Class Scheduling Guide
for Faculty Administrators & Course Authorities
Class Scheduling

Contents of this Guide

1. Adding a Class .......................................................... Page 5
2. Updating an Existing Class ........................................ Page 10
3. Cancelling a Class ...................................................... Page 11
4. Stopping Further Enrolments in a Class ....................... Page 13

Before you begin...

Some key points:

- The Class Schedule is an instance of components that make up a course in a given semester / term.
- The Class Schedule is created each year, using a roll forward process (after the Course Catalogue has been updated, but before enrolment).
- Schools will need to closely check the Class Schedule to add, update, or delete any classes that differ from the previous year.
- The information in Class Schedule defaults from the Course Catalogue.
- Some overrides to the default information from the Course Catalogue can be made at the class level.
- Throughout the year, it may also be necessary to update the Class Schedule. For example:
  ♦ To change the class size
  ♦ Add additional classes
  ♦ Cancel a class
  ♦ Prevent further enrolment in the class
  ♦ To change time or location.
Tips for Understanding the ‘Schedule New Course’ Panel Group

Basic Data

- Provides basic information about the class—most of which defaults from the Course Catalogue: such as primary component defaults.

Meetings

- Includes information about the time of the class, the location and the instructor.
- Record time, which would activate timetable clash checking at enrolment, enter details of the place.
- Later, link to third party scheduling systems.

Enrolment Control

- Used to specify the size of the class and automated functions.
- this is used to:
  - Specify class limits.
  - Stop further enrolment
  - Cancel a class
- It also may be used for:
  - Automated enrolment
  - Consent-based enrolment

Reserve Capacity

- Can be used to reserve places in a class for particular groups of students
  - Students in a particular program or stage

1. Adding a Class

STEP 1 - Select a Term and Course

Go > Manage Student Records > Establish Courses
Use > Schedule New Course > Class Schedule Entry

In the search window, specify the Term and Subject Area you want to setup a class for, then press the Search button. This displays a list of all courses that meet the selection criteria.
Select the Course you wish to create a Class for.
STEP 2 – Enter Basic Data for the Class

Key Fields  (Basic Data panel)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Section</td>
<td>Each class of the course must have a unique class section code.</td>
</tr>
<tr>
<td>Component</td>
<td>The type of Class. Note: Components can only be selected from components already set up in the Course Catalogue - eg Tutorial. Or by manual setup in Class Schedule</td>
</tr>
<tr>
<td>Class Type</td>
<td>Enrolment or non-enrol (eg a related class). Controls such as reserve capacities apply only to enrolment class. Only one enrolment class per association.</td>
</tr>
<tr>
<td>Campus/Location</td>
<td>Location should be ‘Distance’ for Distance Education classes.</td>
</tr>
<tr>
<td>Course Administrator</td>
<td>Will appear in the Online handbook as the Staff contact.</td>
</tr>
<tr>
<td>Non-standard offering</td>
<td>When a class is not taught according to standard session teaching dates this flag should be checked on. The start date, end date and final assessment date for the offering should then be entered. If the final piece of assessment is an exam and the date is unknown, the final date of the exam period should be entered. All Summer and Winter session classes should be entered as non-standard offerings. Teaching dates also need to be updated on the meetings panel for non-standard offerings.</td>
</tr>
</tbody>
</table>
**STEP 3 - Enter Meeting Details**

The Meetings panel can be used to specify timetable information and the name of the lecturer (instructor).

### Key Fields (Meetings panel)

<table>
<thead>
<tr>
<th>ID - Instructor Name</th>
<th>A class can have multiple instructors. Selected from complete list of staff and students in database. Enter staff ID or Ctrl-F4 to select Instructor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Role</td>
<td>This role of the instructor. This will default to Primary Instructor. If using multiple instructors, select other values. Must have one primary instructor.</td>
</tr>
<tr>
<td>Magnifying glass</td>
<td>Click on magnifying glass for day selection. Can also select to ‘Allow timetable clash’ to ignore clashes with other classes. Can also select odd/even weeks only.</td>
</tr>
<tr>
<td></td>
<td>Place cursor in Facility ID field and insert a row to put in multiple times with different days and/or facilities.</td>
</tr>
</tbody>
</table>

**CATS ID codes**

**24 hour clock; 1 hour defaults; actual class dates**

**X= not used**
Instruction Mode can be changed in the Room Character panel. A new class should be created for each Instruction Mode.
STEP 4 - Enter Enrolment Controls

This panel is used to specify the size of the class.

