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Instructions for SOC in PS9.0 - Maintain Schedule of Classes

The following information will be a useful reference for utilizing PS9.0 UDSIS to schedule and maintain courses.

Maintain Schedule of Classes page – Basic Data tab

Navigation: >Curriculum Management, >Schedule of Classes, Maintain Schedule of Classes

In the search page for Maintain Schedule of Classes, enter:

1. Academic Institution = UOD01
2. Term
3. Subject Area
4. Catalog Nbr
5. Click the Search button
On the **Basic Data** tab you will find the Class Sections that were “rolled” from the same term of the previous year. This gives you a good starting point for scheduling the new term.

1. Multiple Class Sections may have been created for the course you searched; if so,
2. Click on the **Last** link to see last section number.

3. To add the next section no; click on the “+” to add a new row.
Class Sections

4. This created a new BLANK **Class Section**, ready for your entry
5. **Class Section** – enter next number in sequence
6. **Associated Class** – change to match the **Class Section** number without the leading 0
7. Verify the default values for **Location**, **Campus** and **Instruction Mode** are correct
8. **Schedule Print** – make sure checkbox is checked (the rest of the items should be un-checked)
9. **Student Specific Permissions** – ignore this checkbox (it can be checked or not, UD is not using this functionality)

Class Topic

10. If the course is a “topics” course, choose the **Course Topic ID** by clicking on the lookup icon
11. If the course is not a ‘topics’ course, skip this section
12. The lookup returns only the topics associated with this course

13. Click on the appropriate topic

**Equivalent Course Group** – skip this, UD isn’t using this section
Maintain Schedule of Classes page – Meetings tab

1. Click on the Meetings tab

Meeting Pattern:

2. Facility ID – do not enter anything (this is for Scheduling Office only)

3. Pat (Meeting Pattern) – click on the lookup
4. Click on the appropriate pattern for the course you are scheduling
Notice that the **Days of the Week** check boxes auto-fill to match the **Meeting Pattern** field

5. **Mtg Start** – type in the time (use standard class meeting times)
6. Use the [TAB] key to go to the **Mtg End** field
Notice that the **Mtg End** time defaulted to the standard ending time and that both times are nicely formatted.

**Instructors for Meeting Pattern:**

7. Click on the **ID** lookup

```
<table>
<thead>
<tr>
<th>Look Up ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>View All</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>50421</td>
<td>Webner, James</td>
<td>WEBNER</td>
</tr>
</tbody>
</table>
```
8. **Last Name** – enter instructor’s last name (or first few letters of the last name)

9. Click **Look Up** button

10. Select instructor

11. Click on workload tab and add appropriate workload percentage. (See additional information available from the scheduling office) This is extremely important for RBB.

12. Click the **Save** button
Maintain Schedule of Classes page – Enrollment Cntrl tab

1. Click on the Enrollment Control tab
2. Class Status – accept Active (the default)
3. Add Consent – choose from drop-down box
4. Drop Consent – choose from drop-down box
5. Enrollment Capacity – enter maximum number of students you want to enroll in this section
6. Click the Save button
**Maintain Schedule of Classes page – Notes tab**

1. Click on the **Notes** tab
2. **Print Location** – accept **After** (the default)
3. **Note Nbr** – click on the lookup; there are over 300 pre-loaded notes commonly used at UD; this is a mechanism for searching for any of these notes (if needed)
1. **Description** – this is a search mechanism – choose from drop-down, ex. contains

2. **Description** – type in a word or two of a note that you are looking for, ex. Freshmen

3. Click the **Look Up** button
4. Click on the appropriate note for this section, i.e. “#38 – Open to Freshmen & Sophomores”

5. Add another Note by clicking on the “+” button
6. This would create row 2 of 2 with a Sequence Number of 2
7. Remember to click the Save button when you are done
8. Click the View All link to see both Notes (not pictured)

Maintain Schedule of Classes – To make a section cross-listed with another course.
(See supplemental information from scheduling office for cross-listing courses)
1. **Class Attributes** - make this section cross listed with “XXXX104” (rubric & course no.)
   - Click the “+” button

2. Make this course the Primary listing for the cross listing:
   - **Course Attribute** = OWNR (Primary Owner)
   - **Course Attribute Value** = XXXX (rubric)

3. Add another Class Attribute to show the cross listed course, click the “+” button

4. Add the information for the cross listed History course:
   - **Course Attribute** = XLST (Cross listed course)
   - **Course Attribute Value** = XXXX (rubric of course cross-listing with)
5. Click SAVE. You are finished with the **Class Attributes** and the **Basic Data** tab. BONUS: If there are 3 rows in **Class Attributes**, click **View All** to see all of them at once.

