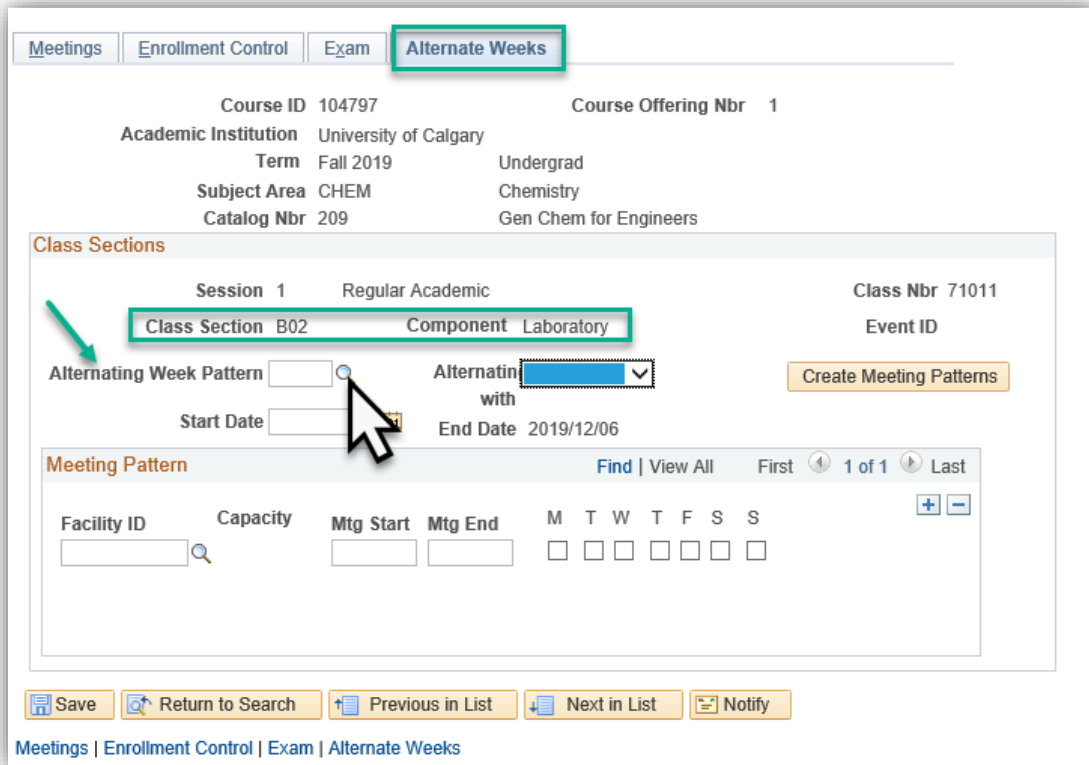
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 70249	T01	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 70250	T02	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 70251	T05	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 70252	T06	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71010	B01	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71011	B02	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71012	B03	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71013	B04	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71014	B05	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71015	B06	Gen Chem for Engineers 104797	1
UCALG	2197 CHEM	209	Undergrad	MAIN	Regular 71016	B07	Gen Chem for Engineers 104797	1

6. Note the class section is TBA; nothing has been scheduled. PeopleSoft will automatically be set to TBA for any previously scheduled alternating weekly patterns from previous terms. Begin with the Alternate Weeks tab in Schedule Class Meetings. Click the **Alternate Weeks** tab.

Alternate Weeks



7. Click **Look up Alternating Week Pattern**.

Meetings | Enrollment Control | Exam | **Alternate Weeks**

Course ID 104797 Course Offering Nbr 1
 Academic Institution University of Calgary
 Term Fall 2019 Undergrad
 Subject Area CHEM Chemistry
 Catalog Nbr 209 Gen Chem for Engineers

Class Sections

Session 1 Regular Academic Class Nbr 71011
 Class Section B02 Component Laboratory Event ID

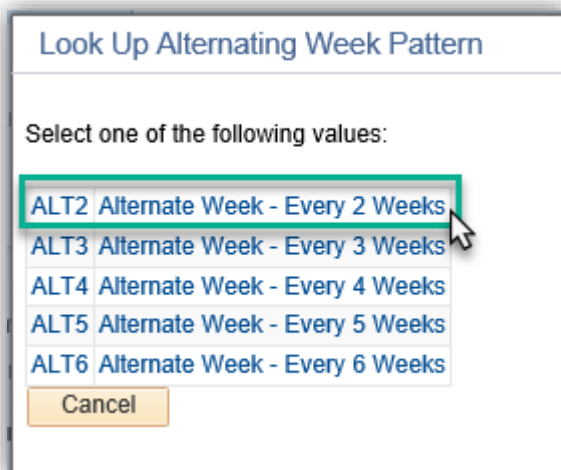
Alternating Week Pattern Alternating with
 Start Date End Date 2019/12/06

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Mtg Start	Mtg End	M	T	W	T	F	S	S
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meetings | Enrollment Control | Exam | Alternate Weeks

