SAN DIEGO COMMUNITY COLLEGE DISTRICT

Job Aid

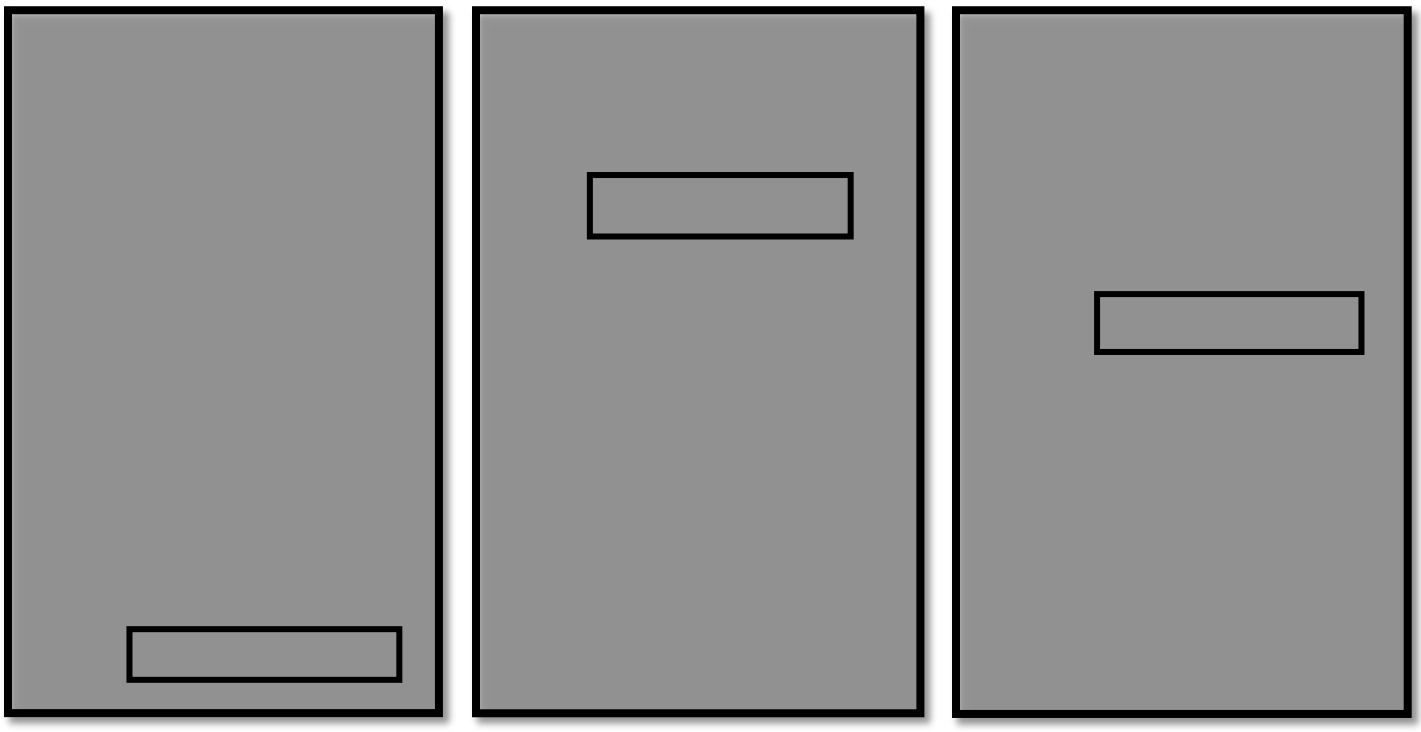
SCHEDULING TECH PREP CLASS SECTION

BUSINESS PROCESS: *SCHEDULING TECH PREP CLASS SECTIONS*
MODULE: *CURRICULUM MANAGEMENT*

INSTRUCTIONS

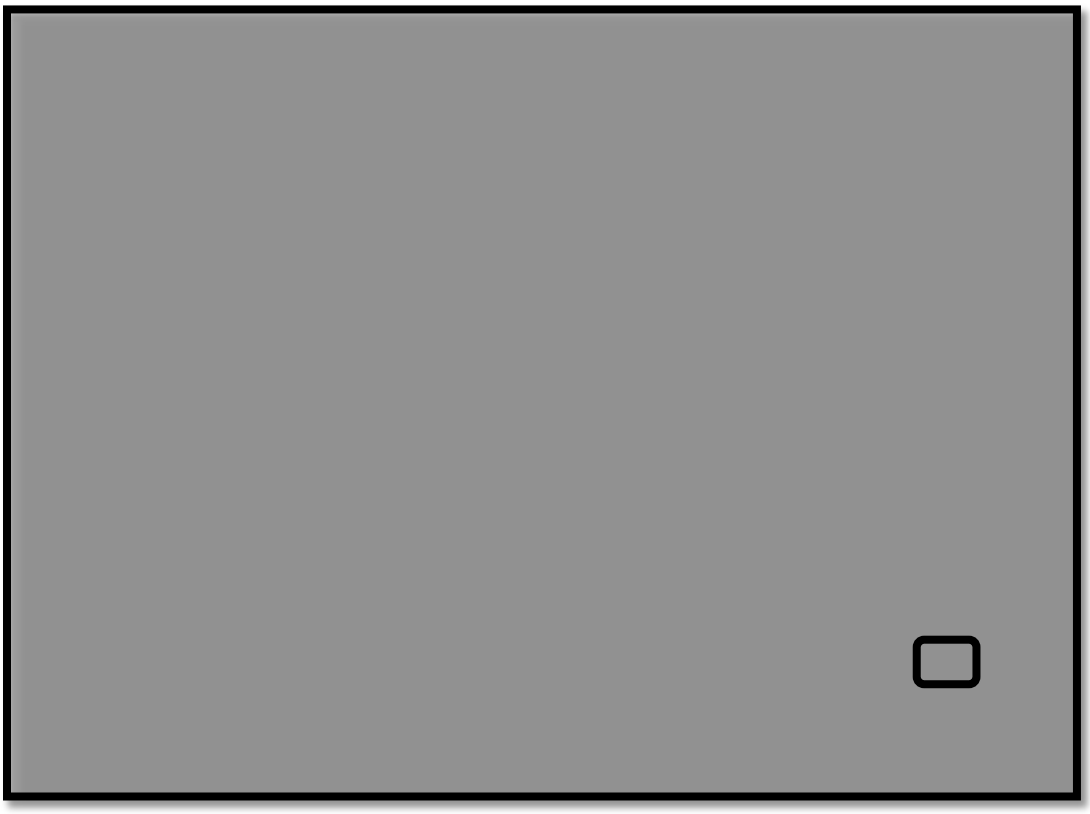
This Job Aid will go over the process necessary to create a Tech Prep class section.

STEP	Instructions
1)	Click on and navigate to: **Campus Solutions → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes**
2)	Create a class as referenced in Job Aid: **Scheduling a New Class Section**. Then proceed to search, using appropriate search criteria, for class that will be created into a Tech Prep class.

