





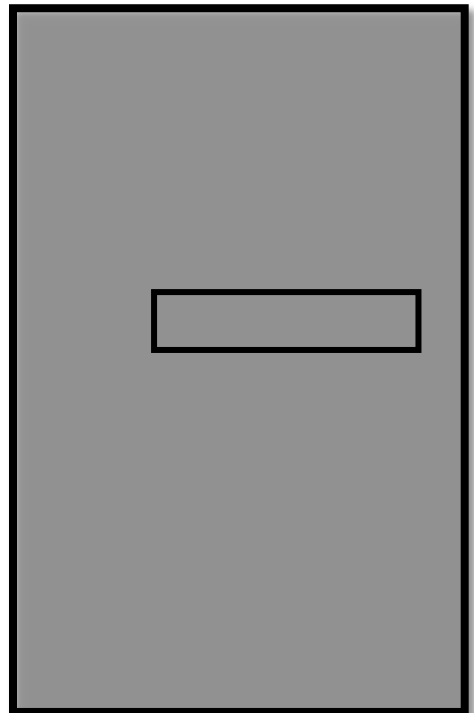
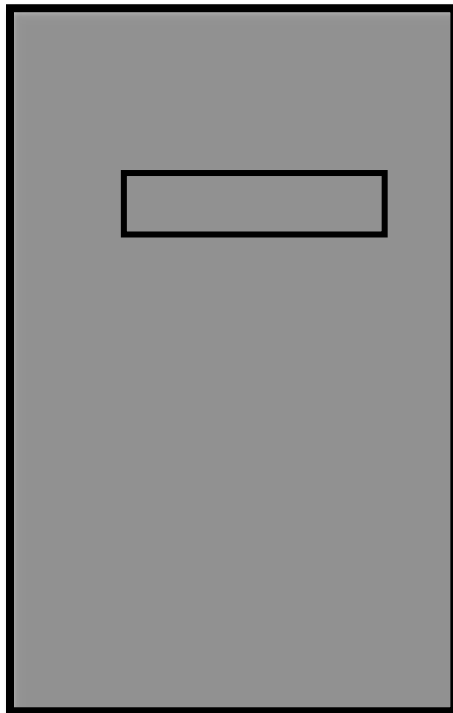
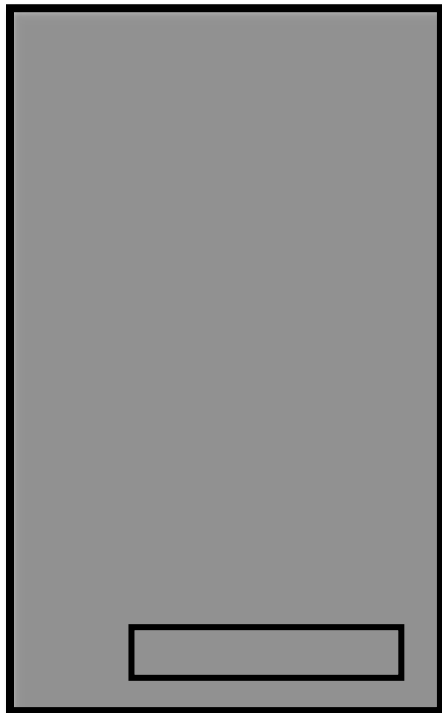
SCHEDULING TECH PREP CLASS SECTION

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.





