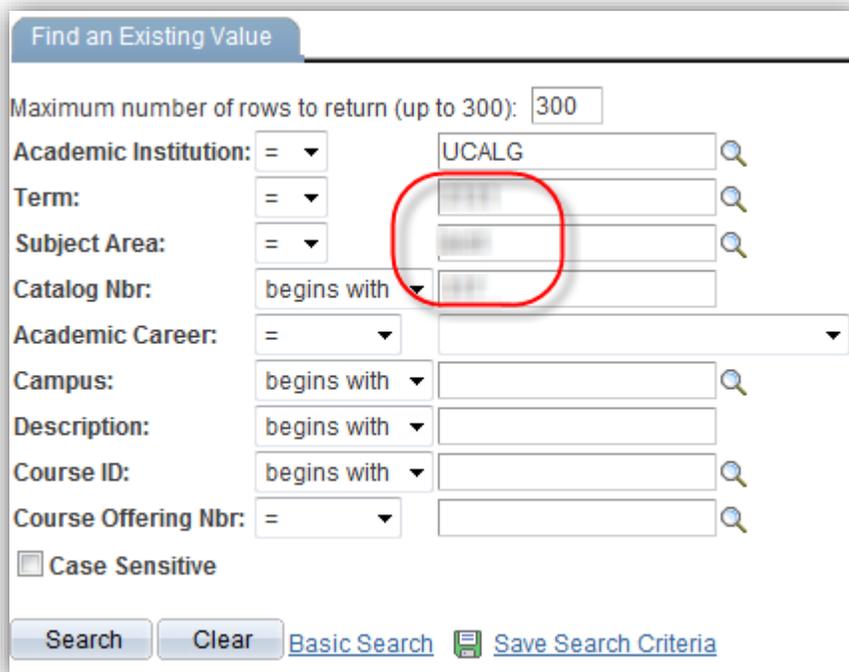


The following lesson will display the steps required to maintain classes in Curriculum Management. Schedulers/timetablers can maintain an existing class that has rolled over from the previous term. It is recommended to run a Detailed Class Schedule to consult to enable you to view what was previously scheduled. For instructions, please consult www.ucalgary.ca/ittraining

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 applicable search criteria to locate the class you wish to maintain. Press **Enter** or **Search**.



Find an Existing Value

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

Academic Institution: = UCALG

Term: [Red Circle]

Subject Area: [Red Circle]

Catalog Nbr: begins with [Red Circle]

Academic Career: =

Campus: begins with

Description: begins with

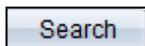
Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click the **Search** button.



Maintain Schedule of Classes

SA - Timetabling



5. On the Basic Data tab ensure the session, class section, class type, associated class, start/end dates, campus location and instruction mode are correct. Most courses are held on Main Campus; however, if not then change the location to Off-Campus. Course Administrator is not required.

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

Course ID: 100017 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Winter 2013 Undergrad
Subject Area: ACCT Accounting Auto Create Component
Catalog Nbr: 317 IntroductoryFinancialAccountin

Class Sections Find | View All First 1 of 8 Last

*Session: 1 Regular Academic Class Nbr: 11342
*Class Section: 01 *Start/End Date: 2013/01/08 2013/04/16
*Component: LEC Lecture Event ID: 000055237
*Class Type: Enrollment
*Associated Class: 1 Units: 3.00 Add Fee
*Campus: MAIN UCALG
*Location: MAIN Main UofC Campus
Course Administrator: Schedule Print
*Academic Organization: HA Haskayne School of Business Student Specific Permissions
Academic Group: HA Haskayne School of Business Dynamic Date Calc Required
*Holiday Schedule: AHS Student Admin Holiday Schedule Generate Class Mtg Attendance
*Instruction Mode: P In Person Sync Attendance with Class Mtg
Primary Instr Section: 01 GL Interface Required

Class Topic
Course Topic ID: Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group: Override Equivalent Course

6. Click the **Look up Campus** button and click the **Off-Campus** link if the course is taught Off-Campus or Web-Based.

