

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:

- 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:
*Location:

➤ All classes being offered at an off-campus location must always have a facility ID entered. (ex: 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 or DE (internet classes)** (no times should be entered)

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

➤ You must enter the Total Class Hours on the **TTL HRS/TBA** page before accessing the instructor information.

➤ **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](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **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**

*Class Section: in *Schedule of Classes*

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Adjust Class Associations**

Class Associations		Find View All	First	1 of 2	Last
Associated Class:	<input type="text" value="1"/>				
Minimum Units:	<input type="text" value="2.00"/>	Maximum Units:	<input type="text" value="2.00"/>		