



UPDATING A CLASSROOM ASSIGNMENT



BUSINESS PROCESS: CLASS SECTION ASSIGNMENTS
MODULE: CURRICULUM MANAGEMENT

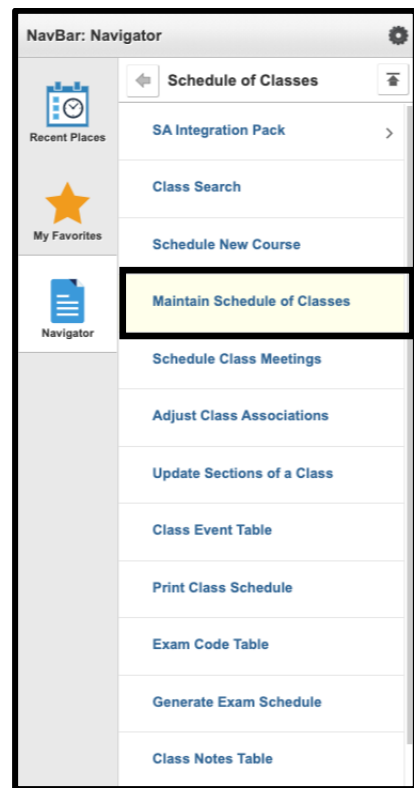
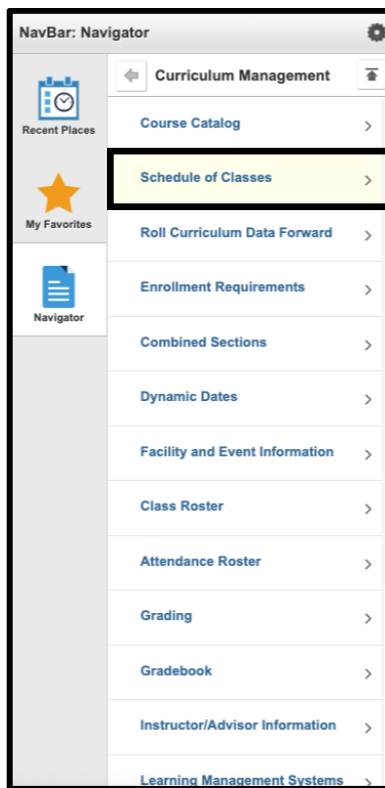
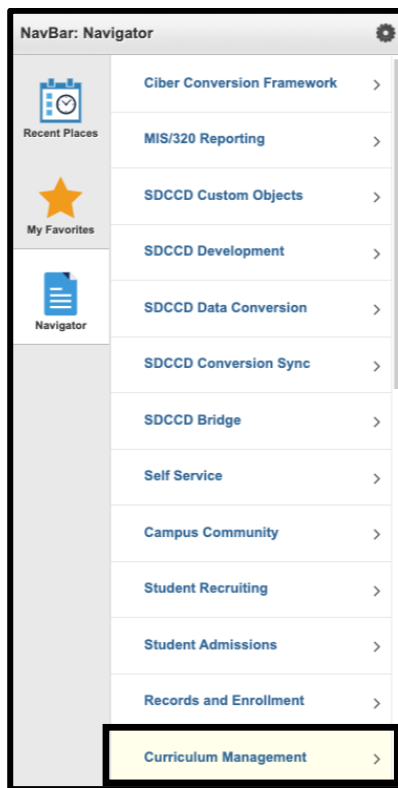
PREREQUISITES

Have a course created where an instructor is already assigned.

INSTRUCTIONS

This Job Aid will go over the process to update a classroom assignment for a faculty member.

STEP	Instructions
1)	Click on the Compass Icon  and  to navigate to Campus Solutions → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes





STEP	Instructions
2)	Enter the Search Criteria to locate the class section you want to update. Then click Search .

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)






STEP	Instructions
3)	You will be directed to the first section for the course. Use the Find feature to locate the Class Nbr you want to update. Enter the Class Nbr into the search box and click OK .

The screenshot shows a web browser window with the URL `dev-web2.sdccd.edu:24170/psp/CSPUM/EMPLOYEE/SA/c/ESTABLISH_COURSES.CLASS_DATA.GBL`. The page displays course information for Course ID 007064, Course Offering Nbr 1, and Class Nbr 10743. A search overlay is present in the top right corner with the text "dev-web2.sdccd.edu:24170 says" and "Enter search string:". The search box contains the value "10745". Below the search box are "Cancel" and "OK" buttons. A large black arrow points to the "OK" button. The main page content includes tabs for "Basic Data", "Meetings", "Enrollment Cntrl", "Reserve Cap", "Notes", "Exam", "LMS Data", "Textbook", and "GL Int". The "Class Sections" section is visible, showing details for Session 1, Class Section 1001, Component LEC, and Class Type Enrollment Section.

STEP	Instructions
4)	Once you are on the class section you need to update, click on the Meetings Tab .

The screenshot shows the "Meetings" tab selected in the course data page. The "Meetings" tab is highlighted with a black box. Below the tabs, the course information is displayed: Course ID 007064, Course Offering Nbr 1, Academic Institution San Diego Community Coll Dist, Term Fall 2019, Subject Area ANTH, and Catalog Nbr 102. The "Class Sections" section is visible, showing details for Session 1, Regular Academic Session, Class Nbr 10745, and Class Section 1003. The "Class Nbr 10745" is highlighted with a black box. A large black arrow points from the instruction above to the "Meetings" tab.