[Off-Campus](#)

Look Up Campus Help

Academic Institution: UCALG
Campus: begins with
Description: begins with
Short Description: begins with

Look Up Clear Cancel Basic Lookup

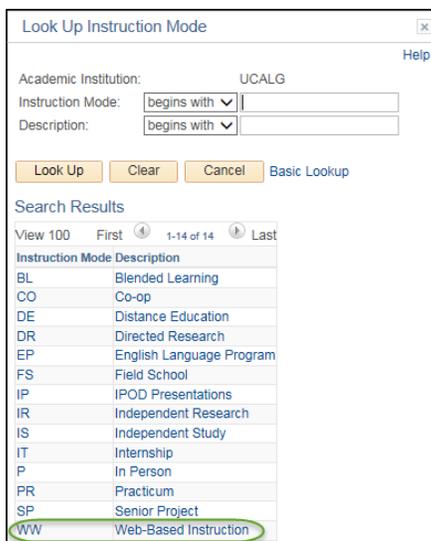
Search Results
View 100 First 1-2 of 2 Last

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

7. Click the **Look up Location** button. There are several off campus locations. Scroll down to view the entire list. If it is a Web Based Course then set the Campus to Off and select **WEB BASED Web Based Course** from the drop down menu.



8. The Instruction Mode must be indicated as some fees are tied to this field. The default is P = In Person. Click the **Look up Instruction Mode** button. A list of Instructor Modes will display. If WEB BASED instruction was selected in Location then **WW Web-Based Instruction** must be selected here.



Maintain Schedule of Classes

SA - Timetabling



- Click the **Meetings** tab. The Meetings tab allows schedulers to schedule times/dates for class meetings, assign instructor(s) and book facilities. Schedulers will manually have to check and correct class start time. Facility ID is used to indicate department and Registrar controlled space.



Note: If assigning a new Facility ID, you **MUST** remove the previous Facility ID and meeting pattern by using the minus "-" sign. This will remove the previous Facility ID from the class association. Press **Save** and enter the meeting pattern information again including the new Facility ID location. This will avoid possible conflict messages when attempting to save the updated information.

You may use the Pat Lookup tool or you can manually check the days of the week. TBA (To Be Announced) will be displayed if days and times are not entered. **Classes that are TBA will have to be requested and approved via the scheduling website. Grad courses that are TBA must be updated with days, times and durations by the first week of September or January or approval is required.**

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

Course ID: 100017 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Winter 2013 Undergrad
Subject Area: ACCT Accounting
Catalog Nbr: 317 IntroductoryFinancialAccountin

Class Sections Find | View 1 First 1-8 of 8 Last

Session: 1 Regular Academic Class Nbr: 11342
Class Section: 01 Component: Lecture Event ID: 000055237
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

SH 268 80 MW 14:00 15:15 2013/01/08 2013/04/16

SH 268 Topic ID: Free Format
Topic:
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All First 1-2 of 32 Last

ID	Name	*Instructor Role	Print	Access	Contact
		Admin	<input type="checkbox"/>	Grade	<input type="text"/>
		Admin	<input type="checkbox"/>	App & F	<input type="text"/>

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

10. Click the **Look up Pat** button. Pre-selected meeting patterns will be displayed. Select the applicable meeting pattern.

Standard Meeting Pattern	Description
MF	Monday, Friday
MW	Monday, Wednesday
MWF	Monday, Wednesday, Friday
S	Saturday
TR	Tuesday, Thursday
WF	Wednesday, Friday

11. The Start/End Dates should match the dates on the Basic Data tab. **Note:** Do not change the Topic ID, Free Format text field and Print Topic on Transcript Field as this impacts how the student transcript appears. Only exception to the Free Format field would be to indicate if the course was taught in another language (e.g. French).

Facility ID: SH 268 | Capacity: 80 | Pat: MW | Mtg Start: 14:00 | Mtg End: 15:15 | *Start/End Date: 2013/01/08 to 2013/04/16

Topic ID: [Red X] | Free Format: [Red X] | Print Topic On Transcript: [Red X]

12. To view a list of Instructors for Meeting Patterns click the View All link. Click the **View All** link.

[View All](#)

13. Scroll down the list to view the instructors associated with this course. Only instructors associated to the Academic Organization will be displayed (e.g. ACCT). Any instructor that has been assigned to a class section will be entered here. To add another instructor Click the **Add a new row** button.



Search	Name	Role	Grade	Action
10010000	Admin	Grade	[+]	[-]
10010000	Admin	Grade	[+]	[-]
10010000	Admin	Grade	[+]	[-]
[Search]	Prim In:	[]	[+]	[-]

14. Click the **Look up ID** button. Enter any search criteria you have either Empl ID, Last Name and/or First Name and press Enter or Lookup.

