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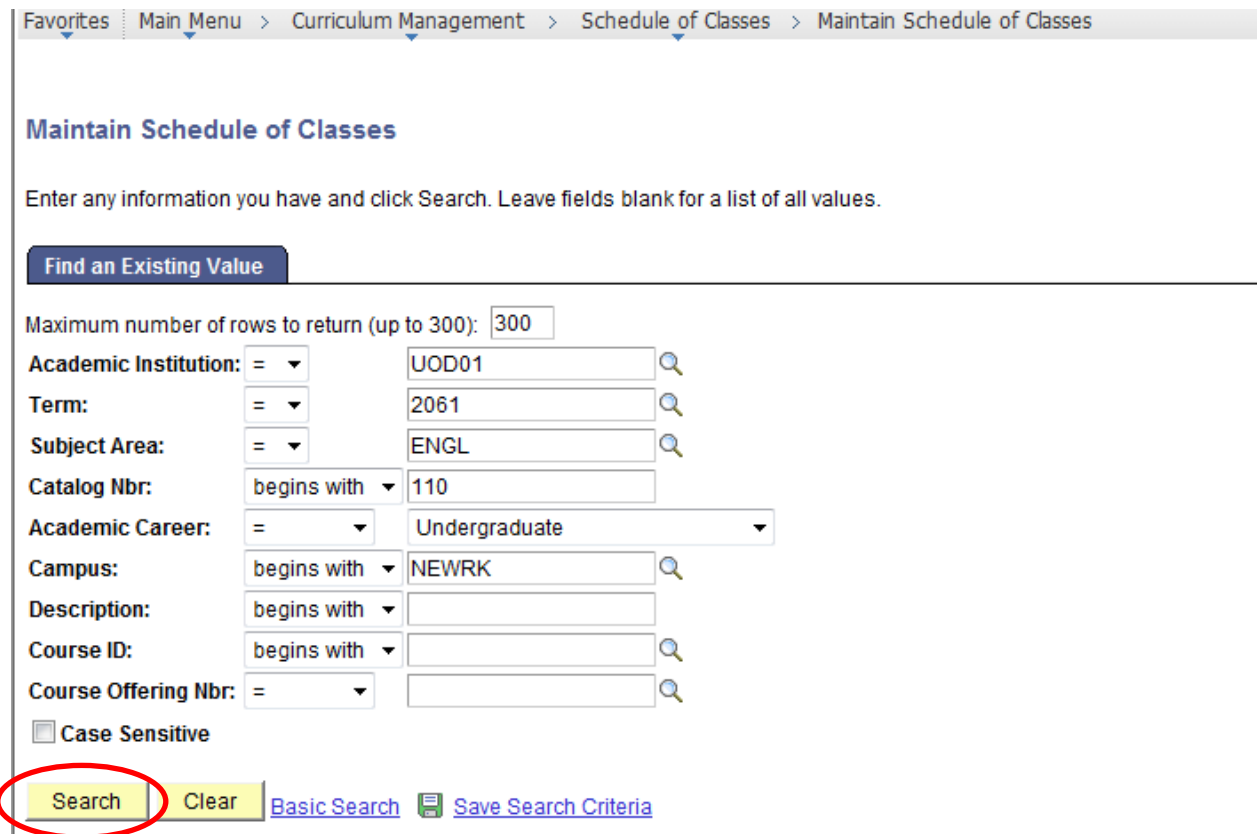
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Instructions for SOC in PS9.0 - Maintain Schedule of Classes

The following information will be a useful reference for utilizing PS9.0 UDSIS to schedule and maintain courses.

Maintain Schedule of Classes page – Basic Data tab

Navigation: >Curriculum Management, >Schedule of Classes, Maintain Schedule of Classes




Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes


Maintain Schedule of Classes


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):


Academic Institution: = 

Term: = 


Subject Area: = 


Catalog Nbr: begins with

Academic Career: =


Campus: begins with 

Description: begins with

Course ID: begins with 

Course Offering Nbr: = 

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

In the search page for **Maintain Schedule of Classes**, enter:

1. **Academic Institution = UOD01**
2. **Term**
3. **Subject Area**
4. **Catalog Nbr**
5. Click the **Search** button

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
Course ID:	013043	Course Offering Nbr:	1				
Academic Institution:	University of Delaware						
Term:	2006 Winter	Undergrad	Auto Create Component				
Subject Area:	ENGL	English					
Catalog Nbr:	110	CRITICAL READING & WRITING					
Class Sections Find View All First 1 of 6 Last							
'Session:	WIN Winter Session	Class Nbr:	3479				
'Class Section:	010	'Start/End Date:	01/03/2006 02/03/2006				
'Component:	LEC Lecture	Event ID:	000022479				
'Class Type:	Enrollment			Add Fee			
'Associated Class:	10			<input checked="" type="checkbox"/> Schedule Print			
'Campus:	NEWRK Newark			<input type="checkbox"/> Student Specific Permissions			
'Location:	SA-NEWARK Main Campus			<input checked="" type="checkbox"/> Dynamic Date Calc Required			
Course Administrator:				<input type="checkbox"/> Generate Class Mtg Attendance			
'Academic Organization:	ENGL English			<input checked="" type="checkbox"/> Sync Attendance with Class Mtg			
Academic Group:	AS Arts and Sciences			<input type="checkbox"/> GL Interface Required			
'Holiday Schedule:	UDAC UD Academic Calendar						
'Instruction Mode:	P In Person						
Primary Instr Section:	010						
Class Topic							
Course Topic ID:	1	CRITICAL READING & WRITIN	<input checked="" type="checkbox"/> Print Topic in Schedule				
Equivalent Course Group							
Course Equivalent Course Group:	00002	Testing	<input type="checkbox"/> Override Equivalent Course				
Class Equivalent Course Group:							

On the **Basic Data** tab you will find the Class Sections that were “rolled” from the same term of the previous year. This gives you a good starting point for scheduling the new term.

