

Course Entry Instructions

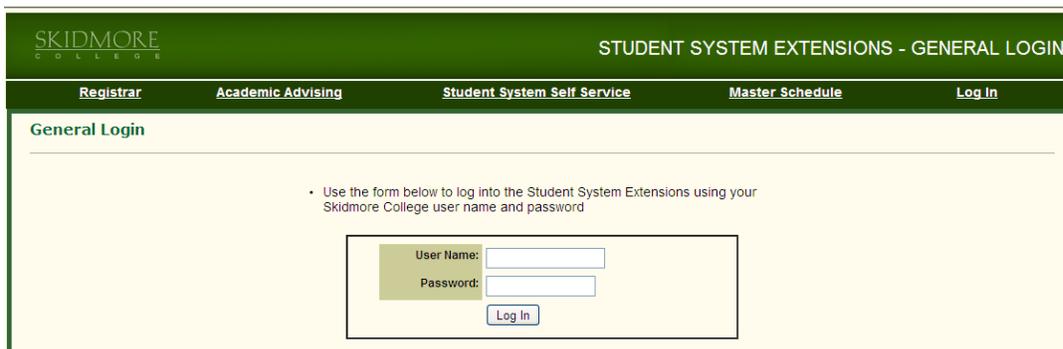
Purpose

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

Steps

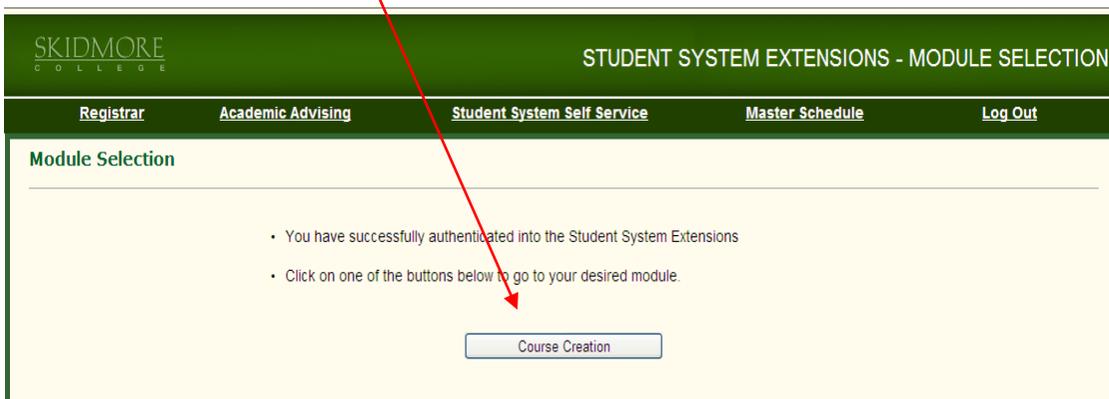
Follow these steps to create a section using the Course Entry Form. Do NOT use the Back button.

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



The screenshot shows the 'STUDENT SYSTEM EXTENSIONS - GENERAL LOGIN' page. At the top, there is a green header with the Skidmore College logo on the left and the page title on the right. Below the header is a navigation bar with links for 'Registrar', 'Academic Advising', 'Student System Self Service', 'Master Schedule', and 'Log In'. The main content area is titled 'General Login' and contains a message: 'Use the form below to log into the Student System Extensions using your Skidmore College user name and password'. Below this message is a login form with two input fields: 'User Name:' and 'Password:', and a 'Log In' button.

3. Module Selection, select 'Course Creation'.



The screenshot shows the 'STUDENT SYSTEM EXTENSIONS - MODULE SELECTION' page. At the top, there is a green header with the Skidmore College logo on the left and the page title on the right. Below the header is a navigation bar with links for 'Registrar', 'Academic Advising', 'Student System Self Service', 'Master Schedule', and 'Log Out'. The main content area is titled 'Module Selection' and contains two bullet points: 'You have successfully authenticated into the Student System Extensions' and 'Click on one of the buttons below to go to your desired module.' Below the text is a button labeled 'Course Creation'. A red arrow points from the 'Course Creation' button in this screenshot to the 'Log In' button in the previous screenshot.

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:

Academic Advising Student System Self Service Master Schedule Log Out

Course Creation - Select Course
Current Active Term: Fall 2012

Dept/Subject: Art
Courses: AR-101 Intro to Painting
Lab Only Section? No Yes

Create Next Section

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".

Academic Advising Student System Self Service Master Schedule Log Out

Course Creation - Create Section
Current Active Term: Fall 2012

Section Base

Course AR - 101 Intro to Painting
New Section Number 001
Override Title Intro to Painting
Default Credits 3.000
Maximum Enrollment 20
Exam Required Yes No
Waitlist Allowed Yes No
Visitors Allowed Yes No With Permission
Reserved Seats First Years: 0 Sophomore: 0 Junior: 0 Senior: 0
Comments

This displays any existing sections for that course previously created.
Existing Sections none
Special Permission Yes No
Max Waitlist 5

Create Section Cancel

11. Select **Create Section**.

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

Course Creation - Update/Complete Section
Current Active Term: Fall 2012
The course section master was successfully created

