
Maintain Schedule of Classes

SA- Timetabling

The following lesson will display the steps required to maintain classes in Curriculum Management. Schedulers/timetablers can maintain an existing class that has rolled over from the previous term. It is

1. Click the Curriculum Management link.
2. Click the Schedule of Classes link.
3. Click the Maintain Schedule of Classes link.
4. Enter applicable search criteria to locate the class you wish to maintain. Press **Enter** or **Search**.

Click the Search button.

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5. On the Basic Data tab ensure the session, class section, class type, associated class, start/end date campus location and instruction mode are correct. Most courses are held on Main Campus; however, if not then change the location to Off -Campus. Course Administrator is not required.

6. Click the Look up Campus button and click the Off -Campus link if the course is taught Off -Campus or Web-Based



10. Click the Look up Pat button. Pre-selected meeting patterns will be displayed. Select the applicable meeting pattern.

11. The Start/End Dates should match the dates on the Basic Data tabNote : Do not change the Topic

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16. Click the Instructor Role list. A list of Instructor Roles will display. Select the applicable instructor role.

Admin - access to grade and assign ability to others to approve and post grades

Alternating - 2 or more instructors are teaching the same section (not concurrently in classroom)

Coordinator - used for people who are lab coordinators

Primary Instructor - only one instructor is teaching a section

Reader/Demonstrator - markers or general assistants

Simultaneous - 2 or more instructors are teaching the same section (concurrently in classroom)

Teaching Assistant - used instead of Primary in place of instructor in a lab or tutorial

Note: Do not enter more than one Primary Instructor per section.

17. The Print checkbox must be selected if you wish the instructor to be displayed in the Class Search. Click the Print object.

18. Click the Access

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Add Consent defaults from the Course Catalog. However if your prerequisite is Consent of the Department (Dept Cnsnt) and it is not listed here, please notify the Scheduling Office to add this.

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21. Click the Notes tab. The Notes tab is where you can enter comments students will see in the Class Search. DO NOT ENTER NOTES FOR THE SCHEDULING OFFICE HERE.

22. Click the Exam tab. The

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