Scheduling Training Document

Scheduling New Classes

The scheduling features in PeopleSoft (Campus Solutions > Curriculum Management > Schedule of Classes) includes the following six components. Access to these components is dependent on an individual users security.

1. **Maintain Schedule of Classes:** Displays only the classes that have already been scheduled for a term. Instead of having to search through the list of all available courses in the course catalog, you can use the schedule of classes to view just those classes that have already had at least one class scheduled in a term.

2. **Schedule New Course:** Enables you to view all active courses from the course catalog that can be scheduled.

3. **Schedule Class Meetings:** Displays individual class sections that have been scheduled. You can use this link if you want to modify only the meeting pattern and enrollment control for scheduled sections. **This is the selection you should choose if you intend to modify a combined section.**

4. **Adjust Class Associations:** Displays the class associations, Class Components and Class Requisites for scheduled classes. You can use this link if you want to just modify and adjust these components.

5. **Update Sections of a Class:** This link will give you a horizontal list view of all the sections scheduled for a course. You can use this link to modify Class Status data and Class Enrollment Limits. It is a quick overview of all sections scheduled for a course.

6. **Update Sections of a Class:** Displays a snapshot summary of section information for a class. You can use this area to view and make changes to individual class sections so that when you save any changes to a section the system performs the save process faster.

READ THIS BEFORE YOU SCHEDULE A CLASS:
No changes should be made to class section numbers or meeting pattern (days, time, or session) after the class is made available to students. At this point, a snapshot process is run that pushes course data from PeopleSoft into Blackboard to create the Blackboard course shells. If the section number is changed after this process is run, Blackboard will not be able to put enrolled students into the correct course shell. **If you absolutely need to change the class section number or meeting pattern after the class is made available to students, you must cancel the class and re-encode it.**
NOTE: Please refer to the Calendar Planning spreadsheet in the Academic Operations SharePoint site to find the specific dates when classes will be made available to students.

Things to determine before you schedule a class:
1. Determine sections, components, topics, attributes, and course administrator information on the **Basic Data** page.
2. Determine class meeting times, days, facilities, instructors, and room characteristics on the **Meetings** page. Key faculty information is entered on this page including Empl Rec, Assignment Type, Load value, and Pay Code (if required).

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3. Define class status, capacity, auto enroll, and minimum enrollment numbers on the **Enrollment Ctrl** page

4. Determine class notes to class sections on the **Notes** page.

5. If you are manually scheduling exams for class sections, enter exam information on the **Exam** page.

Step	Action
1.	Begin by navigating to the **Schedule New Course** page. Click the **Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course** link.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Schedule New Course

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

Find an Existing Value

▼ **Search Criteria**

Academic Institution:	= ▼	FSCJ1 🔍
Term:	= ▼	🔍
Subject Area:	= ▼	🔍
Catalog Nbr:	begins with ▼	
Academic Career:	= ▼	▼
Campus:	begins with ▼	🔍
Description:	begins with ▼	
Course ID:	begins with ▼	🔍
Course Offering Nbr:	= ▼	🔍
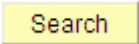
☐ **Case Sensitive**

[Search] [Clear] Basic Search 💾 Save Search Criteria

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Step	Action
2.	When you open the **Schedule New Course** search page, the system displays the search criteria fields. It will populate any user default values you have set up. If you do not have user defaults set up enter the appropriate information to find the class you are wanting to schedule.
3.	Enter "**FSCJ1**" into the **Academic Institution** field. FSCJ1 is the only Academic Institution ID for FSCJ.
4.	Enter into the **Term** field the term you are scheduling the new class. **Ex: "2188"**. If you do not know the code for the desired term, you can use the look up button located to the right of the term field box.
5.	Enter into the **Subject Area** field the subject for the class you are scheduling. **Ex: "ECO".** If you do not know the code for the desired subject area, you can use the look up button located to the right of the term field box.
6.	Enter into the **Catalog Nbr** field the catalog number for the class you are scheduling. **Ex: "1931".** If you do not know the code for the Catalog Number, you can move on to step 7. This will display all available catalog numbers associated with the subject area.
7.	Click the **Search** button.

