

## Setting up a 'Wiley' 7-week Online Course

### Maintain Schedule of Classes Page

#### Basic Data Tab:

Session: 'A' for first 7-week session class; and a Summer Wiley course; 'B' for second 7-week session class

Section No.: '610' for "A" session class; '650' for "B" session class

Associate Class No. same as section no. above

Campus: Newark

Location: SA-Virtual

Instruction Mode: 'OW'

#### 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](mailto:marymohr@udel.edu) or x 1552) to have a reserve cap added to a course if students will be registering themselves.

#### Notes Tab:

For Fall 7 week classes -- Add #455 to Session A courses; add #458 to Session B courses

For Spring 7 week classes – Add #460 for Session A courses; add #461 to Session B courses

For Summer 7 week class – add #525.

Add any other numbered notes pertinent to your course (use search feature). If you do not see a numbered note with the information you need posted on a course, contact the [schedoffice@udel.edu](mailto:schedoffice@udel.edu) and they will add a free format note with text provided by you.

### Adjust Class Associations Page

Class Components Tab: Final Exam: NO