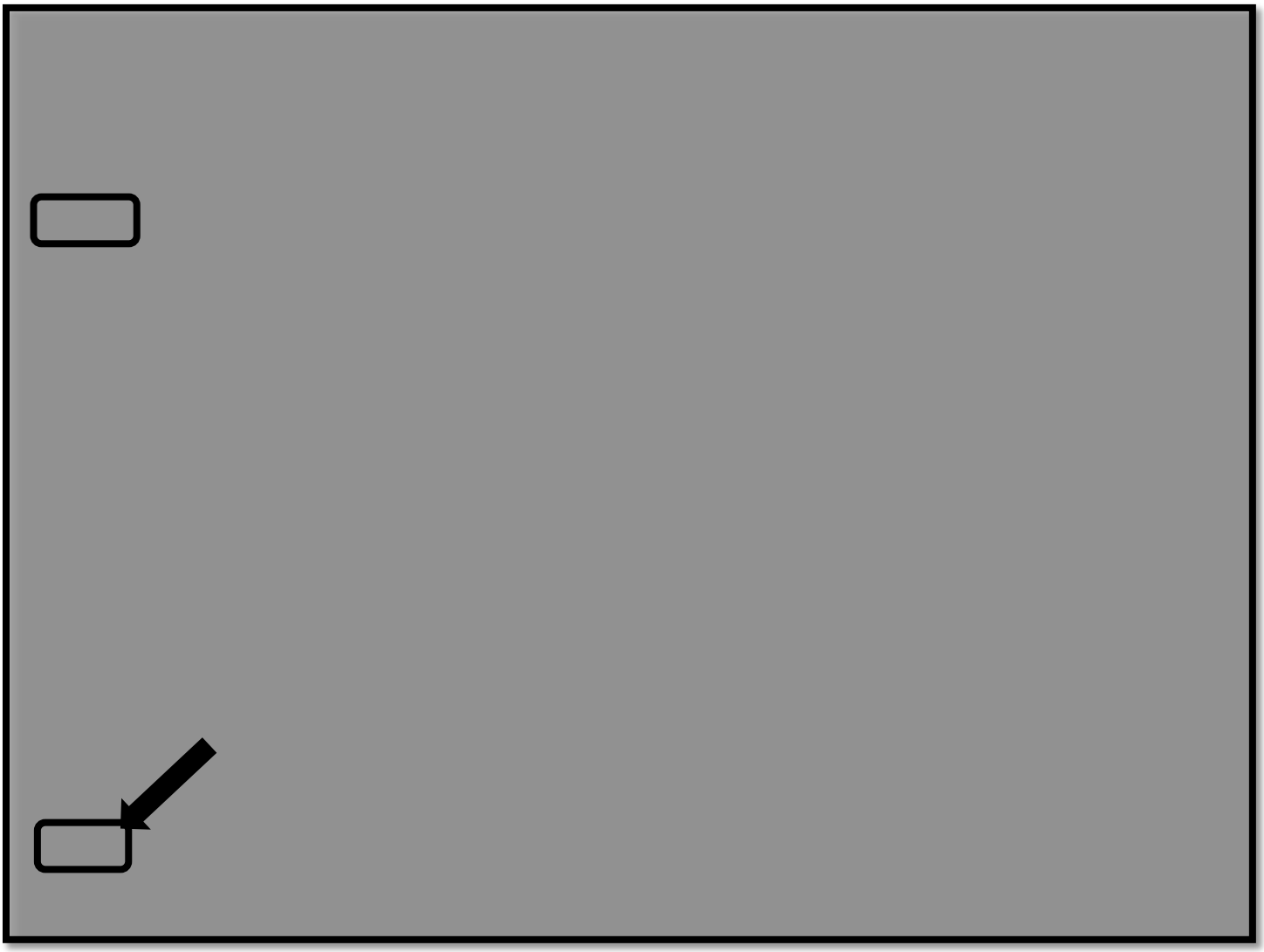


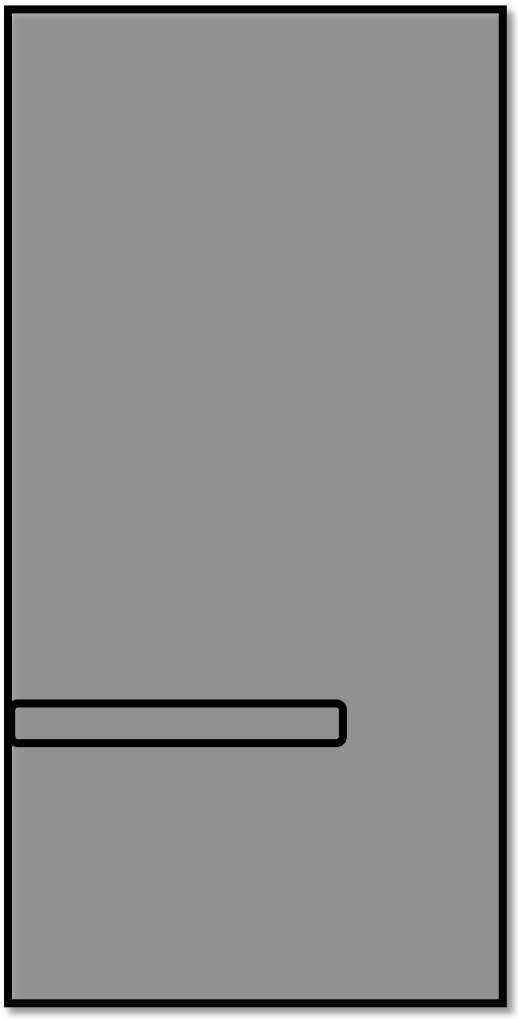
STEP	Instructions
3)	Once class is located and selected, scroll down to **Class Attributes**, click on **View All**

STEP	Instructions
4)	Add a new row by clicking on the last row. A new row will populate under the last editable row.