Job Aid

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




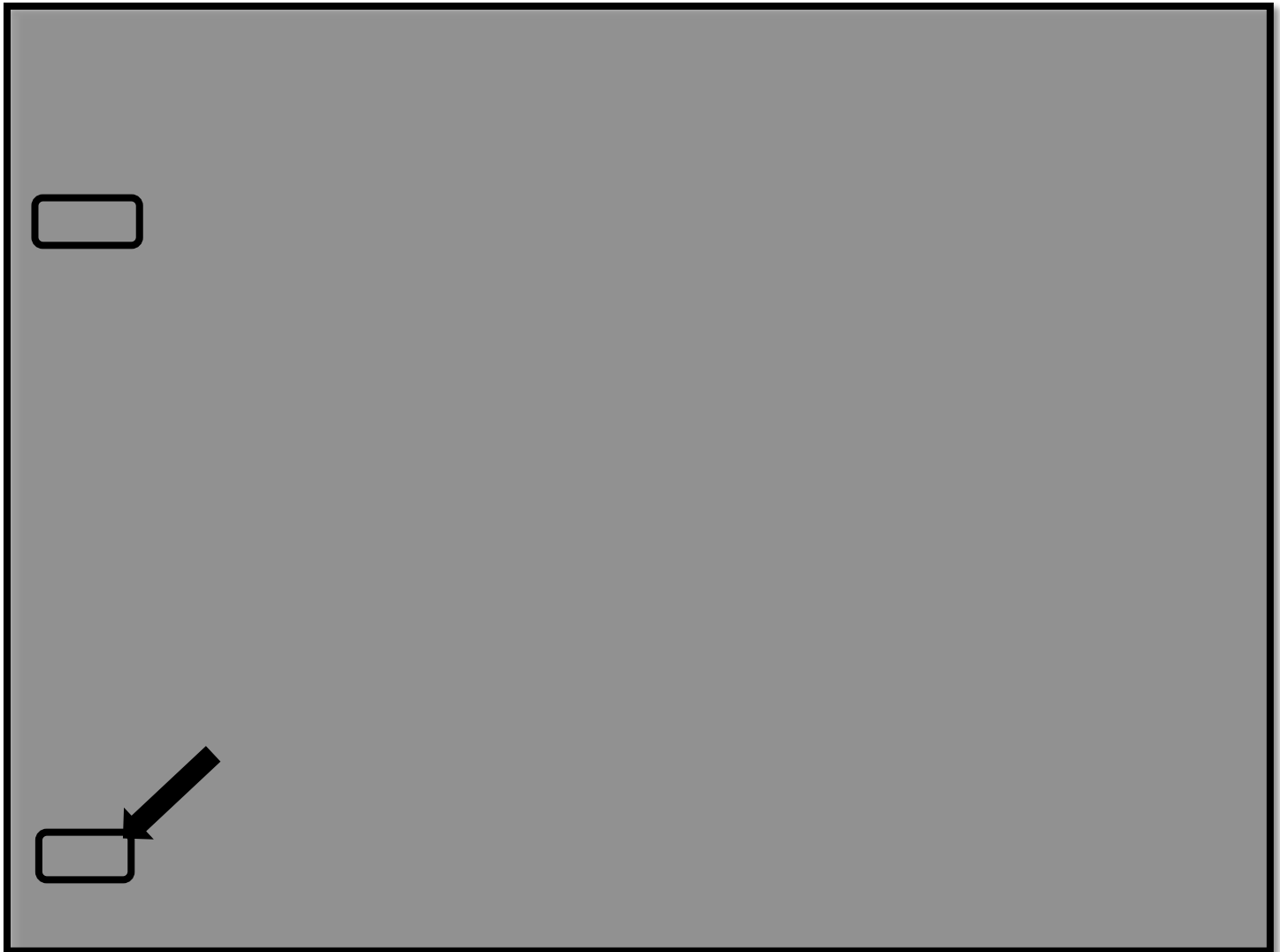
STEP	Instructions
4)	Add a new row by clicking on the last row. A new row will populate under the last editable row.