8. The most common type of Alternating Week Pattern is ALT2 - Alternate Week - Every 2 Weeks. Click the **ALT2** link.



Look Up Alternating Week Pattern

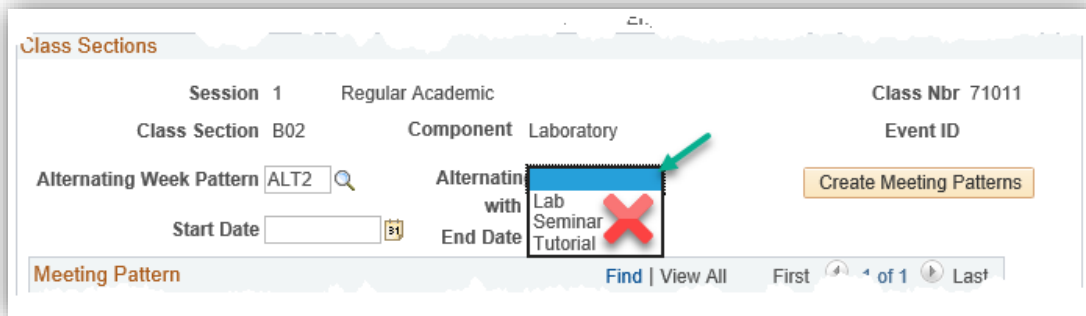
Select one of the following values:

- ALT2** Alternate Week - Every 2 Weeks
- ALT3 Alternate Week - Every 3 Weeks
- ALT4 Alternate Week - Every 4 Weeks
- ALT5 Alternate Week - Every 5 Weeks
- ALT6 Alternate Week - Every 6 Weeks

Scheduling Alternate Weekly Patterns

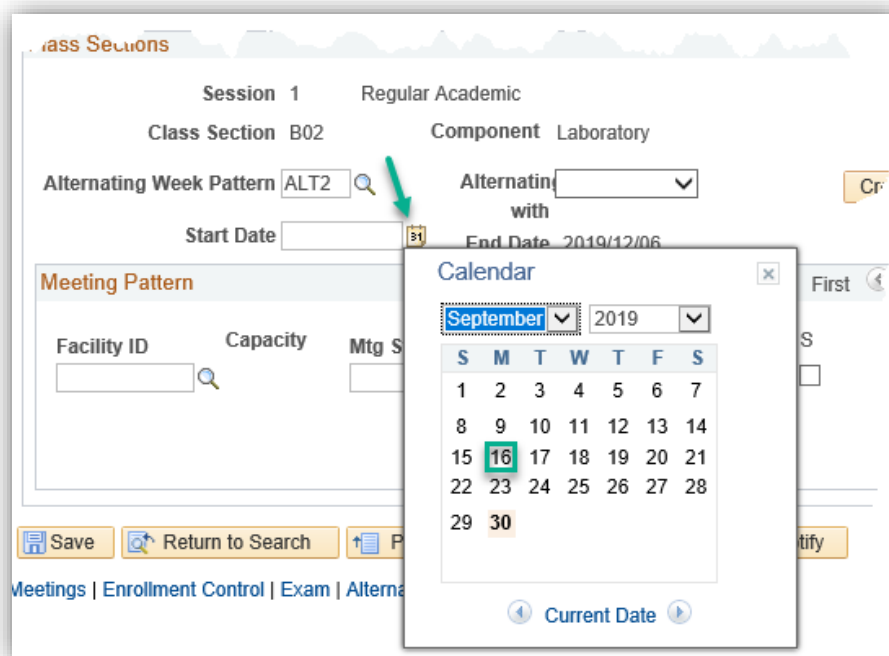
SA – Timetabling

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.



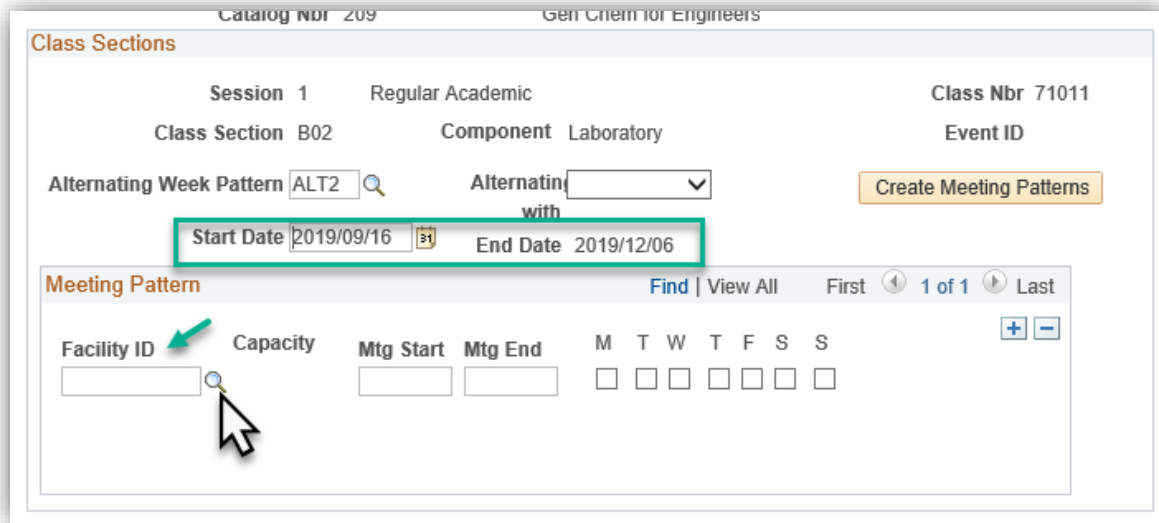
The screenshot shows the 'Class Sections' form. The 'Alternating with' dropdown menu is open, showing options: 'Lab', 'Seminar', and 'Tutorial'. A red 'X' is over the 'Tutorial' option, and a green arrow points to the 'Lab' option. The 'Component' is set to 'Laboratory'. Other fields include 'Session 1', 'Regular Academic', 'Class Section B02', 'Class Nbr 71011', and 'Event ID'. A 'Create Meeting Patterns' button is visible.