Search

If you entered enough data to pull up a specific course the basic data page for that course will populate after you click the search button. If PeopleSoft finds multiple courses that could match your search it will return a list of courses. You can click on the course you are wanting to schedule in the list and it will take you to the basic data page. |
| 8. | The **Basic Data** tab is used to define specific class offerings. Each row on this tab corresponds to a specific scheduled class. The information on the Basic Data tab includes:

- Defining sections
- Identify components
- Set permission requirements
- Associate classes
- Enter Course Administrator
- Designate any class attributes
- Set Campus and Location for the class
- For college credit you will always select the ACAD holiday schedule
- Initial entry of Instruction Mode should be made here
- Designate a class topic |

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Step	Action
9.	Select the **Session** for the class section of this course offering. The session will automatically populate the start and end dates for the section. If you do not know your session code, you may use the looking glass to the right to find all available sessions.
10.	The **Class Section** field represents a unique alphanumeric designator for a class section. For example: Class NUR2243C has a lecture, lab, and clinical. The 1 in the example below represents it is one section (with multiple class numbers) for the term. Select a section number based on the offering of the class and component.

Enrollment limit	Section Number	Description
24	1	Lecture section
8	1LA	1st lab section
8	1CA	1st clinical section
8	1LB	2nd lab section
8	1CB	2nd clinical section

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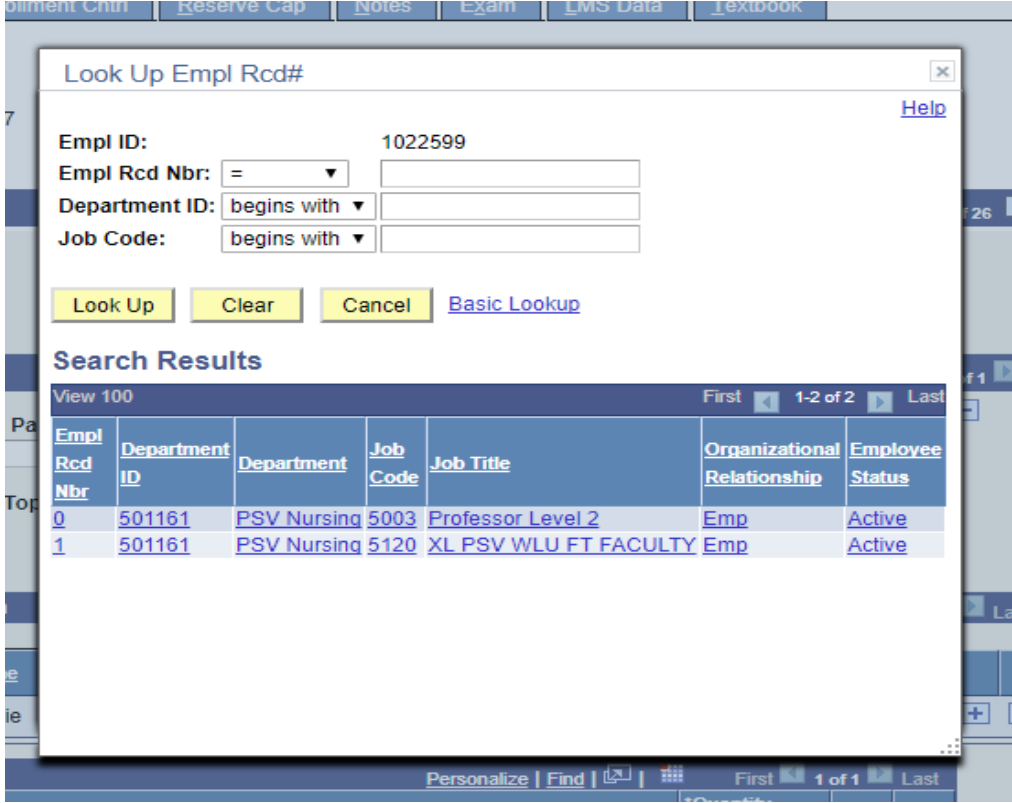| Step	Action
11.	The **Component** field represents courses that have more than one course component. For example: NUR2243C has a lecture, lab and clinical component that make up one class offering. If the course you are scheduling has multiple components, each component must be scheduled and will have its own unique class number. The first section will auto populate the first component to schedule. Move on to schedule the remainder of the class section. Move through all steps to complete the first component.
12.	The system populates the **Class Type** field by default according to the Components tab on the course catalog. When a course has multiple components the system designates the component that is the graded component as the Enrollment class type. The graded and enrollment section is notated on only one component on the course offering, all other components are Non-Enroll. The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's auto-enrollment component.
13.	By using associated class numbers, you link class sections that constitute a single course offering. For example, you can gather a certain number of lecture, lab, and discussion sections into one associated class number to indicate that the three components are related to one class offering. If you are scheduling a new section, the system populates the **Associated Class** field with **1** by default. You must enter an association number greater than the last number assigned for the new class offering.
14.	The system populates the **Campus** field by default. A campus must be specified before you select a location. Input the campus that the course is going to be taught at in this field **Ex. "North"**. If a course is going to be taught offsite you will use the campus of OFF (Dual Enrollment, Military Bases). Online classes will use the campus of ONL.
15.	Select the location. **Location Ex. "North"** values are linked to campuses on the **Campus Table** page. For Cecil, you must select "H0800" - Cecil South or "H0801" - Cecil North. For Online, you must select "A7300" or "G7300".
16.	Select the **Course Administrator** for the course you are scheduling. If you have the Emplid you would enter it in the box. If you do not have the Emplid you may use the looking glass on the right of the box to locate the intended administrator by name.
17.	The system populates the academic organization by default from the **Course Catalog**. The academic organization refers to the organization that offers the class. Please **Do Not** modify this value.