6. Click on the **Meetings** tab.

7. Enter the following:
   - **Pat** = M-F
   - **Mgt Start** = 1200p (for 12:00 PM)
   - Use the [TAB] key to auto-fill the **Mtg End** field
   - **Instructors for Meeting Pattern**, add an instructor of your choice using the lookup
     1. **Instrctor Role** = Prim Instr
2. **Access = Approve**
   - Add a 2nd instructor of your choice by clicking the “+” button and using the lookup

   1. **Instuctor Role = TA**
   2. **Access = Grade**

8. Click the **Save** button

9. Click on the **Enrollment Cntrl** tab

10. **Class Status** - accept default (Active)

11. **Add Consent** – choose from drop-down box

12. **Drop Consent** – choose from drop-down box

13. **Enrollment Capacity** – enter maximum no. of students for class

14. Click the **Save** button
15. Click on the Notes tab

16. Add notes by Note Nbr, click on the lookup

17. Description – type req
18. Click the **Look Up** button

19. Click on **Requires paper & oral present** to select it

20. Notice the complete Note text appears in the box

21. Click on the **Save** button

**FYI** - Since this Class Section is the Primary Owner for a cross listed course, the Scheduling Office will enter a Free Format Note with details about the secondary course and section. The secondary course will have a corresponding Note.
Schedule Class Meetings page

**Navigation:** >Curriculum Management, >Schedule of Classes, Schedule Class Meetings

In the search page for Maintain Schedule of Classes, enter:

1. **Academic Institution = UOD01**
2. **Term =**
3. **Subject Area =**
4. **Catalog Nbr =**
5. Click the **Search** button
6. Notice all the **Class Sections** are listed, click the one you want to work with
7. Meeting Pattern (Pat), Mtg Start/End times and Instructors can be changed as needed
8. You can change the Mtg Start to 9:05AM by typing **0905a**
9. [TAB] to have the Mtg End update automatically
10. You can click the “+” button to add another instructor
11. **ID** – you can choose another faculty member using the lookup (ID).

12. **Instructor Role** – use the dropdown to choose.

13. **Access** – use the drop down to choose.

14. Click the **Save** button.
Update Sections of a Class page

**Navigation:** >Curriculum Management, >Schedule of Classes, Update Sections of a Class

In the search page for Update Sections of a Class, enter:

1. **Academic Institution** = UOD01
2. **Term**
3. **Subject Area:**
4. **Catalog Nbr**
5. Click the **Search** button
This page shows a useful summary of all the sections of a course for a given academic term.

**Update Sections of a Class**

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>013043</th>
<th>Course Offering Nbr:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>University of Delaware</td>
<td>Term:</td>
<td>2006 Winter</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>ENOL</td>
<td>Undergrad</td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>110</td>
<td>CRITICAL READINO &amp; WRITING</td>
<td></td>
</tr>
</tbody>
</table>

**Class Status tab:**

6. Use this page to **change** Class [Enrollment] Type, Class Status, Class Association, Consent or Schedule Print checkbox

7. Use this page to **look at** the Section Numbers, Class Numbers, Components or Enrollment Status

**NOTE:** DO NOT “CANCEL a class section; use “Stop Further Enrollment” and notify the Scheduling Office that the course needs to be cancelled. Misuse of the “Cancelled Section” option can cause enrollment to be lost.
**Update Sections of a Class**

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>013043</th>
<th>Course Offering Nbr:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>University of Delaware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term:</td>
<td>2006 Winter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Area:</td>
<td>ENGL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>110</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class Sections**

<table>
<thead>
<tr>
<th>Session</th>
<th>Section</th>
<th>Class Nbr</th>
<th>Component</th>
<th>Enrollment Status</th>
<th>*Class Type</th>
<th>*Class Stat</th>
<th>*Assoc</th>
<th>Auto Enr 1</th>
<th>Auto Enr 2</th>
<th>Rejection</th>
<th>*Consent</th>
<th>Enroll Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>010</td>
<td>3479</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>011</td>
<td>3460</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>012</td>
<td>3481</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>013</td>
<td>3482</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>014</td>
<td>3463</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>14</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>015</td>
<td>4558</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>016</td>
<td>4550</td>
<td>Lecture</td>
<td>Open</td>
<td>E</td>
<td>A</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the enrollment limits column, the value for **Winter 014** is highlighted as **E**, indicating that further enrollment is stopped.
### Update Sections of a Class

**Course ID:** 013043  
**Course Offering Nbr:** 1  
**Academic Institution:** University of Delaware  
**Term:** 2006 Winter  
**Subject Area:** ENGL  
**Catalog Nbr:** 110  
**Department:** CRITICAL READING & WRITING

