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| 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 |

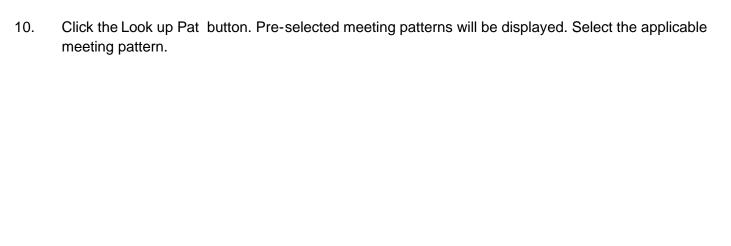
| Click the Curriculum Management link.   |
|---|
| Click the Schedule of Classes link.   |
| Click the Maintain Schedule of Classes link.  |
| Enter applicable search criteria to locate the class you wish to maintain. Pres&nter or Search. |
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| Click 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

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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/Demonstrato r - 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 theinstructor 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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23. Click the Exam Info tab. When access is open to enter examination information (for those who have the appropriate access to submit Final Exam Requests the Duration in minutes, Evening Exam option, Location and Notes can be entered. For instructor led training and online learning for Exam Scheduling, consult <a href="https://www.ucalgary.ca/ittraining">www.ucalgary.ca/ittraining</a>

24. Click the LMS Data tab. Schedulers should confirm this information is correct. This information is sent to Desire 2 Learn (D2L) through a nightly process that uploads courses from Student Administration. Contact the Scheduling Office if there is an error.

25. Click the Class Comments tab. The Class Comments tab is used to convey important information for the Scheduling Office. The Scheduling Office runs a report which lists all comments that are entered here.

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