

UNIVERSITY *of* WISCONSIN
LA CROSSE

Modifying Scheduled Class Meetings



Student Information System Project

04/13/09

Modifying Scheduled Class Meetings

Use the **Schedule Class Meetings** component when you want to modify or maintain data for an individual class section that has been scheduled. This component contains three pages—the **Meetings** page, the **Enrollment Cntrl** (enrollment control) page, and the **Exam** page. These pages are the same as those in the **Schedule New Course** and **Schedule of Classes** component.

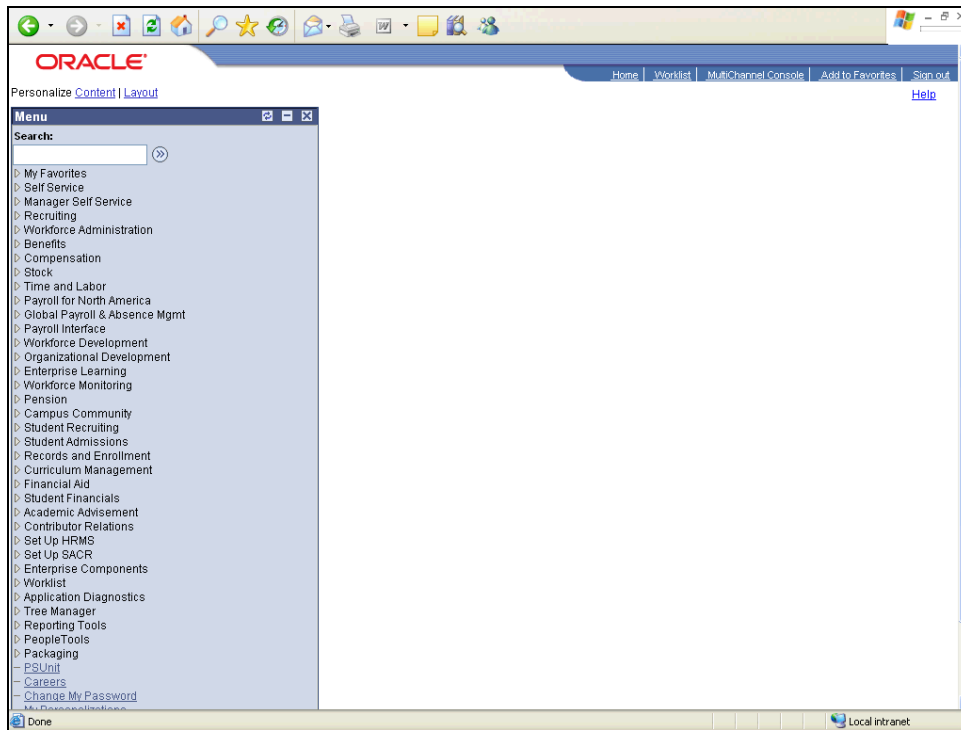
For example, if you have a course that has twenty scheduled sections for a term and you want to make changes to only two of those twenty sections, use the **Schedule Class Meetings** component to make changes to each of those two sections individually. Since the system only has to run edit checks on the individual class section rather than all twenty class sections, you benefit from the system's faster performance.

To modify a scheduled class meeting:

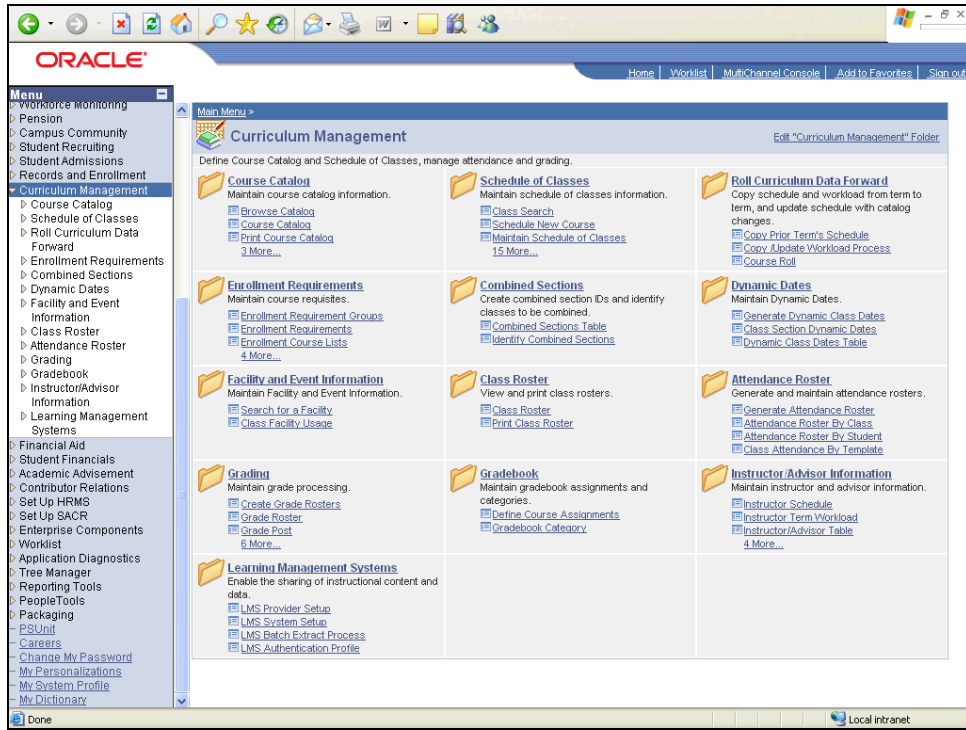
1. Update meeting times, facility reservations, and instructor assignments on the **Schedule Class Meetings - Meetings** page.
2. Update class size, wait list limits, class status and consent on the **Schedule Class Meetings - Enrollment Cntrl** page.
3. Link exams and edit exam facility information on the **Schedule Class Meetings - Exam** page.