1. Multiple Class Sections may have been created for the course you searched; if so,

2. Click on the **Last** link to see last section number

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
Course ID:	013043	Course Offering Nbr:	1					
Academic Institution:	University of Delaware			Term:	2006 Winter	Undergrad	Auto Create Component	
Subject Area:	ENGL	English						
Catalog Nbr:	110	CRITICAL READING & WRITING						
Class Sections		Find	View All	First	5 of 5	Last		
*Session:	WIN	Winter Session	Class Nbr:	3483				
*Class Section:	014		*Start/End Date:	01/03/2006	02/03/2006			
*Component:	LEC	Lecture	Event ID:	000022483				
*Class Type:	Enrollment		Add Fee					
*Associated Class:	14							
*Campus:	NEWRK	Newark						
*Location:	SA-NEWARK	Main Campus	<input checked="" type="checkbox"/> Schedule Print					
Course Administrator:			<input type="checkbox"/> Student Specific Permissions					
*Academic Organization:	ENGL	English	<input checked="" type="checkbox"/> Dynamic Date Calc Required					
Academic Group:	AS	Arts and Sciences	<input type="checkbox"/> Generate Class Mtg Attendance					
*Holiday Schedule:	UDAC	UD Academic Calendar	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg					
*Instruction Mode:	P	In Person	<input type="checkbox"/> GL Interface Required					
Primary Instr Section:	014							
Class Topic								
Course Topic ID:	1	CRITICAL READING & WRITIN	<input checked="" type="checkbox"/> Print Topic in Schedule					
Equivalent Course Group								
Course Equivalent Course Group:	00002	Testing	<input type="checkbox"/> Override Equivalent Course					
Class Equivalent Course Group:								

3. To add the next section no; click on the “+” to add a new row

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface
Course ID:	013043	Course Offering Nbr:	1					
Academic Institution:	University of Delaware	Term:	2006 Winter	Undergrad	Auto Create Component			
Subject Area:	ENGL	Subject Area:	English					
Catalog Nbr:	110	Catalog Nbr:	CRITICAL READING & WRITING					
Class Sections								
*Session:	WIN	Winter Session	Class Nbr:	0				
*Class Section:			*Start/End Date:	01/03/2006	02/04/2006			
*Component:	LEC	Lecture	Event ID:					
*Class Type:	Enrollment		Add Fee					
*Associated Class:	1							
*Campus:	NEWRK	Newark	<input checked="" type="checkbox"/> Schedule Print					
*Location:	SA-NEWARK	Main Campus	<input checked="" type="checkbox"/> Student Specific Permissions					
Course Administrator:			<input type="checkbox"/> Dynamic Date Calc Required					
*Academic Organization:	ENGL	English	<input type="checkbox"/> Generate Class Mtg Attendance					
Academic Group:	AS	Arts and Sciences	<input type="checkbox"/> Sync Attendance with Class Mtg					
*Holiday Schedule:	UDAC	UD Academic Calendar	<input type="checkbox"/> GL Interface Required					
*Instruction Mode:	P	In Person						
Primary Instr Section:								
Class Topic								
Course Topic ID:			<input type="checkbox"/> Print Topic in Schedule					
Equivalent Course Group								
Course Equivalent Course Group:	00002	Testing	<input type="checkbox"/> Override Equivalent Course					
Class Equivalent Course Group:								

Class Sections

4. This created a new **BLANK Class Section**, ready for your entry
5. **Class Section** – enter next number in sequence
6. **Associated Class** – change to match the **Class Section** number without the leading 0
7. Verify the default values for **Location**, **Campus** and **Instruction Mode** are correct
8. **Schedule Print** – make sure checkbox is checked (the rest of the items should be un-checked)
9. **Student Specific Permissions** – ignore this checkbox (it can be checked or not, UD is not using this functionality)

Class Topic

10. If the course is a “topics” course, choose the **Course Topic ID** by clicking on the lookup icon
11. If the course is not a ‘topics’ course, skip this section

Look Up Course Topic ID

Cancel

Search Results

View All First 1-2 of 2 Last

Course ID	Course Topic ID	Description
013043	1	CRITICAL READING & WRITIN
013043	2	"IDEAS THAT CHANGED THE WORLD"

12. The lookup returns only the topics associated with this course
13. Click on the appropriate topic

Equivalent Course Group – skip this, UD isn't using this section



Maintain Schedule of Classes page – Meetings tab

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 01 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Find | View All First 6 of 6 Last
Session: WIN Winter Session **Class Nbr:** 0
Class Section: 015 **Component:** Lecture **Event ID:**

Meeting Pattern Find | View All First 1 of 1 Last
Facility ID Capacity **Pat** Mtg Start Mtg End M T W T F S S *Start/End Date
 01/03/2006 02/04/2006
Topic ID: Free Format Topic:
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All First 1 of 1 Last
Assignment | Workload

