

The following steps explain how to add a lecture or a lab component to a class that is **already** scheduled. Online learning is also available for this process at www.ucalgary.ca/ittraining. Please consult *Scheduling a New Course* and corresponding online learning if you want to add a lecture or lab component to a **new** class.

1. Click the **Curriculum Management** link.

[Curriculum Management](#)

2. Click the **Schedule of Classes** link.

[Schedule of Classes](#)

3. Click the **Maintain Schedule of Classes** link.

[Maintain Schedule of Classes](#)

4. Enter any search criteria and press **Enter** or **Search**.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

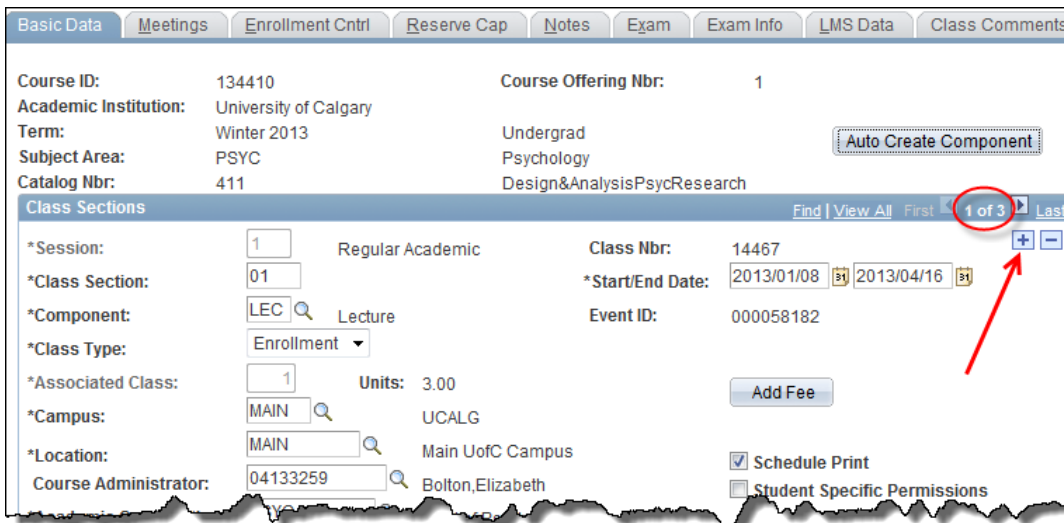
[Basic Search](#)

Click the **Search** button.

5. When the class has been rolled over from the previous term there will be existing class sections (e.g. 1 of 3). To add another section it will be necessary to add another row.

Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)



Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | Exam Info | LMS Data | Class Comments

Course ID: 134410 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Winter 2013 Undergrad
Subject Area: PSYC Psychology
Catalog Nbr: 411 Design&AnalysisPsycResearch

