



# SCHEDULING A DYNAMICALLY DATED CLASS SECTION



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

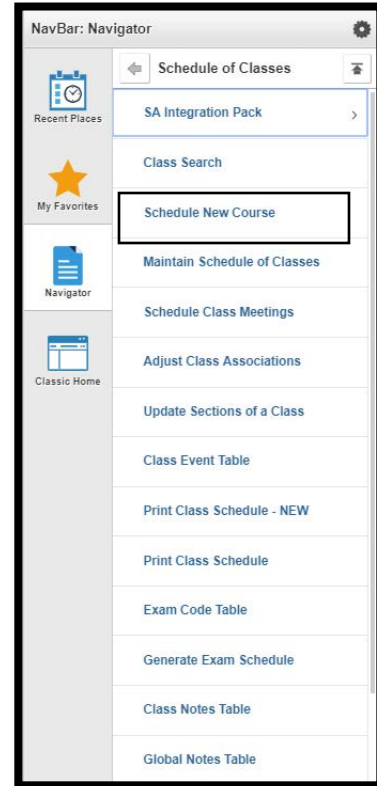
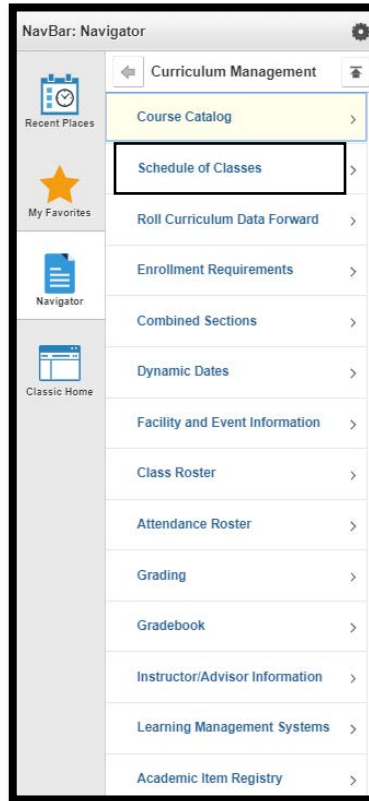
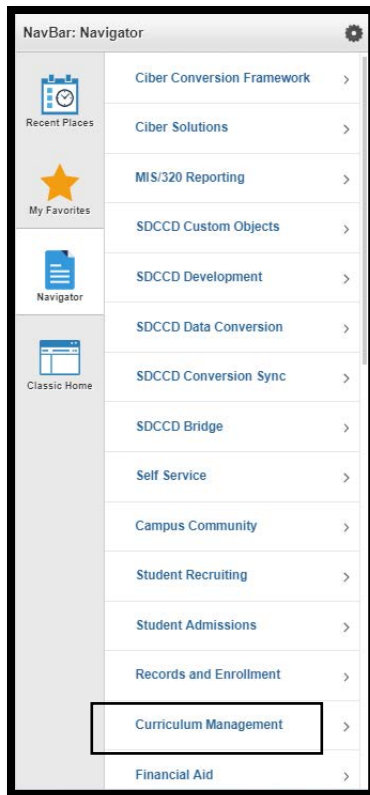
## PREREQUISITES

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  to navigate to <b>Curriculum Management -&gt; Schedule of Classes -&gt; Schedule New Course</b>





STEP	Instructions
2)	Enter "SDCCD" for <b>Academic Institution</b> .  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)	Or start typing the four digit <b>Term</b> number as follows: <ul style="list-style-type: none"><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></ul> Fully typed out you would see: 2183: Spring 2018 ( <i>includes Winter/Intersession</i> ) 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> .

The screenshot shows the 'Schedule New Course' page with the following search criteria:

- Academic Institution: SDCCD (magnifying glass icon)
- Term: 2187 (magnifying glass icon)
- Subject Area: ENGL (magnifying glass icon)
- Catalog Nbr: begins with 101

Annotations on the right side of the screenshot:

- Step 2: Points to the 'SDCCD' input field.
- Step 3: Points to the '2187' input field.
- Step 4: Points to the '101' input field.

DATE CREATED: 4/17/19 PAGE 2 OF 4



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

Search Results

View All 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: <b>Term, Subject Area, Catalog Nbr.</b>

**Student Homepage**

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Tex

Course ID 008501      Course Offering Nbr 2

Academic Institution San Diego Community Coll Dist

**Term** Fall 2018      Undergrad

**Subject Area** ENGL      English

**Catalog Nbr** 101      Reading and Composition

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.  (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 <b>ACTUAL</b> start date regardless of the day (i.e. Class can begin on a Tuesday or Wednesday, but it <b>SHOULD</b> end on a Saturday, certain exceptions will allow courses to end on different days)  Classes 7+ weeks, must start on Mondays.



<b>Basic Data</b>	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS
Course ID	008501	Course Offering Nbr	2			
Academic Institution	San Diego Community Coll Dist					
Term	Fall 2018	Undergrad				
Subject Area	ENGL	English				
Catalog Nbr	101	Reading and Composition				
<b>Class Sections</b>						
*Session	1	Regular Academic Sessio				
*Class Section	2000					
*Component	LEC	Lecture				
*Class Type	Enrollment Section					

**Search Results**

View 100 First 1-10 of 10 Last

Session
Regular
12WK
18WK
4WK1
5WK1
8WK1
8WK2
DY2
DY3
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>

<b>Class Sections</b>	Find   View All	First 1 of 65 Last
*Session	DYN	Dynamically Dated Session
*Class Section	2000	Class Nbr 10002
*Start/End Date	09/24/2018	12/07/2018

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

<b>Meeting Pattern</b>	Find   View All	First 1 of 1 Last
Facility ID	MESA-EV03	Capacity 30
Pat		Mtg Start 8:00AM
Mtg End	9:25AM	M T W T F S S
*Start/End Date	09/24/2018	12/07/2018
Topic ID	MESA-EV 3	Free Format Topic
Print Topic On Transcript	Contact Hours	TBA Hours

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