![San Diego Community College District logo]

Job Aid

SCHEDULING A DYNAMICALLY DATED CLASS SECTION

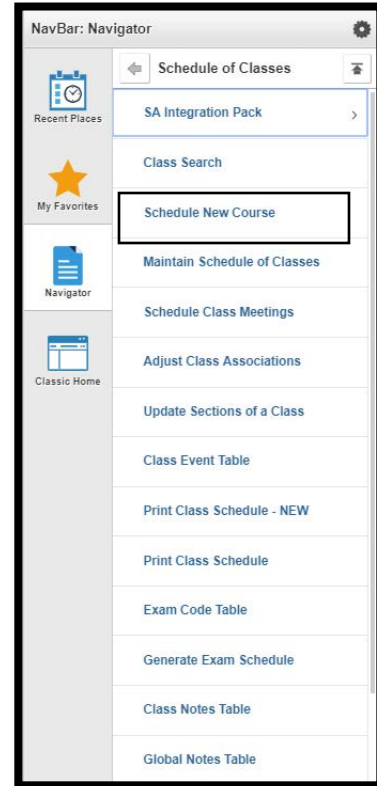BUSINESS PROCESS: *CREATING CLASS WITH DYNAMIC DATES*
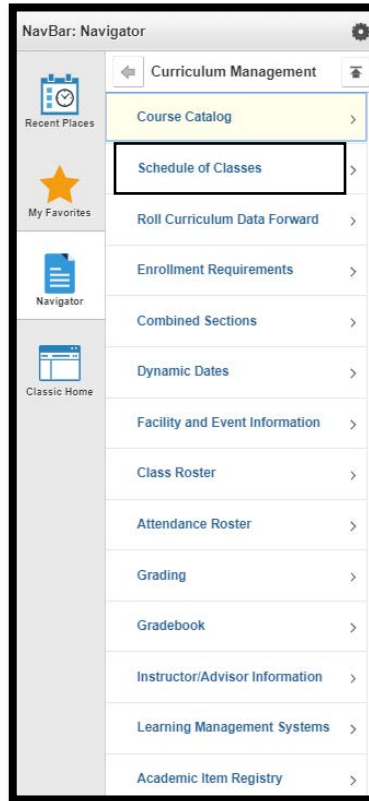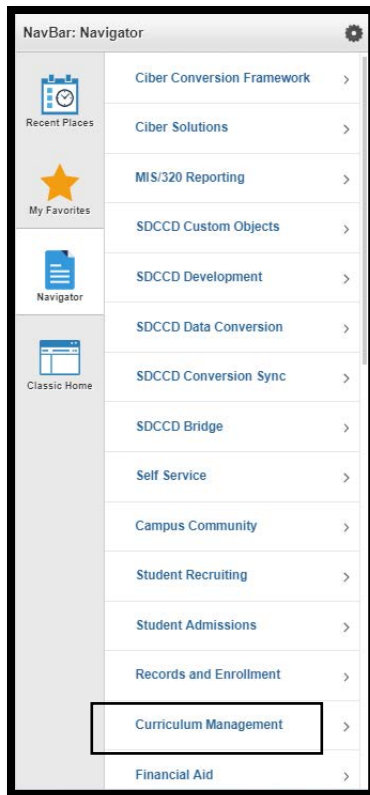MODULE: *CURRICULUM MANAGEMENT*

PREREQUISITES

Review Scheduling New Course Job Aid; ensure the course dates are correct.

INSTRUCTIONS

This Job Aid will go over the process to create a class with dynamic dates.

STEP	Instructions
1)	Click on the Compass Icon ⊘ and 📄 Navigator to navigate to **Curriculum Management -> Schedule of Classes -> Schedule New Course**

STEP	Instructions
2)	Enter "SDCCD" for **Academic Institution**. Select your **Term**. Select magnifying glass for term options. Only the first 100 results drop down in the Search Results. You may need to click on the right arrow to search further.
3)	Or start typing the four digit **Term** number as follows: • "2" for the millennium or "1" for all years prior to 2000 (1901-1999). • The last two numbers of the year (ie: "09" for 2009, "17" for 2017) • Semester code: "3" for Spring, "5" for Summer, "7" for Fall Fully typed out you would see: 2183: Spring 2018 (*includes Winter/Intersession*) 2185: Summer 2018 2187: Fall 2018
4)	You can search **Subject Area** and **Campus** with the magnifying glass also. You can search all ENGL classes or narrow it down by catalog number (ie: ENGL 101). Then click **Search**.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

▼ Search Criteria

Academic Institution = ▼ | SDCCD | 🔍 | Step 2
Term = ▼ | 2187 | 🔍 | Step 3
Subject Area = ▼ | ENGL | 🔍
Catalog Nbr begins with ▼ | 101 | | Step 4

STEP	Instructions
5)	Select course by Campus. Multiple options may be listed below.

STEP	Instructions
6)	On the Basic Data Tab, verify the following information: **Term**, **Subject Area**, **Catalog Nbr**.

STEP	Instructions
7)	On the **Basic Data** tab, under **Class Sections,** click on the magnifying glass next to the ***Session** box. Select **DYN** for dynamic session in the pop-up box.

(DYN= are normal dynamic dates; DY2= 3 wks or less; DY3= 18wks+) |
| 8) | If class is 6 weeks or less, class can begin on the **ACTUAL** start date regardless of the day (i.e. Class can begin on a Tuesday or Wednesday, but it SHOULD end on a Saturday, certain exceptions will allow courses to end on different days)

Classes 7+ weeks, must start on Mondays. |

STEP	Instructions
9)	Once the correct **DYN** has been selected, enter the appropriate **Start/End Date** of the class using MM/DD/YYYY pattern. Fill out the following boxes correctly: ***Class Section** (must match) ***Associated Class**; ***Location,** and ***Instructor Mode**

STEP	Instructions
10)	a) Navigate to the **Meetings** tab under **Meeting Pattern** section, change the ***Start/End Date** to match the dates entered in **Basic Data** tab
	-OR-
	b) Click the minus button on the **Meeting Pattern** section to delete the entire meeting pattern; this will automatically update the ***Start/End Date** to show the dynamic dates on the **Basic Data** tab.
	Click **Save** to generate a class number. **End of Process.**

Click the minus button to automatically update the Start/End dates to match Start/End dates on Basic Data Tab