ID	Name	Instructor Role	Print	Access	Contact
<input type="text"/>		Prim In: v	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Customize | Find First 1 of 1 Last

Room Characteristic	Quantity
<input type="text"/>	1

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

1. Click on the **Meetings** tab

Meeting Pattern:

2. **Facility ID** – do not enter anything (this is for Scheduling Office *only*)
3. **Pat (Meeting Pattern)** – click on the lookup

Look Up Pat

Academic Institution: UOD01
Academic Group: AS
Standard Meeting Pattern: begins with
Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-14 of 14 Last

Standard Meeting Pattern	Description
DL	Distance Learning
E	Friday
M	Monday
M-F	Monday - Friday
MW	Monday, Wednesday
MWF	Monday, Wednesday, Friday
R	Thursday
S	Saturday
T	Tuesday
TBA	TBA
TR	Tuesday, Thursday
U	Sunday
W	Wednesday
WF	Wednesday, Friday

4. Click on the appropriate pattern for the course you are scheduling

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 013043 Course Offering Nbr: 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Find | View All First 6 of 6 Last
Session: WIN Winter Session Class Nbr: 0
Class Section: 015 Component: Lecture Event ID:

Meeting Pattern Find | View All First 1 of 1 Last
Facility ID Capacity Pat **Mtg Start** **Mtg End** M T W T F S S *Start/End Date
[] [] M-F [] [] 01/03/2006 02/04/2006
Topic ID: [] Free Format Topic: []
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All First 1 of 1 Last
Assignment Workload
ID Name *Instructor Role Print Access Contact
[] [] Prim In: [] [] []

Room Characteristics Customize | Find First 1 of 1 Last
*Room Characteristic *Quantity
[] 1

Save Return to Search Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

Notice that the **Days of the Week** check boxes auto-fill to match the **Meeting Pattern** field

5. **Mtg Start** – type in the time (use standard class meeting times)
6. Use the [TAB] key to go to the **Mtg End** field

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Find | View All First 6 of 6 Last
Session: WIN Winter Session **Class Nbr:** 0
Class Section: 015 **Component:** Lecture **Event ID:**

Meeting Pattern Find | View All First 1 of 1 Last
Facility ID: **Capacity Pat:** M-F **Mtg Start:** 9:05AM **Mtg End:** 10:35AM **M:** **T:** **W:** **T:** **F:** **S:** **S:** ***Start/End Date:** 01/03/2006 02/04/2006
Topic ID: **Free Format Topic:**
 Print Topic On Transcript [Contact Hours](#)

Instructors for Meeting Pattern Customize | Find | View All First 1 of 1 Last
Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Customize | Find First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

Notice that the **Mtg End** time defaulted to the standard ending time and that both times are nicely formatted.

Instructors for Meeting Pattern:

- Click on the **ID** lookup

Look Up ID

EmpID: begins with

Last Name: begins with

First Name: begins with

[Basic Lookup](#)

Search Results
 View All First 1 of 1 Last

EmpID	Name	Last Name	First Name
50431	Webner, James	WEBNER	JAMES

8. **Last Name** – enter instructor’s last name (or first few letters of the last name)
9. Click **Look Up** button
10. Select instructor

The screenshot displays the UDSIS system interface for course management. The top navigation bar includes tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface. The main content area is divided into several sections:

- Course Information:** Course ID: 013043, Course Offering Nbr: 1, Academic Institution: University of Delaware, Term: 2006 Winter, Subject Area: ENGL, Catalog Nbr: 110.
- Class Sections:** Session: WIN, Class Nbr: 3479, Class Section: 010, Component: Lecture, Event ID: 000022479.
- Meeting Pattern:** Facility ID: MEM048, Capacity: 25, Pat: M-F, Mtg Start: 8:00AM, Mtg End: 9:30AM, Meeting days: M, T, W, T, F, S, S. Start/End Date: 01/03/2006 to 02/03/2006.
- Instructors For Meeting Pattern:** A table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The 'Workload' tab is highlighted with a red circle. The table shows one instructor: ID 50431, Name Webner, James, Prim In: Prim In, Print: checked, Access: Approve.
- Room Characteristics:** A table with columns for Room Characteristic and Quantity. The quantity is set to 1.

At the bottom, there are buttons for Save, Return to Search, and Notify. A footer navigation bar includes links for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface.

11. Click on workload tab and add appropriate workload percentage (See additional information available from the scheduling office) This is extremely important for RBB.
12. Click the **Save** button

Maintain Schedule of Classes page – Enrollment Cntrl tab

Basic Data | **Meetings** | **Enrollment Cntrl** | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 013043 Course Offering Nbr: 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Enrollment Control Find | View All First 11 of 11 Last

Session: WIN Winter Session Class Nbr: 0
Class Section: 015 Component: Lecture Event ID:
Associated Class: 15

*Class Status: Active

Class Type: Enrollment Enrollment Status: Closed

*Add Consent: No Consent Requested Room Capacity: 35 Total

*Drop Consent: No Consent Enrollment Capacity: 35 0

1st Auto Enroll Section: Wait List Capacity: 0

2nd Auto Enroll Section: Minimum Enrollment Nbr:

