On Line Class Scheduling

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Run Online Class Schedule Validation Report (print format) .................................................................................. Error! Bookmark not defined.
**Terminology List:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Fee</td>
<td>A fee set at the section level and applies only to a specific section of a class</td>
</tr>
<tr>
<td>Course Fee</td>
<td>A fee associated with a course that is in the course catalog, fee applies to all sections of a course that are set up</td>
</tr>
<tr>
<td>Course Attribute Filter</td>
<td>A filter check box that allows the user to choose a course attribute</td>
</tr>
<tr>
<td>Course Attribute</td>
<td>The location where the user would choose a course attribute, primarily used by Extended Studies to narrow report results</td>
</tr>
<tr>
<td>Meeting Pattern</td>
<td>The date(s) and time(s) a class is scheduled to be taught</td>
</tr>
</tbody>
</table>

Website Link to Access Online Scheduling: [https://hrcs.boisestate.edu/psp/EPRD/?cmd=login&languageCd=ENG&](https://hrcs.boisestate.edu/psp/EPRD/?cmd=login&languageCd=ENG&)
Find an Existing Course

Extended Studies Personnel will continue to utilize Back Office to complete the new or initial assignment of sections after the roll of classes, prior to the first proof being opened up for editing.

BSU Pages and Reports > Student Records Menu > Use > Online Class Scheduling > Online Class Scheduling

1. Enter Search Criteria
   a. Term must be selected
   b. Choose Either Academic Organization or Subject

2. Choose “Find Existing Courses” button

3. Locate the Applicable Course
4. Choose “Review this class” button
Edit a Section

1. Choose “Edit this Section” button

2. Modify the Session drop down if needed
Add or Update a Meeting Pattern

1. Choose Edit Meeting Pattern/instructors link
2. Update the applicable fields
   a. The location drop down defaults to Boise Campus and will be utilized mostly for extended studies course locations off campus

Adding multiple meeting pattern dates
3. Choose the “Add another meeting pattern” link
4. Enter all additional meeting pattern data
5. Choose the “Save Changes” button
6. Message will display requesting if you would like to make further changes to the class/section
   Additional changes? (21610, 18)
   Would you like to make other changes to this class/section?
   Yes  No

7. Choose “No” to continue saving
8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Deleting a meeting pattern date

9. Choose the “Delete this meeting pattern” link

10. Select Ok on the delete verification message

11. Choose the “Save Changes” button
Update or Edit the Instructor

1. Choose the magnifying glass for the instructor search option
2. Search for the instructor by EmpID OR name
3. Locate and Choose the correct instructor
   a. The system allows for more than one instructor to be assigned if needed by choosing the + symbol
   b. If you choose any of the column headings the system will sort the data by that column, i.e. choose last name and system will sort in alphabetical order

Look Up ID

<table>
<thead>
<tr>
<th>EmpID:</th>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>begins with</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Look Up | Clear | Cancel | Basic Lookup

Search Results

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Name</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Smith, James F</td>
<td>SMITH</td>
<td>JAMES</td>
</tr>
<tr>
<td></td>
<td>Shadle, Susan E</td>
<td>SHADLE</td>
<td>SUSAN</td>
</tr>
<tr>
<td></td>
<td>Duffy, Jr, Alfred M</td>
<td>DUFFY</td>
<td>ALFRED</td>
</tr>
<tr>
<td></td>
<td>Russell, Dale Dorsett</td>
<td>RUSSELL</td>
<td>DALE</td>
</tr>
<tr>
<td></td>
<td>Jorcyk, Cheryl</td>
<td>JORCYK</td>
<td>CHERYL</td>
</tr>
<tr>
<td></td>
<td>Bammel, Brad P</td>
<td>BAMMEL</td>
<td>BRAD</td>
</tr>
<tr>
<td></td>
<td>Long, James A</td>
<td>LONG</td>
<td>JAMES</td>
</tr>
</tbody>
</table>
Update Enrollment Capacity

1. Update the enrollment capacity by choosing “Edit other details” (if needed)
2. Choose the “Save Changes” button

Delete an Instructor

1. Choose the symbol beside the instructor name you would like to remove
2. Choose OK on the delete validation message
3. Choose the “Save Changes” button
4. Message will display requesting if you would like to make further changes to the class/section
5. Choose “No” to continue saving
6. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Add/Edit a Class Fee

Once all information entered above has been submitted the ability to add/edit class fees function becomes active

1. Choose “Edit This Section” button
2. Choose the “Edit Class Fees” link

3. Update charge method (only if needed)
   a. Screen shot below displays two fees attached to one section
4. Enter item type, (if you do not know your correct item type, run the report **BSF_ITEM_TYPE_BY_DEPT_ID**) flat amount OR amount per unit.