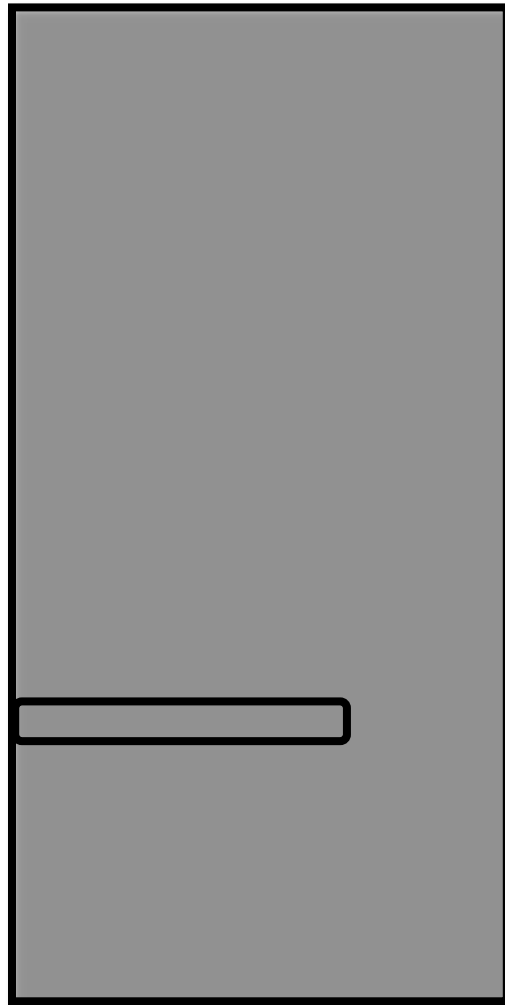




Job Aid


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)

