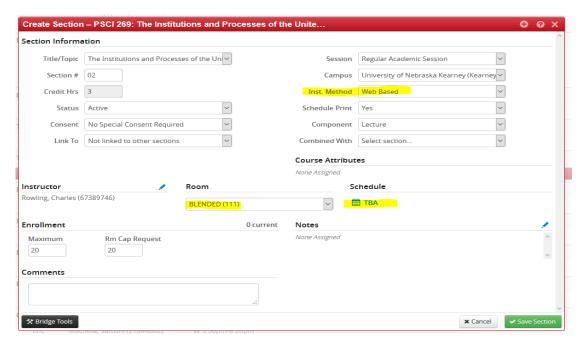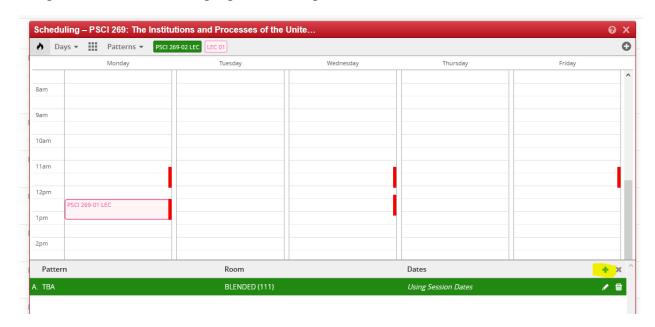## Creating Blended Sections in CLSS

The Instructional Method = Web Based

Room = BLENDED

Schedule = TBA

Click on the TBA to open the Snapper Screen. Now click on the Meetings box in the lower left corner to bring up the Meeting Patterns. There should be a Row A that shows TBA, BLENDED, Using Session Dates and is highlighted with a green bar.

Click the green Plus sign on the right to add a row to schedule meeting times.
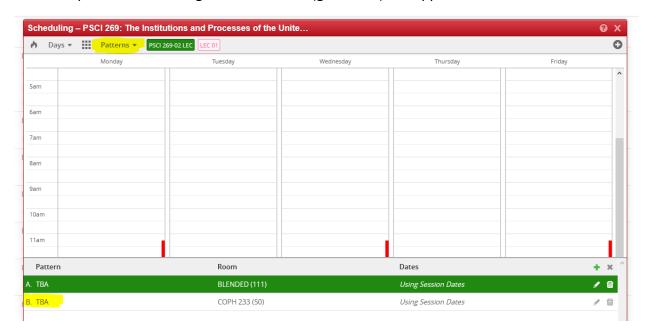
The Meeting Details box will appear, select a room from the dropdown. If the section will be meeting the same time each week of the semester, the dates should be Regular Academic Session.

If the section will be meeting only on selected dates, choose Custom and enter the first meeting date in both boxes.
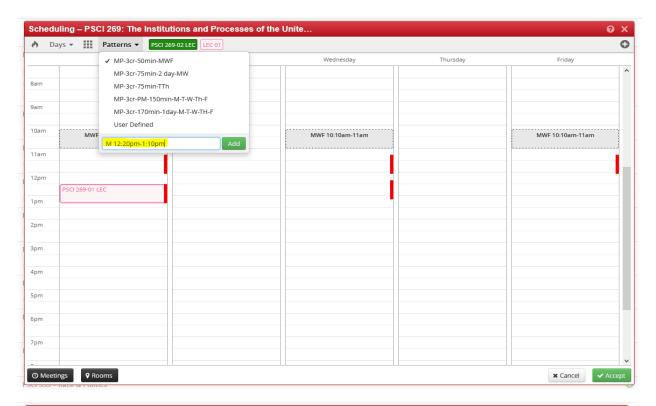

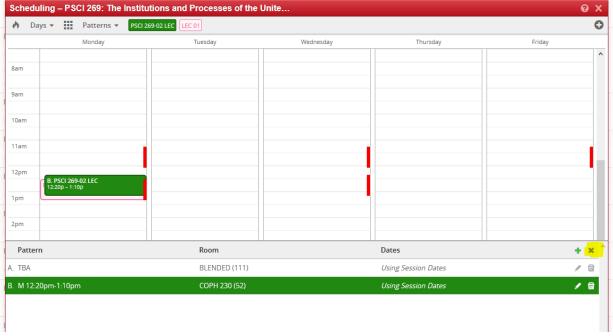Click Accept and the Meeting Patterns screen (green bar) will appear with a new row.

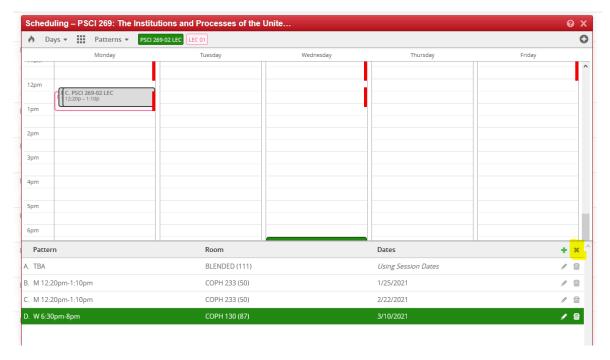Click on Row B (it will drop down from view).

Now click on Patterns at the top of the page to add the meeting day and time. Reminder, CLSS treats all times as AM unless designated as PM. Also Thursday is abbreviated as Th not TH.

Click Add.

Row B now appears with the meeting pattern and room and the example above will meet for 50 minutes every week of the term.

If class meetings are only on specific dates, repeat the process of adding a row, selecting a room, meeting date and adding a meeting pattern for each date. The above example shows three scheduled meetings for the section. Note: TBA may not be used as a meeting pattern on any rows other than the BLENDED row as it will error. Also the BLENDED row should be Row A.

 CLICK THE X ON THE RIGHT TO DROP DOWN THE GREEN BAR, CLICK ACCEPT IN THE LOWER RIGHT CORNER TO SAVE THE MEETING INFORMATION JUST ENTERED.

The Edit/Create section screen will appear and will now show the Room as Multiple Rooms and the Meeting Pattern will appear. Click Save Section.