



# 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.

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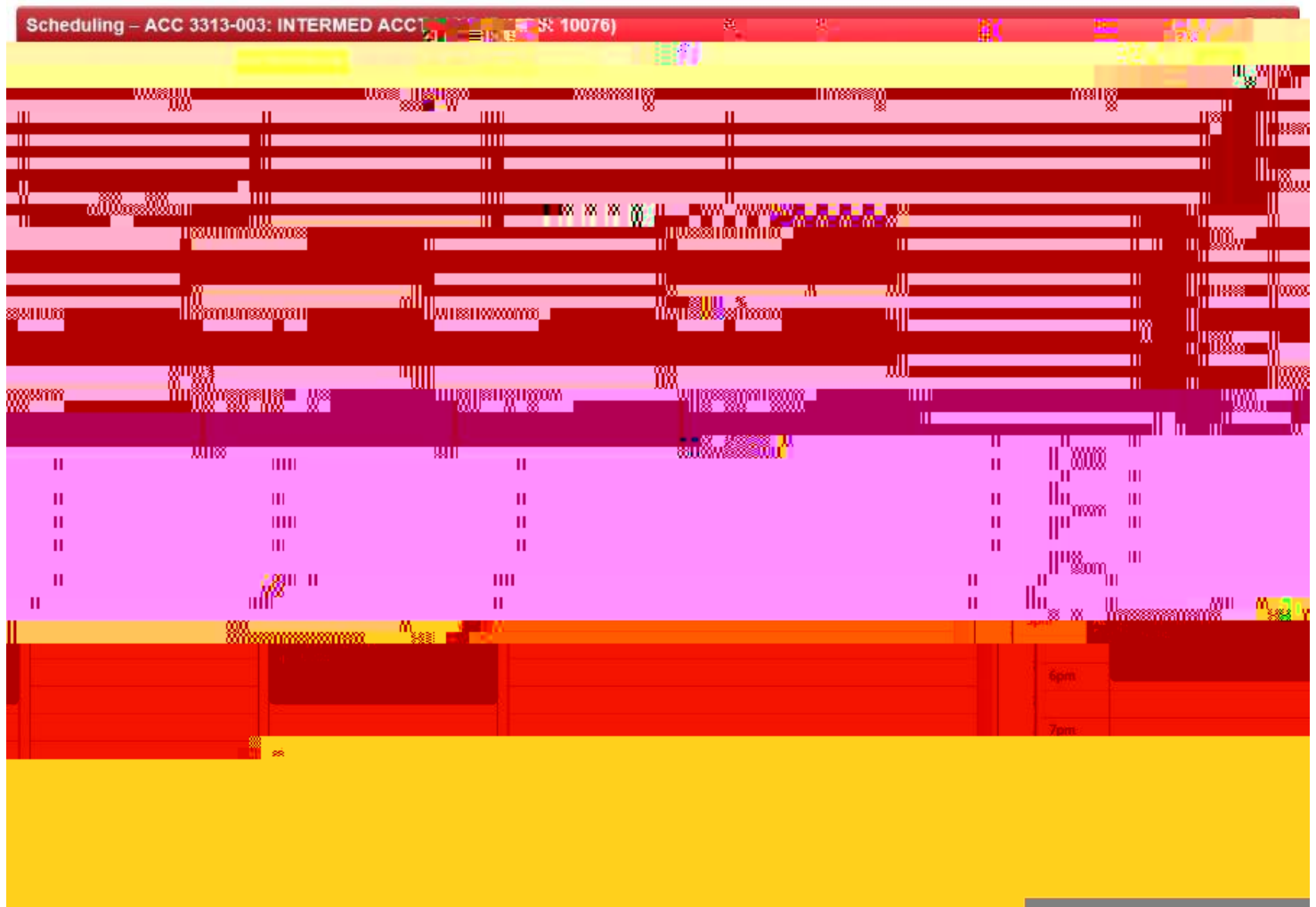
# The Snapper Defined

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](mailto:rooms@towson.edu).