Class Sections Find | View All First 1 of 3 Last

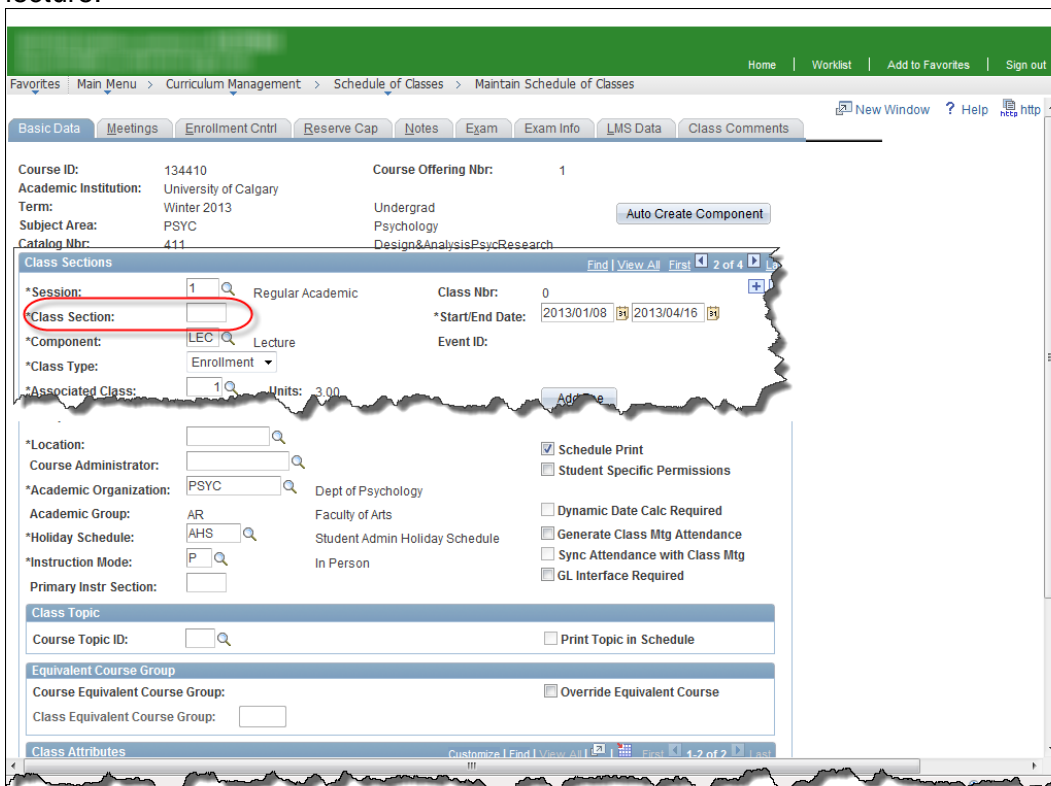
*Session:	1	Regular Academic	Class Nbr:	14467
*Class Section:	01		*Start/End Date:	2013/01/08 by 2013/04/16 by
*Component:	LEC	Lecture	Event ID:	000058182
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		
*Campus:	MAIN	UCALG		
*Location:	MAIN	Main UofC Campus		
Course Administrator:	04133259	Bolton,Elizabeth		

Buttons: Add Fee, Schedule Print, Student Specific Permissions

Click the **Add a new row** button.



- A new section will display where you can enter a new section. This example will be for a new lecture.



Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Home | Worklist | Add to Favorites | Sign out

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | Exam Info | LMS Data | Class Comments

Course ID: 134410 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Winter 2013 Undergrad
Subject Area: PSYC Psychology
Catalog Nbr: 411 Design&AnalysisPsycResearch

Class Sections Find | View All First 2 of 4 Last

*Session:	1	Regular Academic	Class Nbr:	0
*Class Section:			*Start/End Date:	2013/01/08 by 2013/04/16 by
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1	Units: 3.00		

Buttons: Add Fee

*Location: []
Course Administrator: []
*Academic Organization: PSYC Dept of Psychology
Academic Group: AR Faculty of Arts
*Holiday Schedule: AHS Student Admin Holiday Schedule
*Instruction Mode: P In Person

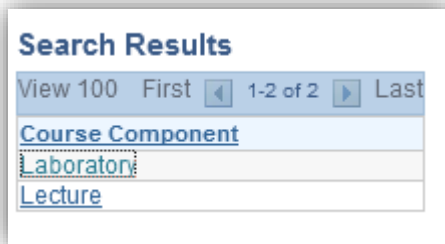
Buttons: Schedule Print, Student Specific Permissions, Dynamic Date Calc Required, Generate Class Mtg Attendance, Sync Attendance with Class Mtg, GL Interface Required

Class Topic
Course Topic ID: [] Print Topic in Schedule

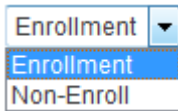
Equivalent Course Group
Course Equivalent Course Group: []
Class Equivalent Course Group: []
Override Equivalent Course

Class Attributes

- Enter the desired information into the **Class Section** field, for example 02 because it is another lecture.
- Click the **Look up Component** button. Two components will be listed for this section Laboratory and Lecture. Select the applicable Component (e.g. Lecture).



- Click the **Class Type** list. Class type can be either Enrollment or Non-Enroll depending on how the classes will display for registration purposes. Enrollment is typically the primary section used by the student to register. Non-Enroll is normally the accompanying component, for example the lab. For this example we will leave it as Enrollment. Click the applicable **Class Type**.



- Click the **Look up Campus** button. Select Main when the class is offered on campus. Select Off-Campus when the class is offered Off-Campus. For Web-based courses the Campus should be set to Off and the location should be set to Web-based. Click the applicable location.

