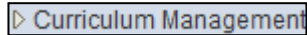
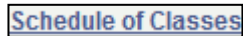


The following steps explain how to add a lecture or a lab component to a class that is **already** scheduled. Online learning is also available for this process at www.ucalgary.ca/ittraining. Please consult *Scheduling a New Course* and corresponding online learning if you want to add a lecture or lab component to a **new** class.

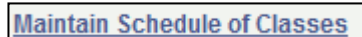
1. Click the **Curriculum Management** link.



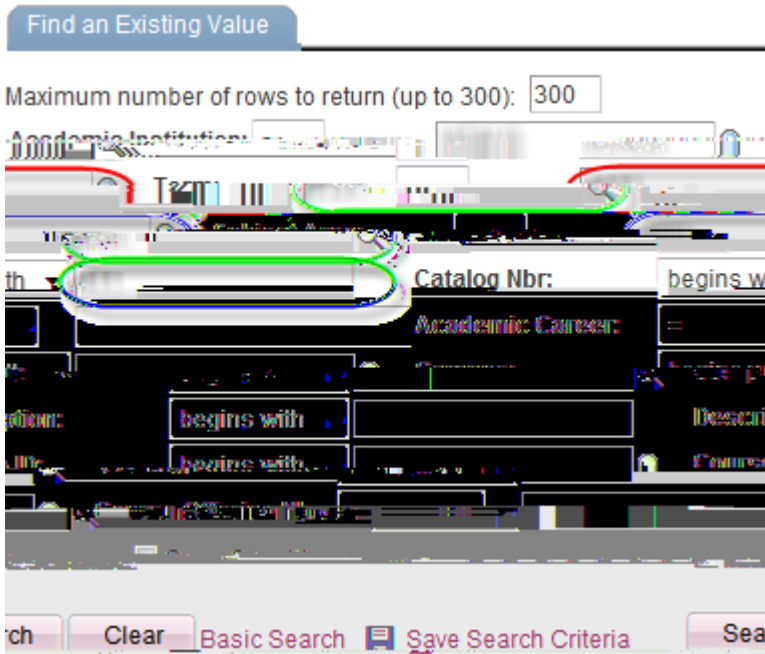
2. Click the **Schedule of Classes** link.



3. Click the **Maintain Schedule of Classes**



4. Enter any search criteria and press **Enter** or **Search**.



Find an Existing Value

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

th Catalog Nbr: begins wi

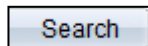
Academic Course

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ch Clear Basic Search Save Search Criteria Search

Click the **Search** button.



5. When the class has been rolled over from the previous term there will be existing class sections (e.g. 1 of 3). To add another section it will be necessary to add another row.

Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)

