

## How to Set Up your Start Times

Defining start times will save you some time when it comes to configuring your course. In this section, you will create a list of times that your courses start. The Manage Times page applies to all terms, so you will not need to adjust this page unless you want to add a new start time.

To do this, go to **Activity Configuration** from the Main Menu and then press **Start Times** on the secondary menu.

You will be redirected to a page that looks like the one pictured below.

The screenshot shows the 'Manage Times' interface. At the top, it says 'Please enter start times using the 24 hour clock (eg 08:30, 14:45)'. Below this is a text input field labeled 'Time'. A callout points to this field with the text: 'Enter the time here using 24-hour clock format.' Below the input field is a large blue button labeled 'Store Details'. A callout points to this button with the text: 'Press **store details** to save the new Start'. Below the 'Store Details' button is a table with a header 'Time' and five rows of times. Each row has an 'Edit' button on the left and a 'Delete' button on the right. A callout points to the 'Edit' button of the first row with the text: 'Press **Edit** to change an existing time.' Another callout points to the 'Delete' button of the second row with the text: 'Press **Delete** to remove a Start Time.' At the bottom of the interface is a large blue button labeled 'Exit'.

Time		
Edit	10:00 AM	Delete
Edit	12:00 PM	Delete
Edit	02:00 PM	Delete
Edit	04:00 PM	Delete
Edit	04:10 PM	Delete

All times entered need to be typed using the 24-Hour clock format, if they are not, the system will display an error message and will try to correct the data entered.

All these times will appear in the drop-down menu when you are configuring a course.