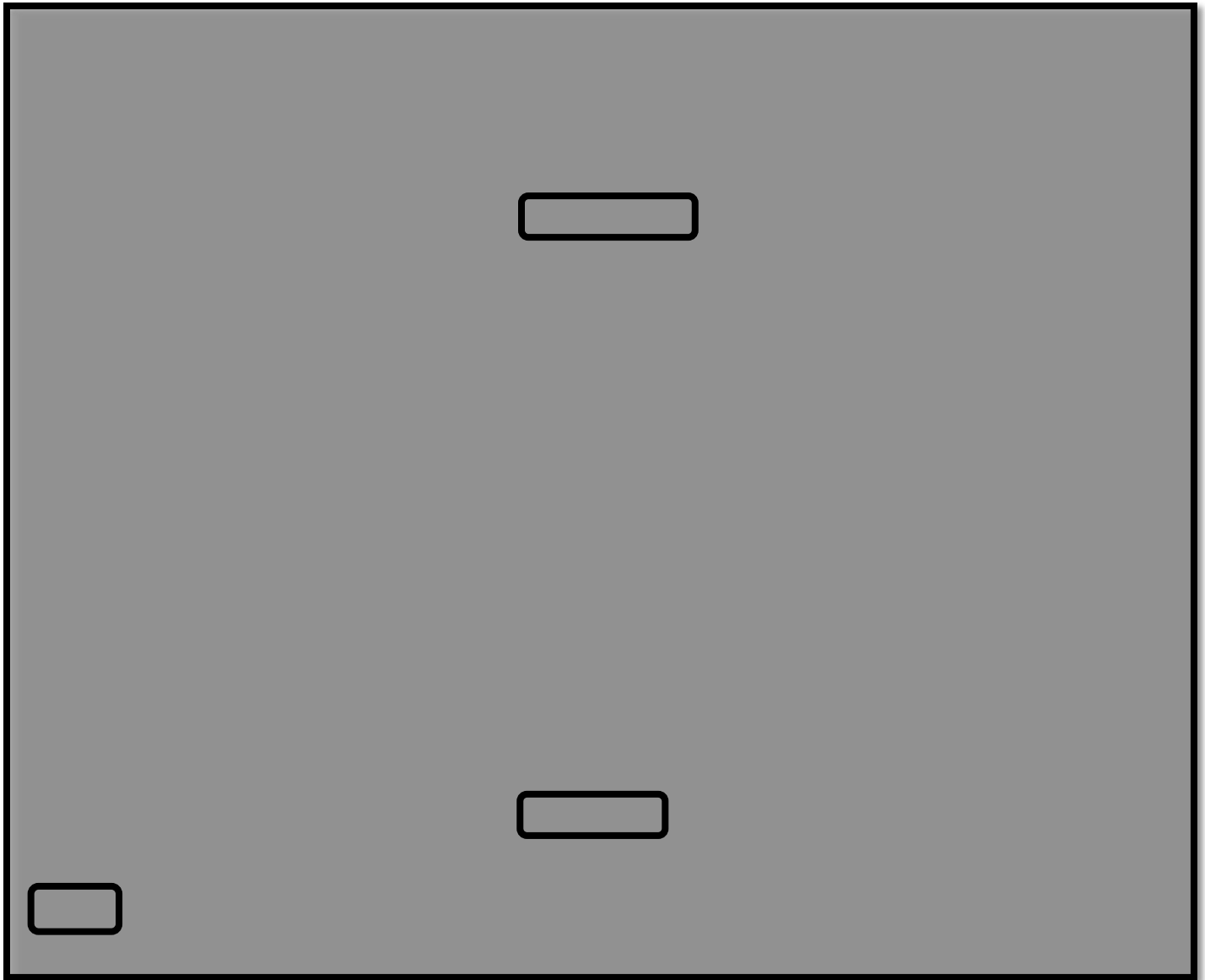


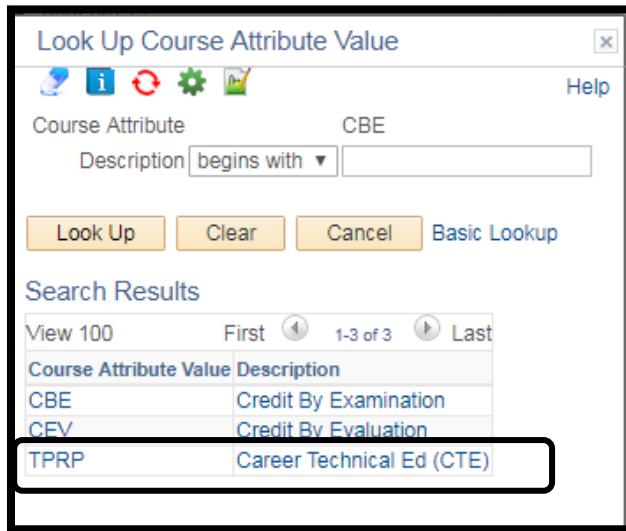






Job Aid

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



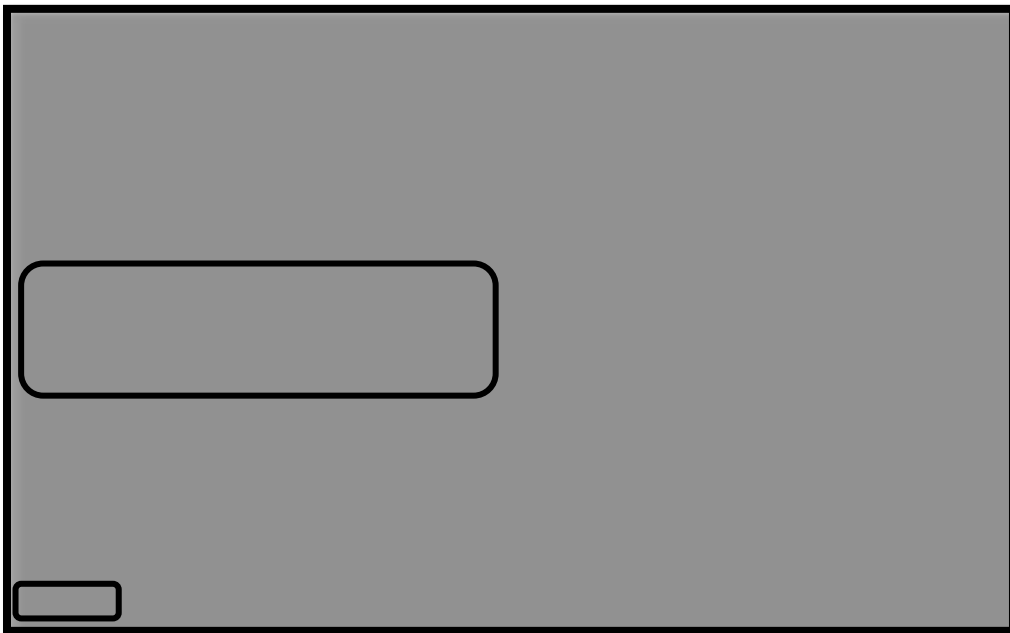


STEP	Instructions
9)	<p>Click on New Window.</p> <p>Click NavBar  → Navigator  → Curriculum Management → Schedule of Classes → Adjust Class Associations</p>