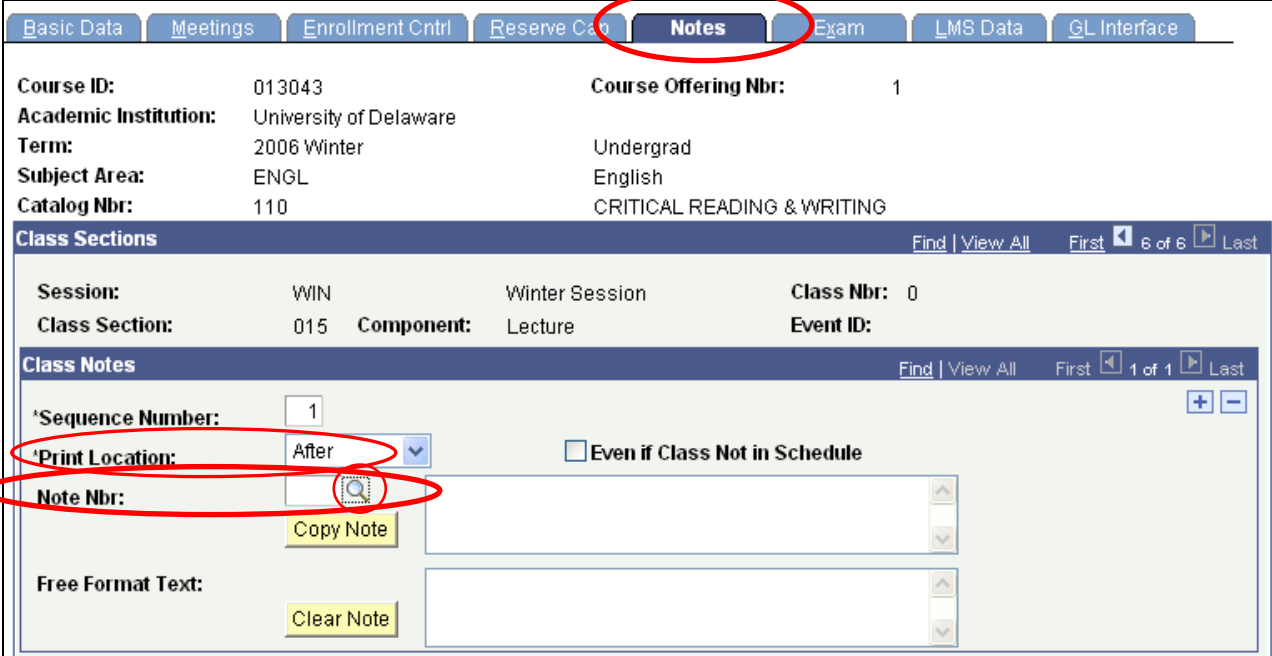
Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

1. Click on the **Enrollment Control** tab
2. **Class Status** – accept **Active** (the default)
3. **Add Consent**– choose from drop-down box
4. **Drop Consent** – choose from drop-down box
5. **Enrollment Capacity** – enter maximum number of students you want to enroll in this section
6. Click the **Save** button

Maintain Schedule of Classes page – Notes tab



Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | **Notes** | Exam | LMS Data | GL Interface

Course ID: 013043 Course Offering Nbr: 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Find | View All First 6 of 6 Last

Session: WIN Winter Session Class Nbr: 0
Class Section: 015 Component: Lecture Event ID:

Class Notes Find | View All First 1 of 1 Last

*Sequence Number: 1

*Print Location: After Even if Class Not in Schedule

Note Nbr:

Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

1. Click on the **Notes** tab
2. **Print Location** – accept **After** (the default)
3. **Note Nbr** – click on the lookup; there are over 300 pre-loaded notes commonly used at UD; this is a mechanism for searching for any of these notes (if needed)

Look Up Note Nbr

Academic Institution: UOD01

Note Nbr: begins with

Description: contains

[Basic Lookup](#)

Search Results

View All First Last

Note Nbr	Description
0001	Seats reserved: Freshmen
0002	Seats reserved: Concentrators
0003	Seats reserved: CEND students
0004	Registration: invitation only
0005	This is a short course
0006	Meets first half of semester
0007	Additional times to be arrange
0008	Meets first 10 weeks
0009	Meets for last 10 weeks
0010	Computer used in instruction
0011	Lecture will be videotaped
0012	Section is self-paced format
0013	Interactive television section
0014	Sect meets: Pearson & Cannon
0015	Sect meets: McDowell & Cannon
0016	Sect Meets: Robinson & Cannon
0017	Sect meets: Willard & Geortwn
0018	Sect meets: McDowell & Geortw
0019	Online/Dist Learn: Handbook
0020	Sect offered: videotape format

Notice there are **104** Notes stored in the system. Use the **Description** field to narrow your search.

1. **Description** – this is a search mechanism – choose from drop-down , ex. contains
2. **Description** – type in a word or two of a note that you are looking for, ex. Freshmen
3. Click the **Look Up** button

Look Up Note Nbr

Academic Institution: UOD01

Note Nbr: begins with

Description: contains

[Basic Lookup](#)

Search Results

View All First Last

Note Nbr	Description
0062	Not open to Freshmen
0038	Open to Freshmen & Sophomores
0037	Open to Freshmen only
0001	Seats reserved: Freshmen

4. Click on the appropriate note for this section, i.e. “#38 – Open to Freshmen & Sophmores”

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data GL Interface

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections

Find | View All First Last

Session: WIN Winter Session **Class Nbr:** 0
Class Section: 015 **Component:** Lecture **Event ID:**