Search Results

View 100 First 1-2 of 2 Last

Campus	Description	Short Description	Location Code
MAIN	University of Calgary	UCALG	MAIN
OFF	Off-Campus	OFF	OFFSITE

- Click the **Look Up Location** object. A list of Off Campus locations will display. Scroll down to view the entire list. Select **WEB BASED Web Based Course** to indicate the course is web-based. Click the applicable location.

Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)



Search Results

View 100 First 1-52 of 52 Last

Academic Institution	Campus	Location Code	Description
UCALG	OFF	AFRICA	Africa
UCALG	OFF	ANTIGUA	Antigua
UCALG	OFF	BAMFIELD	Bamfield Marine Sciences Centr
UCALG	OFF	BARCELONA	Barcelona
UCALG	OFF	BELIZE	Belize
UCALG	OFF	BLOOD RES	Blood Reserve
UCALG	OFF	BLUE QUILL	Blue Quills
UCALG	OFF	BUDAPEST	Budapest
UCALG	OFF	CHINA	China
UCALG	OFF	CHINESECTR	Chinese Cultural Centre
UCALG	OFF	EDMONTON	Edmonton
UCALG	OFF	FORT MAC	Fort McMurray
UCALG	OFF	GERMANY	Germany
UCALG	OFF	GHANA	Ghana
UCALG	OFF	METIS	Metis
UCALG	OFF	MEXICO	Mexico
UCALG	OFF	OFFSITE	Off-Site
UCALG	OFF	OLADE	Olade
UCALG	OFF	OLD SUN	Old Sun
UCALG	OFF	OLDS	Olds
UCALG	OFF	PAN CDN	Pan Canadian
UCALG	OFF	PEACE RIV	Peace River
UCALG	OFF	PERU	Peru
UCALG	OFF	PRAGUE	Prague, Czech Republic
UCALG	OFF	QATAR	Qatar
UCALG	OFF	QUITO	Quito
UCALG	OFF	RED CROW	Red Crow
UCALG	OFF	REDDEER	Red Deer
UCALG	OFF	SAIT	SAIT Campus
UCALG	OFF	SIKSIKA	Siksika Nation
UCALG	OFF	SLAVE LAKE	Slave Lake
UCALG	OFF	SPAIN	Spain
UCALG	OFF	STAND OFF	Stand Off
UCALG	OFF	STRATHMORE	Strathmore
UCALG	OFF	VANCOUVER	Vancouver
UCALG	OFF	WEB BASED	Web Based Course
UCALG	OFF	WINNIPEG	Winnipeg

- Click the **Instruction Mode Lookup** object. Select the applicable Instruction Mode. Select **WW** for **Web-Based instruction**.

Look Up Instruction Mode x

[Help](#)

Academic Institution:

Instruction Mode:

Description:

Basic Lookup

Search Results

View 100 First ⏪ 1-14 of 14 ⏩ Last

Instruction Mode	Description
BL	Blended Learning
CO	Co-op
DE	Distance Education
DR	Directed Research
EP	English Language Program
FS	Field School
IP	IPOD Presentations
IR	Independent Research
IS	Independent Study
IT	Internship
P	In Person
PR	Practicum
SP	Senior Project
WW	Web-Based Instruction

13. Click the **Meetings** tab. The Meetings tab is used to schedule the Facility ID in your own jurisdiction, Meeting Pattern and assign instructors to the classes they can teach.

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam Exam Info LMS Data Class Comme

Course ID: 134410 Course Offering Nbr: 1

Academic Institution: University of Calgary

Term: Winter 2013 Undergrad

Subject Area: PSYC Psychology

Catalog Nbr: 411 Design&AnalysisPsycResearch

Class Sections Find | View All | First | 2 of 4 | Last

Session: 1 Regular Academic Class Nbr: 0

Class Section: 02 Component: Lecture Event ID:

Associated Class: 1 Units: 3.00

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2013/01/08 - 2013/04/16

Topic ID: Free Format Print Topic On Transcript [Contact Hours](#)

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

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Room Characteristics Customize | Find | First | 1 of 1 | Last


