Course Entry Instructions
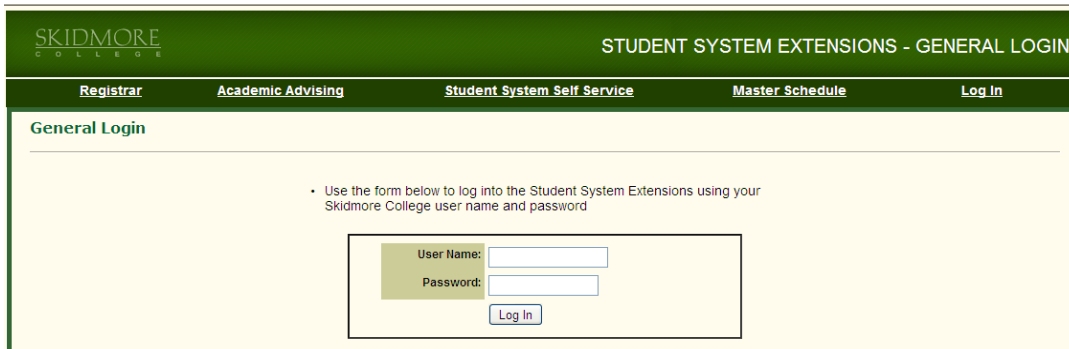
Purpose

The Course Entry application is used to provide a way to create course sections for a given semester with minimal effort.
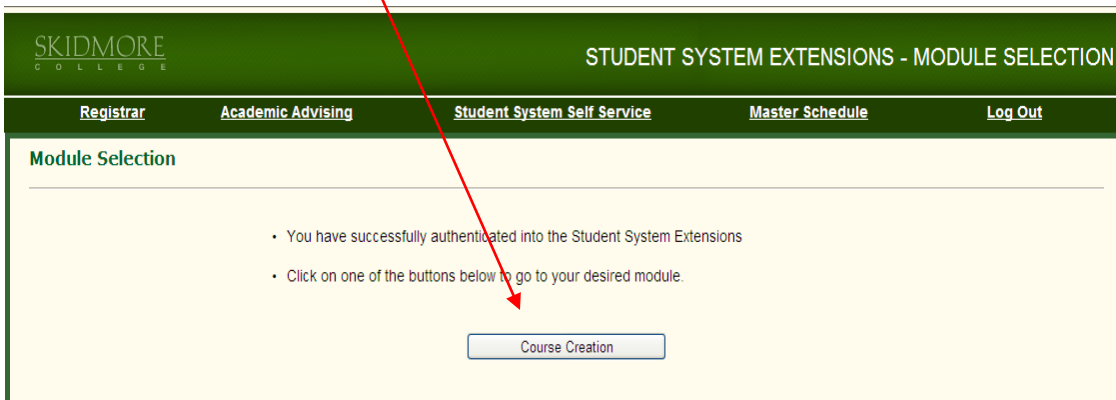
Steps

Follow these steps to create a section using the Course Entry Form. Do NOT use the Back button.

1. Access the Course Entry Form https://www2.skidmore.edu/studentsystem/auth/sys_login.cfm

2. Log in.

3. Module Selection, select 'Course Creation'.

4. First time in, select 'New Section'.

5. Select Dept**/Subject** from the drop down list that you will be adding section for.

6. A list of all the courses that follow the Dept/Subject selected above.

7. Select the course you wish to add a section for by clicking on the drop down arrow.

8. The following screen appears:

The Lab only section defaults to 'No'.
If the course you are adding is a lecture/lab you would **NOT** change the setting.
The **ONLY** time you would use Lab only as Yes, is if you had multiple labs associated with ONE lecture.
For example, BI-106 has one lecture MW 10am-11am and 5 labs with different meeting days/times.
You would create each lab as 'Lab Only Section' equal to Yes.
By selecting YES, the title of the section will be overwritten with course name-Lab.

9. Click **Create Next Section**.

10. The section base information displays:
    Important: The 'Existing Sections' will display any previous course sections that have been created. For example, once section 001 is created for AR-101 and then another section is added you will see "Existing Sections 001, 002".

11. Select **Create Section**.

12. A message will display "**The course section master was successfully created**".

13. To edit, in the '**Section Base'**, enter the change(s) and select '**Update Section Base'**.

14. The following window appears confirming your edits.

15. In Meetings, click **New Section Meeting**. You **must** create the meeting first before you can input the instructor, otherwise an error will occur.

