

Class Schedule Input check-off list

(This is for changes to existing classes only. To add a class, refer to Quick Tips-Adding a Class)

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BASIC DATA:

✓ Class Dates

- Change in Basic Data and Meetings page before saving
 - Check for multiple meeting patterns
- Make sure dates match class meeting days and session
- SAVE
- If changing session, make sure dates match on *both* the Basic Data and Meetings page.

MEETINGS:

✓ Meeting Pattern

- Change dates on meeting pattern(s) *after* changing them in Basic Data page
 - SAVE
- Change facility ID, days, times (if applicable)
 - Do NOT click on MTWTFSS fields
- If deleting additional meeting patterns:
 - go to the last meeting pattern and remove facility ID
 - SAVE
 - delete meeting pattern by clicking on minus button

✓ Instructor Payroll Information

- Change instructor dates to match class dates
- If deleting instructor from the class:
 - go to DETAIL and remove payroll information
 - SAVE
 - in Meetings page, delete instructor EmplID by clicking on minus button

ENROLLMENT CONTROL:

✓ Enrollment Control

- Enter appropriate enrollment capacity (be sure to check course maximums and room capacity)

NOTES:

✓ Class Notes

- Follow class notes format template
- Make sure class numbers match

BASIC DATA:

✓ Attributes (*this should be the last step*)

- All classes must have one ACCT attribute with the appropriate value
 - enter DIST/FLEX/XB09/XB10 attributes (if applicable)

~ For more information, reference **Class Schedule Handbook & Quick Tips** ~