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

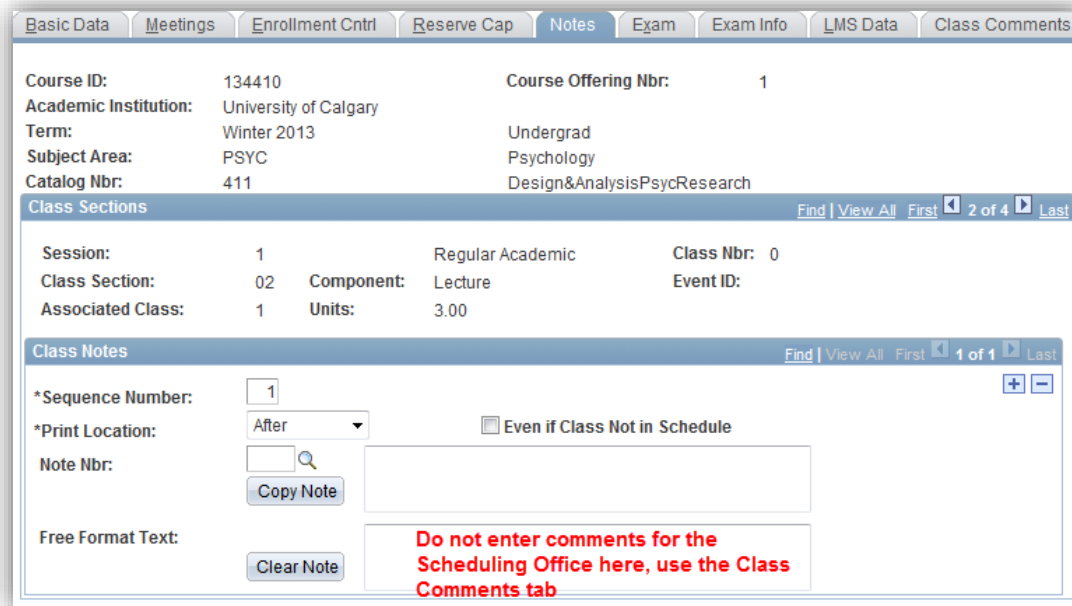
Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)

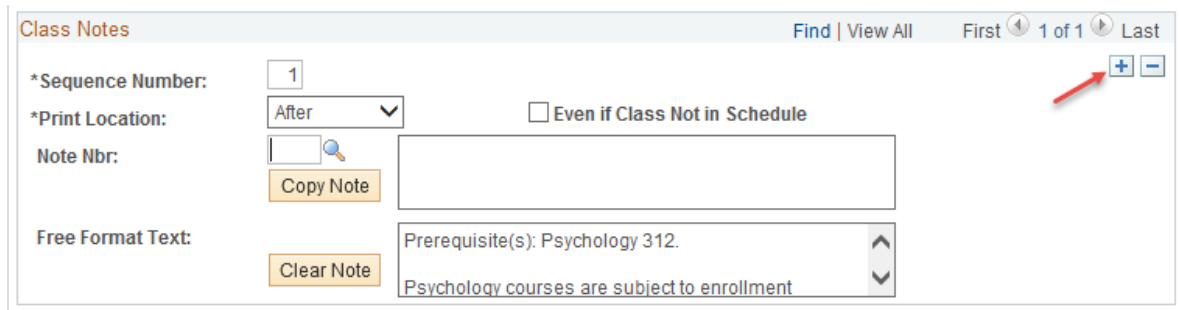


14. Click the **Enrollment Cntrl** tab. The Enrollment Control page is used to set the Class Status and Enrollment Capacity. Enter the desired Enrollment Capacity (e.g. 35). Optional features such as Auto Enroll, Resection to Section and Wait List Capacity are also available. Auto Enroll would be used when a student registers in one section (e.g. lecture) they are automatically enrolled in the corresponding Auto Enroll section indicated (e.g. Lab). Resection to Section automatically enrolls a student if the selected section is full. Waitlist capacity is optional and it is used to allow a small amount of students to be waitlisted for the section (e.g. Lecture).

15. Click the **Reserve Cap** tab. The Reserve Capacity page displays the Reserve Capacities based on details entered on the Class Comments page. This information is added to Maintain Schedule of Classes by the Enrolment Services Scheduling office.
16. Click the **Notes** tab. Notes entered on this page are displayed when students search for classes.
 **Note:** Do **NOT** use this page when entering comments for the Scheduling Office. Comments for the Scheduling Office should be included on the Class Comments page.