10. Click the **Calendar Start Date** button and select the date the lab will begin. For this example, since it is an even lab (B02) we will select the second week of September, since the odd lab will begin in the first week of September therefore they will alternate even and odd. Click the **16** link.



The screenshot shows the 'Class Sections' form with a 'Calendar' overlay. The 'Start Date' field is highlighted with a green arrow. The calendar shows the month of September 2019, with the date '16' highlighted in a green box. The 'Alternating with' dropdown is now empty. The 'End Date' is set to '2019/12/06'. The 'Meeting Pattern' section is visible below the calendar.

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.



Class Sections

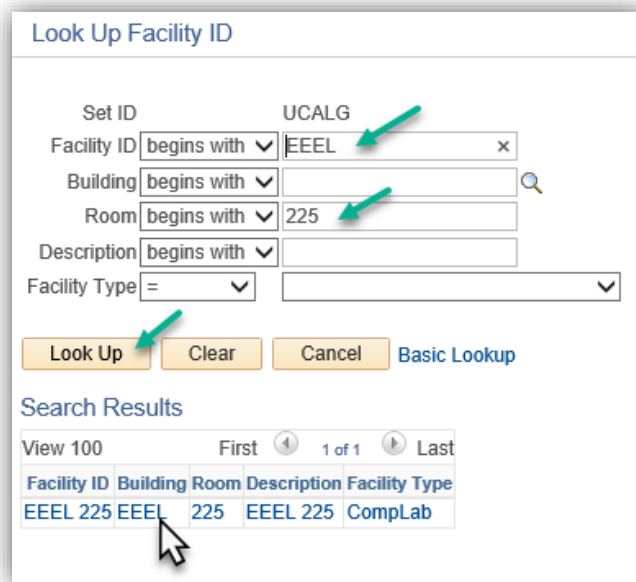
Session 1 Regular Academic Class Nbr 71011
 Class Section B02 Component Laboratory Event ID

Alternating Week Pattern ALT2 Alternating with
 Start Date 2019/09/16 End Date 2019/12/06

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Mtg Start	Mtg End	M	T	W	T	F	S	S
<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).



Look Up Facility ID

Set ID UCALG

Facility ID begins with EEEL
 Building begins with
 Room begins with 225
 Description begins with
 Facility Type =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

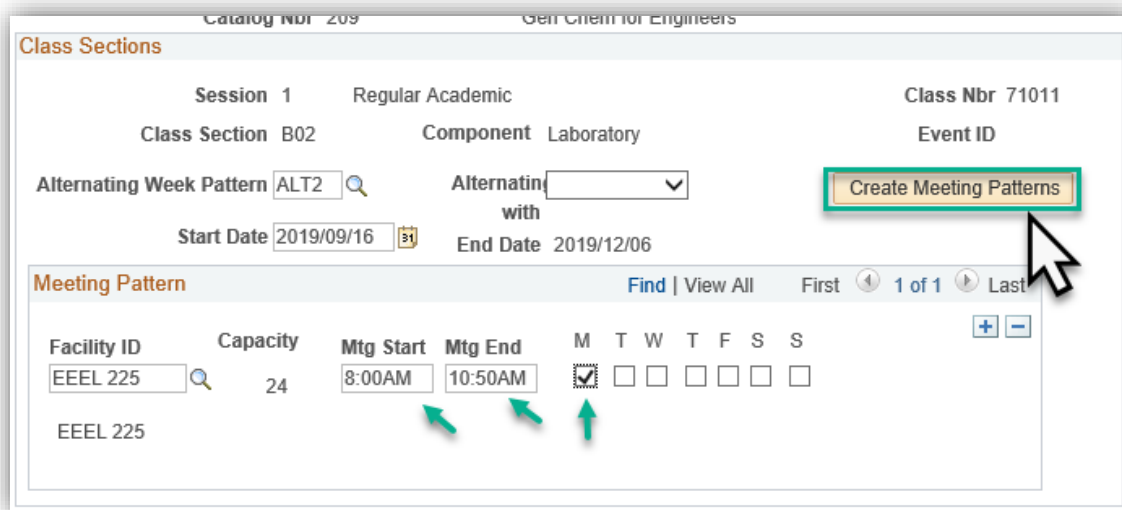
Facility ID	Building	Room	Description	Facility Type
EEEL 225	EEEL	225	EEEL 225	CompLab

Scheduling Alternate Weekly Patterns

SA – Timetabling

13. Enter the desired meeting start and end times (e.g. 8:00am to 10:50am) and the meeting weekday(s) (e.g. Monday). Once all the information has been entered, you can continue. Click the **Create Meeting Patterns** button.