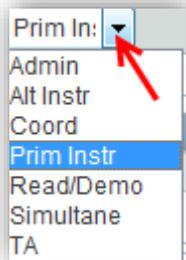


15. If the instructor was setup correctly and associated to the class type they should appear on the list. Click on the **Name** link.

Maintain Schedule of Classes

SA - Timetabling

16. Click the **Instructor Role** list. A list of Instructor Roles will display. Select the applicable instructor role.



Admin - access to grade and assign ability to others to approve and post grades

Alternating - 2 or more instructors are teaching the same section (not concurrently in classroom)

Coordinator - used for people who are lab coordinators

Primary Instructor - only one instructor is teaching a section

Reader/Demonstrator - markers or general assistants

Simultaneous - 2 or more instructors are teaching the same section (concurrently in classroom)

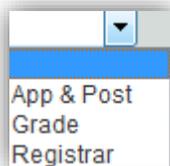
Teaching Assistant - used instead of Primary in place of instructor in a lab or tutorial

Note: Do not enter more than one Primary Instructor per section.

17. The Print checkbox must be selected if you wish the instructor to be displayed in the Class Search. Click the **Print** object.



18. Click the **Access** list. Access will be displayed. App & Post should be selected for Grade Approvers. Grade should be selected for any instructors. Instructor access should be set to Grade to ensure they have access to their class roster, grade roster and teaching schedule via the Faculty Centre. Registrar is reserved for Enrolment Services and shouldn't be selected.

