

## NOTES FOR CREATION OF SCHEDULE

(Using Spring 2009 as an example)

To create the 2009 spring schedule, we will start with the 2008 spring schedule and simply add, delete or change the course information. We will give you paper printouts at the beginning of the process that will reflect the schedule for spring 2008. You will go to your **CHAIR** account to enter your changes. We will continue to give you printouts after each deadline as we go through the process. Some of you will prefer to use the paper printouts as you plan your classes for the spring semester; others will prefer to use the computer screen. Some may never even look at the paper printout. That's your choice.

Go to your **CHAIR** screen. Click on **COURSES**. The code for the 2009 spring semester is 083S. The **COURSES** screen will show three choices: **ADD, UPDATE, DELETE**.

If you want to add a class, select **ADD** and press **ENTER**. If you simply need to change part of the information on a section that already exists, select **UPDATE**. When you type in the class number, use the form below. All entries should be in UPPER CASE.

Course number(space) section number and semester code (with no space between)

**GEN1031 01083S**

When you type the number and press **ENTER**, the course title and information in several other fields should automatically pop up. If that doesn't happen, there's something wrong with your number. Don't assume that the information will somehow magically appear later on. Check it out now. If you can't figure out the problem, call Sharon Gardner or Paula Golden.

You may go down through the fields by using your **Arrow** key, the **Tab** key or by pressing **Enter**. Your cursor should start on the Enrollment Limit field. Fill in the class capacity and then proceed on down through Room, Days, Time, Instructor, and the ANGEL status.

In the **Days** field, you will see MTWRF underneath a line. You need to space over to the appropriate days and type in the letters for the days of the week directly above the matching letters below.

  T  R  
MTWRF

**Start and End Times** - Please don't overlap the times for classes. If the times overlap, the computer program for Web registration will prevent a student from registering for both classes. Watch the ending times for classes. If the ending time for a class is **on** the hour, the computer considers that as an overlap with a class that begins on that hour.

DON'T fill in Room 2, Days 2, or Start 2 and End 2 unless you are entering a class that meets in different rooms on different days of the week. Nursing and music may be the only departments that use these two fields.

When you get to the Instructor Name field, you simply **type in the last name of the instructor**, then **CTRL-L**, and a box will pop up with a list of all faculty members with that last name. **Arrow** to the correct name and press **Enter**. The instructor name will then appear in the field and the instructor ID will appear in the field below. If you wish to enter Not Assigned in the Instructor field, type **NOT**, then **CTRL-L**, and a box will pop up that says **NOT ASSIGNED**. Click on that, press **Enter**, and it will appear as the instructor.

Please pay attention to the **ANGEL** field. We must provide a detailed breakdown of online classes for the printed schedule, and this field provides important information about your class for our Online Learning Services staff. Definitions of categories are attached.

In order to delete a class from the schedule, highlight **DELETE** and type in the course number, section number, and semester code. When the course comes up on the screen, go to the last field on the page where it says, "Mark course for deletion?" **Type** in a "Y" and then press **Enter**. That course will then disappear from your 2009 spring schedule. If you decide later that you actually do want to include that class, you can go back to the **DELETE** screen, **type in that course number**, and remove the "Y" that you entered in that field by **pressing the space bar at the "Y."** The class will then reappear on your schedule. When we finish the schedule process, Ty will run a program that will actually wipe out all those courses that are marked with a "Y."

You don't have to wait to receive a printout to see where you are with your course listings. Go to your **FAC** screen and highlight **ENROLLMENTS**. It first asks for the semester code and you should type in **083S**. If, for example, you want to see all your listings for EDL courses, just type in EDL where it asks for the course number and all the EDL courses will be shown on the screen. If you want to check on only one course, type in the specific course number and all sections of that particular course will be shown.

If you need help, call Sharon Gardner at ext. 5134.