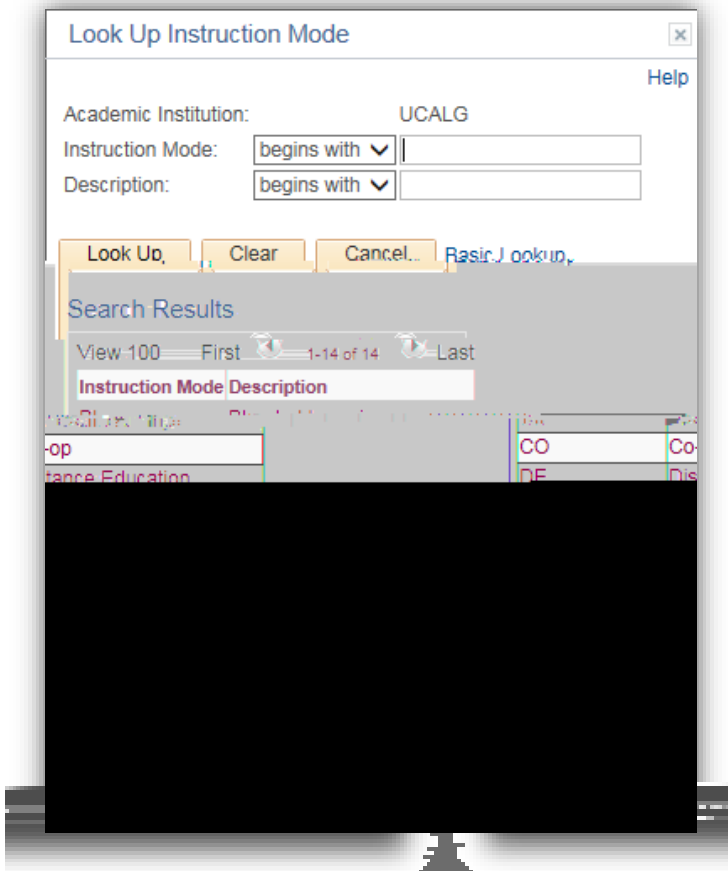
Adding New Lab-

Adding New Lab-Lecture Section

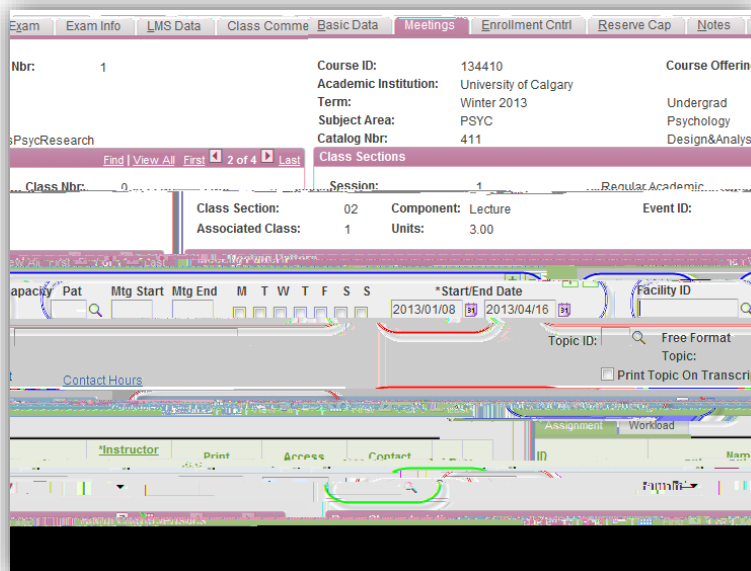
SA – Schedule of Classes (Timetabling)



12. Click the **Instruction Mode Lookup** object. Select the applicable Instruction Mode. Select **WW** for **Web-Based instruction**.



- Click the **Meetings** tab. The Meetings tab is used to schedule the Facility ID in your own jurisdiction, Meeting Pattern and assign instructors to the classes they can teach.

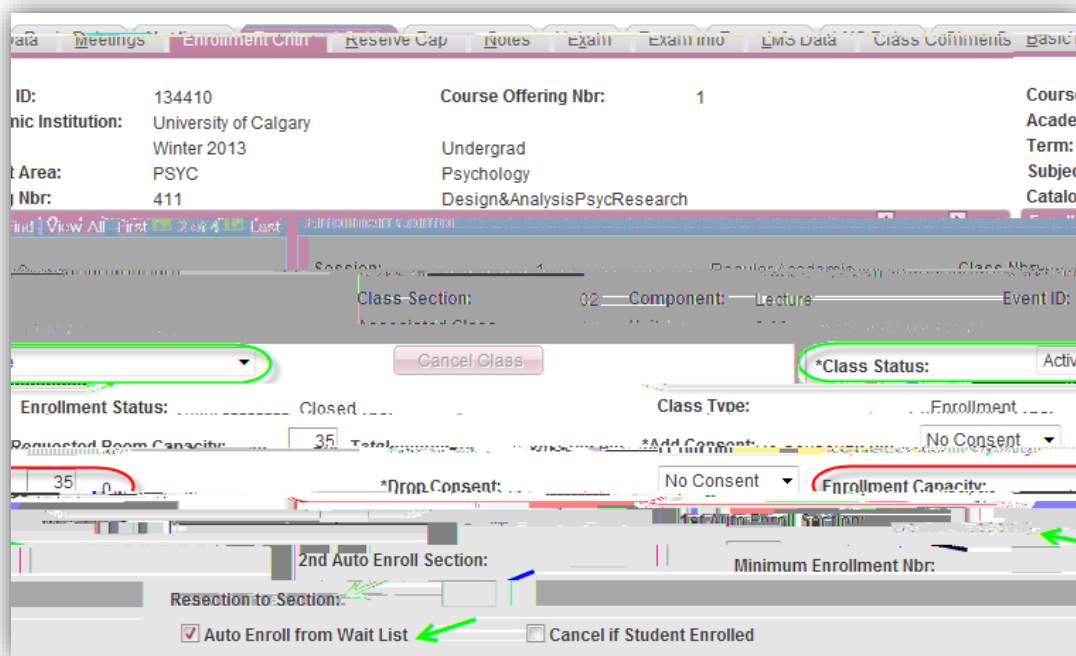



Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)