Key Fields (Enrolment Control panel)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status</td>
<td>Possible values are Active, Stop Further Enrolment, Class Cancelled, Tentative Class.</td>
</tr>
<tr>
<td>Requested Room Capacity</td>
<td>Used if using a third party scheduling product (eg Syllabus Plus). If left blank, this defaults to the value entered in the ‘Enrolment Capacity’ field. Use for actual room size.</td>
</tr>
<tr>
<td>Enrolment Capacity</td>
<td>Defaults from the Course Catalogue section size (if specified). It can be changed if required. Use for actual class size.</td>
</tr>
<tr>
<td>Total</td>
<td>The current total of students enrolled.</td>
</tr>
</tbody>
</table>
| Cancel if Student Enrolled   | This checkbox must be on in order to cancel a class in which students are enrolled.  
                                  Note: Students will not be automatically notified. You must generate a Class List before cancelling so that you can notify all previously enrolled students. |
STEP 5 - Set Reserve Capacity

The Reserve Capacity panel is used to break a class into smaller portions, eg: define limits to sizes or link conditions for enrolment (eg program within faculty).

Key Fields (Reserve Capacity panel)

<table>
<thead>
<tr>
<th>Reserve Capacity Sequence</th>
<th>This field determines in which order the system will attempt to enrol a student. This is important if a student may satisfy the enrolment requirements for more than one.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>The date for which this (reserve cap) segment of class becomes available for enrolment.</td>
</tr>
<tr>
<td>Requirement Group</td>
<td>One or more enrolment requirements such as pre-requisites, attached to the reserve capacity. A student must satisfy the requirements of the requirement group to be able to enrol in the reserve capacity.</td>
</tr>
<tr>
<td>Cap Enrl</td>
<td>The enrolment limit for the reserve capacity.</td>
</tr>
</tbody>
</table>

STEP 6 - Enter Notes about the class

The notes panel is optional. It is used to enter any notes about the class. The notes will be viewable to the students via myUNSW. It is recommended that information about the use of reserve capacities is conveyed to students through the use of class notes.
Save the panel group

When you save, notice that a **Class Number** is generated. This is a unique number within a term.
2. Updating an Existing Class

STEP 1 - Identify the Class you wish to update

Go > Manage Student Records > Establish Courses
Use > Schedule of Classes > Class Schedule Entry

In the Search window, specify the academic institution, the term and the subject area of the Class you wish to update, then press the Search button. This generates a list of all existing classes that have met your selection criteria. Select the Class.

Exercise: Enter the appropriate criteria for the Class you set up earlier.

Exercise: Set the enrolment capacity (quota) to a value of 50.

Save.
3. Cancelling a Class

STEP 1 - Identify the Class you wish to cancel

Go > Manage Student Records > Establish Courses
Use > Schedule of Classes > Class Schedule Entry

In the Search window, specify the academic institution, the term and the subject area of the Class you wish to update, then press the Search button.

STEP 2 - Check whether there are any students currently enrolled in the class

The Total field indicates how many students are currently enrolled.
STEP 3 - Cancel the class

(Students will not be automatically notified. You should generate a Class List before cancelling so that you can notify all previously enrolled students)

If there are students enrolled in the class, you must:

1. Print off a class schedule to get a record of all enrolled students.
   Go > Manage Student Records > Establish Courses
   Report > Class Roster > Add or Update/Display.

2. If there are many students in the class, you may prefer to run off a Class Enrolment Query (NSSR3208) View>Navigator Display>Query>Run to Excel

   Select the 'Cancel if Student Enrolled' checkbox.

3. Change the Class Status field to ‘Cancelled Section’.

4. Click Post button to post the cancellation (this also saves the changes, and drops the students from the class). Note that the status will change to closed.

If there are no students enrolled:

1. Change the Class Status field to ‘Cancelled Section’.

2. Click Post button to post the cancellation (this also saves the changes).
4. Stopping Further Enrolments in a Class

STEP 1 - Identify the Class

Go > Manage Student Records > Establish Courses
Use > Schedule of Classes > Class Schedule Entry

In the Search window, specify the academic institution, the term and the subject area of the Class you wish to update, then press the Search button. This generates a list of all existing classes that have met your selection criteria.

Exercise: Search for an existing class (as before).

STEP 2 - Stop further enrolment in the Class

You may wish to prevent further enrolment in a class, even if some students have already enrolled, and the class quota has not been met.

1. Access the ‘Enrolment Control’ panel.
2. Change the Class Status to ‘Stop Further Enrolment’.
3. You may have to set the Enrolment Capacity to zero so that the class does not appear as ‘Open’ on the web.
4. Save.