18.	The system populates the holiday schedule by default from the **Course Catalog** page. The ACAD holiday calendar includes all non-class meeting days for the term. Unless specifically directed you will leave this to the default ACAD.
19.	The system defaults the Instruction Mode to "P", leave this in P at this point unless this class is a face-to-face class with no meeting pattern. **In that case only shift to "F" at this point.**
20.	Select the **Schedule Print** check box if you want the class to show in the class search. If the class section you are scheduling is a component that is a non-enroll class type that the student will be auto-enrolled into, you should **uncheck** this box.
21.	In the class attributes field, the system will populate all attributes that are on the course in the course catalog. If the class you are scheduling requires any additional attributes, click the plus sign to add a new row. Enter the attribute code in the course attribute field. Then enter the appropriate value in the Course Attribute Value field.
22.	The system populates the start/end date of the class based on the session chosen above. Now **save** your class section at the bottom of the page

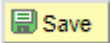| Step	Action
23.	Now that you have saved your section, your class number will auto populate. ** You should record this number on the scheduling Excel file
24.	Click the **Meetings** tab.

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Step	Action
25.	Use the **Meetings** page to define class meeting patterns and facilities, link instructors to classes, and specify room characteristics (for future use).
26.	Enter the desired information into the **Facility ID** field, like "A306A1001H". If the meeting pattern you are scheduling is an online section you will choose a facility of ONLINE. If the facility is at an offsite location (clinical site, high school or correctional facility) you will choose the facility of OFF. If the facility is NAS Jax, Mayport or Kings Bay, you will select those locations by name.
27.	In the **Mtg Start** field enter the start time for the class. The system populates an end time of one hour after the meeting start time. If the end time of the course is not one hour you can input the correct end time in the **Mtg End** field.
28.	Check the appropriate days of the week that the class is going to meet in the check box next to the corresponding day.

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29.	The **start** and **end date** for the first meeting pattern defaults from the session chosen on the basic data page. Now click the **Contact Hours** hyperlink except for non-enroll sections that were left in **"P"** or you shifted to **"F"** on the basic data tabl For all others you should click "contact hours". Do **NOT** click the Contact Hours hyperlink if the section meets any of the following: - A non-enroll component Instruction Mode P entered on the Basic Data tab. - Facility ID, with no meeting pattern i.e Internships, Independent Studies, etc. (EXCEPT ONLINE) Instruction **Mode F** entered on the Basic Data tab.
30.	The **Instructors for Meeting Pattern** section is where you input the faculty or adjunct information.
31.	In the **ID** field, enter the EMPLID of the faculty or adjunct that is teaching the class. If you do not have the EMPLID you can click the looking glass to the right of the box. This will generate a pop-up box with a list of instructors that are credentialed to teach the course. Faculty names will auto populate.

