


quick tips



Helpful Hints

➤ Adding new classes:

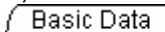

- Enter appropriate session and section number then save to generate class number. You can then continue entering class information.
- Remember to set the appropriate Instruction Mode (it defaults to “P”)

'Instruction Mode:	<input type="text" value="02"/>
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- Extra attributes must be deleted.
- If the class is offered at another campus/location be sure to change it – click on  to select the appropriate campus. The system defaults to MAIN/SAN MARCOS



'Campus:	<input type="text" value="MAIN"/> 
'Location:	<input type="text" value="SAN MARCOE"/> 

➤ All classes being offered at an off-campus location must always have a facility ID entered. (ex: MCHS, RHS, CPPEN-M)


➤ When changing dates on a class, be sure they are changed in the *Basic Data* page **and** the *Meetings* page before you save.  

➤ If multiple meeting patterns are added to the class, enter the instructor's name in the first meeting pattern only.

➤ Always verify the class does have meeting days entered in the Meetings page. If the class will be TBA, then enter **TBA** (no times should be entered)

Facility ID	Capacity	Pat	Mtg Start	Mtg End
<input type="text" value="INTERNET"/> 	32	<input type="text" value="TBA"/> 	<input type="text"/>	<input type="text"/>


➤ **Always** save any changes made in the *Meetings* page before going into the *Detail* page.

➤ Be sure to remove instructor payroll information in the *Detail* page  before deleting instructor's name from the class.

➤ **Combined Classes:** any changes made to the meeting pattern must be done in *Schedule Class Meetings*.

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Schedule Class Meetings](#)

➤ **Variable Unit classes:** if adding a new variable unit class or changing the class section number, you must go to *Class Associations* page and adjust the unit value. Note: there are no class numbers in Class Associations, you must refer to the class **associated/section number**

 in *Schedule of Classes* page

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Class Associations](#)

Class Associations		View All	First	1 of 3	Last
Associated Class:	<input type="text" value="1"/>				
Minimum Units:	<input type="text" value="3.00"/>				
Maximum Units:	<input type="text" value="3.00"/>				