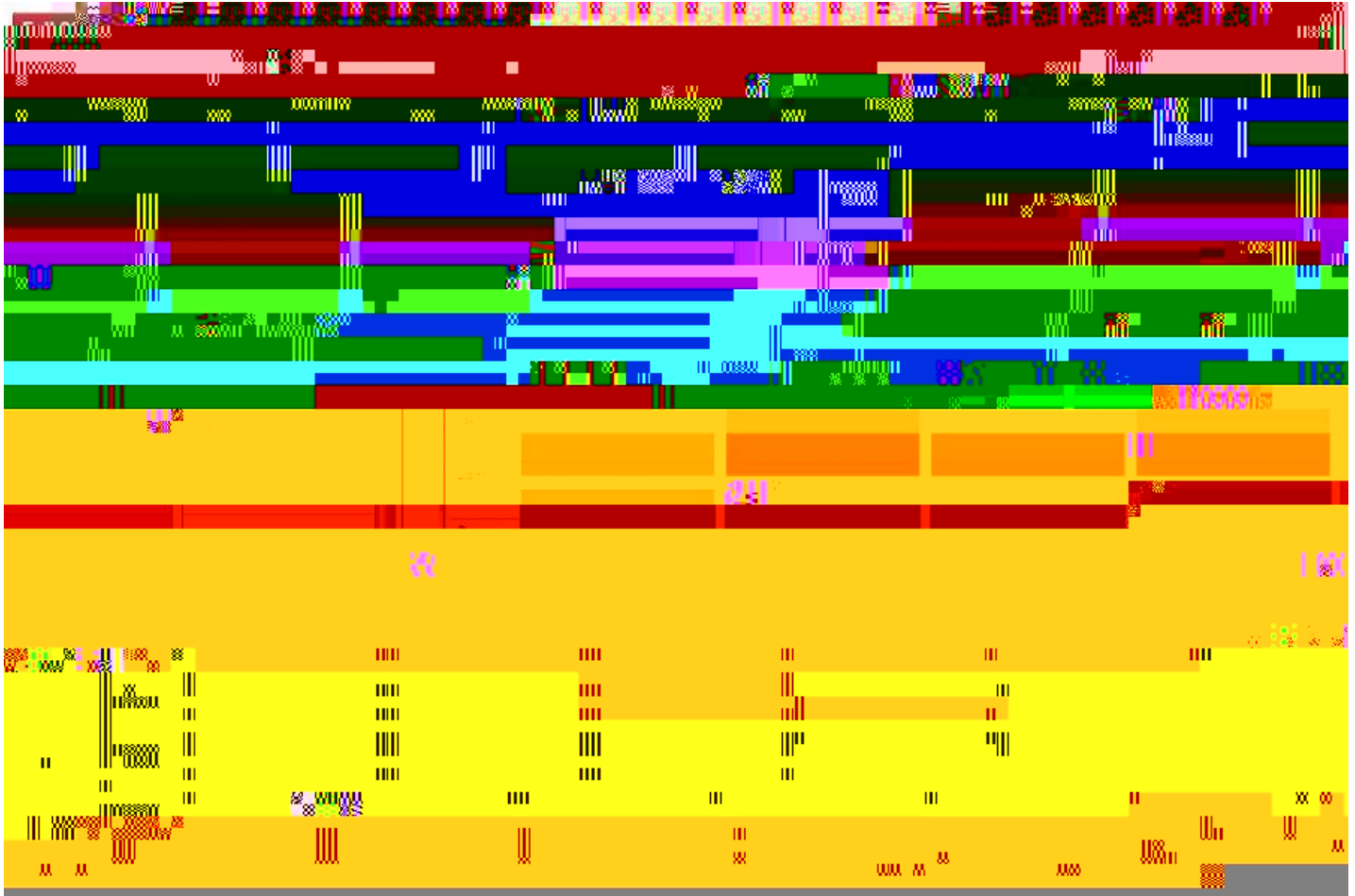
The default view is all sections of the same course, but other courses of interest can also be added. Look

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.



## The Heat Map Defined A Visual Representation

- Heat maps provide a visual representation of the number of sections in a scheduled week.
- Deepening shades of red represent the number of sections scheduled for a specific time slot.
- The heat map can be used from the instance, scheduling unit, or offering screens when the Visualize indicator or flame icon is present. For example, it can show one course with many sections like ENGL 102.
- Hovering over the heat map will reveal the number of offerings for that time. Clicking within the heat map will reveal a detailed description of offerings during that time.