16. The following screen will appear. Select the appropriate meeting Day(s), Preferred Building/Room, building, and activity. Under Activity make sure you enter the correct activity (lecture/lab/etc) and the Start and End time. **No Set Time** is typically used for courses that are considered an independent study and private music instructions.
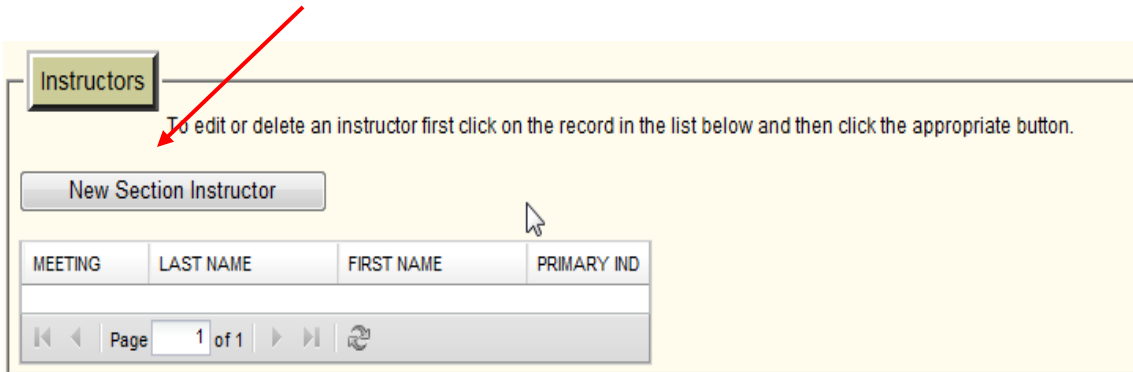
    Recommendation: Enter all the meetings before entering any instructor information.
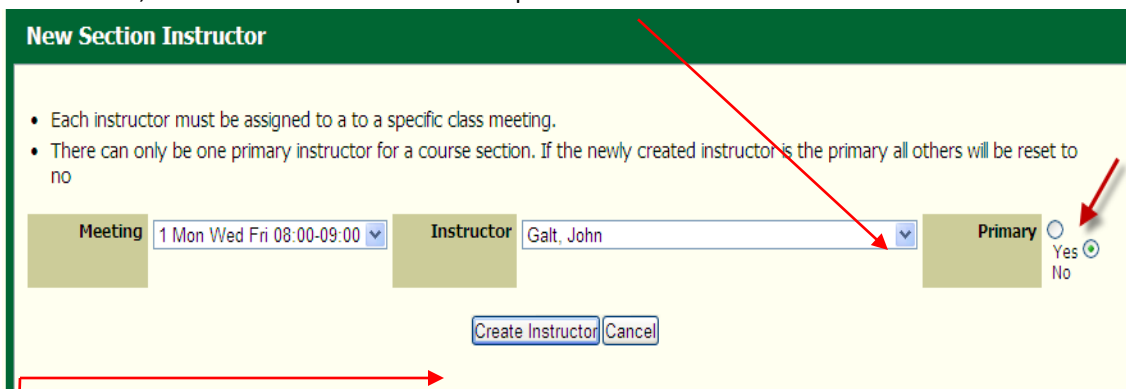

17. Click **Create Meeting**. You will receive a message indicating whether or not the meeting was created successfully. Click **Return to Course Schedule,** to continue.

18. INSTRUCTOR:

Under Instructor, click **New Section Instructor**.

19. For instructor, select the instructor from the drop down list.

Note: If there is one instructor for the course the primary indicator will default to Y.

If there is more than one instructor for the course, the second instructor's primary indicator will default to N.

If you wish the 2nd instructor to be primary select Y and the first instructor's primary indicator will change to N.

**If there are two meetings for the course, be sure to list the instructor for BOTH meetings.

20. **Create Instructor**. You will receive a message indicating whether or not the instructor was created successfully. Click **Return to Course Schedule,** if displayed.

21. Congratulations! The section has been created. If you wish to create another section, select **New Section** (in the lower right hand corner or at the top). If you wish to view the sections you have created, select **View My Sections** (in the lower right hand corner or at the top).

22. **To Edit or Delete an Instructor** you will need to double click on the instructor name and then the 'Edit Selected Instructor' and 'Delete Selected Instructor' buttons will display.