

# 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


Classrooms

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Give Pear Deck a try!

## 4th Period Math

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### Scheduled Sessions

Manage the scheduled sessions for this classroom.

#### Add a Scheduled Session

Create a recurring session for this classroom

DAYS AND TIMES MAY BE RESTRICTED BY ADMINISTRATOR

START TIME

END TIME

DAY  S  M  T  W  Th  F  S

**Add Schedule**

## 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.

**Calendar**

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Monday Apr 17	Tuesday Apr 18	Wednesday Apr 19	Thursday Apr 20	Friday Apr 21	Saturday Apr 22	Sunday Apr 23
	<a href="#">Cancel all sessions</a>	<a href="#">Cancel all sessions</a>	<a href="#">Cancel all sessions</a>	<a href="#">Cancel all sessions</a>		
Big Brother 3:00am - 10:59am	Big Brother 3:00am - 10:59am	Big Brother 3:00am - 10:59am <a href="#">Edit</a> • <a href="#">Cancel</a>	Big Brother 3:00am - 10:59am <a href="#">Edit</a> • <a href="#">Cancel</a>	Big Brother 3:00am - 10:59am <a href="#">Edit</a> • <a href="#">Cancel</a>		
Distinguished Gentleman's Club 8:00am - 9:00am	Sung's Awesome Classroom 8:00am - 9:00am	Big Brother 11:00am - 6:59pm <a href="#">Edit</a> • <a href="#">Cancel</a>	Big Brother 11:00am - 6:59pm <a href="#">Edit</a> • <a href="#">Cancel</a>	Big Brother 11:00am - 6:59pm <a href="#">Edit</a> • <a href="#">Cancel</a>		
Cheese Pizza 8:00am - 9:00am	Big Brother 11:00am - 6:59pm <a href="#">Go to live session</a>	Distinguished Gentleman's Club 12:20pm - 1:20pm <a href="#">Edit</a> • <a href="#">Cancel</a>	Distinguished Gentleman's Club 12:20pm - 1:20pm <a href="#">Edit</a> • <a href="#">Cancel</a>	Big Brother 7:00pm - 2:59am <a href="#">Edit</a> • <a href="#">Cancel</a>		
adfasdf 8:00am - 9:00am	Distinguished Gentleman's Club 11:10am - 12:00pm <a href="#">Go to live session</a>	Big Brother 6:59pm - 2:59am <a href="#">Edit</a> • <a href="#">Cancel</a>	Big Brother 6:59pm - 2:59am <a href="#">Edit</a> • <a href="#">Cancel</a>			

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**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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