Create Meeting Patterns



Class Sections

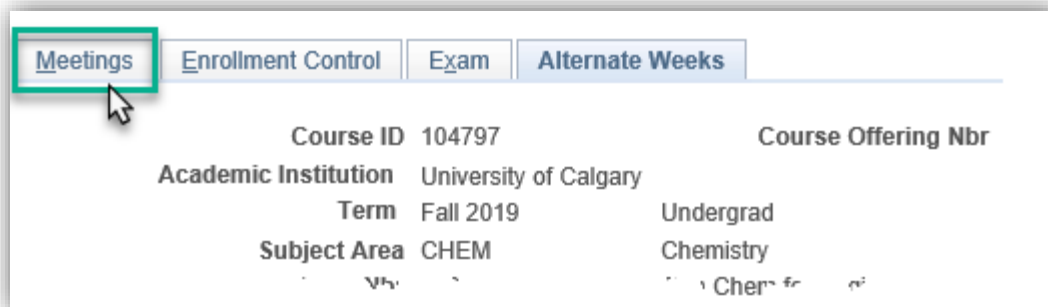
Session 1 Regular Academic Class Nbr 71011
Class Section B02 Component Laboratory Event ID

Alternating Week Pattern ALT2 Alternating with
Start Date 2019/09/16 End Date 2019/12/06

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Mtg Start	Mtg End	M	T	W	T	F	S	S
EEEL 225	24	8:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EEEL 225										

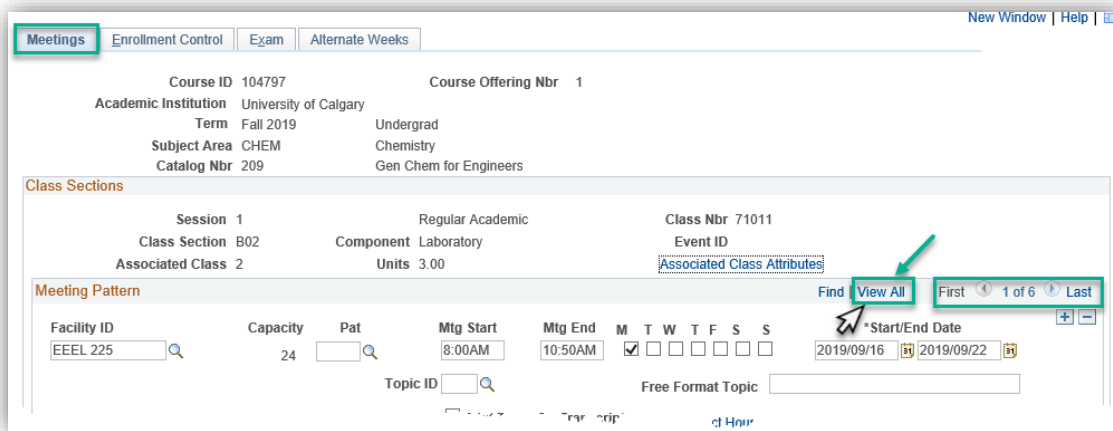
14. Confirm the alternating meeting dates on the Meetings tab. Click the **Meetings** tab.



Meetings Enrollment Control Exam Alternate Weeks

Course ID 104797 Course Offering Nbr
Academic Institution University of Calgary
Term Fall 2019 Undergrad
Subject Area CHEM Chemistry

15. For this example there have been six dates created for the even alternating weekly meeting pattern. Click the **View All** link.

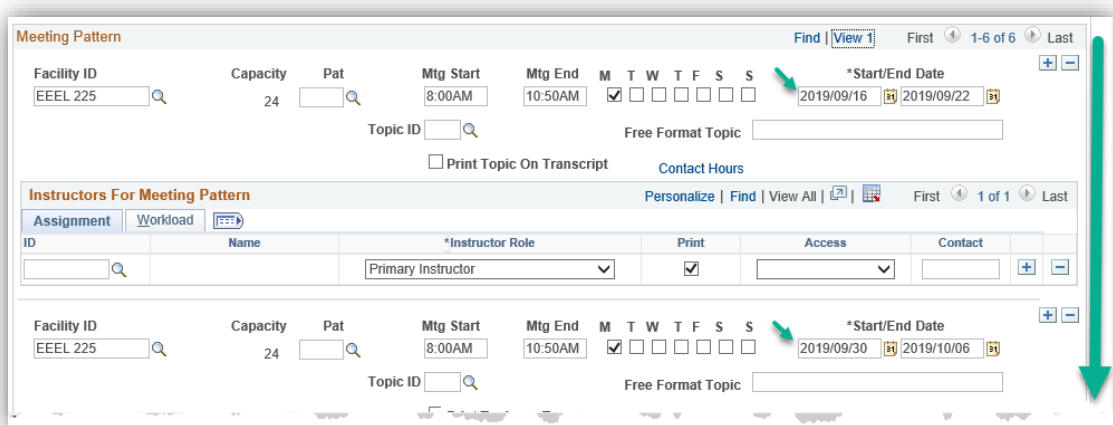


Course ID 104797 Course Offering Nbr 1
 Academic Institution University of Calgary
 Term Fall 2019 Undergrad
 Subject Area CHEM Chemistry
 Catalog Nbr 209 Gen Chem for Engineers

Class Sections
 Session 1 Regular Academic Class Nbr 71011
 Class Section B02 Component Laboratory Event ID
 Associated Class 2 Units 3.00

Meeting Pattern
 Facility ID EEEL 225 Capacity 24 Pat []
 Topic ID []
 Mtg Start 8:00AM Mtg End 10:50AM
 M T W T F S S [x] [] [] [] [] []
 *Start/End Date 2019/09/16 2019/09/22

16. Note the first date for the meeting pattern is displayed 2019/09/16 September 16, 2019. Scroll down to verify the additional dates (e.g. September to December 2019). Note there is only one even date in November as PeopleSoft has automatically skipped reading week.