In this topic, you will update the facility and meeting pattern information for a scheduled class section.

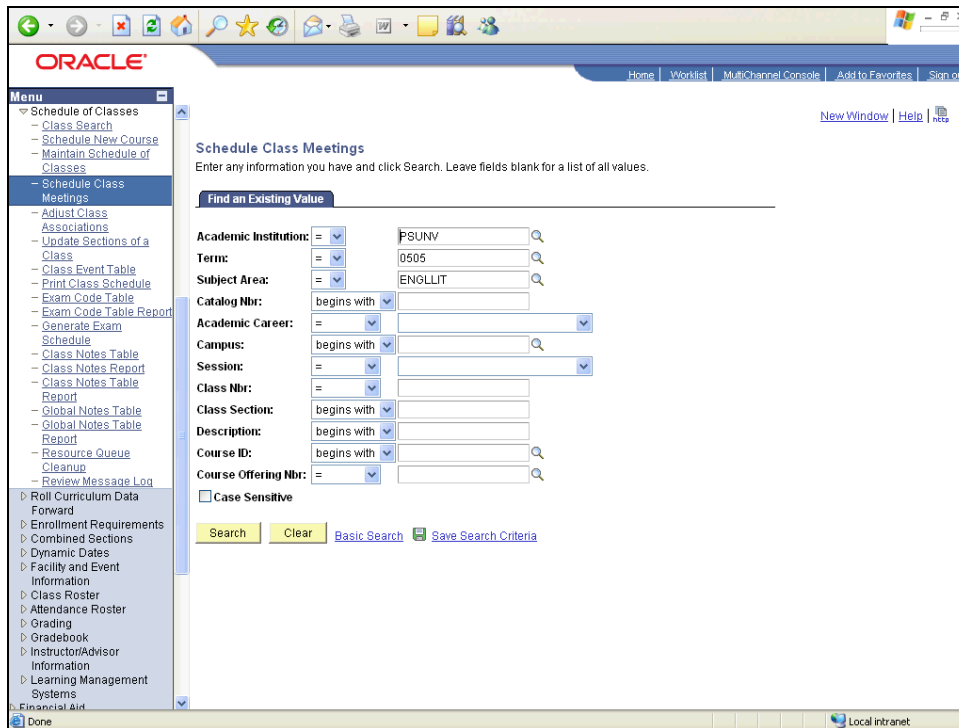
Procedure




Step	Action
1.	Begin by navigating to the Schedule Class Meetings - Meetings page. Click the Curriculum Management link. <input data-bbox="415 1150 651 1178" type="button" value="▶ Curriculum Management"/>