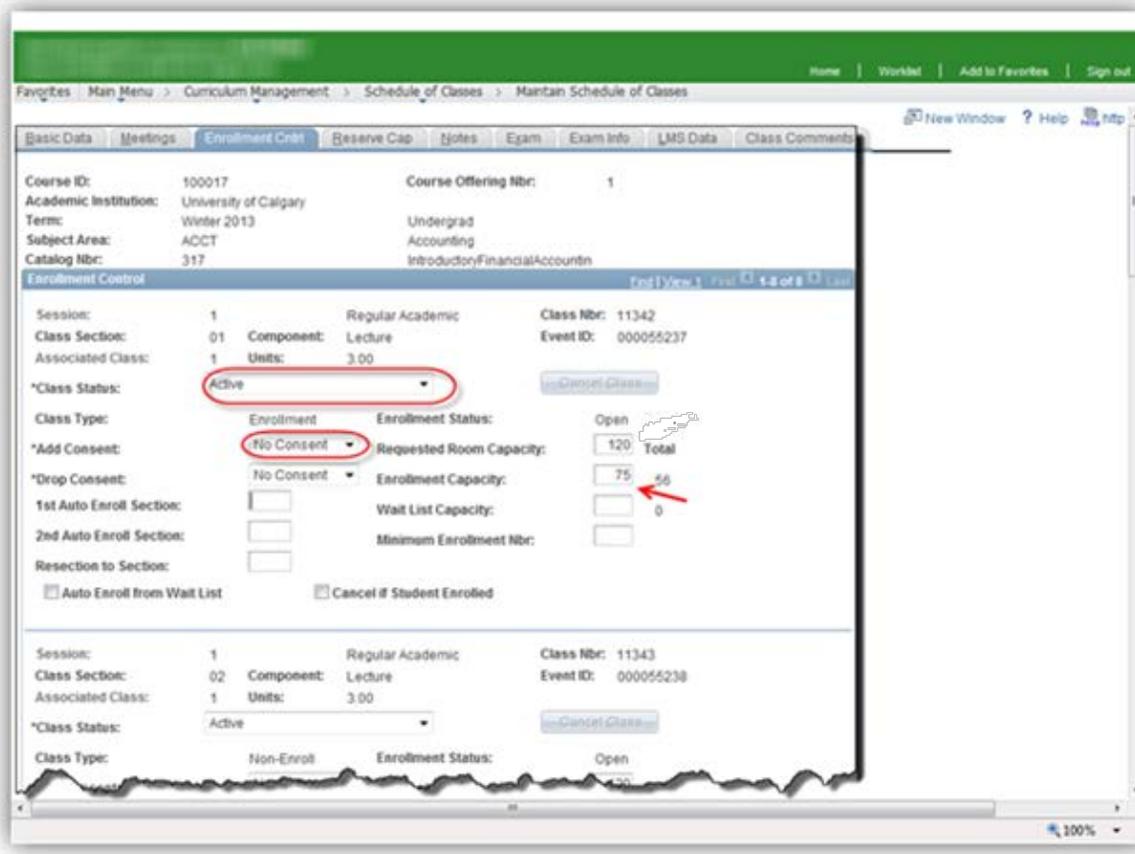


19. Click the **Workload** link. The Load Factor (Workload) indicates a percentage of time spent in the classroom teaching. For example, the primary instructor percentage of time spent could be equal to 100.
20. Click the **Enrollment Cntrl** tab. Class Status can be changed, however when changing status make sure it is changed for all associated classes (labs, tutorials). Please let the Scheduling Office know if you change status for large core classes.

Add Consent defaults from the Course Catalog. However if your prerequisite is Consent of the Department (Dept Cnsnt) and it is not listed here, please notify the Scheduling Office to add this. **DO NOT ADD YOURSELF.** For this example we will not change anything.

If you require a room larger than the enrollment capacity, enter a note on the Class Comments tab. Enrollment Capacity indicates the class section capacity. Every class section requires an Enrollment Cap in order for a room to be assigned.

Rule: No Cap = No Room



Course ID: 100017 Course Offering Nbr: 1
 Academic Institution: University of Calgary
 Term: Winter 2013 Undergrad
 Subject Area: ACCT Accounting
 Catalog Nbr: 317 IntroductoryFinancialAccountn

Enrollment Control Find | View | Print | 1 of 8 | Last

Session:	1	Regular Academic	Class Nbr:	11342
Class Section:	01	Component: Lecture	Event ID:	00005237
Associated Class:	1	Units: 3.00		
*Class Status:	Active		[Cancel Class]	
Class Type:	Enrollment	Enrollment Status:	Open	
*Add Consent:	No Consent		Requested Room Capacity:	120 Total
*Drop Consent:	No Consent		Enrollment Capacity:	75 56
1st Auto Enroll Section:	<input type="text"/>	Wait List Capacity:	<input type="text"/> 0	
2nd Auto Enroll Section:	<input type="text"/>	Minimum Enrollment Nbr:	<input type="text"/>	
Resection to Section:	<input type="text"/>			
<input type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled		

Session:	1	Regular Academic	Class Nbr:	11343
Class Section:	02	Component: Lecture	Event ID:	00005238
Associated Class:	1	Units: 3.00		
*Class Status:	Active		[Cancel Class]	
Class Type:	Non-Enroll	Enrollment Status:	Open	

Maintain Schedule of Classes

SA - Timetabling



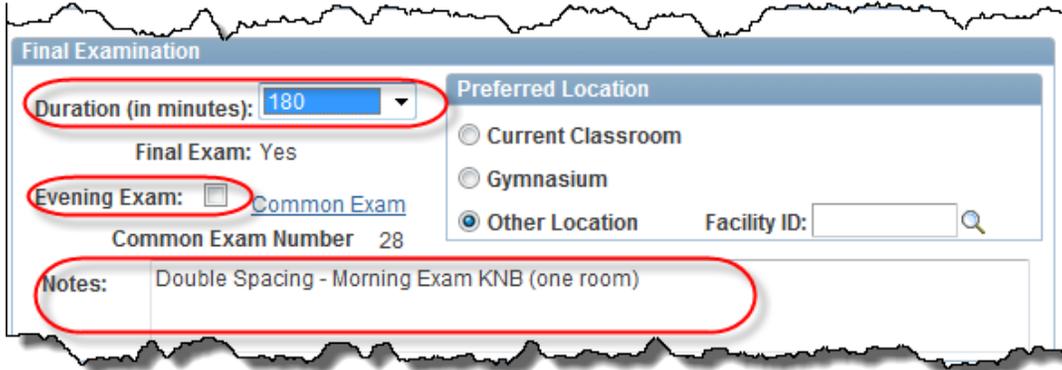
21. Click the **Notes** tab. The Notes tab is where you can enter comments students will see in the Class Search. **DO NOT ENTER NOTES FOR THE SCHEDULING OFFICE HERE.**