Meeting Pattern
 Facility ID EEEL 225 Capacity 24 Pat []
 Topic ID []
 Mtg Start 8:00AM Mtg End 10:50AM
 M T W T F S S [x] [] [] [] [] []
 *Start/End Date 2019/09/16 2019/09/22

Instructors For Meeting Pattern
 Assignment Workload []
 ID [] Name [] *Instructor Role Primary Instructor Print [x] Access [] Contact []

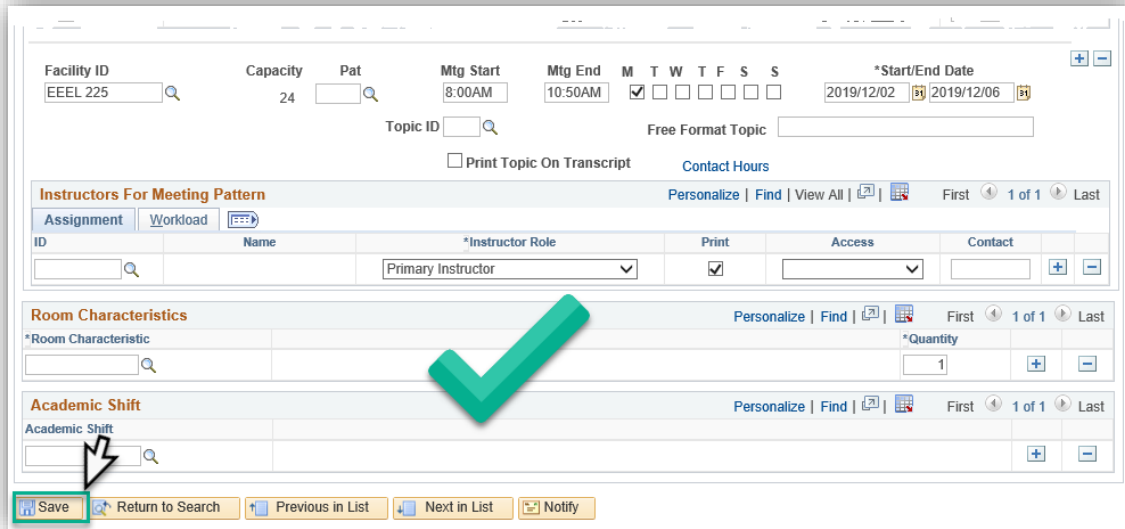
Facility ID EEEL 225 Capacity 24 Pat []
 Topic ID []
 Mtg Start 8:00AM Mtg End 10:50AM
 M T W T F S S [x] [] [] [] [] []
 *Start/End Date 2019/09/30 2019/10/06

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



The screenshot shows a web-based scheduling interface. At the top, there are input fields for Facility ID (EEL 225), Capacity (24), Pat, Mtg Start (8:00AM), Mtg End (10:50AM), and a weekly pattern (M T W T F S S). Below these are fields for Topic ID and Free Format Topic. A section titled 'Instructors For Meeting Pattern' contains a table with columns for ID, Name, Instructor Role (set to 'Primary Instructor'), Print, Access, and Contact. Below this is a 'Room Characteristics' section with a table for Room Characteristic and Quantity (set to 1). At the bottom, there is an 'Academic Shift' section. A large green checkmark is overlaid on the 'Instructors' section. A red box highlights the 'Save' button at the bottom left of the interface.

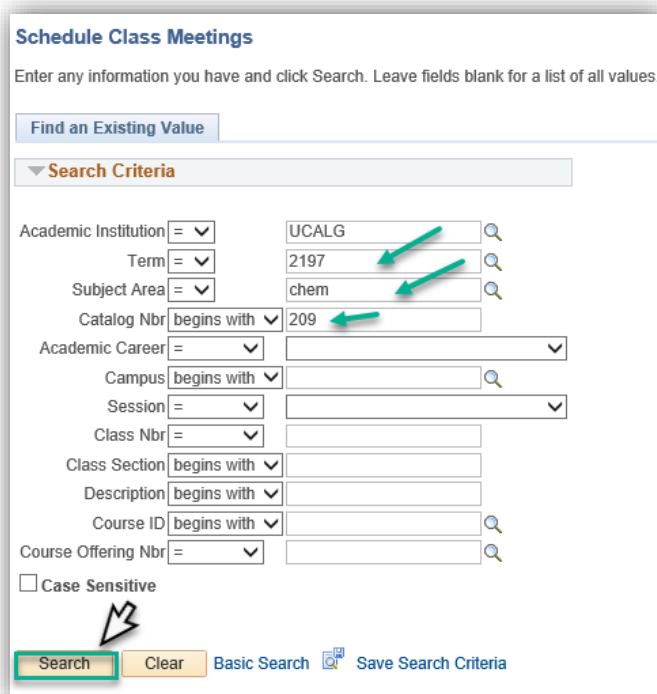
Step Two: Schedule the Odd Labs (e.g. B01)

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

- Enter the same Term (e.g. 2197 Fall 2019), Subject Area (CHEM) and Catalog Nbr (e.g. 209). Press Enter or Search. Click the **Search** button.