5. Choose **OK**

6. Message will display requesting if you would like to make further changes to the class/section

   Additional changes? (21610,18)

   Would you like to make other changes to this class/section?
   
   Yes  No

7. Choose “No” to continue saving

8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
**Entering Multiple Class Fees**

1. Choose Add another class fee link shown above

**Delete a Class Fee**

1. Choose the “Delete this class fee” link

2. Choose **OK** on the delete verification message

3. Choose “Save Changes” button

**Add/Edit a Course Fee**

**Note:** Information that can be modified is restricted to the “Item Type”

1. Once all information entered above has been submitted the ability to add/edit class fees function becomes active

2. Choose the “**Edit Course Fees**” link
3. Enter Item Type

![Online Class Sched Crs Fee Sec](image)

- **Course ID**: 103330
- **Component**: Laboratory

**Course Fees**

- **Charge Method**: Always
- **Account Type**: FEE
- **Item Type**: 00000125000
- **Flat Amount**: 150.00

**Delete this course fee**

4. Choose OK

5. Message will display requesting if you would like to make further changes to the class/section

![Additional changes?](image)

- **Would you like to make other changes to this class/section?**
  - Yes
  - No

6. Choose “No” to continue saving

7. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Add a New Course Section that Didn’t Exist in the Previous Term
BSU Pages and Reports> Student Records>Online Class Scheduling>Online Class Scheduling

9. Enter Search Criteria
   Term must be selected
   a. Choose **Either** Academic Organization OR Subject
   b. Choose Add New Class /Section

c. Locate the desired course and choose the “**Add a Section**” button
<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Add a section</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOCHEM</td>
<td>510</td>
<td>Advanced Protein Chemistry</td>
<td></td>
</tr>
<tr>
<td>BIOCHEM</td>
<td>511</td>
<td>Nucleic Acid Metabolism</td>
<td></td>
</tr>
<tr>
<td>BIOCHEM</td>
<td>512</td>
<td>Intermediary Metabolism</td>
<td></td>
</tr>
<tr>
<td>BIOCHEM</td>
<td>513</td>
<td>Advanced Enzymology</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>97</td>
<td>Special Topics</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>99</td>
<td>Preparation for Chemistry</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>100</td>
<td>Concepts of Chemistry</td>
<td></td>
</tr>
</tbody>
</table>
Modify a Session

If you need to modify a Session you must first delete the meeting pattern

i.e You want to change the session from 1st Eight Week to 2nd Eight week
1. Choose the edit meeting pattern/instructors link
2. Choose the “delete this meeting pattern” link

3. Choose “OK”
4. Choose “Yes”

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

Yes  No

5. Choose the new session from the Session drop down
6. Select the “Save Changes” button

7. Choose “Yes”
Additional changes? (21610,18)

Would you like to make other changes to this class/section?

Yes  No

8. Choose “edit meeting pattern/instructor” link again
9. Enter New Days and Start and End times (if needed)

10. Choose the “Save Changes” button
11. Choose “NO”
Add a New Class/Section

Choose “Add Class” button

Note: If the course is a “special topic” additional fields (shown below) will be available for edit/entry: grading basis, enrollment capacity, consent, min/max units, course topic, and instruction mode.

Meeting Patterns and Fees will be available for edit after the class is added.

** Changes are not final until approved by the Registrar's Office.
Edit the Meeting Patterns or Instructor(s)

1. Choose the **edit meeting pattern/instructor** link

Add or Modify a Room

Note: not everyone will have access to choose a room as outlined in training

2. Choose the magnifying glass 🔍
3. Select the correct room link (if you need a general purpose classroom, use the room characteristics drop down as displayed on the screen shot above)
4. Choose the Days
5. Choose Start and End Time
a. The user will want to add instructor information at this time if available
b. Choose “Save”

If the User Needs to add more than one meeting pattern
1. Choose the “Add Another Meeting Pattern” Link
2. When all Information on the screen has been completed
3. Choose “Save Changes” Button
4. After save, The user can add Notes to Student and Special Instructions notes at this time
5. Choose “Save Changes” Button
6. Message will display requesting if you would like to make further changes to the class/section

   Additional changes? (21610,18)

   Would you like to make other changes to this class/section?
   Yes  No

7. Choose “No” if all data entry is complete

8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Saved Information Display Window

From this page it is possible to add additional Sections to the Course you created by choosing the “Add a New Section” Button.