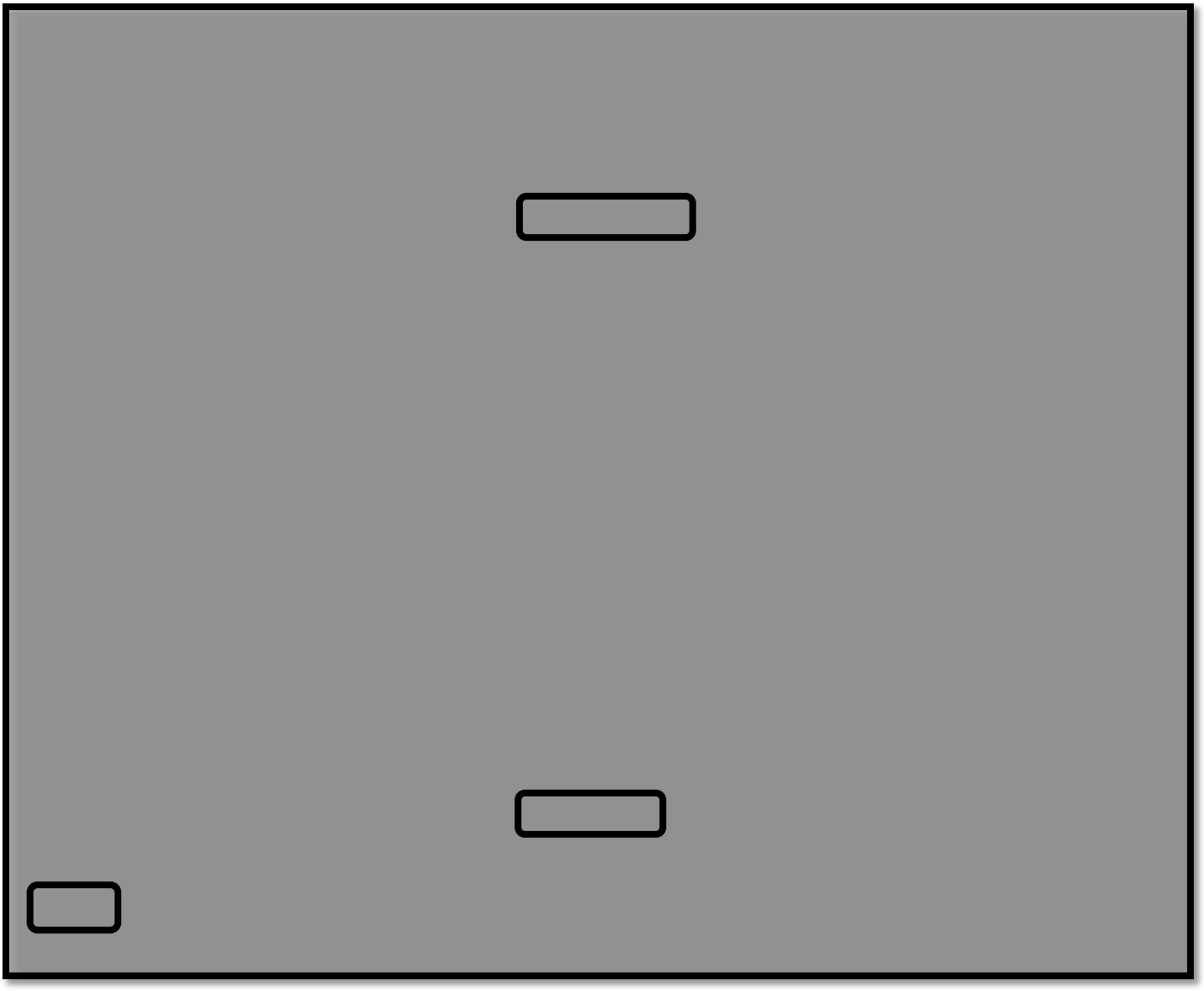


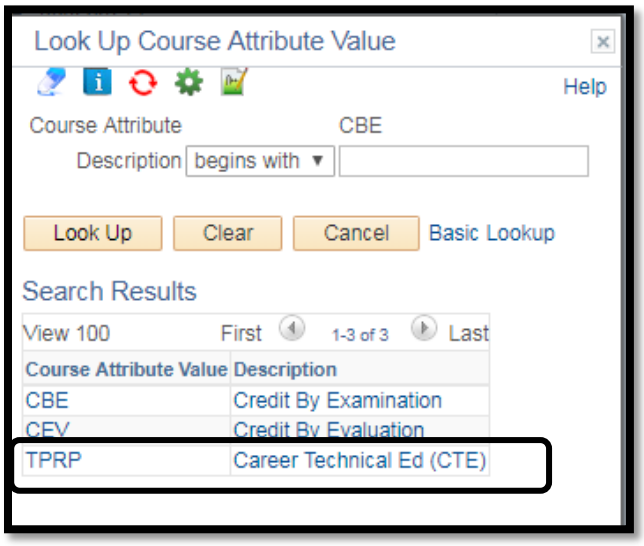
STEP	Instructions
5)	In the new row, under ***Course Attribute** column, click on magnifying glass to Look Up Course Attribute Options.
6)	In the **Look Up Course Attribute** click on **CBE** (Credit By Examination)



