Timetabling: Scheduling a 10 Section Combined Lecture with Breakout Sessions

Use the following directions to create a 10-sections of Co-Scheduled lecture on MW with breakout sessions on Friday for a total 3x50 section. This group is designed for 5 breakout instructors each teaching 2 back-to-back sessions on Fridays.

1. Set up your 10 sections. In this example, sections 001-010. In each section, create 2 deliveries.
   a. Each delivery 01 should have a 2x50 pattern request and a LECX room request. Add the lecture instructor to each of these deliveries
   b. Each delivery 02 should have a 1x50 pattern request and a CLAX room request. Unless known, do not add the instructor to these deliveries (generally, the grad assistants will be determined and added at a later date). **TIP:** Only the instructor who will be actually in the room teaching at each class should be entered in the DCU – a coordinator of the sections should be added in Banner after the schedule is transferred

2. Co-Schedule all 10 delivery 01s. Create a co-scheduled group with the following deliveries:

   SUB XXXXX 001 01
   SUB XXXXX 002 01
   SUB XXXXX 003 01
   SUB XXXXX 004 01
   SUB XXXXX 005 01
   SUB XXXXX 006 01
   SUB XXXXX 007 01
   SUB XXXXX 008 01
   SUB XXXXX 009 01
   SUB XXXXX 010 01

3. For all section 001-010 delivery 02, you will need to leave a time requirement note in the DCU.
   a. For sections 001-005 02, use the following note:
      Please schedule delivery 02 of this section at the same time, but on a different day as delivery 01 for a total offering of 3x50 with one day in between each meet.
   b. For sections 006-010 02, use the following note:
      Please schedule delivery 02 of this section B2B (either order) with delivery 02 of section 001 of this course.