

How to Duplicate a Section from Another Instance

1.

7. Hover over a previous instance's) section.

The section will be surrounded by a red box.

8. Click on the red box to duplicate the available information from this section for the current semester.

Note: The duplicated section will attempt to include all available information from the original section, such as instructor and times. **Do not save adjunct instructors for whom there currently is no contract. If an adjunct does not have a current contract approved, that instructor may not get paid.**

Unavailable items will not be duplicated, such as if the instructor is no longer able to teach in that instance.

Avoid clicking on the instructor name here.

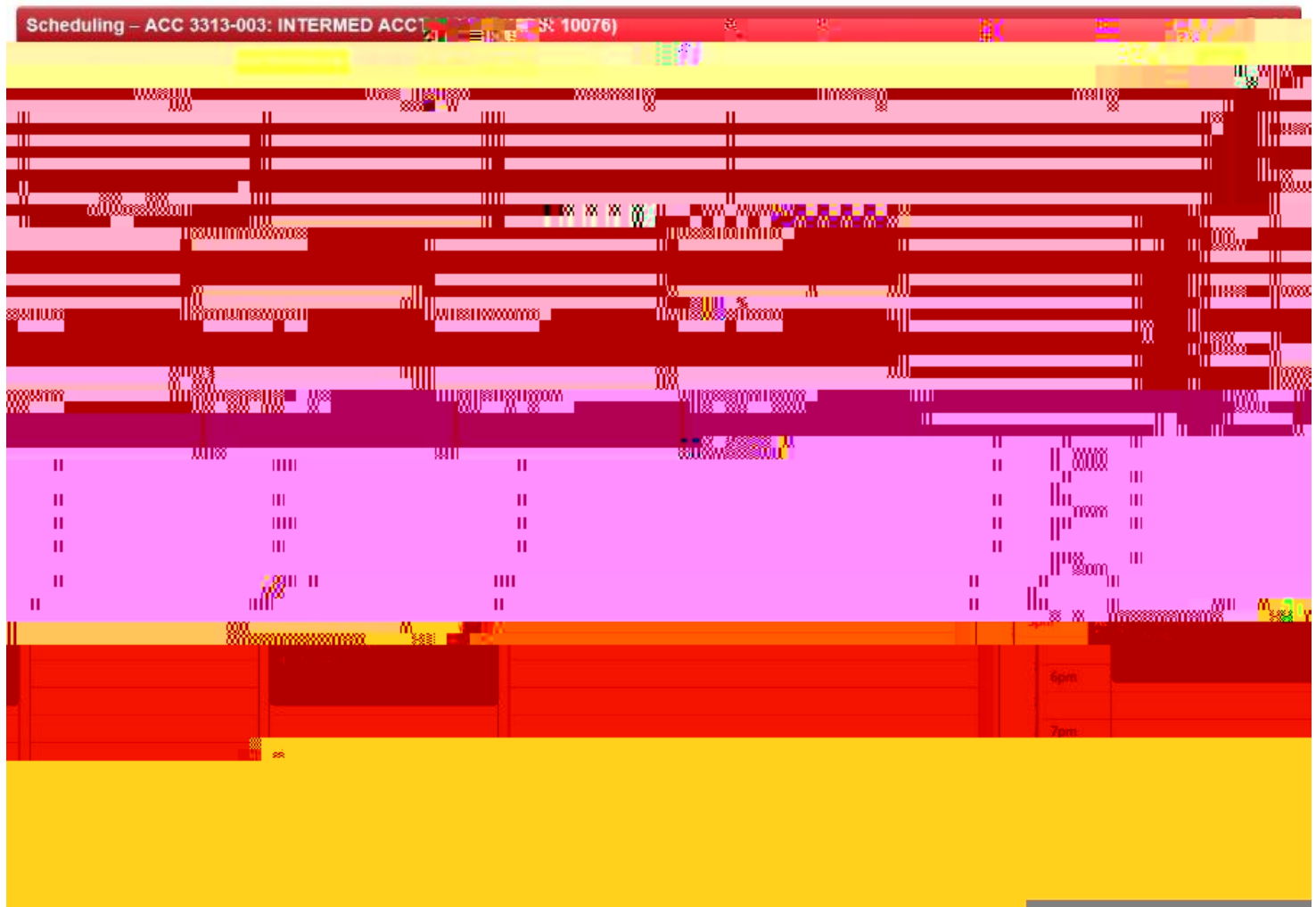
The Snapper Defined

The Snapper shows the section being scheduled and related sections. The Snapper is so named because it is a standard meeting time.