STEP	Instructions
5)	<p>Once you are on the class section you need to update, click on the Meetings Tab. To update the Class Meeting Pattern:</p> <ol style="list-style-type: none"> Click on the minus/delete button () in the meeting pattern section of the Meetings Tab Click the OK button to confirm the deletion of the meeting pattern row <p>Tip: It is a good idea to take a screenshot of your class meeting pattern(s) before you make any changes!</p>

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 007064 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ANTH Anthropology
 Catalog Nbr 102 Intro to Physical Anthropology

Class Sections Find | View All First 3 of 8 Last

Session 1 Regular Academic Session Class Nbr 10745
 Class Section 1003 Component Lecture Event ID 000257895
 Associated Class 1003 Units 3.00
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 55.80 Total Hours 55.80 Override FTE:
 Number of Weeks 16 Number of Days 31 TBA Hours 0.00 Class Section FTE 0.200
 DAH 1.80 WAH 3.60 FTES Report Term 2197 FTES Prior Summer FTES Report Term Override

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID CITYMS564 Capacity 40 Pat Mtg Start 11:10AM Mtg End 12:40PM M T W T F S S *Start/End Date 08/19/2019 12/16/2019

CITY-MS 564 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Empl Rod#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
<input type="text"/>	Schoenberg, Arnie	Primary Instructor	<input checked="" type="checkbox"/>	<input type="text"/>	A5111	Lecture	0.0000	0.200	0.200	20.00

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.



STEP	Instructions
6)	After clicking the OK button, the Meeting Pattern and Instructors For Meeting Pattern will be removed. Click the Save button.

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 007064 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ANTH Anthropology
 Catalog Nbr 102 Intro to Physical Anthropology

Class Sections Find | View All First 3 of 8 Last

Session 1 Regular Academic Session Class Nbr 10745
 Class Section 1003 Component Lecture Event ID 000257895
 Associated Class 1003 Units 3.00
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours Total Hours Override FTE:
 Number of Weeks 16 Number of Days 31 TBA Hours Class Section FTE 0.200
 DAH 1.80 WAH 3.60 FTES Report Term 2197 FTES Prior Summer FTES Report Term Override

Error Hours

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
<input type="text"/>		Primary Instructor	<input checked="" type="checkbox"/>	<input type="text" value="0"/>		Lecture	0.0000	0.000	0.000	0.00

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
<input type="text"/>		<input type="text" value="1"/>

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift	Description
<input type="text"/>	

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface





STEP	Instructions
7)	Confirm the blank row is saved. You can see this is the top-right corner of the page. The status will go from Saving to Saved .

The screenshot shows the 'Maintain Schedule of Classes' interface. At the top right, a 'Saving...' button is highlighted with a red box, and a black arrow points to it from the right. The interface includes sections for Course Information, Class Sections, Meeting Pattern, Instructors For Meeting Pattern, Room Characteristics, and Academic Shift.

STEP	Instructions
8)	Re-enter the corrected information as necessary in the Meeting Pattern and/or the Instructors For Meeting Pattern section.

This screenshot provides a detailed view of the 'Maintain Schedule of Classes' interface. The 'Class Sections' section shows details for Session 1, Class Section 1003, with Scheduled Hours of 52.70 and Total Hours of 52.70. The 'Meeting Pattern' section shows Facility ID CITYMS564, Capacity 40, and a meeting schedule of MTWTFSS from 11:10AM to 12:35PM. The 'Instructors For Meeting Pattern' section shows a table with one instructor role listed as 'Primary Instructor'.



STEP	Instructions
9)	<p>Re-enter the instructor information on the Instructors For Meeting Pattern section of the class.</p> <p>Click the Save button.</p> <p>Note: Make sure the instructor's Paid Hours have calculated appropriately if the assignment is assigned with and Adjunct Job Code. Adjunct Job Codes begin with A5.</p>

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 007064 Course Offering Nbr 1
 Academic Institution San Diego Community Coll Dist
 Term Fall 2019 Undergrad
 Subject Area ANTH Anthropology
 Catalog Nbr 102 Intro to Physical Anthropology

Class Sections Find | View All First 3 of 8 Last

Session 1 Regular Academic Session Class Nbr 10745
 Class Section 1003 Component Lecture Event ID 000281246
 Associated Class 1003 Units 3.00
 Minimum Hours 48.00 Maximum Hours 54.00 Scheduled Hours 52.70 Total Hours 52.70 Override FTE:
 Number of Weeks 16 Number of Days 31 TBA Hours 0.00 Class Section FTE 0.200
 DAH 1.70 WAH 3.40 FTES Report Term 2197 FTES Prior Summer FTES Report Term Override

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID CITYMS564 Capacity 40 Pat Mtg Start 11:10AM Mtg End 12:35PM M T W T F S S *Start/End Date 08/19/2019 12/16/2019
 CITY-MS 564 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours TBA Hours

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
<input type="text"/>	Schoenberg, Arnie	Primary Instructor	<input checked="" type="checkbox"/>	0	A5111	Lecture	0.0000	0.200	0.200	20.00

Room Characteristics Personalize | Find | View All First 1 of 1 Last

*Room Characteristic	Description	*Quantity
<input type="text"/>		1

Academic Shift Personalize | Find | View All First 1 of 1 Last

Academic Shift	Description
<input type="text"/>	

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

