

Setting up an On-Line Course

Maintain Schedule of Classes Page

Basic Data Tab:

Section No.: '010, 011, 012 . . .' if not utilizing PCS services (refer to link below for additional information)

<http://www.pcs.udel.edu/reg/credit/distance-rate/>

Associate Class No. same as section no. above without the leading zero

Campus: Newark

Location: SA-Virtual

Instruction Mode: 'ON'

Meeting Pattern Tab:

Meeting Pattern: TBA

Instructor: Add name; access; workload

Enrollment Control Tab:

Class Status: Active

Enrollment Capacity: max. # students you want in course

Add Consent: 'No Consent' (students can register themselves) or 'Dept. Consent' – dept. is registering students; student will contact dept. to be registered

Reserve Caps:

Contact Mary Mohr in Registration (marymohr@udel.edu or x 1552) to have a reserve cap added to a course if students will be registering themselves.

Notes Tab:

Add all numbered notes pertinent to your course. If you need free format note/text added send an email to schedoffice@udel.edu with term, course & text.

Adjust Class Associations Page

Class Components Tab: Final Exam: NO