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	Exam Info	LMS Data	Class Comments	
Course ID:	100017	Course Offering Nbr:	1						
Academic Institution:	University of Calgary								
Term:	Winter 2013	Undergrad							
Subject Area:	ACCT	Accounting							
Catalog Nbr:	317	IntroductoryFinancialAccountin							
Class Sections									
Session:	1	Regular Academic	Class Nbr:	11342					
Class Section:	01	Component: Lecture	Event ID:	000055237					
Associated Class:	1	Units: 3.00							
Class Notes									
*Sequence Number:	1								
*Print Location:	After	<input type="checkbox"/> Even if Class Not in Schedule							
Note Nbr:	<input type="text"/>								
Free Format Text:	<input type="text"/>	DO NOT ENTER NOTES OR COMMENTS FOR THE SCHEDULING OFFICE HERE							
Session:	1	Regular Academic	Class Nbr:	11343					
Class Section:	02	Component: Lecture	Event ID:	000055238					

22. Click the **Exam** tab. The only relative information is what component the Final Exam is associated with (e.g. Lecture). The Exam tab displays the final examination details once the final examination schedule is posted by the Enrolment Services Examination Office.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	Exam Info	LMS Data	Class Comments	
Course ID:	100017	Course Offering Nbr:	1						
Academic Institution:	University of Calgary								
Term:	Winter 2013	Undergrad							
Subject Area:	ACCT	Accounting							
Catalog Nbr:	317	IntroductoryFinancialAccountin							
Class Sections									
Session:	1	Regular Academic	Class Nbr:	11342					
Class Section:	01	Component: Lecture	Event ID:	000055237					
Associated Class:	1	Units: 3.00							
Exam Seat Spacing:	2	Final Exam:	Yes						
Class Exam									
Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	Class Exam Type	Facility ID	Building	Room	

23. Click the **Exam Info** tab. When access is open to enter examination information (for those who have the appropriate access to submit Final Exam Requests), the Duration in minutes, Evening Exam option, Location and Notes can be entered. For instructor led training and online learning for Exam Scheduling, consult www.ucalgary.ca/ittraining



Final Examination

Duration (in minutes): 180

Final Exam: Yes

Evening Exam: [Common Exam](#)

Common Exam Number 28

Notes: Double Spacing - Morning Exam KNB (one room)

