

Creating different time slots on the same teacher

I have a teacher who needs 15-minute time slots for her First Grade class and 30-minute time slots for her Kindergarten class. She is only showing up one time in the Class Editor and the Slot Editor, so how can I set up different slot durations for her?

The goal is to have her listed twice in the Slot Editor so you can create 30-minute slots for one listing of her name and 15-minute slots for the second listing of her name. To do this, you will need the teacher to be listed two times in the Class Editor.

- Go to the **Class Editor** page.
- Click on the Add teacher button. This will bring up a Select Person dialog box. Locate the teacher's name, click on the name, and then press select.
- You will now see her name listed two times in the Class Editor.
- Click on the second listing of the teacher's name. Click on her Kindergarten class and click on the Move Class button. Then click on the first listing of the teacher's name. This will move the Kindergarten class to your first teacher listing.
- To edit the teacher name (so you can easily identify which class you are creating slots for in the Slot Editor), click on the listing and edit the name. For example, if your teacher's name was Sue Smith, you could modify the first listing of her name to Sue Smith - Kindergarten and the second one to Sue Smith - First Grade.
- Go to the Slot Editor page.
- You will see two references to the teacher listed, and you can create slots of different durations for each. Since both listings are assigned to the same contact person, the system will ensure that this teacher does not get double-booked. When a slot is booked for one listing, the corresponding slot on the second listing will be made unavailable.

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