- Click the **Enrollment Cntrl** tab. The Enrollment Control page is used to set the Class Status and Enrollment Capacity. Enter the desired Enrollment Capacity (e.g. 35). Optional features such as Auto Enroll, Resection to Section and Wait List Capacity are also available. Auto Enroll would be used when a student registers in one section (e.g. lecture) they are automatically enrolled in the corresponding Auto Enroll section indicated (e.g. Lab). Resection to Section automatically enrolls a student if the selected section is full. Waitlist capacity is optional and it is used to allow a small amount of students to be waitlisted for the section (e.g. Lecture).



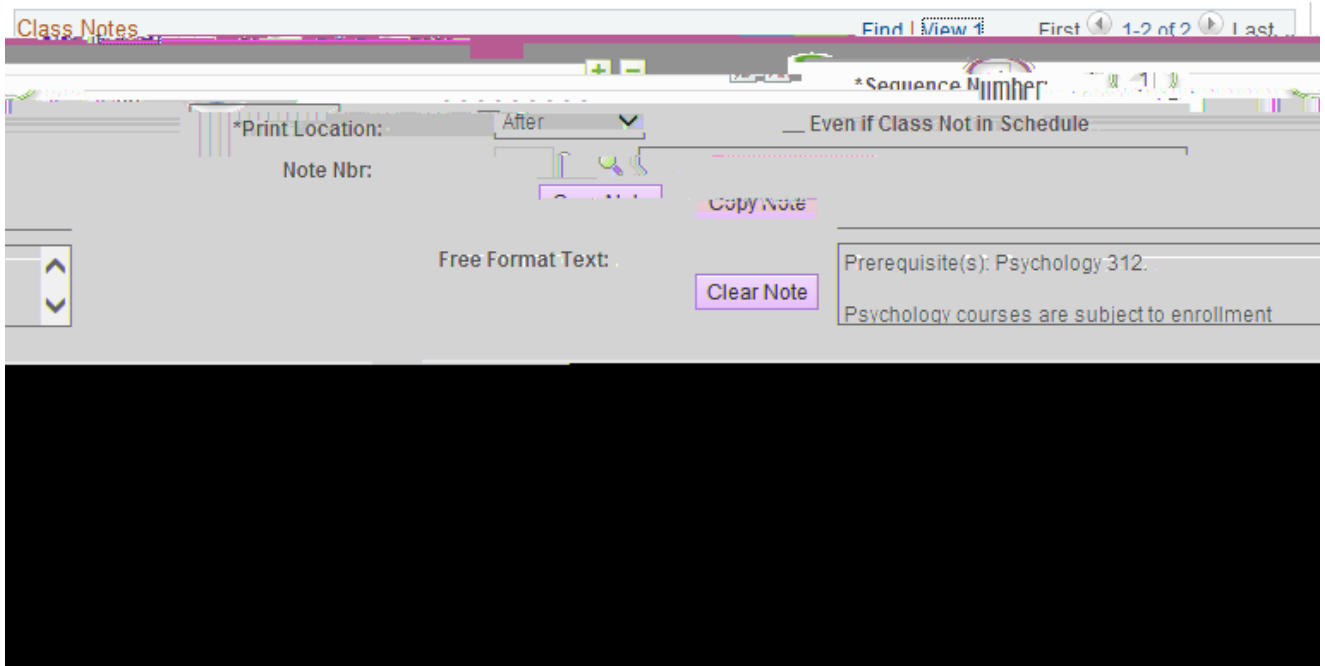
- Click the **Reserve Cap** tab. The Reserve Capacity page displays the Reserve Capacities based on details entered on the Class Comments page. This information is added to Maintain Schedule of Classes by the Enrolment Services Scheduling office.
- Click the **Notes** tab. Notes entered on this page are displayed when students search for classes.
 **Note:** Do **NOT** use this page when entering comments for the Scheduling Office. Comments for the Scheduling Office should be included on the Class Comments page.