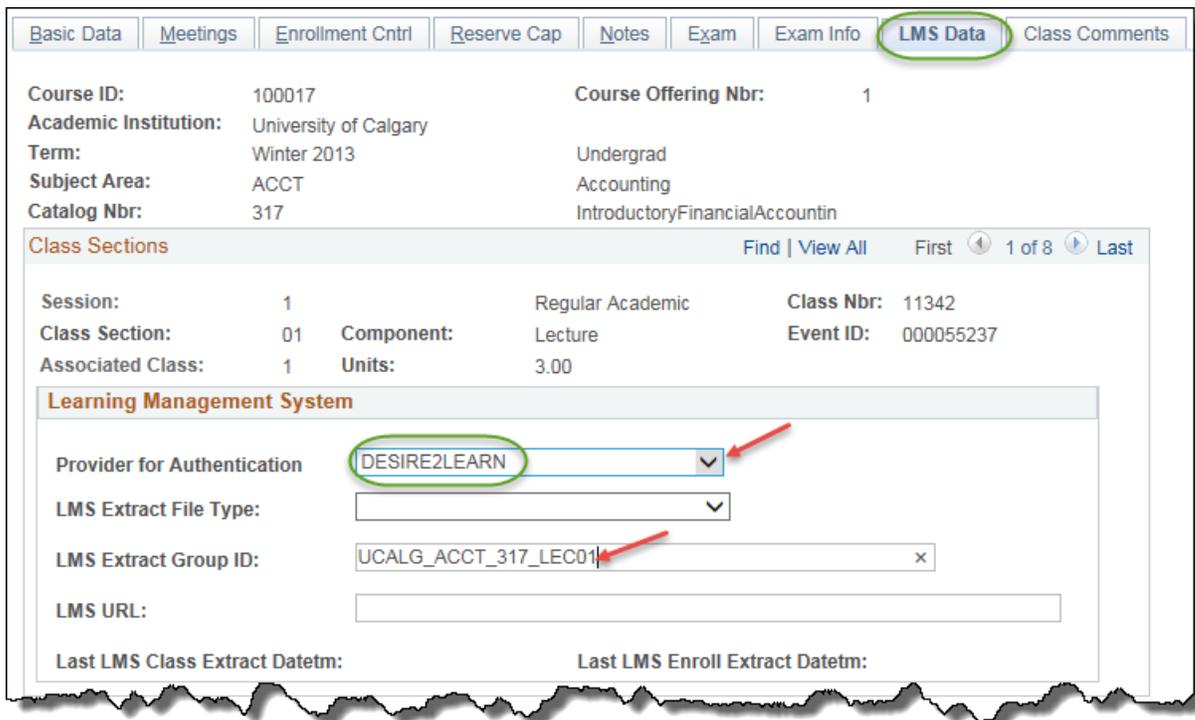
Preferred Location

Current Classroom

Gymnasium

Other Location Facility ID:

24. Click the **LMS Data** tab. Schedulers should confirm this information is correct. This information is sent to Desire 2 Learn (D2L) through a nightly process that uploads courses from Student Administration. Contact the Scheduling Office if there is an error.



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

Course ID: 100017 Course Offering Nbr: 1

Academic Institution: University of Calgary

Term: Winter 2013 Undergrad

Subject Area: ACCT Accounting

Catalog Nbr: 317 IntroductoryFinancialAccountin

Class Sections Find | View All First 1 of 8 Last

Session: 1 Regular Academic Class Nbr: 11342

Class Section: 01 Component: Lecture Event ID: 000055237

Associated Class: 1 Units: 3.00

Learning Management System

Provider for Authentication: DESIRE2LEARN

LMS Extract File Type:

LMS Extract Group ID: UCALG_ACCT_317_LEC01

LMS URL:

Last LMS Class Extract Datetm: Last LMS Enroll Extract Datetm:

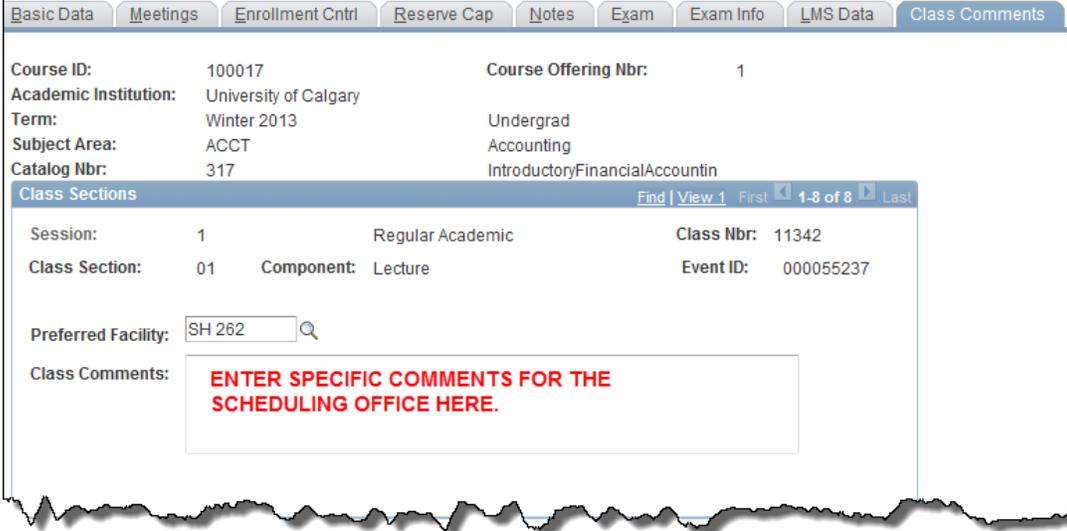
25. Click the **Class Comments** tab. The Class Comments tab is used to convey important information for the Scheduling Office. The Scheduling Office runs a report which lists all comments that are entered here.

Maintain Schedule of Classes

SA - Timetabling

This is where you enter:

- Technical requirement for Instructor
- Instructors with medical issues
- Distance fees, OTP (outside tuition policy fees), supplementary fees
- Back to back classes



Session:	Class Section:	Component:	Class Nbr:	Event ID:
1	01	Lecture	11342	000055237

Preferred Facility:

Class Comments: **ENTER SPECIFIC COMMENTS FOR THE SCHEDULING OFFICE HERE.**

End of Procedure.

To view the on line learning for this job aid, consult: www.ucalgary.ca/ittraining