32.	Click the **Empl Rcd#** box. The empl record must match what has been selected as the assignment type. If the instructor is a full-time faculty member, teaching during their off term, which is considered Extra Load, they should have an assignment type of "Extra Load" and the correct empl record should indicate "1". Fulltime college employees that also adjunct should have an assignment type of "Staff hrs" and the empl record should be different from their primary job role.

Look Up Empl Rcd#

Empl ID:	1022599
Empl Rcd Nbr:	=
Department ID:	begins with
Job Code:	begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100   First 1-2 of 2 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	501161	PSV Nursing	5003	Professor Level 2	Emp	Active
1	501161	PSV Nursing	5120	XL PSV WLU FT FACULTY	Emp	Active

Personalize | Find | | First 1 of 1 Last

33.	The **Instructor Role** box indicates if the Instructor is the primary instructor or Secondary Instructor.
34.	The **Print** box is checked by default and should remain checked on all enrollment components. For multiple component classes you may uncheck this box on the non-enroll sections. You may also uncheck this box on multiple meeting patterns.
35.	Click the **Access** dropdown list. The options on this list are Post, Approve, and Grade. Grade will only allow the instructor to input grades. Approve will allow the instructor to input grades and approve the grade roster as final. Primary instructors should always have the ability to **Approve** their roster. Post is not an appropriate option for any instructor, **DO NOT** select this option.
36.	Click the **Assignment Type** dropdown list. The options on the list will indicate the instructors pay category for the class **Ex. "FT Fac Reg", "Staff Hrs", "WLU ADJ", "TC ADJ", etc.** Refer to **Initial Assignment Type** Doc. **For a detailed explanation of assignment types and their uses, please review the "Assignment Types" training document.**

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37.	The **Work Load** box is auto populated from the course catalog. The work load units should be verified.

Step	Action
38.	The **Auto Calc** box is checked by default. This should only be unchecked if manual work load calculation is required. Please remember you should not be assigning a total load value greater than the workload value for the class.
39.	The **Pay Code** box designates the pay rate value. Click the looking glass next to Pay Code to see available options. **For a detailed explanation of Pay Codes and their uses, please review the "Assignment Types" training document.**
40.	Now **save** your class section at the bottom of the page [Save icon] Save

Step	Action
41.	Use the **Enrollment Cntrl** page to set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.
42.	The class status populates to Active by default. Available class statuses are: Stop Further Enrollment, Cancelled Section, or Tentative Section. When you select Stop Further Enrollment, Cancelled Section, or Tentative Section, the system sets enrollment status to "closed". Classes with class statuses of Stop Further Enrollment, Cancelled Section, or Tentative Section do not appear in class search.
43.	Values for the **Add Consent** and **Drop Consent** fields default from the Catalog Data page as "No Consent". If you select Instructor Consent or Department Consent is required the student will not be able to register without assistance. If registration for a class is being held for a specific population of students you would select the Dept. Consent. This would require students to receive an override at the time of registration in order to register for the class.
44.	The **requested room capacity** field indicates the number of seats that the room will hold. This information will be used once we use 25 Live to schedule rooms.
Step	**Action**

45.	The **Enrollment capacity** field indicates the maximum number of students that can enroll in the class. This is a required field for the enrollment status to change to open. If the enrollment status stays closed, students will not be able to register for the class. Enrollment capacity **must not** be larger than the room it is scheduled in.
46.	The **1st Auto Enroll Section and 2nd Auto Enroll Section** fields should be populated on the class with the class type of **Enrollment**. The auto enroll sections should be the non-enrollment section numbers that are associated with the same class offering. Example: <table><tr><td>Enroll Cap</td><td>Sect #</td><td>Class Type</td><td>Description</td><td>1st Auto Enr</td><td>2nd Auto Enr</td></tr><tr><td>24</td><td>1</td><td>Non-enroll</td><td>Lecture section</td><td></td><td></td></tr><tr><td>8</td><td>1LA</td><td>Non-enroll</td><td>1st lab section</td><td></td><td></td></tr><tr><td>8</td><td>1CA</td><td>Enrollment</td><td>1st clinical section</td><td>1LA</td><td>1</td></tr><tr><td>8</td><td>1LB</td><td>Non-enroll</td><td>2nd lab section</td><td></td><td></td></tr><tr><td>8</td><td>1CB</td><td>Enrollment</td><td>2nd clinical section</td><td>2LA</td><td>1</td></tr></table>
47.	If there is a minimum number of students that are needed to enroll in order to not cancel the class you can input this number in the **Minimum Enrollment Number** field.
48.	The **Wait List Capacity** is is **not** currently being used by FSCJ (as of Fall 2018). For fall term 2018 scheduling leave this selection blank.
49.	The system populates the start/end date of the class based on the session chosen above. Now **save** your class section at the bottom of the page [Save]
50.	The **Reserve Cap** page is **not** currently being used by FSCJ. (as of Fall 2018)

