Scheduling Multiple Lectures with Labs

Trigger:

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
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<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
</table>

Additional Information
Procedure

There are several courses that require the student to enroll in additional components. This is accomplished by scheduling the additional components as sections of the course.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Curriculum Management</strong> link.</td>
</tr>
</tbody>
</table>

Once a course has been created, either by manually creating the course, or by rolling (copying) a previous term's courses forward, the course can be maintained using the Maintain Schedule of Courses menu option.

Maintain Course Schedules Navigation:
Curriculum Management > Schedule of Classes > Maintain Schedule of
### Classes

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Schedule of Classes</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Schedule New Class</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
4. | Enter the desired information into the **Term** field. Enter "3543".

**Conducting a Search**

When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields
Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

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<tbody>
<tr>
<td>5.</td>
<td>Enter the desired information into the <strong>Subject Area</strong> field. Enter &quot;ACCTCY&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the desired information into the <strong>Catalog Nbr</strong> field. Enter &quot;2036&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

8. Enter the desired information into the **Class Section** field. Enter "01".

The Basic Data tab allows the addition of Class Sections, setting the...
course component, class type, identifying the Associated Class, identifying repeating Course Topics, and entering any Course Attributes the course section may have.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>9.</td>
<td>Enter the desired information into the <strong>Course Attribute</strong> field. Enter &quot;FEES&quot;.</td>
</tr>
</tbody>
</table>

**Class Attributes** are optional. If a course has any associated fees or special attributes they can be entered by selecting the Course Attribute and the Course Attribute Value. A course may have more than one Class Attribute. To add additional attributes, click on the Add A Row icon and enter the Course Attribute and Course Attribute Value.

<table>
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<tbody>
<tr>
<td>10.</td>
<td>Enter the desired information into the <strong>Course Attribute Value</strong> field. Enter &quot;BUSN FEE&quot;.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
11. | Click the Meetings tab.

The Meetings Tab allows the course Meeting Pattern (the building and room number the course will meet in, the days the course meets, the begin and end times of the course), the instructor assigned to teach the course, and any room characteristics (projector, computers, etc.) the room will need in order to teach the course.

12. | Enter the building code into the Facility ID field. Enter "28000201".
When the magnifying glass icon is next to a field, this means that there is a list of values associated with the field. If the desired value is not known, click on the magnifying glass icon, this will display the List of Values page for the field. From this page you can perform a search to find the value and then select the value by clicking on it.

### Step 13

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>13.</td>
<td>Enter the meeting pattern into the <strong>Pat</strong> field. Enter &quot;TR&quot;.</td>
</tr>
</tbody>
</table>

The **Pat** field controls the days of the week the course will meet. The value or pattern entered in this field will cause the corresponding check boxes to become checked when entered.

**NOTE:** Selecting or Deselecting a day's checkbox **WILL** change the days a course meets. If the meeting pattern is not listed in the list of valid values in the **Pat** field, the pattern can be selected using the day check boxes immediately to the right of the **Mtg End** field.

### Step 14

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>14.</td>
<td>Enter the desired information into the <strong>Mtg Start</strong> field. Enter &quot;0800&quot;.</td>
</tr>
</tbody>
</table>

Time can be entered in any of the following manners:
- Millitary: 1600
- Standard: 4:00 PM
- Alternate method of entering time: 400P

The above entries will automatically be converted to the standard format: 4:00PM

### Step 15

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>15.</td>
<td>Verify the end time of the course is correct in the <strong>Mtg End</strong> field.</td>
</tr>
</tbody>
</table>

The course end time will default to either 50 or 75 minutes after the entered Mtg Start time based on the entered Pat.

**Default End Times:**
- **50 minutes**: M-F (Mon & Tues & Wed & Thurs & Fri), MW (Monday & Wednesday), MWF (Mon & Wed & Fri)
- **75 minutes**: TR (Tuesday & Thursday)
- **No Default End Time**: ARR (Arranged)
<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>16.</td>
<td>Enter the instructor's id into the ID field. Enter &quot;14000522&quot;.</td>
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</tbody>
</table>

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<tr>
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<tbody>
<tr>
<td>17.</td>
<td>Click the Enrollment Cntrl tab.</td>
</tr>
</tbody>
</table>

The enrollment control tab is used to control whether the section an enrollement or non enrollment section. This tab also allows the set up of hard-link and soft-link enrollment of another section.
Step 18. Enter the desired information into the **Requested Room Capacity** field. Enter "315".

The **Requested Room Capacity** and **Enrollment Capacity** fields need to match. Verify that the capacities are correct and make any changes necessary to make them match.

Step 19. Enter the desired information into the **Enrollment Capacity** field. Enter "315".
20. Click the ID object.

21. **Decision:** Please make a selection from the options listed below.

   - Lecture Scheduling Complete
     
     Go to step 22 on page 11
   
   - Add RSD Sections
     
     Go to step 23 on page 12
   
   - Enter Additional Lecture Section
     
     Go to step 43 on page 19

22. **End of Procedure.** Remaining steps apply to other paths.
Step | Action
--- | ---
23. | Click the **Basic Data** tab.