Search





Schedule Class Meetings


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Search Criteria


Academic Institution = 

Term = 

Subject Area = 

Catalog Nbr begins with 

Academic Career =


Campus begins with 


Session =

Class Nbr =


Class Section begins with

Description begins with

Course ID begins with 

Course Offering Nbr = 

Case Sensitive

Search Clear Basic Search  Save Search Criteria

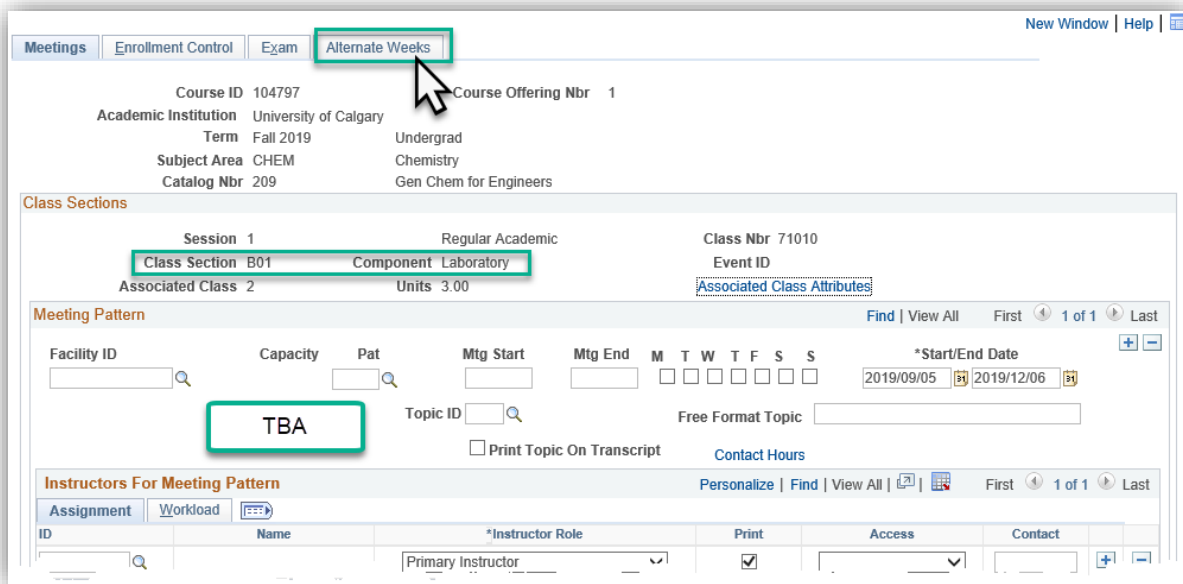
- Scroll down the grid and select the odd numbered lab (e.g. B01) to schedule it alternatively from the even lab previously scheduled. Click the **B01** link.

UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 70249	T01	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 70250	T02	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 70251	T05	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 70252	T06	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 71010	B01	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 71011	B02	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 71012	B03	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 71013	B04	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 71014	B05	Gen Chem for Engineers	104797	1
UCALG	2197	CHEM	209	Undergrad	MAIN	Regular 71015	B06	Gen Chem for Engineers	104797	1