<table>
<thead>
<tr>
<th>Section</th>
<th>Session</th>
<th>Class Nbr</th>
<th>Component</th>
<th>Enrl Cap</th>
<th>Enrl Tot</th>
<th>Wait Cap</th>
<th>Wait Tot</th>
<th>Min Enrl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>010</td>
<td>3479</td>
<td>Lecture</td>
<td>22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>011</td>
<td>3480</td>
<td>Lecture</td>
<td>22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>012</td>
<td>3481</td>
<td>Lecture</td>
<td>22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>013</td>
<td>3492</td>
<td>Lecture</td>
<td>21</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>014</td>
<td>3403</td>
<td>Lecture</td>
<td>22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>015</td>
<td>4549</td>
<td>Lecture</td>
<td>25</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>016</td>
<td>4550</td>
<td>Lecture</td>
<td>25</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Class Enrollment Limits tab:**

8. Use this tab to **change** Enrollment Capacity (**Enrl Cap**)

9. Use this tab to **see** the Enrollment Total (**Enrl Tot**)

10. **Wait Cap** and **Wait Tot** are not used at UD

11. Click the **Save** button
Adjust Class Associations page

**Navigation:** >Curriculum Management, >Schedule of Classes, Adjust Class Associations

In the search page for Adjust Class Associations, enter:

1. **Academic Institution** = UOD01
2. **Term** =
3. **Subject Area** =
4. **Catalog Nbr** =
5. Click the **Search** button
Class Associations tab:

6. **Associated Class** will indirectly tell you which **Class Section** you are on
   - 10 indicates this is section 010
   - Use the row navigation such as **View All** or blue arrows to see the other sections

7. Use this tab to change the **Minimum Units** (credits) for a **Variable Unit** course (this is not one)

8. **DO NOT** change the **Maximum Units** or anything else on this tab

9. Click on the **Class Components** tab
Class Components tab:

1. Use this tab to change or add Honors, Multicultural or FYE designations to a section

2. Requirement Designation - click on the lookup to select one
3. Click on the appropriate required designation for the section to select it

<table>
<thead>
<tr>
<th>Requirement Designation</th>
<th>Description</th>
<th>At Student's Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLE</td>
<td>Discovery Learning Experience</td>
<td>N</td>
</tr>
<tr>
<td>FYDL</td>
<td>FYE &amp; DLE</td>
<td>N</td>
</tr>
<tr>
<td>FYE</td>
<td>First Year Experience</td>
<td>N</td>
</tr>
<tr>
<td>FYMCG</td>
<td>First Year Exp. and Multicult</td>
<td>N</td>
</tr>
<tr>
<td>HFDL</td>
<td>Honors &amp; FYE &amp; DLE</td>
<td>N</td>
</tr>
<tr>
<td>HMWD</td>
<td>Honors, Multicult, A&amp;S Wr, Dis</td>
<td>N</td>
</tr>
<tr>
<td>HNDL</td>
<td>Honors and Discovery Learning</td>
<td>N</td>
</tr>
<tr>
<td>HNFM</td>
<td>Honors, First Yr Exp, Multicult</td>
<td>N</td>
</tr>
<tr>
<td>HNFY</td>
<td>Honors and First Year Experience</td>
<td>N</td>
</tr>
<tr>
<td>HNMC</td>
<td>Honors and Multicultural</td>
<td>N</td>
</tr>
<tr>
<td>HNMD</td>
<td>Honors, Multicult, Discovery L</td>
<td>N</td>
</tr>
<tr>
<td>HNMV</td>
<td>Honors, Multicultural, A&amp;S Write</td>
<td>N</td>
</tr>
<tr>
<td>HNMD</td>
<td>Honors, A&amp;S Writing, Discovery</td>
<td>N</td>
</tr>
<tr>
<td>HNWRI</td>
<td>Honors and A&amp;S Writing</td>
<td>N</td>
</tr>
<tr>
<td>HONR</td>
<td>Honors</td>
<td>N</td>
</tr>
<tr>
<td>MCDL</td>
<td>Multicultural,Discovery Learn</td>
<td>N</td>
</tr>
<tr>
<td>MCLT</td>
<td>Multicultural</td>
<td>N</td>
</tr>
<tr>
<td>MCWR</td>
<td>Multicultural and A&amp;S Writing</td>
<td>N</td>
</tr>
<tr>
<td>MWDL</td>
<td>Multicult, A&amp;S Writing, Discov</td>
<td>N</td>
</tr>
<tr>
<td>WR</td>
<td>A &amp; S Writing Requirement</td>
<td>N</td>
</tr>
<tr>
<td>WRDL</td>
<td>A&amp;S Writing, Discovery Learning</td>
<td>N</td>
</tr>
</tbody>
</table>
4. The rest of the fields on this page are informational – *do not change them*

5. Click the **Save** button