51.	Use the **Notes** page to assign pre-defined class notes or add free-form notes to class sections. Class notes are printed in the Schedule of Classes to provide students with information on the class. If free-form notes are used, please ensure proper spelling, grammar, and punctuation are used.
52.	The system populates the start/end date of the class based on the session chosen above. Now **save** your class section at the bottom of the page. ![Save button]

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

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

Course ID: 108787   Course Offering Nbr: 1
Academic Institution: FSCJ1
Term: Fall 2016   Credit
Subject Area: ECO   Economics
Catalog Nbr: 1931   SP TPCS ECON FIN LIT

Class Sections   Find | View All   First ◄ 1 of 1 ► Last

Session: 1   Regular Academic Session   Class Nbr: 0
Class Section: TEST Component: Lecture   Event ID:
Associated Class: 1

Class Notes   Find | View All   First ◄ 1 of 1 ► Last

*Sequence Number: [1]
*Print Location: [After ▾]   ☐ Even if Class Not in Schedule
Note Nbr: [   ] 🔍
                      [Copy Note]
Free Format Text:
                      [Clear Note]

Save | Return to Search | Previous in List | Next in List | Notify

Step	Action
53.	Use the **Exam** page to manually schedule exam times for the class sections. For fall 2018 you will not need to enter final exams.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

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

Course ID: 108787   Course Offering Nbr: 1
Academic Institution: FSCJ1
Term: Fall 2016   Credit
Subject Area: ECO   Economics
Catalog Nbr: 1931   SP TPCS ECON FIN LIT

Class Sections   Find | View All   First ◄ 1 of 1 ► Last

Session: 1   Regular Academic Session   Class Nbr: 0
Class Section: TEST   Component: Lecture   Event ID:
Associated Class: 1
Exam Seat Spacing: 1   Final Exam:
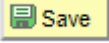
Class Exam   Personalize | Find | 🖾 | 🎛   First ◄ 1 of 1 ► Last

Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room		
🔍	☐	📅			Final ▾	🔍			➕	➖

🖫 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   ✉ Notify

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

Step	Action
54.	If you indicate that a final exam will occur on the Course Catalog - Components page, the system populates the Exam Seat Spacing field by default from that page. It indicates the number of seats between students during the final exam and is for informational purposes only. You can override this number.
55.	If this exam can share a facility with another exam select the Combined Exam check box. If you do not select the Combined Exam check box, the system verifies that no conflicts exist in room and time period scheduling. The stated room and time period is used for only one class exam.
56.	In the **Exam Start** field enter the day of the exam. Input in the **Exam Start** and **Exam End** field the start and end time for the exam.
57.	In the **Facility ID** field enter the facility number for the room where the exam will be given.

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Step	Action
58.	The system populates the start/end date of the class based on the session chosen above. Now **save** your class section at the bottom of the page
59.	The **LMS Data** page is not currently being used by FSCJ. (as of Fall 2018)

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60.	On the **Textbook** page, FSCJ is implementing an interface with Follett Books to mirror existing functionality to the Textbook tab. (not available as of Fall 2018)
61.	If this is a non-enroll section be sure to select **No textbooks assigned to class**

62.	To add additional section components of the same class or to schedule another offering of the course, return to the **Basic Data** and hit the plus sign to pull up a new class offering.
	If this is a single component course, start again with step 8.
	For multiple component courses, continue to step 63.

63.	If the course has multiple components select the looking glass next to component and choose the correct component to schedule.
	Start again with step 8.

| 64. | If you are done scheduling the course and need to schedule a different course, hit the "Return to Search" button at the bottom of the page.

This will take you back to step 3. |

Rev. 03/30/2018