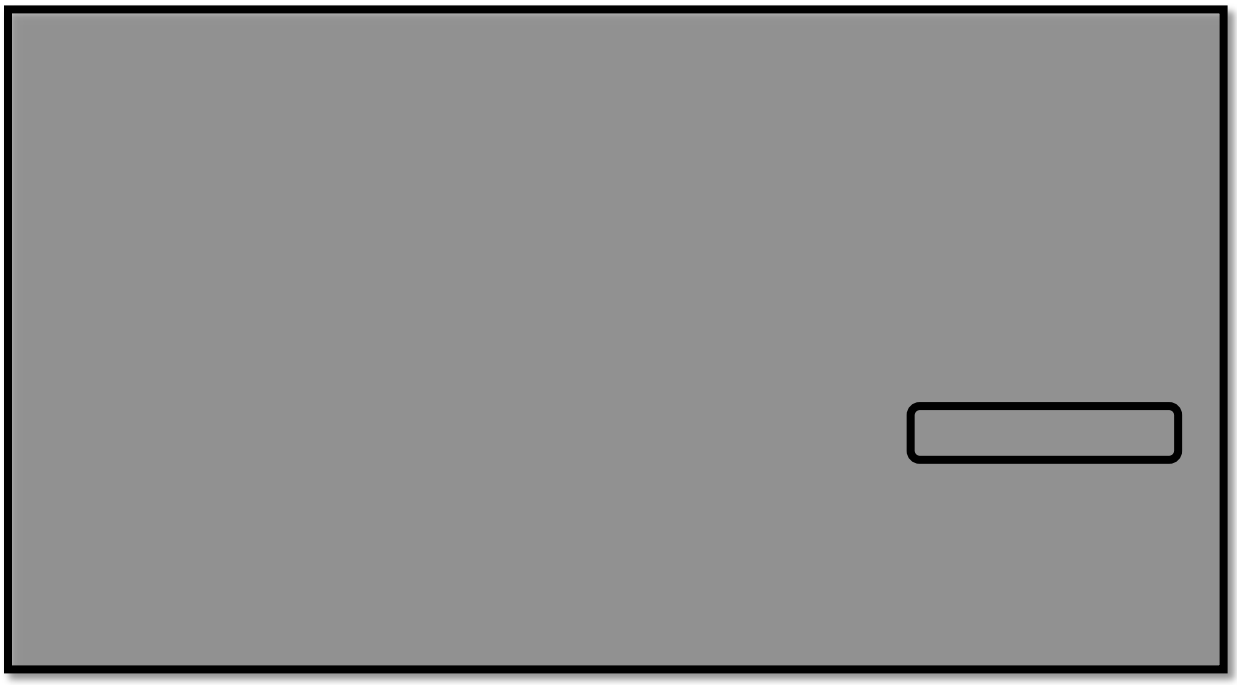


STEP	Instructions
7)	In the ***Course Attribute Value** column, click on to see more **Course Attribute Values**
8)	In the **Look Up Course Attribute Value** click on **TPRP** (Tech Prep) then click **Save**