Class Notes

Find | View All First Last

***Sequence Number:**
***Print Location:** After Even if Class Not in Schedule
Note Nbr:

Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

5. Add another Note by clicking on the “+” button

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | **Notes** | Exam | LMS Data | GL Interface

Course ID: 013043 Course Offering Nbr: 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Find | View All First 1 of 6 Last
Session: WIN Winter Session Class Nbr: 3479
Class Section: 010 Component: Lecture Event ID: 000022479

Class Notes Find | View All First 2 of 2 Last
+ -

*Sequence Number: 2
*Print Location: After Even if Class Not in Schedule
Note Nbr:

Free Format Text:

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

6. This would create row **2 of 2** with a **Sequence Number** of **2**
7. Remember to click the **Save** button when you are done
8. Click the **View All** link to see both Notes (not pictured)

Maintain Schedule of Classes – To make a section cross-listed with another course.
(See supplemental information from scheduling office for cross-listing courses)

*Course Attribute	*Course Attribute Value
ASWR A&S Writing Requirement	ASWR A&S Writing Requirement

Save Return to Search Notify

1. **Class Attributes** - make this section cross listed with “XXXX104” (rubric & course no.)

- Click the “+” button

*Course Attribute	*Course Attribute Value
<input type="text"/>	<input type="text"/>

Save Return to Search Notify

2. Make this course the Primary listing for the cross listing:

- **Course Attribute = OWNR** (Primary Owner)
- **Course Attribute Value = XXXX** (rubric)
-

*Course Attribute	*Course Attribute Value
OWNR Primary Owner	ENGL English

Save Return to Search Notify

3. Add another Class Attribute to show the cross listed course, click the “+” button

*Course Attribute	*Course Attribute Value
OWNR Primary Owner	ENGL English
<input type="text"/>	<input type="text"/>

Save Return to Search Notify

4. Add the information for the cross listed History course:

- **Course Attribute = XLST** (Cross listed course)
- **Course Attribute Value = XXXX** (rubric of course cross-listing with)

*Course Attribute	*Course Attribute Value		
OWNR Primary Owner	ENGL English	+	-
XLST Cross listed course	HIST History	+	-

5. Click SAVE. You are finished with the **Class Attributes** and the **Basic Data** tab. BONUS: If there are 3 rows in **Class Attributes**, click **View All** to see all of them at once

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface				
Course ID:	013043	Course Offering Nbr:	1								
Academic Institution:	University of Delaware	Term:	2006 Winter	Undergrad							
Subject Area:	ENGL	English									
Catalog Nbr:	110	CRITICAL READING & WRITING									
Class Sections		Find View All First 7 of 7 Last									
Session:	WIN	Winter Session	Class Nbr:	0							
Class Section:	016	Component: Lecture	Event ID:								
Meeting Pattern		Find View All First 1 of 1 Last									
Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/03/2006 02/04/2006
Topic ID:		Free Format Topic:									
<input type="checkbox"/> Print Topic On Transcript		Contact Hours									
Instructors For Meeting Pattern		Customize Find View All First 1 of 1 Last									
Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact				
				Prim In:	<input checked="" type="checkbox"/>						
											<input type="button" value="+"/>
Room Characteristics		Customize Find First 1 of 1 Last									
*Room Characteristic										Quantity	
										1	
											<input type="button" value="+"/>
											<input type="button" value="-"/>
											<input type="button" value="Save"/>
											<input type="button" value="Return to Search"/>
											<input type="button" value="Notify"/>

6. Click on the **Meetings** tab

7. Enter the following:

- **Pat = M-F**
- **Mgt Start = 1200p** (for 12:00 PM)
- Use the [TAB] key to auto-fill the **Mtg End** field
- **Instructors for Meeting Pattern**, add an instructor of your choice using the lookup

1. **Instructor Role = Prim Instr**

2. **Access = Approve**

- Add a 2nd instructor of your choice by clicking the "+" button and using the lookup

1. **Instructor Role = TA**

2. **Access = Grade**

8. Click the **Save** button

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data GL Interface

Course ID: 013043 Course Offering Nbr: 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Enrollment Control Find | View All First 11 of 11 Last

Session: WIN Winter Session Class Nbr: 0
Class Section: 016 Component: Lecture Event ID:
Associated Class: 16
*Class Status: Active Cancel Class
Class Type: Enrollment Enrollment Status: Closed
*Add Consent: No Consent Requested Room Capacity: Total
*Drop Consent: No Consent Enrollment Capacity: 0
1st Auto Enroll Section: Wait List Capacity: 0
2nd Auto Enroll Section: Minimum Enrollment Nbr:
Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Notify

9. Click on the **Enrollment Cntrl** tab

10. **Class Status** - accept default (**Active**)

11. **Add Consent** – choose from drop-down box

12. **Drop Consent** – choose from drop-down box

13. **Enrollment Capacity** – enter maximum no. of students for class

14. Click the **Save** button

Basic Data Meetings Enrollment Cntrl Reserve Cal **Notes** Exam LMS Data GL Interface

Course ID: 013043 Course Offering Nbr: 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Find | View All First 7 of 7 Last

Session: WIN Winter Session Class Nbr: 4550
Class Section: 016 Component: Lecture Event ID:

Class Notes Find | View All First 1 of 1 Last

*Sequence Number: h
*Print Location: After Even if Class Not in Schedule
Note Nbr:
Copy Note
Free Format Text:
Clear Note