If you do not see a preferred timeframe available to you as an option, let us know at rooms@towson.edu.

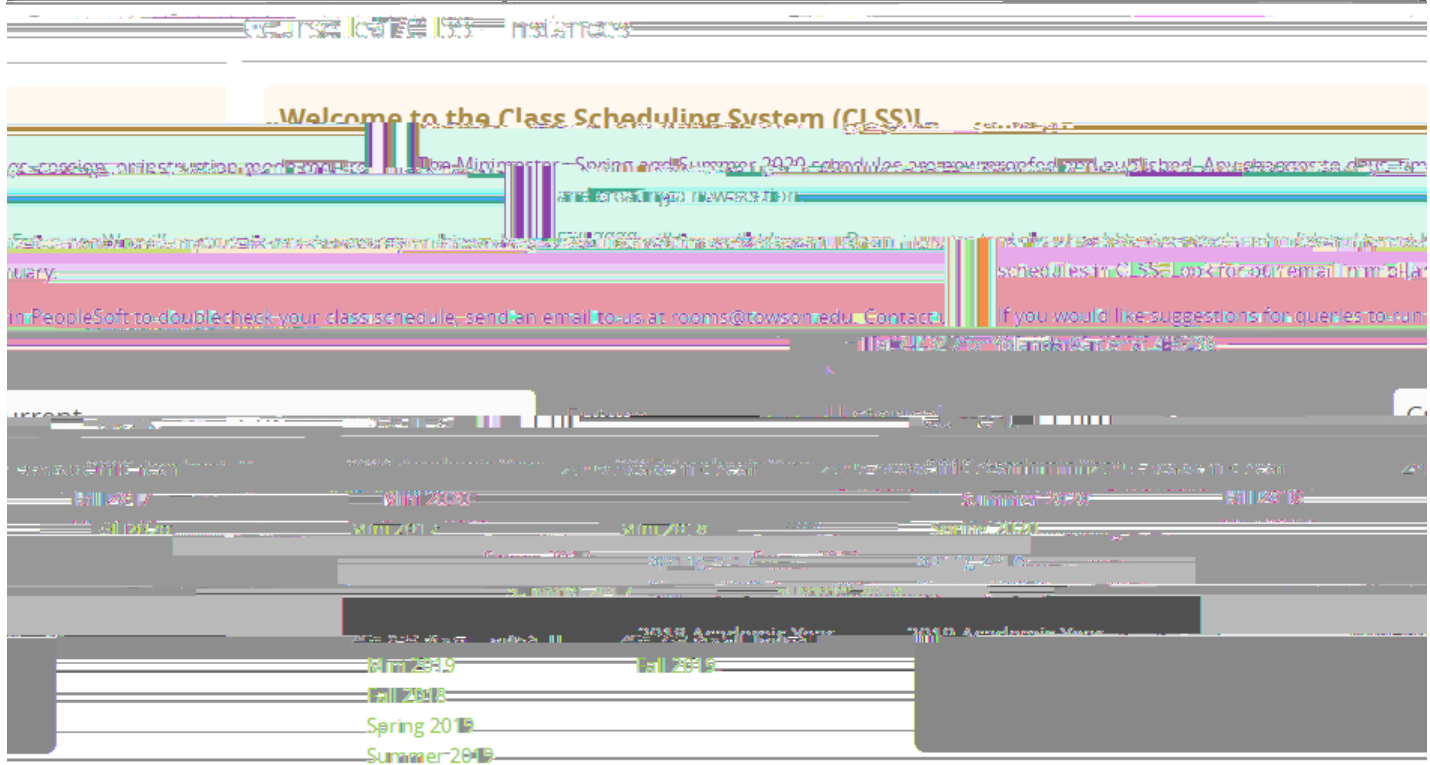
The default view is all sections of the same course, but other courses of interest can also be added. Look

or more courses across schedule units to determine if they are scheduled appropriately, for example, classes that students tend to take with the same term.



To use the Heat Map:

1.



2. Select an instance (semester).

3. Click Visualize to see a Heat Map that includes all of the scheduling units

Or

Select a scheduling unit and then click visualize to see a Heat Map of just that scheduling unit.

Or

in the upper left and click it to see a heat map of just that particular course.