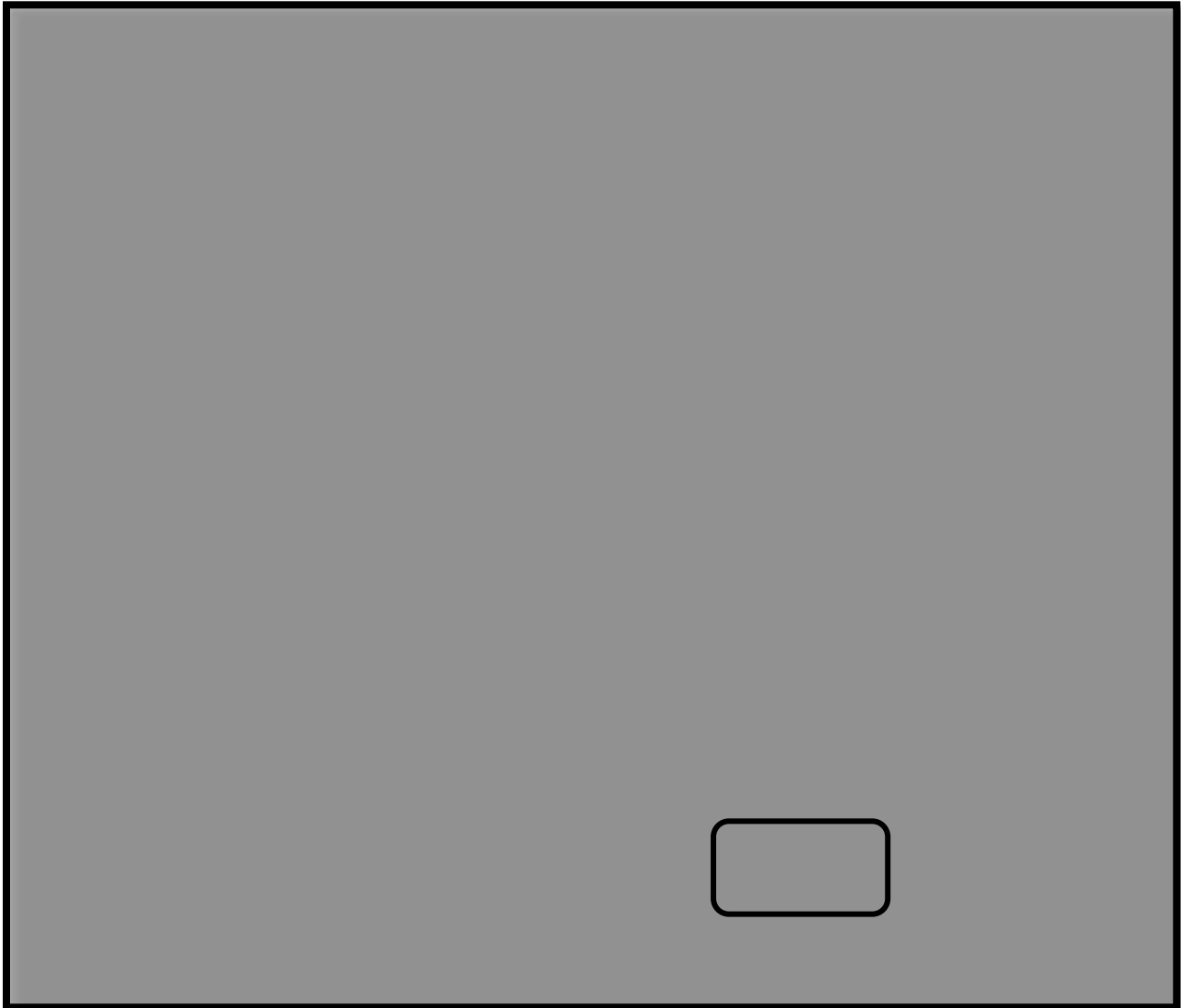
STEP	Instructions
10)	Search for your course by filling in Academic Institution , Term , Subject Area , and Catalog Nbr then click Search