15. Click on the **Notes** tab

16. Add notes by **Note Nbr**, click on the lookup

Look Up Note Nbr

Academic Institution: UOD01

Note Nbr: begins with

Description: begins with req

[Basic Lookup](#)

Search Results

View All First 1-5 of 5 Last

Note Nbr	Description
0066	Requir permiss from Dept Chair
0067	Requir permiss of instructor
0068	Requir upper div clearance
0028	Required first class meeting
0029	Requires paper & oral present

17. Description – type **req**

18. Click the **Look Up** button

19. Click on **Requires paper & oral present** to select it

The screenshot shows the 'Notes' tab for a course section. The 'Class Notes' section is active, displaying a note with the text 'Requires significant papers and oral presentation.' circled in red. The 'Save' button at the bottom left is also circled in red. A callout box on the right provides a FYI note about cross-listed courses.

FYI - Since this Class Section is the Primary Owner for a cross listed course, the Scheduling Office will enter a Free Format Note with details about the secondary course and section. The secondary course will have a corresponding Note.

20. Notice the complete Note text appears in the box

21. Click on the **Save** button

Schedule Class Meetings page

Navigation: >Curriculum Management, >Schedule of Classes, Schedule Class Meetings

Schedule Class Meetings
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [v] UOD01 [m]
Term: = [v] 2061 [m]
Subject Area: = [v] ENGL [m]
Catalog Nbr: begins with [v] 110
Academic Career: = [v] [v]
Campus: begins with [v] [m]
Session: = [v] [v]
Class Nbr: = [v]
Class Section: begins with [v]
Description: begins with [v]
Course ID: begins with [v] [m]
Course Offering Nbr: = [v] [m]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-7 of 7 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
UOD01	2061	ENGL	110	Undergrad	NEWRK	Winter	3479	010	CRITICAL READING & WRITING	013043	1
UOD01	2061	ENGL	110	Undergrad	NEWRK	Winter	3480	011	CRITICAL READING & WRITING	013043	1
UOD01	2061	ENGL	110	Undergrad	NEWRK	Winter	3481	012	CRITICAL READING & WRITING	013043	1
UOD01	2061	ENGL	110	Undergrad	NEWRK	Winter	3482	013	CRITICAL READING & WRITING	013043	1

In the search page for **Maintain Schedule of Classes**, enter:

1. **Academic Institution** = UOD01
2. **Term** =
3. **Subject Area** =
4. **Catalog Nbr** =
5. Click the **Search** button
6. Notice all the **Class Sections** are listed, click the one you want to work with

Meetings | Enrollment Cntrl | Exam

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections

Session: WIN Winter Session **Class Nbr:** 3479
Class Section: 010 **Component:** Lecture **Event ID:** 000022479

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: Capacity: **Pat:** M-F **Mtg Start:** 9:05AM **Mtg End:** 10:35AM M T W T F S S *Start/End Date: 01/03/2006 31 02/03/2006 31

Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All | First 1 of 1 Last

Assignment | Workload

ID	Name	Instructor Role	Print	Access	Contact	
56815	Klaum, Alison M.	Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	Approve <input type="text"/>	<input type="text"/>	<input checked="" type="button" value="+"/> <input type="button" value="-"/>

Room Characteristics Customize | Find | View All | First 1 of 1 Last

*Room Characteristic	Quantity
<input type="text"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>

[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)

- Meeting Pattern (Pat), Mtg Start/End times and Instructors can be changed as needed
- You can change the **Mtg Start** to 9:05AM by typing **0905a**
- [TAB] to have the Mtg End update automatically
- You can click the "+" button to add another instructor

Meetings | Enrollment Cntrl | Exam

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections

Session: WIN Winter Session **Class Nbr:** 3479
Class Section: 010 **Component:** Lecture **Event ID:**

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: Capacity: Pat: M-F Mtg Start: 9:05AM Mtg End: 10:35AM M: T: W: T: F: S: S: *Start/End Date: 01/03/2006 02/03/2006

Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All First 1-2 of 2 Last

Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact
56815	Klaum, Alison M.	Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	Approve <input type="text"/>	<input type="text"/>
50431	Webner, James	Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Customize | Find First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

11. **ID** – you can choose another faculty member using the lookup (
12. **Instructor Role** – use the dropdown to choose
13. **Access** – use the drop down to choose
14. Click the **Save** button

Update Sections of a Class page

Navigation: >Curriculum Management, >Schedule of Classes, Update Sections of a Class

Update Sections of a Class
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [v] UOD01 [m]
Term: = [v] 2061 [m]
Subject Area: = [v] ENGL [m]
Catalog Nbr: begins with [v] 110 [m]
Academic Career: = [v] [m]
Campus: begins with [v] [m] [m]
Description: begins with [v] [m]
Course ID: begins with [v] [m] [m]
Course Offering Nbr: = [v] [m] 1 [m]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

In the search page for **Update Sections of a Class**, enter:

1. **Academic Institution = UOD01**
2. **Term**
3. **Subject Area:**
4. **Catalog Nbr**
5. Click the **Search** button

This page shows a useful summary of all the sections of a course for a given academic term.