Adding New Lab-Lecture Section

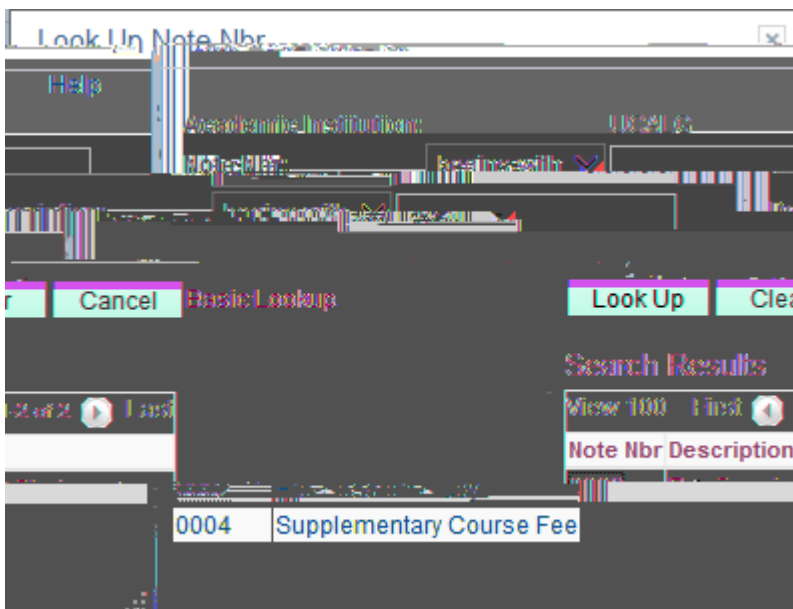
SA – Schedule of Classes (Timetabling)

Adding New Lab-Lecture Section

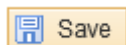
SA – Schedule of Classes (Timetabling)



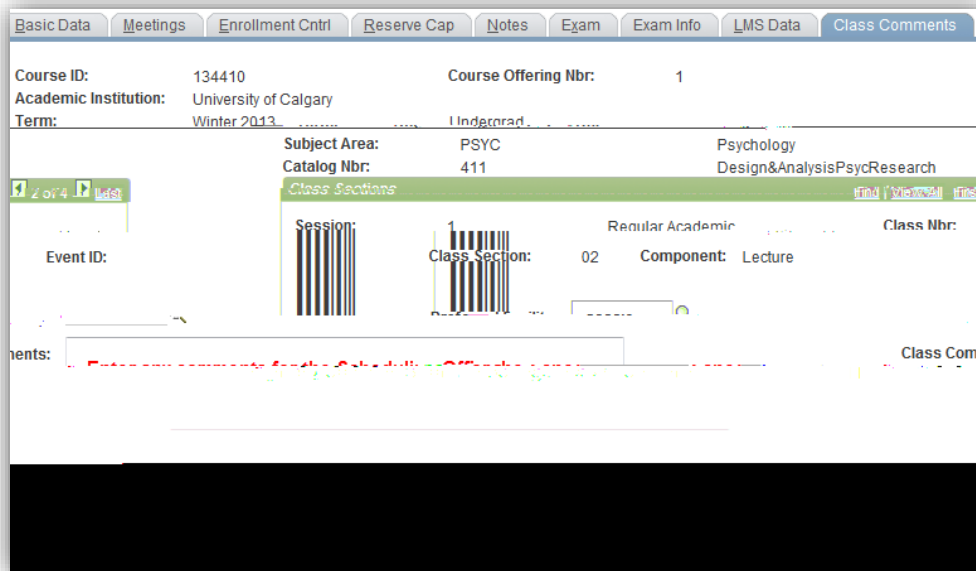
19. Depending on the templated text for this class the options will be displayed. Make the applicable selection and press **Save**.



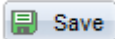
20. After pressing **Save**, these notes will now be viewed when the student searches for this class.



21. Click the **Class Comments** tab. The Class Comments page is used to request centrally controlled rooms (classrooms and/or lecture theatres) and convey important information such as fees, instructor technical requirements, etc. for the Scheduling Office.



22. Once you have entered the lecture, **Save** the changes and return to the Basic Data page and manually create additional lab sections.



23. Click the **Basic Data** tab. Click the **Add a new row** button.



24. Enter the desired information into the **Class Section** field. For this example we will enter a laboratory therefore enter B02, if it is the first lab you are adding.

25. Click the **Look up Component** button and click the **Laboratory** link.

26. Click the **Class Type** list and click the **Non-Enroll** list item.

27. Click the **Look up Campus** button and select either main or off-campus as applicable.

Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)