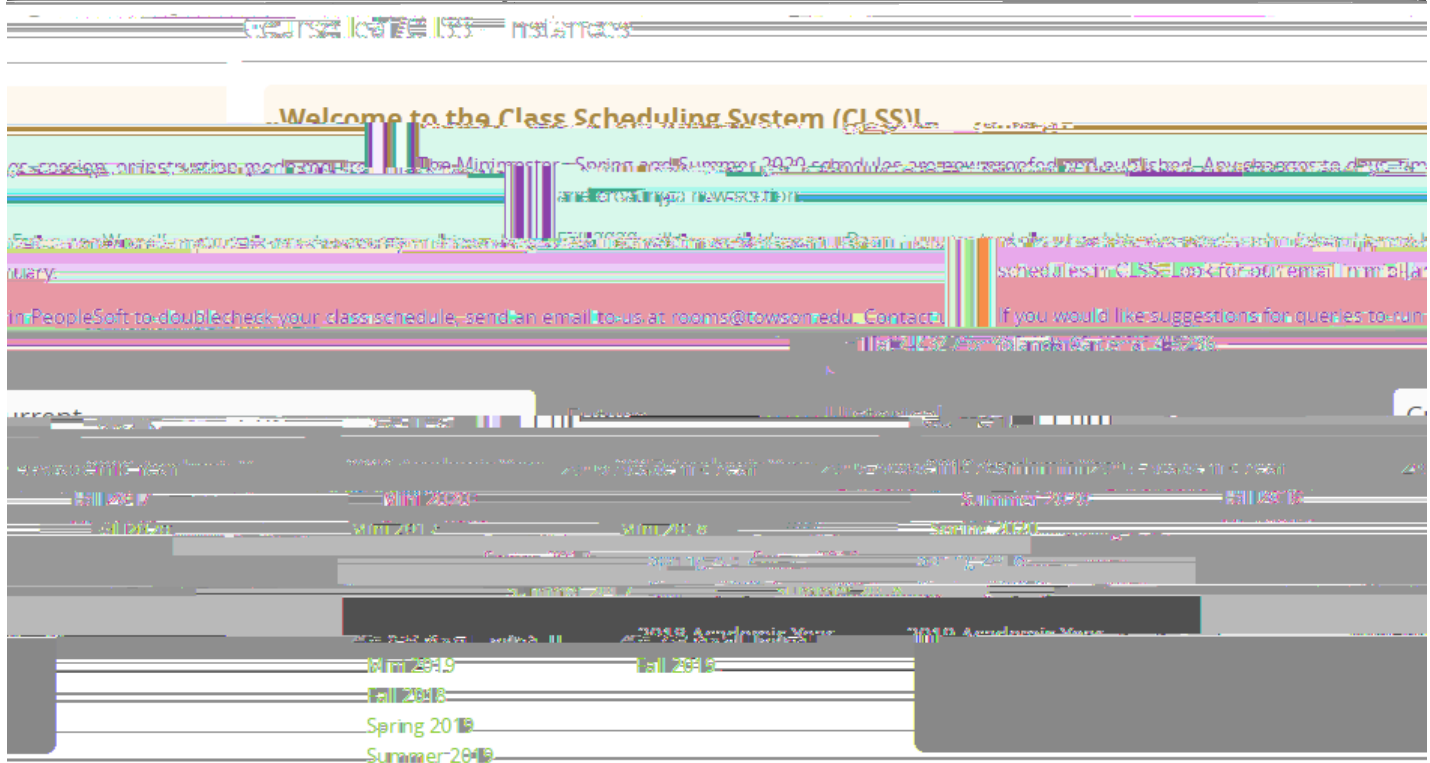


Clicking within the heat map will reveal a detailed description of offerings during that time. The detail will look like this:

Schedule	Section	Campus/Location
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
ENGL 102	ABED 463-0031 EG	MANSON CAMPUS
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ENGL 102	ABED 463-0031 EG	MANSON CAMPUS

## 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.