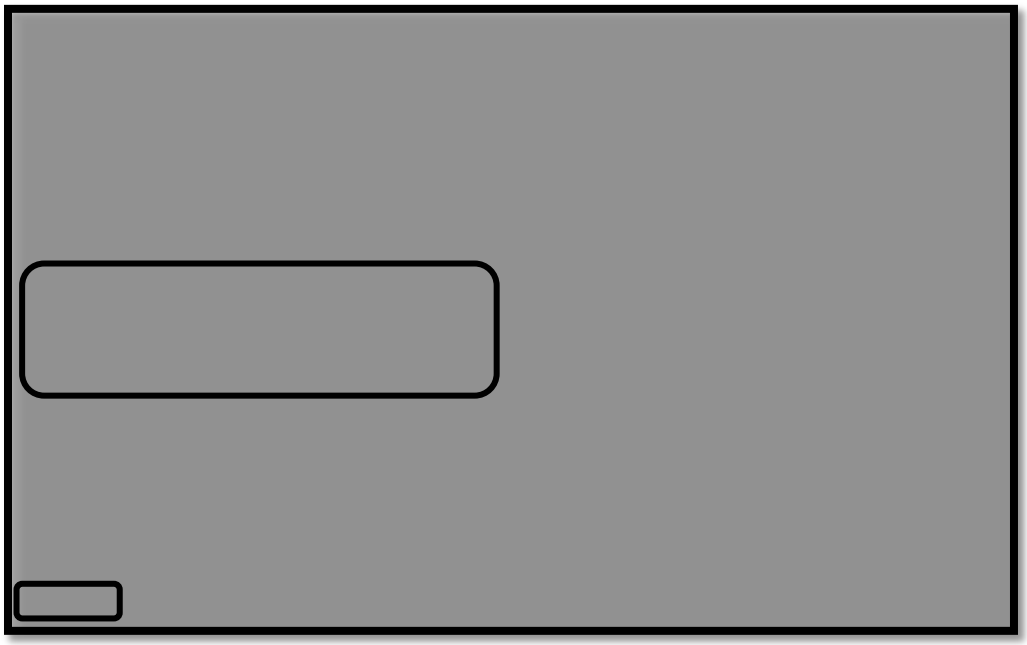




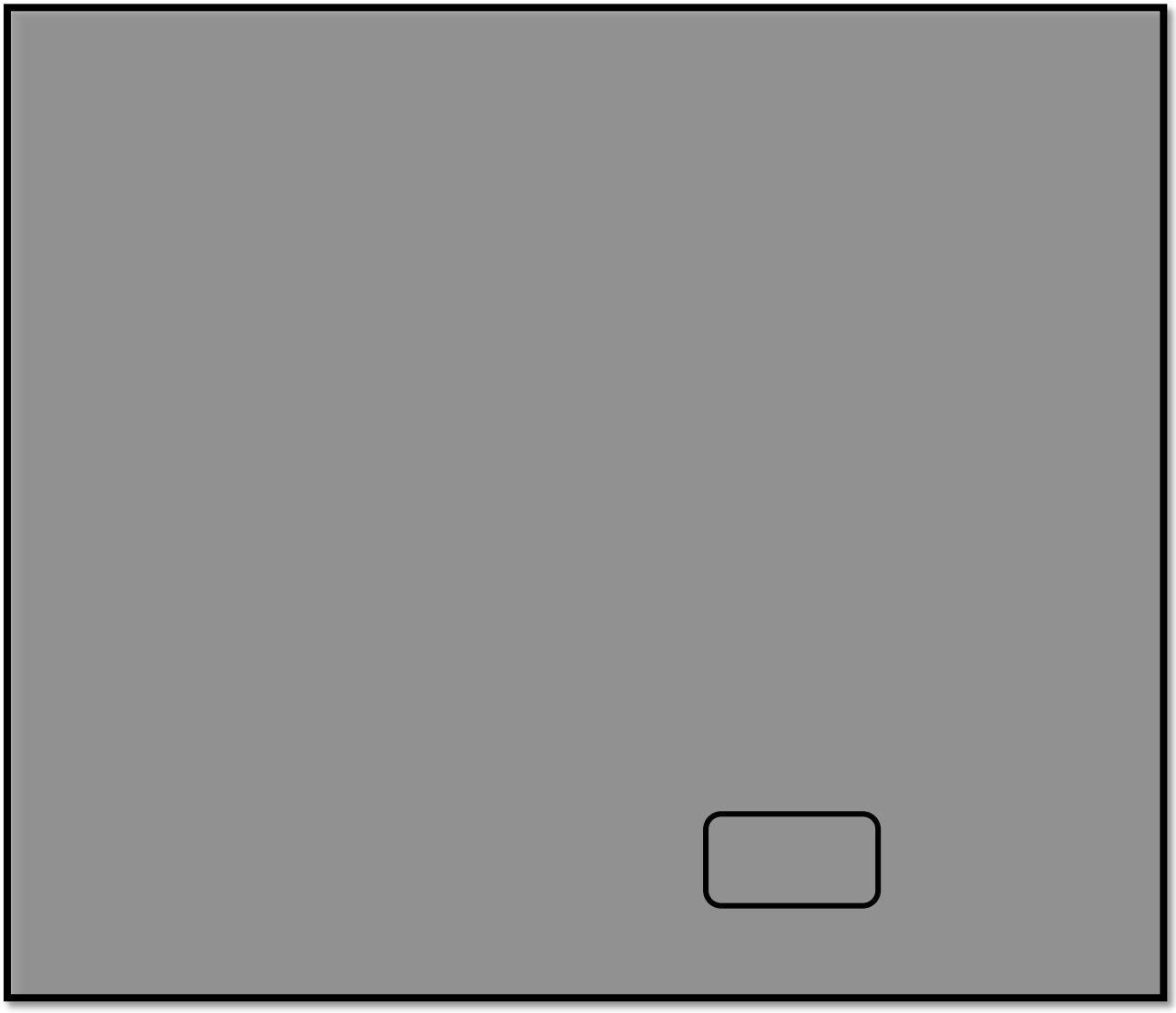
STEP	Instructions
9)	Click on **New Window.** Click **NavBar** → **Navigator** →**Curriculum Management** → **Schedule of Classes** → **Adjust Class Associations**