17. If adding additional Class Notes (e.g. Note Nbr) then add a new row and select the templated text. Click **Add a new row**:

18. Ensure the change is made on the newly added row (e.g. Sequence Number 2).

Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)



Class Notes Find | **view 1** First 1-2 of 2 Last

*Sequence Number: + -

*Print Location: After Even if Class Not in Schedule

Note Nbr:

Free Format Text: Prerequisite(s): Psychology 312.
Psychology courses are subject to enrollment

*Sequence Number: + -

*Print Location: After Even if Class Not in Schedule

Note Nbr:

Free Format Text:

19. Depending on the templated text for this class the options will be displayed. Make the applicable selection and press **Save**.

Look Up Note Nbr Help

Academic Institution: UCALG

Note Nbr: begins with

Description: begins with

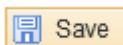
[Basic Lookup](#)

Search Results

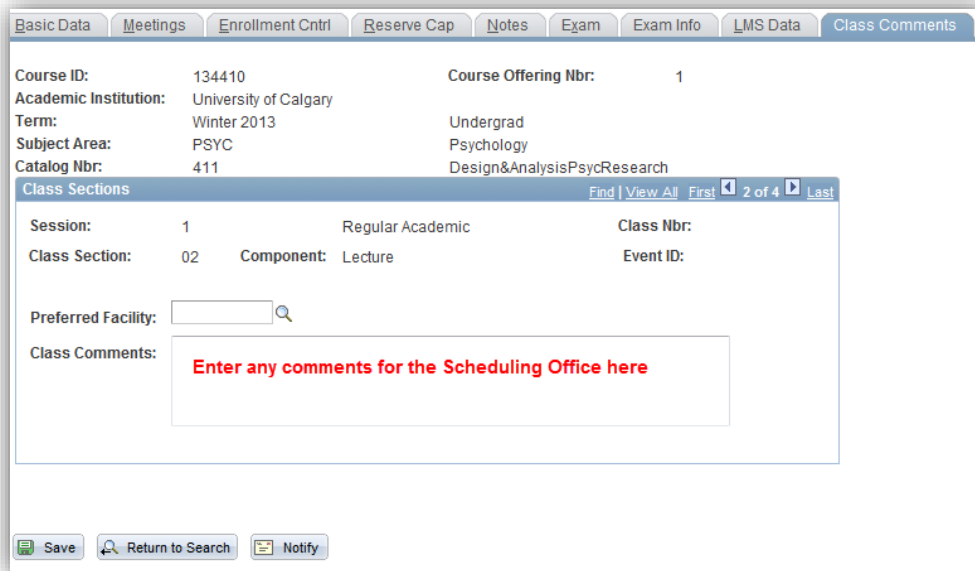
View 100 First 1-2 of 2 Last

Note Nbr	Description
0002	Pre-Session Study
0004	Supplementary Course Fee

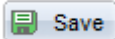
20. After pressing **Save**, these notes will now be viewed when the student searches for this class.



21. Click the **Class Comments** tab. The Class Comments page is used to request centrally controlled rooms (classrooms and/or lecture theatres) and convey important information such as fees, instructor technical requirements, etc. for the Scheduling Office.



22. Once you have entered the lecture, **Save** the changes and return to the Basic Data page and manually create additional lab sections.



23. Click the **Basic Data** tab. Click the **Add a new row** button.



24. Enter the desired information into the **Class Section** field. For this example we will enter a laboratory therefore enter B02, if it is the first lab you are adding.

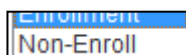
25. Click the **Look up Component** button and click the **Laboratory** link.

Search Results

View 100 First 1-2 of 2 Last

Course Component
Laboratory
Lecture

26. Click the **Class Type** list and click the **Non-Enroll** list item.



27. Click the **Look up Campus** button and select either main or off-campus as applicable.

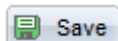
Adding New Lab-Lecture Section

SA – Schedule of Classes (Timetabling)



Search Results			
View 100		First	Last
1-2 of 2			
Campus	Description	Short Description	Location Code
MAIN	University of Calgary	UCALG	MAIN
OFF	Off-Campus	OFF	OFFSITE

28. Ensure the Instruction Mode is correct and continue with the additional tabs as previously mentioned. When completed press **Save**.



End of Procedure.

Consult www.ucalgary.ca/ittraining for the corresponding online learning.