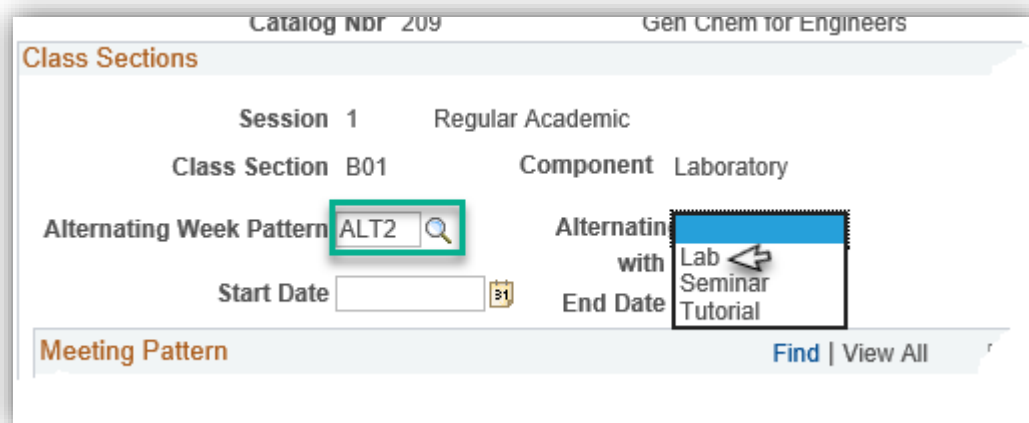
Scheduling Alternate Weekly Patterns

SA – Timetabling

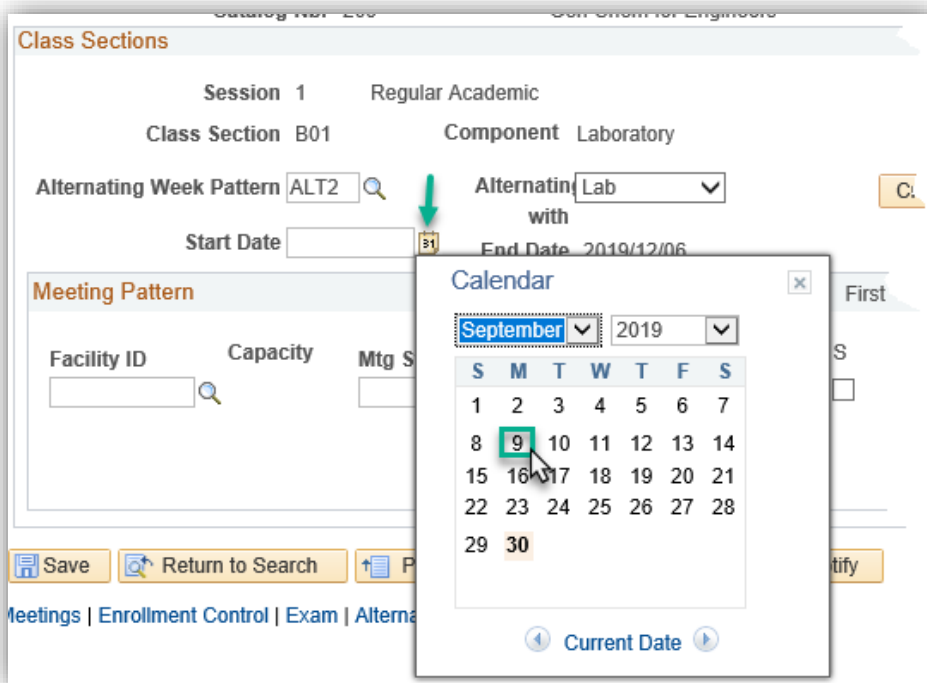
- Note the class section for Lab B01 is TBA; nothing has been scheduled. PeopleSoft will automatically be set to TBA for any previously scheduled alternating weekly patterns from previous terms. Click the **Alternate Weeks** tab.



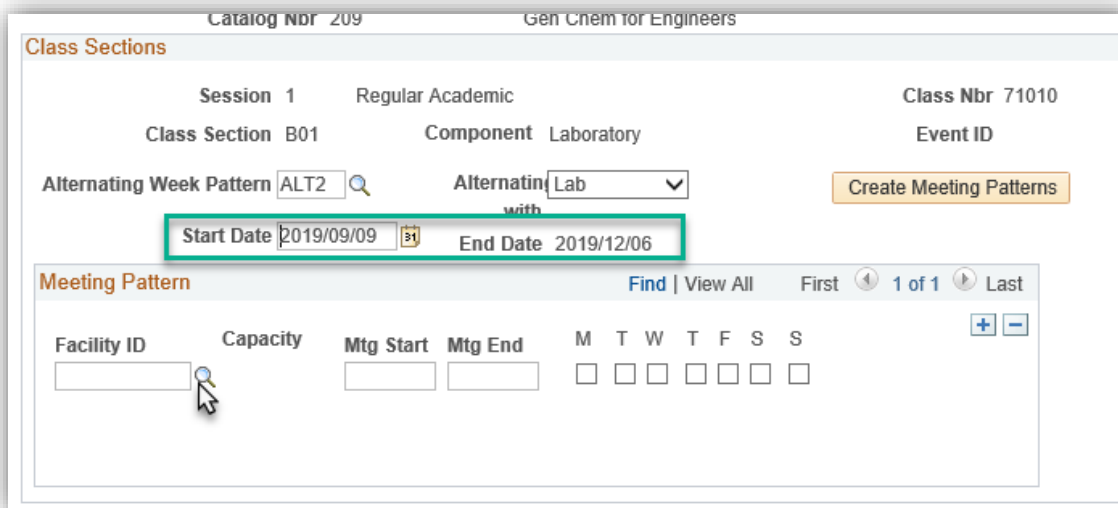
- Click the **Look up Alternating Week Pattern** button. Since you will be alternating this with the previous lab, select ALT2 - Alternate Week - Every 2 Weeks. Click the **ALT2** link.
- Click the **Alternating with** list. Since you will be alternating this lab with the previously scheduled even lab, select the Lab option from the Alternating with options. Click the **Lab** list item.



- 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 **9** link.



- Note the start date for the odd alternating week is now 2019/09/09 and the end date defaults to the end of the term 2019/12/06. Enter the same Facility ID as the even lab. You can select it or enter it directly. Click the **Look up Facility ID** button and enter the same facility (e.g. EEEL 225) as per the odd pattern.

