Course Meeting Patterns

STAFF

Workday Student

This tip sheet explains the process for how to view and maintain meeting patterns within Workday. It is intended for Staff.

Maintain Course Meeting Patterns

Meeting patterns are configurations that represent the standard days and times for offering courses and activities at an educational institution. They can be categorized into standard and custom meeting patterns.

- Meeting patterns can be assigned to course sections and activity offerings.
- They help in scheduling and allow students to plan their classes and activities.

To complete this task in workday, follow these steps:

1. Enter the **Maintain Meeting Day Patterns** task into the Workday Search bar.
    - This is where you can view or manage meeting patterns for your institution
2. Add or Edit Patterns:
    - To create a new meeting pattern, add a row to the grid.
    - Specify the **meeting day** and **recurrence schedule**. For example, select a day of the week (e.g., Friday) and set the recurrence (e.g., every other week).

Limitations

- Once a standard meeting pattern is in use, it cannot be edited, even if disassociated from course sections.
- Custom meeting patterns may display inconsistently in mobile applications, showing courses on incorrect days or duplicating entries.