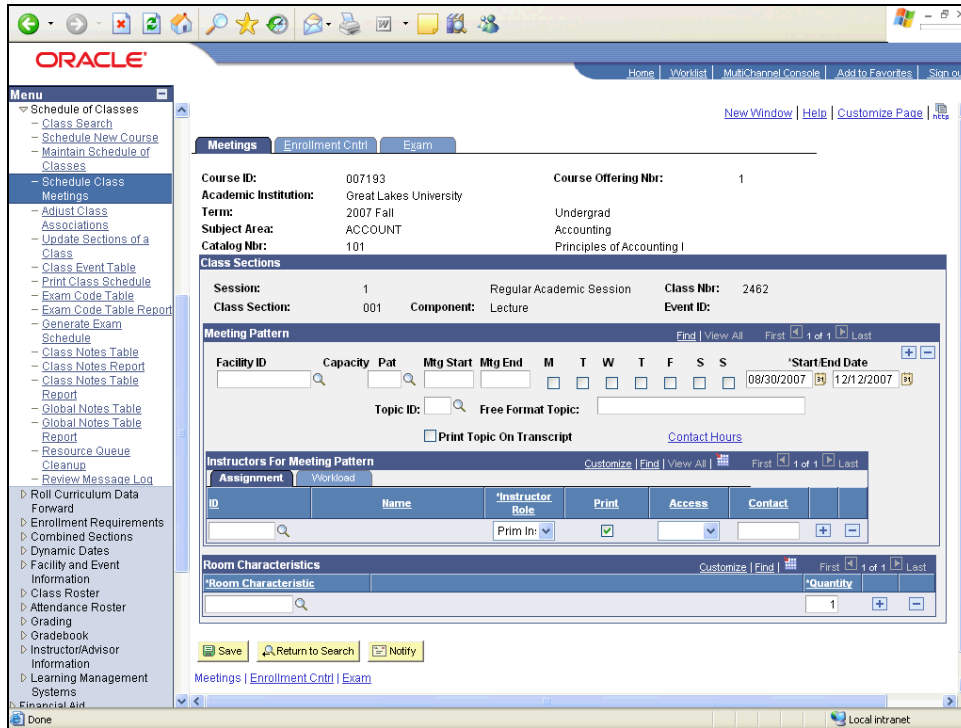


Step	Action
2.	Click the Schedule of Classes link.
3.	Click the Schedule Class Meetings link.



Step	Action
4.	<p>When you open the Schedule Class Meetings search page, the system displays the user default values you set up. In this example, you want to retrieve information for Great Lakes University Fall 2007 term, so you need to override these values.</p> <p>Click the Clear button.</p> <p></p>
5.	<p>Enter the desired information into the Academic Institution field. Enter "GLAKE".</p>
6.	<p>Click in the Term field.</p> <p><input type="text"/></p>
7.	<p>Enter the desired information into the Term field. Enter "0590".</p>
8.	<p>Click in the Subject Area field.</p> <p><input type="text"/></p>
9.	<p>Enter the desired information into the Subject Area field. Enter "ACCOUNT".</p>

Step	Action
10.	Click in the Catalog Nbr field. <input data-bbox="412 310 639 344" type="text"/>
11.	Enter the desired information into the Catalog Nbr field. Enter " 101 ".
12.	Click the Academic Career list. <input data-bbox="412 508 747 541" type="text"/>
13.	Click the Undergraduate list item. <input data-bbox="412 634 743 659" type="text"/>
14.	Click in the Campus field. <input data-bbox="412 739 639 772" type="text"/>
15.	Enter the desired information into the Campus field. Enter " MAIN ".
16.	Click the Session list. <input data-bbox="412 936 747 970" type="text"/>
17.	Click the Regular Academic Session list item. <input data-bbox="412 1062 743 1087" type="text"/>
18.	Click in the Class Nbr field. <input data-bbox="412 1167 639 1201" type="text"/>
19.	Enter the desired information into the Class Nbr field. Enter " 2462 ".
20.	Click the Search button. <input data-bbox="412 1365 529 1398" type="button" value="Search"/>
21.	Use the Meetings page to manually update meeting times, facilities, and instructors for one class section at a time.



Step	Action
22.	Enter the desired information into the Facility ID field. Enter " ADAM0210 ".
23.	Click in the Pat field. <input type="text"/>
24.	You want to define this course meeting pattern for Mondays, Wednesdays, and Fridays. Enter the desired information into the Pat field. Enter " MWF ".
25.	Click in the Mtg Start field. <input type="text"/>
26.	The system automatically selects the days of the week based on the meeting pattern.
27.	Enter the desired information into the Mtg Start field. Enter " 11:00AM ".
28.	Click in the Mtg End field. <input type="text"/>
29.	Click in the ID field. <input type="text"/>

Step	Action
30.	Enter the desired information into the ID field. Enter " SR12118 ".
31.	<p>At UWL you will click the magnifying glass to see the list of instructors for that subject. You will not need to keep a list of instructor ID's. If a new instructor is not in the list, call Nancy Jones.</p> <p>You may indicate primary or secondary instructor by clicking the drop down box for instructor role. Access should remain at approve.</p>
32.	Topic IDs and Free Format Topic may be added for Umbrella or variable topic courses.
33.	Click the Enrollment Cntrl tab.
34.	Use the Enrollment Cntrl page to update class status values.
35.	<p>Most fields on this page are unavailable for editing because the primary purpose for accessing this class meeting is to update the class status value.</p> <p>For example, when you need to cancel a class that has multiple sections, doing so through this component (as opposed to canceling the section through the Schedule of Classes component) proves most efficient.</p>
36.	<p>You have completed the updates to the scheduled class section.</p> <p>End of Procedure.</p>