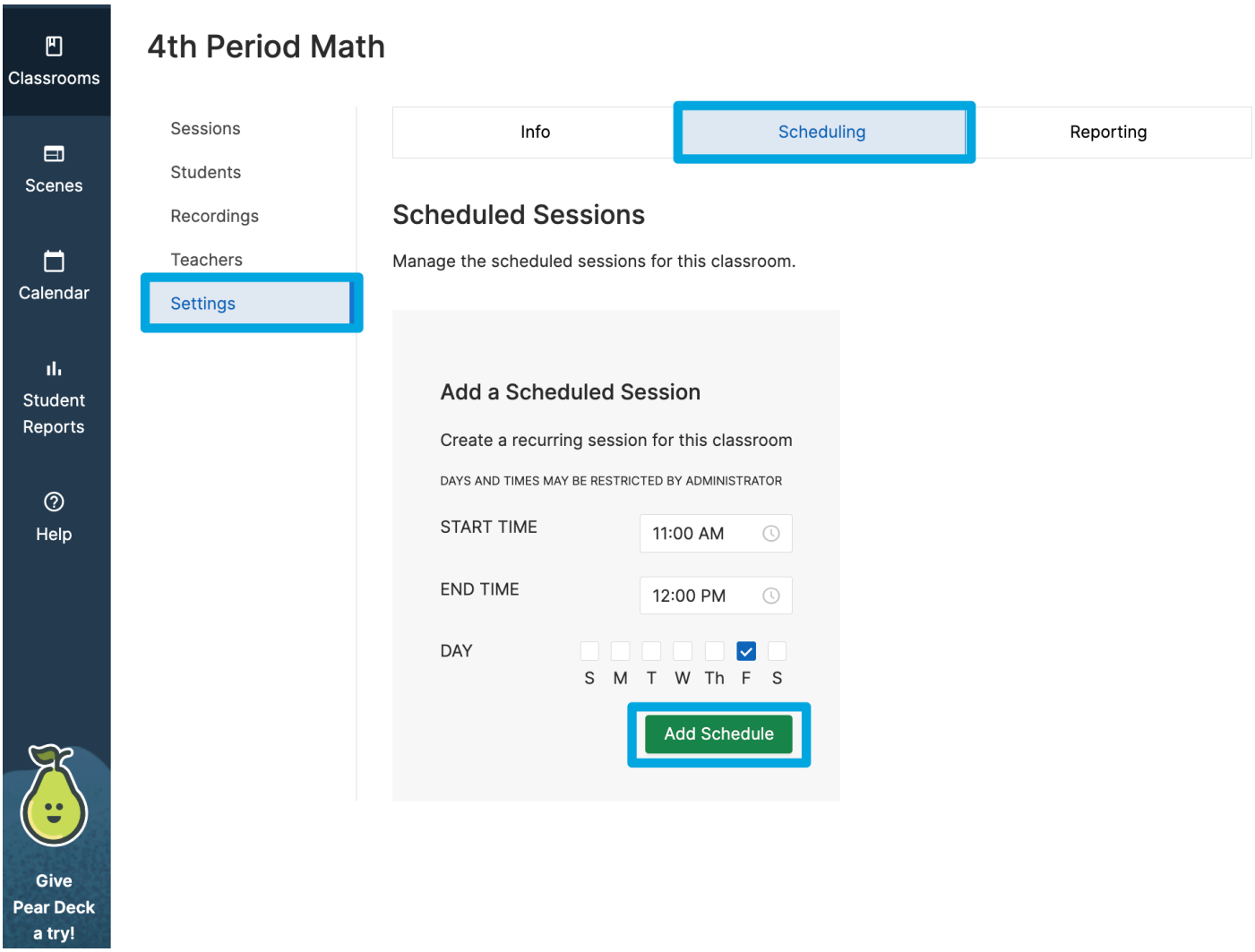
Configure a Classroom Schedule

By configuring a classroom schedule, you can automate when classroom sessions start and stop. Classroom schedules can be configured to run multiple times a day and at different times throughout the week.

Setting up a scheduled session

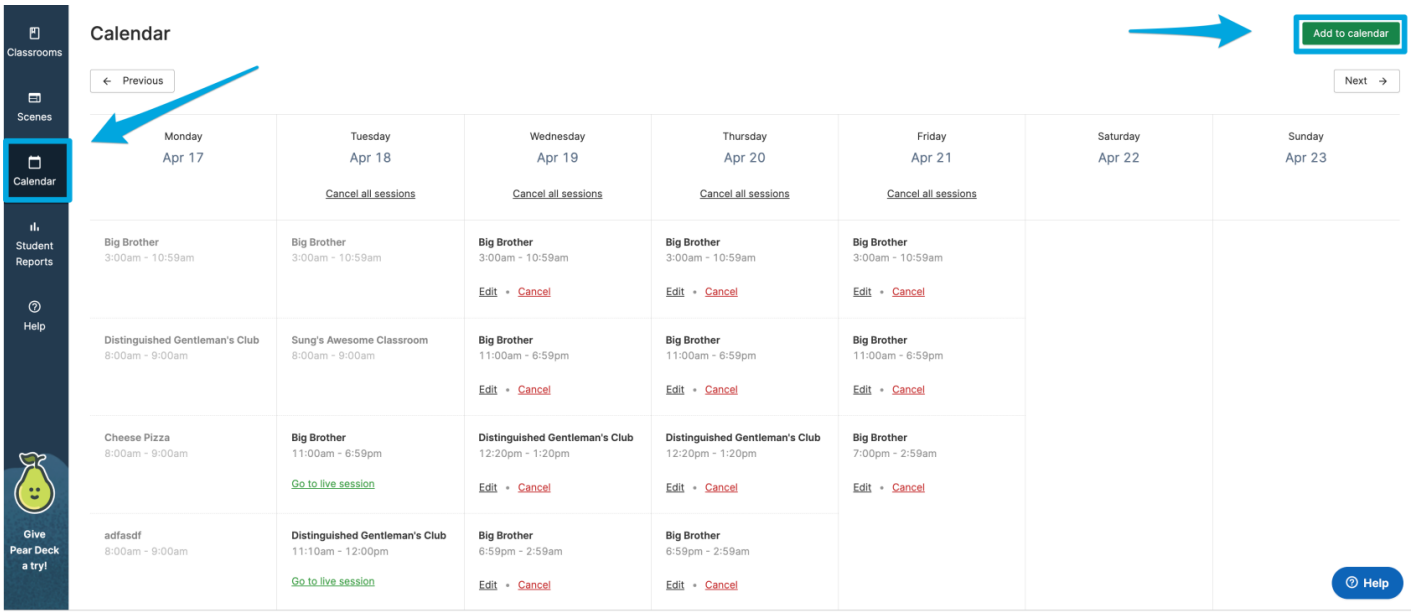
To set up automatic class sessions for a specific class:

1. Select a classroom
2. Click the Settings tab
3. Click the Scheduling tab
4. Click the Add Schedule button
5. Select a start time
6. Select an end time
7. Select the day(s) of the week
8. Click the Add Schedule button



Using the Calendar

Automatic class sessions can also be managed by using the Calendar tab. The Calendar tab will display all actively scheduled classes as well as grant the option to Edit the schedule, cancel scheduled classes, or add a new scheduled class by clicking the "Add to Calendar" button.



Pro-Tip: Set a reminder for yourself to turn off scheduled sessions before holiday vacations or at the end of the semester. This will prevent students from getting blocked by classes with default Scenes when they shouldn't be in session.

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