Additional sections need to be entered starting from the Basic Data tab. Entering of additional sections may be done in two (2) ways:

1. Enter all information (Basic Data, Meetings, Enrollment Cntrl, Notes) for a single section at one time and then navigate back to the Basic Data tab and enter all information for each subsequent section at.

2. From the Basic Data tab, enter Basic Data information for all sections at once, and then enter all sections information on each subsequent tab.
Step | Action
--- | ---
24. | Click the Add a new row at row 1 (Alt+7) button.
25. | Enter the desired information into the *Class Section* field. Enter "01A".

The *Class Section* field is an alpha-numeric field. The format for entering section numbers is 01, 02, 03 - 09, 10, 11, etc. Formatting the section numbers in this manner will maintain the correct sequence.

For labs and additional sections that need to be taken in conjunction with the enrollment section, the format is the section number the of the enrollment followed by an alpha character (example: 01A, where 01 is the enrollment section, "A" designates this section as a supplemental/additional section, i.e. lab.)
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>26.</td>
<td>Change the Component of the section to the desired type by entering the component code or by clicking the Look up Component (Alt+5) button.</td>
</tr>
</tbody>
</table>

![Image of Look Up Component](image)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>27.</td>
<td>Select the desired choice from the Search Results table.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>28.</td>
<td>Verify the Associated Class has the same numeric value as the Class Section.</td>
</tr>
</tbody>
</table>

**NOTE:** A new Associated Class Number will not be available from the look-up menu. Type over the existing number to create a new entry. This field is a numeric field and should be numbered 1 - 9, 10, 11, etc.

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<thead>
<tr>
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<tbody>
<tr>
<td>29.</td>
<td>Click in the <em>Course Attribute Value</em> field.</td>
</tr>
</tbody>
</table>
Step 30. Click the **Meetings** tab.
### Step | Action
--- | ---
31. | Enter the desired information into the **Facility ID** field. Enter "28000131".
32. | Enter the desired information into the **Pat** field. Enter "F".
33. | Enter the desired information into the **Mtg Start** field. Enter "0900".
34. | Enter the desired information into the **Mtg End** field. Enter "0950".
35. | Enter the desired information into the **ID** field. Enter "14000514".
36. | Click an entry in the list.
37. Enter the desired information into the **Requested Room Capacity** field. Enter "35".

38. Enter the desired information into the **Enrollment Capacity** field. Enter "35".

39. Click the **Save** button.

40. Click the **Save** button.

41. **Decision:** Please make a selection from the options listed below.

   - Lecture Sections Entered
     Go to step 42 on page 18
   - Enter RSD sections for section 2 lecture
     Go to step 58 on page 24

42. **End of Procedure.** Remaining steps apply to other paths.
Step 43. Click the ID object.
Step | Action
--- | ---
44. | Click the **Add a new row at row 1 (Alt+7)** button.
45. | Enter the desired information into the *Class Section* field. Enter "02".
46. | Enter the desired information into the *Associated Class* field. Enter "2".
47. | Press [Tab].
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>48.</td>
<td>Click the <strong>Meetings</strong> tab.</td>
</tr>
</tbody>
</table>
## Step 49
Enter the desired information into the **Facility ID** field. Enter "28000201".

## Step 50
Enter the desired information into the **Pat** field. Enter "TR".

## Step 51
Enter the desired information into the **Mtg Start** field. Enter "0930".

## Step 52
Enter the desired information into the **Mtg End** field. Enter "1045".

## Step 53
Enter the desired information into the **ID** field. Enter "14000522".

## Step 54
Click an entry in the list.
Step | Action
--- | ---
55. | Enter the desired information into the **Requested Room Capacity** field. Enter "350".
56. | Enter the desired information into the **Enrollment Capacity** field. Enter "350".
57. | Click the **Save** button.

Go to step 22 on page 11
Step | Action
--- | ---
58. | Click the **Add a new row at row 1 (Alt+7)** button.
59. | Enter the desired information into the *Class Section* field. Enter "02A".
60. | Enter the desired information into the *Component* field. Enter "RSD".
61. | Click an entry in the list.
62. | Enter the desired information into the *Associated Class* field. Enter "2".
63. | Press [Tab].
### Step 64

**Action**

Click the **Meetings** tab.
Step | Action
--- | ---
65. | Enter the desired information into the **Facility ID** field. Enter "28000217".
66. | Enter the desired information into the **Pat** field. Enter "F".
67. | Enter the desired information into the **Mtg Start** field. Enter "0900".
68. | Enter the desired information into the **Mtg End** field. Enter "0950".
69. | Enter the desired information into the **ID** field. Enter "14000326".
70. | Click an entry in the list.
Step | Action
---|---
71. | Enter the desired information into the **Requested Room Capacity** field. Enter "**35**".
72. | Enter the desired information into the **Enrollment Capacity** field. Enter "**35**".
73. | Click the **Save** button.
74. | **End of Procedure.**