Job Aid

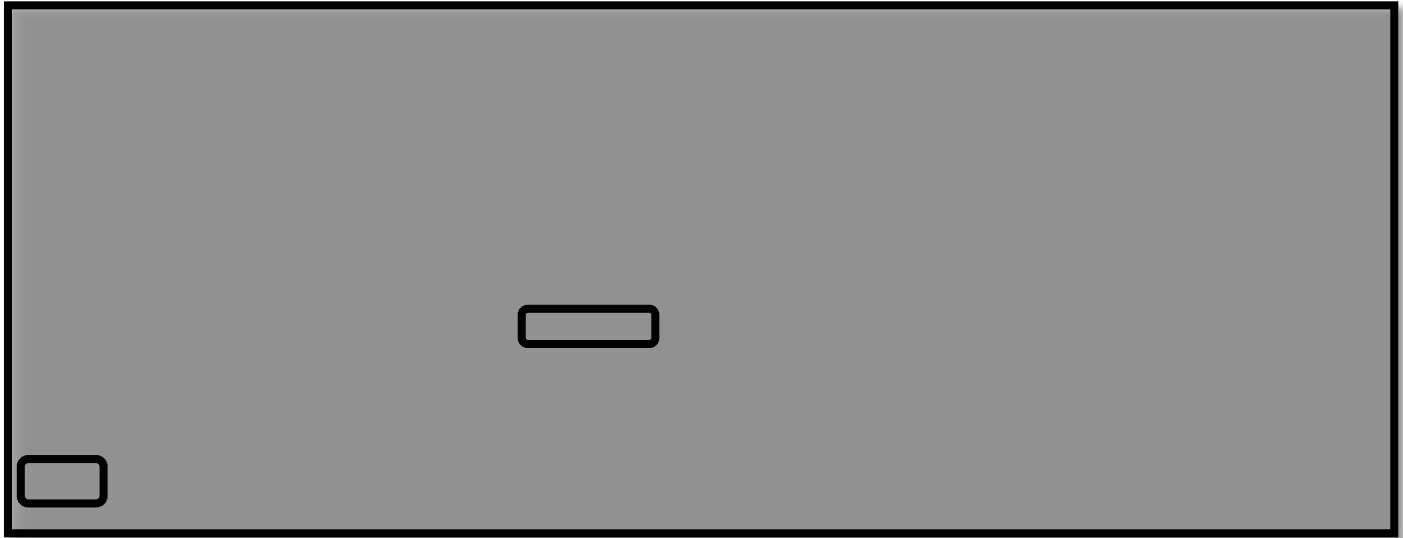
STEP	Instructions
11)	Select the course for your campus by looking at the Course Offering Nbr (1= City, 2 = Mesa, 3 = Miramar, 4 = Continuing Ed.)





Job Aid

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.

Adjust Class Associations

Class Associations | **Class Components** | Class Requisites
New Window | Help | Personalize Page

Course ID 006788 Course Offering Nbr 3

Academic Institution San Diego Community Coll Dist

Term Fall 2017 Undergrad

Subject Area BIOL Biological Sciences

Catalog Nbr 131 Introduction to Biotechnology

Session 1 Regular Academic Session

Class Association Components Find | View All First 1 of 2 Last

Associated Class 3002

*Grading Basis GRD Graded

Graded Component Lecture Lab Combo *Grade Roster Print Component

Requirement Designation Primary Component LLB

Associated Class Attributes Find First 1 of 1 Last

*Attribute

Class Components Personalize | Find | View All First 1 of 1 Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Lecture Lab Combo	108.000	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>

Class Sections Personalize | Find | View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
3002	11547	Lecture Lab Combo	Enrollment Section	Active

Class Association 9999 Personalize | Find | View All First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status

Save
Return to Search
Notify

Class Associations | Class Components | Class Requisites



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.

Adjust Class Associations

Class Associations | Class Components | Class Requisites

Course ID 006788 Course Offering Nbr 3
Academic Institution San Diego Community Coll Dist
Term Fall 2017 Undergrad
Subject Area BIOL Biological Sciences
Catalog Nbr 131 Introduction to Biotechnology
Session 1 Regular Academic Session

[Class Roll](#)

Class Associations Find | View All First 1 of 2 Last

Associated Class 3002
Minimum Units 4.00 Maximum Units 4.00
Academic Progress Units 4.00 **FA Units**
Course Count 1.00 Course Contact Hours 108.00
Billing Factor 0.000 *Instructor Edit No Enrollment Choice
Tuition Group
 Use Blind Grading

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)