

Class Schedule Input Check-Off List

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

- BASIC DATA:**
- ✓ **Class Dates**
 - In changing session, make sure dates match on *both* the Basic Data and Meetings page
 - Change in Basic Data and Meetings page before saving
 - check for multiple meeting patterns
 - **SAVE**
 - Make sure dates match class meeting days and session
 - ✓ **Attributes**
 - All classes must have one ACCT attribute with the appropriate value
 - enter DIST/FLEX/XB09/XB10 attributes (if applicable)
- MEETINGS:**
- ✓ **Meeting Pattern**
 - Change dates of meeting pattern(s) *after* changing them in Basic Data page
 - **SAVE**
 - Change facility ID, days, times (if applicable)
 - verify proper days have check marks
 - If deleting additional meeting patterns:
 - go to the last meeting pattern and remove facility ID
 - **SAVE**
 - delete meeting pattern by clicking on minus button
 - ✓ **TTL HRS/TBA Page**
 - Input Total Class Hours
 - will not be able to change instructor information if Total Class Hours equals 0.00
 - Input TBA arranged hours (if applicable)
 - ✓ **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)
 - enter wait list capacity (if applicable)
- NOTES:**
- ✓ **Class Notes**
 - Follow class notes format template
 - Make sure class numbers match

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