

# 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 Compa	ss Ico emen	n 🥑 and t -> Schedule	to navigate	to <b>dule</b> I	New Cours	e	
NavBar: N	lavigator	0	NavBar: Nav	gator	0	NavBar: Nav	igator	0
planta;	Ciber Conversion Framework	>		<ul> <li>Curriculum Management</li> </ul>	Ŧ		Schedule of Classes	æ
Recent Place	<sup>15</sup> Ciber Solutions	_	Recent Places	Course Catalog	>	Recent Places	SA Integration Pack	>
		-		Schedule of Classes	>	· 👍 -	Class Search	
My Favorite	s	<u> </u>	My Favorites	Roll Curriculum Data Forward	<u> </u>	My Favorites	Schedule New Course	11
	SDCCD Custom Objects	>		Enrollment Requirements			Maintain Schedule of Classes	- 1
Navigator	SDCCD Development	>	Navigator	Linointoittitoquilonoitto	<u> </u>	Navigator	Schodulo Class Montings	-1
	SDCCD Data Conversion	>		Combined Sections	>		Schedule Class meetings	-1
Classic Hom	sDCCD Conversion Sync	>	Classic Home	Dynamic Dates	>	Classic Home	Adjust Class Associations	- 1
	SDCCD Bridge	>		Facility and Event Information	>		Update Sections of a Class	_ 1
	Self Service	<u>,</u>		Class Roster	>		Class Event Table	- 1
	Campus Community	_		Attendance Roster	<u>,</u>		Print Class Schedule - NEW	
	Campus Community	,		Grading	÷		Print Class Schedule	
	Student Recruiting	>		Grading	_		Exam Code Table	- 1
	Student Admissions	>		Gradebook	>			-1
	Records and Enrollment	>		Instructor/Advisor Information	>		Generate Exam Schedule	_1
	Curriculum Management	>		Learning Management Systems	>		Class Notes Table	_
	Financial Aid	>		Academic Item Registry	>		Global Notes Table	



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

Schedule New Course Enter any information you have and click Search. Leave fields blank for a list of								
Find an Existing Value ▼Search Criteria								
Academic Institution = 🔻	Step 2							
Term =  2187	Step 3							
Catalog Nbr begins with  101	Step 4							



#### STEP Instructions

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

Search Results								
View All						1	First 🕚	) 1-3 of 3 🕑 Last
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2187	ENGL	101	Undergrad	CITY	Reading and Composition	008501	1
SDCCD	2187	ENGL	101	Undergrad	MESA	Reading and Composition	008501	2
SDCCD	2187	ENGL	101	Undergrad	MIRA	Reading and Composition	008501	3

STEP Instructions

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

Student Homepage										
Basic Data	Meetings E	Enrollment Cntrl	Reserve Cap	Notes	E <u>x</u> am	LMS Data	Tex			
A	Cours cademic Institut	e ID 008501 ion San Diego C	community Coll Di	Course ist	Offering I	Nbr 2				
	Te	erm Fall 2018	Underg	rad						
	Subject A	<mark>Area</mark> ENGL	English	1						
	Catalog	Nbr 101	Readin	g and Cor	nposition					

STEP	Instructions
7)	On the <b>Basic Data</b> tab, under <b>Class Sections</b> , click on the magnifying glass next to the <b>*Session</b> box. Select <b>DYN</b> for dynamic session in the pop-up box. ( <b>DYN= are normal dynamic dates; DY2= 3 wks or less; DY3= 18wks+</b> )
8)	If class is 6 weeks or less, class can begin on the <b>ACTUAL</b> 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.



Basic Data	Meetings Enrollment Cntrl	Reserve Cap Notes	Exam	LMS	Search Results
				_	View 100 First 🕚 1-10 of 10 🕑 Last
	Course ID 008501	Course	Offering Nb	r 2	Session
Aca	demic Institution San Diego Co	mmunity Coll Dist			Regular
	Term Fall 2018	Undergrad			12/M/K
	Subject Area ENGL	English			10////
	Catalog Nbr 101	Reading and Com	position		
Class Section	19				4WK1
01000 000101				_	5WK1
	*Session 1	Regula	ar Academic	Sessio	8WK1
	*Class Section 2000				8WK2
					DY2
	*Component LEC		DY3		
	*Class Type Enro	ollment Section	•		DYN

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

Class Se	ections		Find   View All	First 🕙 1 of 6	i5 🕑 Last
	*Session DYN Q *Class Section 2000	Dynamically Dated Session	Class Nbr 10002 *Start/End Date 09/24/2018	2/07/2018	+ -
STEP	Instructions				
	a) Navigate to the <b>Meetings</b> tab ur to match the dates entered in <b>Basi</b>	nder Meeting Patter ic Data tab -OR-	rn section, change the *	*Start/End [	Date
10)	<ul> <li>b) Click the minus button on the M this will automatically update the 'Data tab.</li> <li>Click Save to generate a class num</li> </ul>	leeting Pattern sect *Start/End Date to s ber. <u>End of Process.</u>	ion to delete the entire show the dynamic date	e meeting pa s on the <b>Bas</b>	ittern; sic

Meeting Pattern					Find	View All First 🚯 1 of 1 🕑 Last
Facility ID MESAEV03	Capacity 30	Pat Mtg Start	Mtg End         M         T         W           9:25AM         Image: Comparison of the second seco	VTF	S S	*Start/End Date
MESA-EV 3		Topic ID 📃 🔍 Print Topic On Transcript	Free Format Top	pic		TBA Hours
						Click the minus button to automatically update the Start/End dates to match Start/End dates on Basic Data Tab