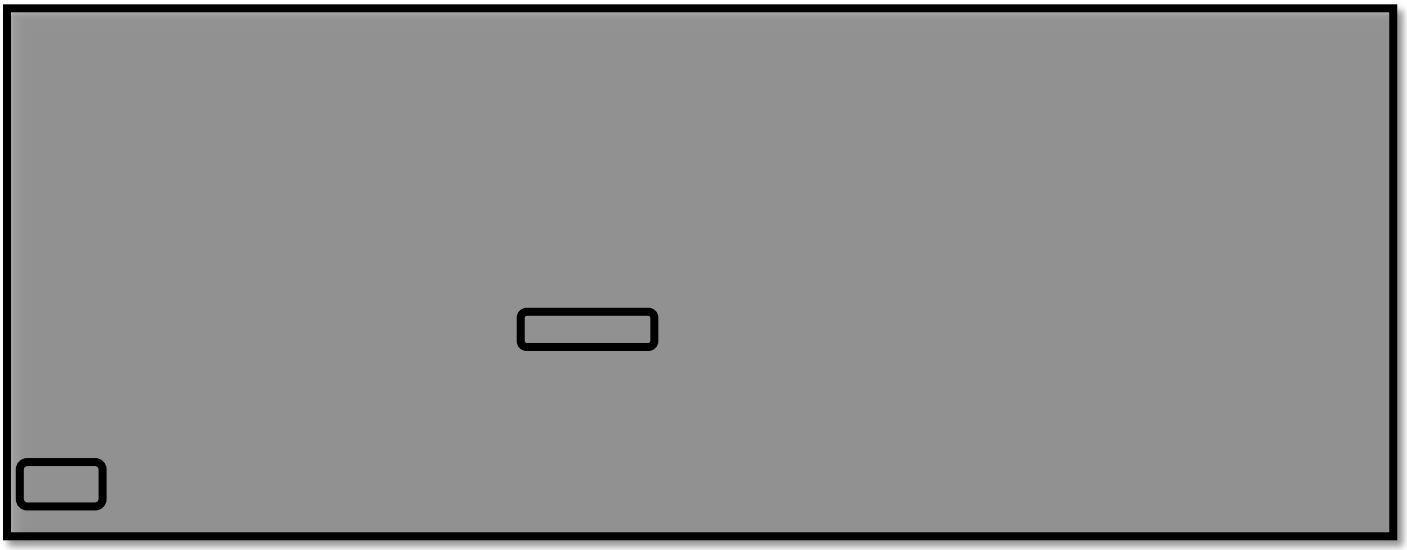
STEP	Instructions
10)	Search for your course by filling in **Academic Institution** , **Term**, **Subject Area**, and **Catalog Nbr** then click **Search**