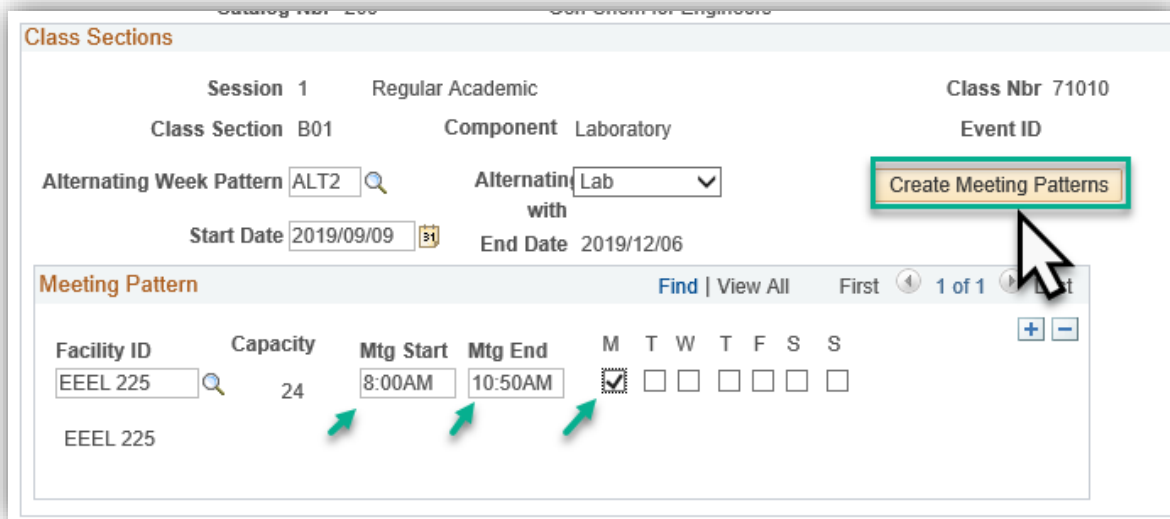


Scheduling Alternate Weekly Patterns

SA – Timetabling

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



Class Sections

Session 1 Regular Academic Class Nbr 71010
Class Section B01 Component Laboratory Event ID

Alternating Week Pattern ALT2 Alternating with Lab
Start Date 2019/09/09 End Date 2019/12/06

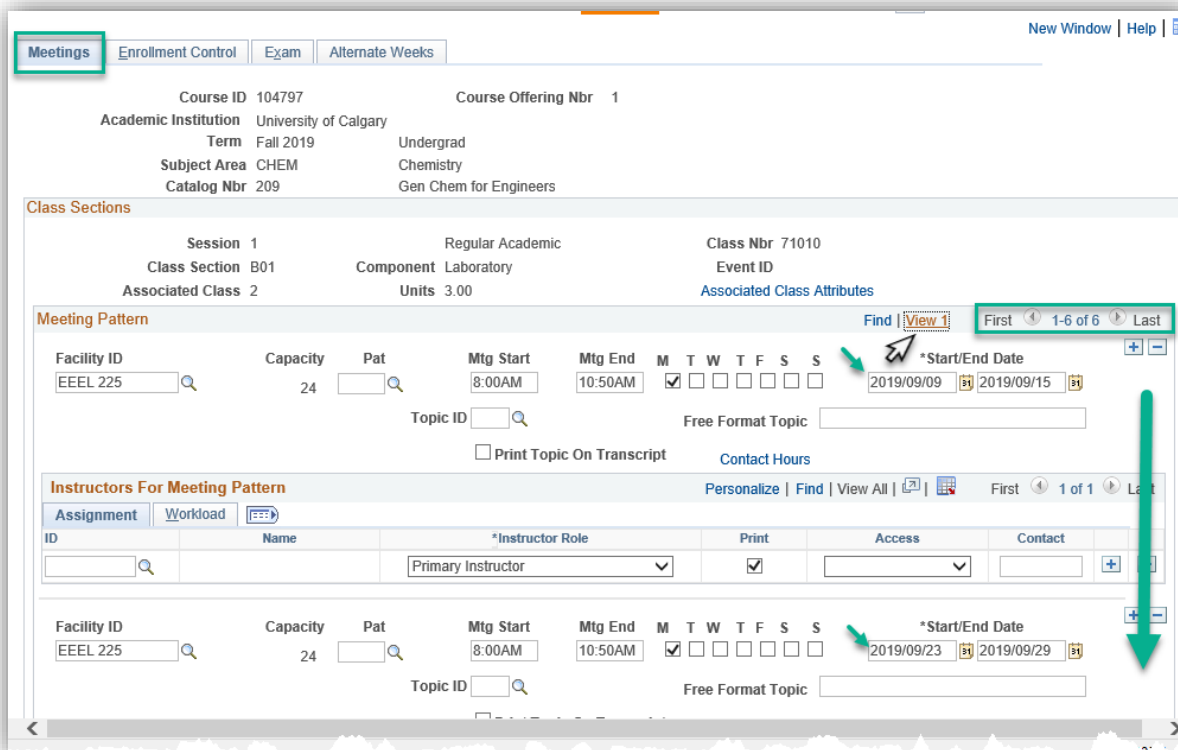
Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Mtg Start	Mtg End	M	T	W	T	F	S	S
EEEL 225	24	8:00AM	10:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EEEL 225										

10. Verify the accuracy of the meeting patterns on the Meetings tab. Click the **Meetings** tab.

Meetings

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.



12. After verifying the odd alternating week dates, save the information. Repeat this same process for any other alternating weekly labs you have. Click the **Save** button.

 **Save**

This completes the lesson on Scheduling Alternating Weekly Patterns. For the corresponding online learning, consult the Student and Enrolment Services > Schedule of Classes - Timetabling website.

End of Procedure.