Update Sections of a Class

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Customize | Find | View All | First 1-7 of 7 Last

Class Status Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consent	Schd Print
Winter	010	3479	Lecture	Open	E	A	10				N	<input checked="" type="checkbox"/>
Winter	011	3480	Lecture	Open	E	A	11				N	<input checked="" type="checkbox"/>
Winter	012	3481	Lecture	Open	E	A	12				N	<input checked="" type="checkbox"/>
Winter	013	3482	Lecture	Open	E	A	13				N	<input checked="" type="checkbox"/>
Winter	014	3483	Lecture	Open	E	A	14				N	<input checked="" type="checkbox"/>
Winter	015	4549	Lecture	Open	E	A	15				N	<input checked="" type="checkbox"/>
Winter	016	4550	Lecture	Open	E	A	16				N	<input checked="" type="checkbox"/>

Class Status tab:

- Use this page to **change** Class [Enrollment] Type, Class Status, Class Association, Consent or Schedule Print checkbox
- Use this page to **look at** the Section Numbers, Class Numbers, Components or Enrollment Status

NOTE: DO NOT “CANCEL a class section; use “Stop Further Enrollment” and notify the Scheduling Office that the course needs to be cancelled. Misuse of the “Cancelled Section” option can cause enrollment to be lost.

Select one of the following values:

- Active
- Stop Further Enrollment
- Tentative Section
- Cancelled Section

Cancel

Update Sections of a Class

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Customize | Find | View All | First 1-7 of 7 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consent	Schd Print
Winter	010	3479	Lecture	Open	E	A	10				N	<input checked="" type="checkbox"/>
Winter	011	3480	Lecture	Open	E	A	11				N	<input checked="" type="checkbox"/>
Winter	012	3481	Lecture	Open	E	A	12				N	<input checked="" type="checkbox"/>
Winter	013	3482	Lecture	Open	E	A	13				N	<input checked="" type="checkbox"/>
Winter	014	3483	Lecture	Open	E	S	14				N	<input checked="" type="checkbox"/>
Winter	015	4549	Lecture	Open	E	A	15				N	<input checked="" type="checkbox"/>
Winter	016	4550	Lecture	Open	E	A	16				N	<input checked="" type="checkbox"/>

Update Sections of a Class

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING

Class Sections Customize | Find | View All | First 1-7 of 7 Last

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Winter	010	3479	Lecture	22				
Winter	011	3480	Lecture	22				
Winter	012	3481	Lecture	22				
Winter	013	3482	Lecture	21				
Winter	014	3483	Lecture	22				
Winter	015	4549	Lecture	25				
Winter	016	4550	Lecture	25				

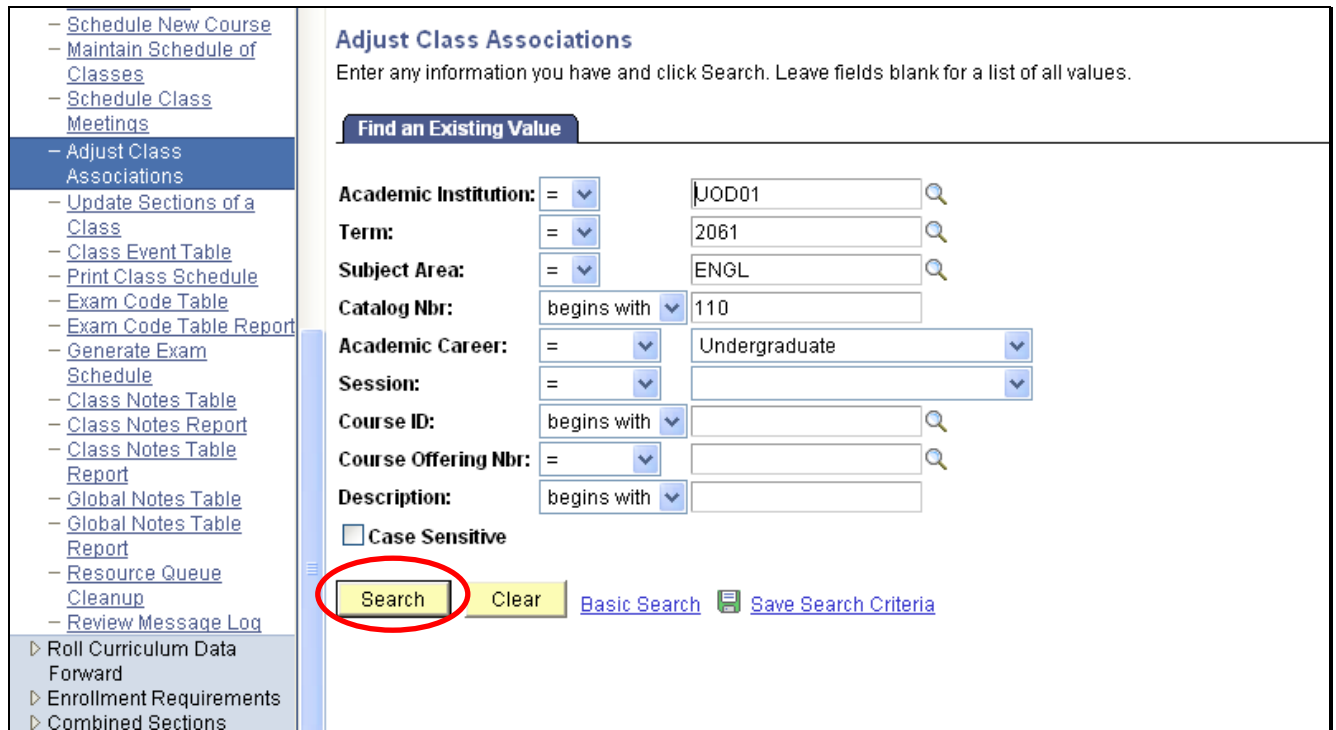
Save Return to Search Notify

Class Enrollment Limits tab:

8. Use this tab to **change** Enrollment Capacity (**Enrl Cap**)
9. Use this tab **to see** the Enrollment Total (**Enrl Tot**)
10. **Wait Cap** and **Wait Tot** are not used at UD
11. Click the **Save** button

Adjust Class Associations page

Navigation: >Curriculum Management, >Schedule of Classes, Adjust Class Associations



Adjust Class Associations
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [v] [JOD01] [magnifying glass]

Term: = [v] [2061] [magnifying glass]

Subject Area: = [v] [ENGL] [magnifying glass]

Catalog Nbr: begins with [v] [110]

Academic Career: = [v] [Undergraduate] [v]

Session: = [v] [v]

Course ID: begins with [v] [] [magnifying glass]

Course Offering Nbr: = [v] [] [magnifying glass]

Description: begins with [v] []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

In the search page for **Adjust Class Associations**, enter:

1. **Academic Institution = UOD01**
2. **Term =**
3. **Subject Area =]**
4. **Catalog Nbr =]**
5. Click the **Search** button

Class Associations		Class Components	Class Requisites
Course ID:	013043	Course Offering Nbr:	1
Academic Institution:	University of Delaware		
Term:	2006 Winter	Undergrad	
Subject Area:	ENGL	English	
Catalog Nbr:	110	CRITICAL READING & WRITING	Class Roll
Session:	WIN	Winter Session	
Class Associations Find View All First 1 of 7 Last			
Associated Class:	10		
Minimum Units:	<input type="text" value="3.00"/>	Maximum Units:	<input type="text" value="3.00"/>
Academic Progress Units:	<input type="text" value="3.00"/>	FA Units:	<input type="text" value="3.00"/>
Course Count:	<input type="text" value="1.00"/>	Course Contact Hours:	<input type="text" value="3.00"/>
Billing Factor:	<input type="text" value="1.000"/>	Instructor Edit:	<input type="text" value="No Choice"/>
Tuition Group:	<input type="text"/>		
	<input type="checkbox"/> Use Blind Grading		
Save	Return to Search	Notify	
Class Associations Class Components Class Requisites			

Class Associations tab:

6. **Associated Class** will indirectly tell you which **Class Section** you are on
 - **10** indicates this is section **010**
 - Use the row navigation such as **View All** or **blue arrows** to see the other sections
7. Use this tab to change the **Minimum Units** (credits) for a **Variable Unit** course (this is not one)
8. **DO NOT** change the **Maximum Units** or anything else on this tab
9. Click on the **Class Components** tab

Class Associations | **Class Components** | Class Requisites

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING
Session: WIN Winter Session

Class Association Components Find | View All First 1 of 7 Last

Associated Class: 10
***Grading Basis:** OPT Student Option
Graded Component: Lecture
***Grade Roster Print:** Component
Requirement Designation:
Primary Component: LEC

Class Components Customize | Find | View All First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
Lecture	<input type="text"/>	<input type="checkbox"/>	No	<input type="checkbox"/>

Save Return to Search Notify

Class Components tab:

1. Use this tab to change or add Honors, Multicultural or FYE designations to a section
2. **Requirement Designation** - click on the lookup to select one

Search Results

View 100 First 1-21 of 21 Last

Requirement Designation	Description	At Student's Option
DLE	Discovery Learning Experience	N
FYDL	FYE & DLE	N
FYE	First Year Experience	N
FYMC	First Year Exp and Multicult	N
HFDDL	Honors & FYE & DLE	N
HMWD	Honors, Multicult, A&S Wr, Dis	N
HNDL	Honors and Discovery Learning	N
HNFM	Honors, First Yr Exp, Multicul	N
HNFY	Honors and First Year Experien	N
HNMC	Honors and Multicultural	N
HNMD	Honors, Multicult, Discovery L	N
HNMW	Honors, Multicultural, A&S Write	N
HNWD	Honors, A&S Writing, Discovery	N
HNWR	Honors and A&S Writing	N
HONR	Honors	N
MCDL	Multicultural&Discovery Learn	N
MCLT	Multicultural	N
MCWR	Multicultural and A&S Writing	N
MWDL	Multicult, A&S Writing, Discov	N
WR	A & S Writing Requirement	N
WRDL	A&S Writing, Discovery Learning	N

- Click on the appropriate required designation for the section to select it

Class Associations | **Class Components** | Class Requisites

Course ID: 013043 **Course Offering Nbr:** 1
Academic Institution: University of Delaware
Term: 2006 Winter Undergrad
Subject Area: ENGL English
Catalog Nbr: 110 CRITICAL READING & WRITING
Session: WIN Winter Session

Class Association Components Find | View All First 1 of 7 Last

Associated Class: 10
***Grading Basis:** OPT Student Option
Graded Component: Lecture ***Grade Roster Print:** Component
Requirement Designation: MCLT Multicult **Primary Component:** LEC

Class Components Customize | Find | View All First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create		
Lecture		<input type="checkbox"/>	No	<input type="checkbox"/>	+	-

Save Return to Search Notify

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

4. The rest of the fields on this page are informational – ***do not change them***
5. Click the **Save** button