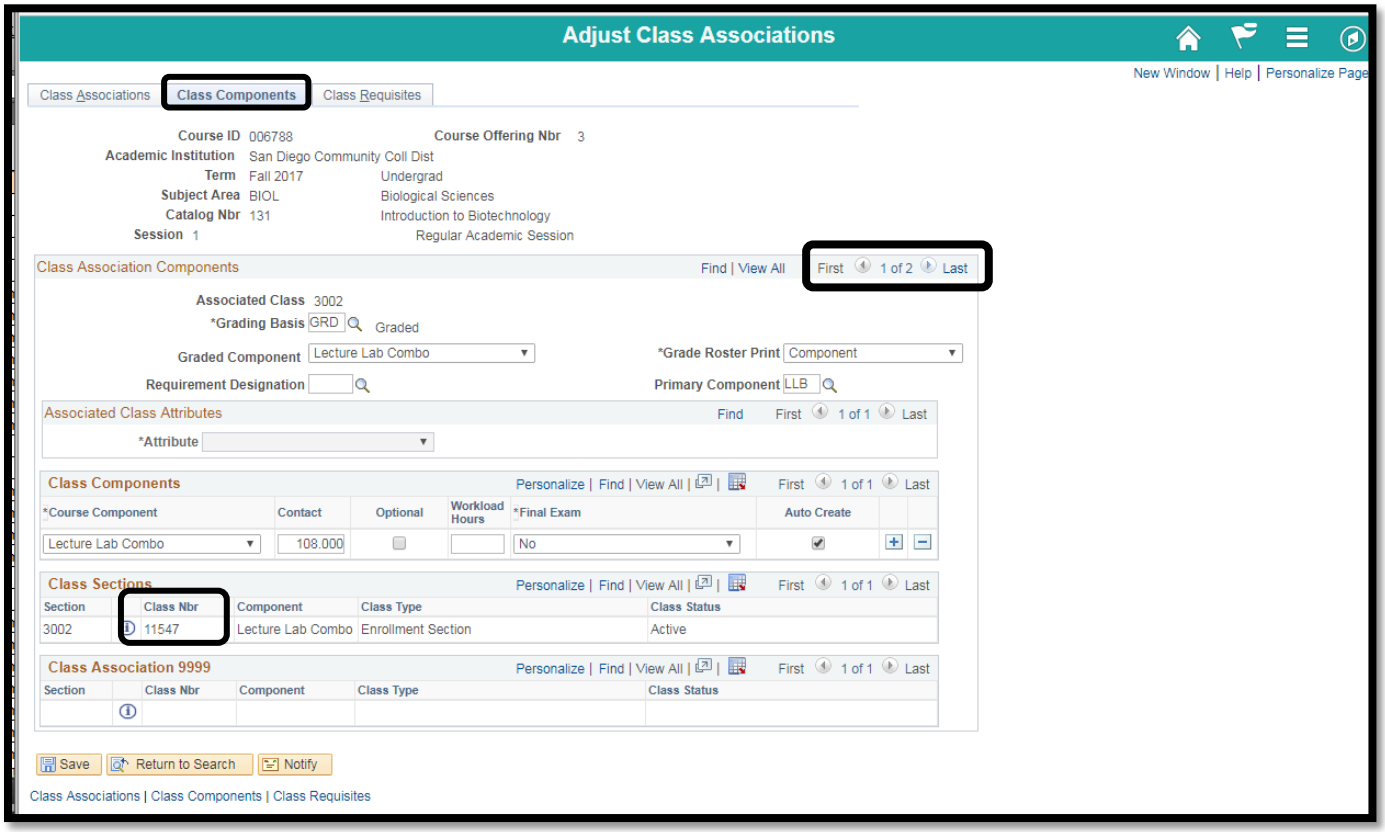
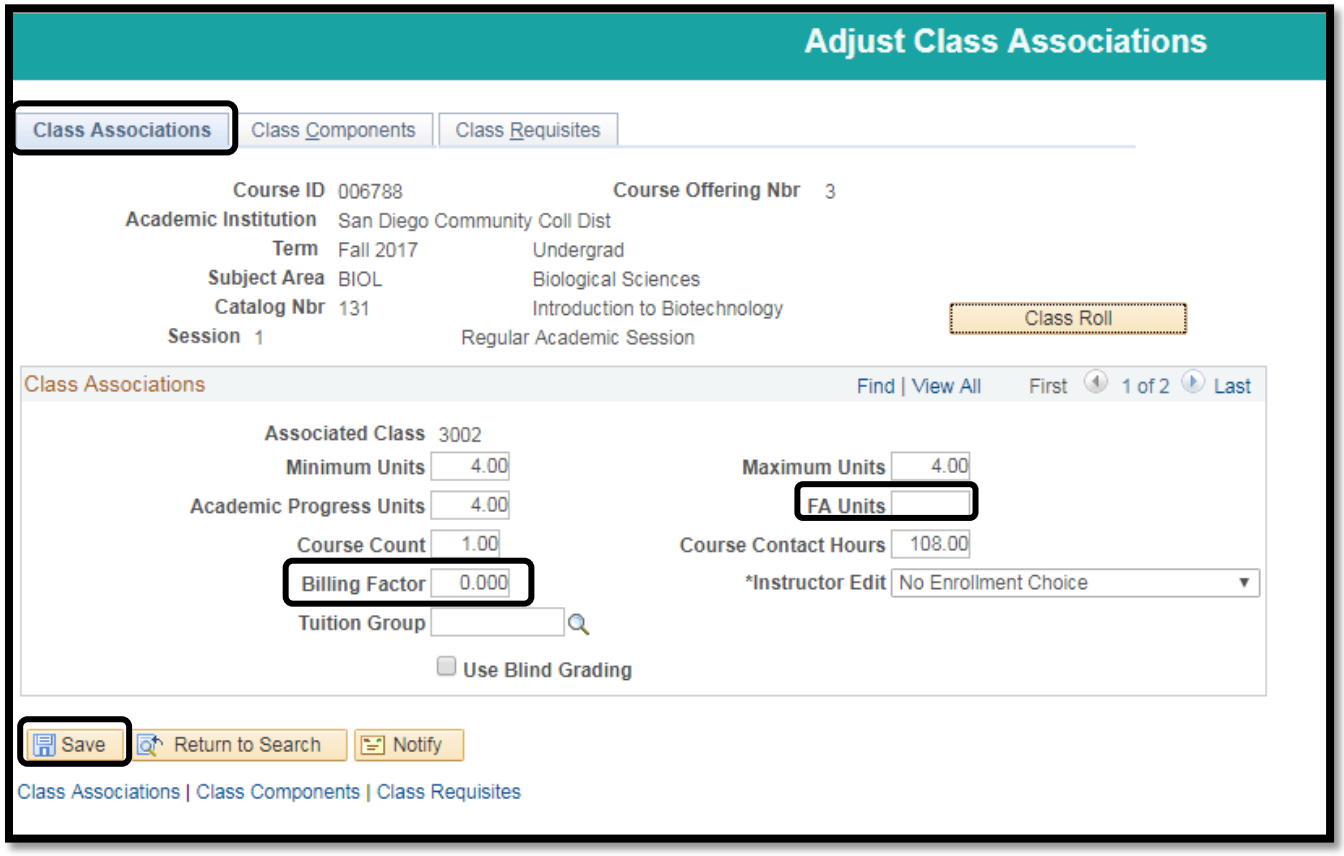
STEP	Instructions
11)	Select the course for your campus by looking at the **Course Offering Nbr** (1= City, 2 = Mesa, 3 = Miramar, 4 = Continuing Ed.)



STEP	Instructions
12)	**FA Units** field should be blank or have a zero value. If not, delete units to leave field blank and then click **Save.**



STEP	Instructions
13)	Click on **Class Components** to find your **Class Nbr.** You can click through classes (1 of 2) if there are multiple classes under the same subject and course number by clicking on the arrow.



STEP	Instructions
14)	After selecting the correct class number, return to **Class Associations** to update **Billing Factor/FA Units** fields and **Save**. This completes the job aid to create a Tech Prep class section.