Section Base

Course AR - 101 Intro to Painting
This Section 001 All Sections 001
Override Title Intro to Painting
Default Credits 3
Maximum Enrollent 20 Special Permission Yes No
Exam Required Yes No
Waitlist Allowed Yes No Max Waitlist 5
Visitors Allowed Yes No With Permission
Reserved Seats First Years: 0 Sophomore: 0 Junior: 0 Senior: 0
Comments

Update Section Base Delete Section

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

14. The following window appears confirming your edits.

Course Creation - Update/Complete Section
Current Active Term: Fall 2012
The course section master was successfully updated

Section Base

Course AR - 101 Intro to Painting
This Section 001 All Sections 001
Override Title Intro to Painting
Default Credits 3
Maximum Enrollent 20 Special Permission Yes No
Exam Required Yes No
Waitlist Allowed Yes No Max Waitlist 5
Visitors Allowed Yes No With Permission
Reserved Seats First Years: 0 Sophomore: 0 Junior: 0 Senior: 0
Comments

Update Section Base Delete Section

Meetings

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

The screenshot shows a web interface with a header 'Meetings' and a sub-header 'To edit or delete a meeting record first click on the record in the list below and then click the appropriate button.' Below this is a button labeled 'New Section Meeting'. Underneath is a table with columns: MEETING, START TIME, END TIME, MON, TUES, WED, THU, FRI, SAT, SUN, TBD, TYPE, and PREF ROOM. At the bottom, there is a pagination bar showing 'Page 1 of 1'.

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.

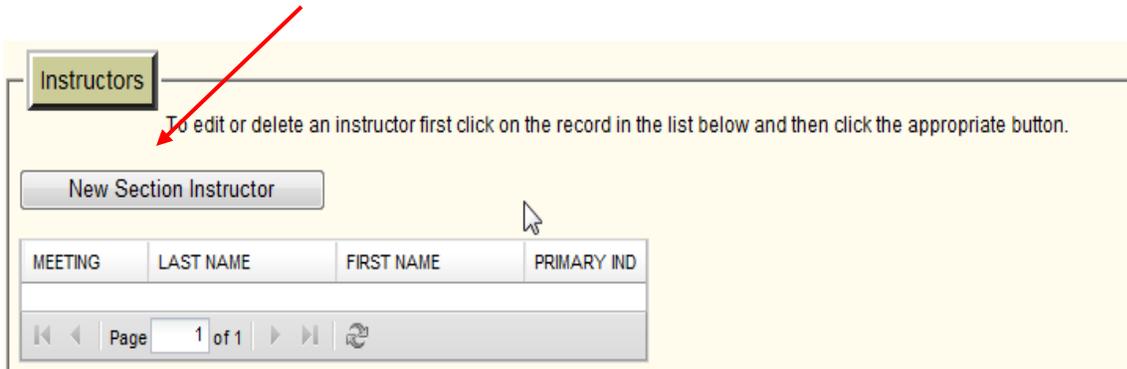
Recommendation: Enter all the meetings before entering any instructor information.

The screenshot shows the 'Enter New Meeting' form. It includes a table for selecting days of the week (Mon-Sun) with checkboxes. Below the table are fields for 'Start Time' (Hr: 9 am, Min: 30) and 'End Time' (Hr: 12 pm, Min: 30). There is a 'No Set Time' checkbox with an asterisk and a note: '* If you want to create a section meeting but the day and time is to be determined between the faculty member and the student select the "No Set Time" check box for the meeting. If this is checked all other day and time fields for that occurrence will be ignored.' At the bottom are three buttons: 'Create Meeting', 'Reset Form', and 'Cancel'. A red arrow points to the 'Create Meeting' button.

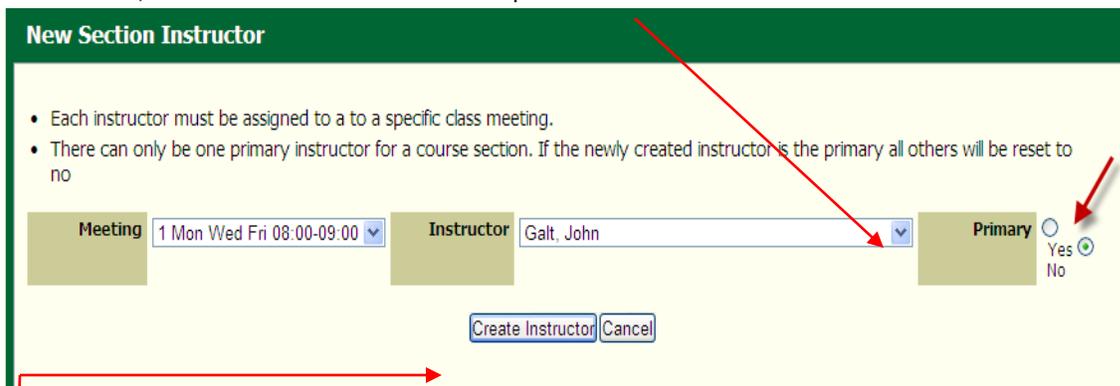
17. Click **Create Meeting**. You will receive a message indicating whether or not the meeting was created successfully. Click **Return to Course Schedule**, to continue.

The screenshot shows a confirmation message: 'The meeting was successfully entered.' Below the message is a button labeled 'Return To Course Section'. A red arrow points to the button.

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.

