

TTL HRS/TBA

- The Schedule Build Worksheet contains a new field: Total Class Hours. This is a field for multiple purposes.
 - Instructors that are teaching the same course – hours need to be verified so we are not under or overpaying the instructor.
 - Unstaffed classes can now have hours documented, so at the time of entering a new instructor the hours will appear on the detail panel to assist you.
- You will need to compute and insert the exact total class hours on the Schedule Build Worksheet at the time of reviewing/creating a class whether staffed or unstaffed. You will need this information in order to input on the Meetings panel.

Schedule Build Worksheet																				
BUSED																				
2011 Summer																				
Sess	Class #	Sctn	CA	Cmpnt	Subj	Catalog	Start Dt	End Dt	Mtg	TTL Hrs	Mtg Days	St Time	Ed Time	Room	Instructor	Campus	Unit	Assgn	Pav	Cmbn #
FT1	51091	2	2	LEC	ACCT	103	6/20/2011	8/15/2011	1	64.00	M-TH	8.00	9.50	a	Chau, Valerie	MAIN	4.00	H	64	
FT1	51093	1	1	L/L	ACCT	104	6/20/2011	8/15/2011	1	32.00	MW	10.00	11.50	a	Chau, Valerie	MAIN	1.00	H	32	

- The TBA button on the Meetings panel has been renamed to TTL HRS/TBA. TTL HRS/TBA

Pat Nbr 1

Facility ID: INTERNET Capacity Pat: 32 TBA Topic ID: Free Format Topic: *Start/End Date: 06/20/2011 - 08/15/2011

Internet INTERNET TTL HRS/TBA Print Topic On Transcript

- Click on TTL HRS/TBA and then enter the Total Class Hours (total instruction hours) from your Schedule Build Worksheet.

Course ID: 029537 Term: 2115 Session: F6

Class Nbr: 50923 Subject: AIS 139 Class Mtg Pat: 1

Class Section: 1 Component: LEC

Acct Attrib: Units: 3.00

Required Total Class Hours: 0.00

Weekly Census TBA Classes (Acct Attrib = W)

TBA Weekly Contact Hours:

Daily Census/Positive Attendance TBA Classes (P,D, and E)

TBA Contact Hours:

(If Weekly, do not enter # of class meetings)

You must still enter hours on classes that have **both** scheduled hours and hours to be arranged.

- You cannot access instructor information until this process has been completed.
 - You will not have access to enter the Total Class Hours when your access to enter class information is removed.
- The class instructor Contact Hours field on the Meetings panel now accepts two decimal digits – same appearance as Total Class Hours and Instructor Hrs per Assignment.

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact Hours	Detail
<input type="text"/>	Agatha, Rachelle R	Prim In: <input type="button" value="v"/>	<input checked="" type="checkbox"/>	Grade <input type="button" value="v"/>	64.00	<input type="button" value="Detail"/> <input type="button" value="+"/> <input type="button" value="-"/>

- You will see the Total Class Hours on the detail page and SIS (for PI and SI instructors).
 - If the class is unassigned and you run a Schedule Information Sheet (SIS) the Total Hours will remain blank until an instructor has been assigned.

Class Instructor Detail

Course ID: 001741 Class Nbr: 51233 Offering Nbr: 1
 Session: F6 Subject Area: EME Class Section: 51
 Term: 2115 2011 Summer Catalog Nbr: 100 Class Meeting Pattern Nbr: 1
 EmplID: Fried,M Cathy **Tot Class Hrs: 48.00**
 Program Code: 12500

*Assignment Type	*Start Date	*End Date	*Job Code	*Assignment %	Instructor hrs_per Assignment	% of FTE	Combination Code	Comme
1 H	06/20/2011	08/01/2011	100001	8.3330	4.00	1.6660	A13330033420012500	

EmplID: Name: Mansur Jr,Ronald J Role: **PT** Print: Yes Contact Hours: 44

INSTRUCTOR DETAIL (01)

Total Hours: 48.00 Assgn Type: H Start: 20-JUN-2011 End: 01-AUG-2011 Job Code: 100001
 Assgn %: 91.67 Inst Hrs/Assgn: 44 % PTE: 18.333 Acct Code: A133300334200125000000000
 Comment: Status: Active

INSTRUCTOR INFORMATION (02)

EmplID: Name: Fried,M Cathy Role: **SI** Print: Yes Contact Hours: 4

INSTRUCTOR DETAIL (02)

Total Hours: 48.00 Assgn Type: H Start: 20-JUN-2011 End: 01-AUG-2011 Job Code: 100001
 Assgn %: 8.333 Inst Hrs/Assgn: 4 % PTE: 1.666 Acct Code: A1333003342001250000000000

Please note that 44 + 4 = 48

- The data in the Total Class Hours field will not roll from term to term.

When creating a new class:

- Great News! – There will be no attributes to remove on the Basic Data panel.
- After entering the Meeting Pattern information, click on **TTL HRS/TBA**, enter the Total Class Hours, click on **OK** and save. You can now enter the instructor and detail information.
 - ♦ You cannot access instructor information until Total Class Hours is entered.

When deleting a class:

- First you will need to remove the room and save.
- You will then need to delete the instructor detail information and save.
 - ♦ You may access the detail information by going to the Enrollment Cntrl panel and changing “Active” to “Cancelled Section” (no need to save). OR enter a number into the Total Class Hours and click “OK”
- You can then go to the Basic Data panel and delete the class and save.

REPORTS

- The Missing Instructor Detail report in the Instruction Services reports menu now has an option to include classes where Total Class hours = 0.00. This will help you identify any classes where the Total Class Hours have not been entered.



*Term: 2105

Include class total hrs = 0?

- Audit Report - Two new edits
 - ♦ Class total hours cannot = 0.00 unless the class is cancelled.
 - ♦ Classes that are 100% TBA must have a numbered class note that discloses the arranged hours.