



SCHEDULING A NEW FULLY ONLINE CLASS SECTION



BUSINESS PROCESS: *CREATE A NEW ONLINE CLASS*
MODULE: *CURRICULUM MANAGEMENT*

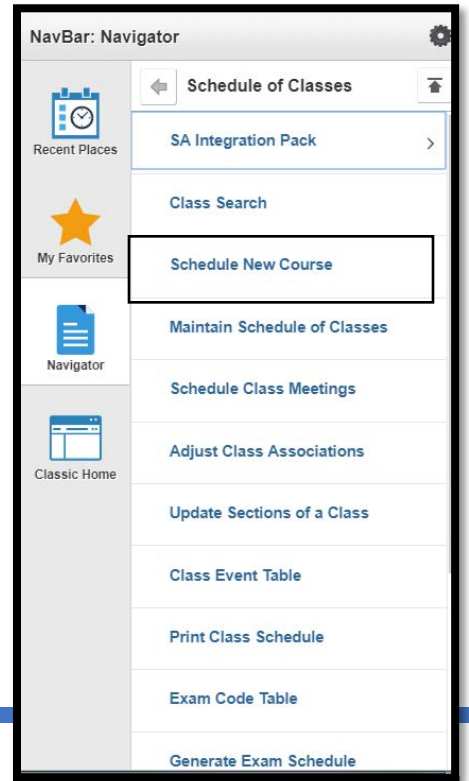
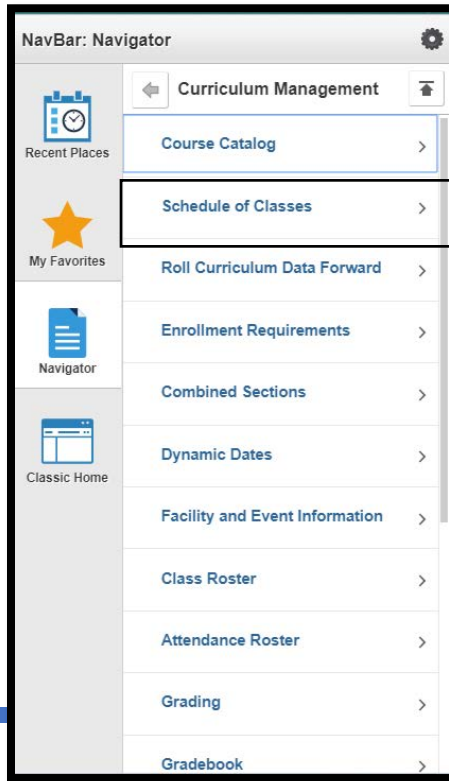
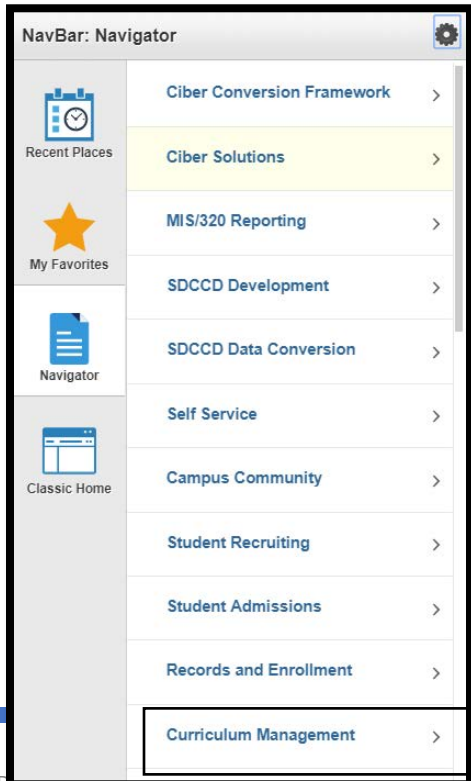
PREREQUISITES

Must have access and proper permissions in Campus Solutions.

INSTRUCTIONS

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

STEP	Instructions
1)	<p>Click on the Compass Icon  and click on the Navigator Icon  Navigator</p> <p>Navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course.</p> <p>Type in the corresponding information in the Search Criteria section to create a hybrid course. Click Search and click to choose corresponding course.</p>





Find an Existing Value

▼ Search Criteria

Academic Institution =	SDCCD	
Term =	2187	
Subject Area =	ENGL	
Catalog Nbr begins with	101	

STEP	Instructions
2)	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
3)	On the Basic Data tab under Class Sections , select the Session . (Regular is a standard 16 week session). If the Session needed is not listed, select DYN , and then enter in the Start/End Dates. (Ensure dates match under Meeting Pattern in the Meetings Tab)
4)	Update the Class Section <ul style="list-style-type: none"> *Associated Class must always match the Class Section Number. *Location defaults to ONCAMPUS. Click the magnifying glass to select ONLINE option. Verify the correct department under Academic Organization . <ul style="list-style-type: none"> *Instruction Mode defaults to P. Click magnifying glass and select 72 (DE-Internet-Delayed Exchange)



Class Sections

Class Section Number & Associated Class Number must match

Location must always be ONLINE

Instruction Mode is 72-DE-Internet Delayed Exchange

*Session 1 Regular Academic Session

*Class Section 2001

*Component LEC Lecture

*Class Type Enrollment Section

*Associated Class 2001 Units 3.00 Associa

*Campus MESA Mesa

*Location ONLINE Web/Online

Course Administrator

*Academic Organization M-ENGLISH Dept-English

Academic Group MESA Mesa College

*Holiday Schedule CO1819 College Academic 2018-2019

*Instruction Mode 72 DE-Internet-Delayed Exchange

Primary Instr Section 2001

STEP	Instructions
5)	<p>Navigate to the bottom of portion of the page towards Class Attributes.</p> <p>On the top Right, Click Last hyperlink.</p> <p>To add an additional class attribute, click the + (plus) sign at the end of the last listed Class Attribute row.</p> <p>On the new row-</p> <p>Enter 'SPDG' for Special Designator under the *Course Attribute.</p> <p>Enter 'ONLINE' for Fully Online Course under *Course Attribute Value.</p>

Class Attributes Personalize | Find | View All | First 19-20 of 20 Last

*Course Attribute	Description	*Course Attribute Value	Description
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM
SPDG	Special Designator	ONLINE	Fully Online Course



STEP	Instructions
6)	<p>Click on the Meetings Tab to enter the Meeting Pattern.</p> <p>Navigate to the Meeting Pattern section</p> <p>Under Facility ID enter the first four letters of the campus and 'WEB' after. (i.e. MIRAWEB, CITYWEB, MESAWEB)</p> <p>Enter "TBA" under Pat box.</p> <p>Enter class hours in TBA Hours box.</p> <p>Click Save to generate a new Class Nbr. End of Process.</p>

The screenshot displays the 'Meetings' tab in the system. At the top, a blue callout box says 'New Class Number Generated' with an arrow pointing to the 'Class Nbr 10409' field. Below this, the 'Class Sections' section shows details for Session 1, including Class Section 2001, Component Lecture, Units 3.00, and Scheduled Hours 54.40. The 'Meeting Pattern' section at the bottom has several fields: Facility ID (MESAWEB), Capacity (3), Pat (TBA), and TBA Hours (54.0). A red 'Error Hours' message is visible near the bottom right. Arrows from the instructions point to the Facility ID, Pat, and TBA Hours fields.