



uoCampus
SR-1200-HD: MANAGE SCHEDULING
User Guide and Classroom Exercises

Last update : September 19th, 2016

Document Control Information

Document Edit History

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1. Review Reports and Class Data:

Overview

Description: Review the rollover information in uoCampus

Performed by: Academic Staff

1.1 Review Classes in uoCampus

After the rollover is done by the Registrar's Office, review the classes available in the schedule for each term.

1.1.1 Navigate to: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: UOTTA **1.1.2**

Term:

Subject Area:

Catalog Nbr: begins with

Academic Career:

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr:

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

1.1.3

1.1.2 Search for the courses.

The search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code. (e.g.: Fall Term 2016=2169)

Suggested Search Options:

- **Subject Area:** Enter the 3 character code for the subject. (e.g.: HIS-History)
- **Catalog Nbr:** Enter the 4 or 5 digit code for the course. (e.g.: HIS **1111**)
- **Academic Career:** Enter the career for which courses are to be scheduled. (e.g.: Graduate, Undergraduate, Education, etc.)

1.1.3 Click on Search.

1.1.4 Review the displayed courses.

1.1.5 Click on each course to see the class schedule details.

Search Results **1.1.4**

View All First 1-86 of 86 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171 HIS	1101	Undergrad			UOTTA THE MAKING OF CANADA	015501	1
UOTTA	2171 HIS	1108	Undergrad			UOTTA TWENTIETH-CENTURY WORLD TO 1945	015502	1
UOTTA	2171 HIS	1111	Undergrad			UOTTA TWENTIETH-CENTURY WLD FRM 1945	015503	1.1.5
UOTTA	2171 HIS	1129	Undergrad			UOTTA HISTORY EUROPE (16TH-20TH CTY)	015504	1
UOTTA	2171 HIS	1501	Undergrad			UOTTA LA FORMATION DU CANADA	015510	1
UOTTA	2171 HIS	1511	Undergrad			UOTTA MONDE AU XXE S. DEPUIS 1945	015512	1
UOTTA	2171 HIS	2100	Undergrad			UOTTA THE HISTORIAN'S CRAFT	015519	1
UOTTA	2171 HIS	2102	Undergrad			UOTTA ATHENS, BERBSIA AND SPARTA	015521	1

1.2 Review the Information on the Basic Data Tab

Under the **Basic Data** tab, the following sections can be found.

- 1.2.1 Course Information
- 1.2.2 Class Sections
- 1.2.3 Class Topic (if applicable)
- 1.2.4 Equivalent Course Group
- 1.2.5 Class Attributes

	Basic Data	Meetings	Enrollment Contrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface																																																								
1.2.1	Course ID: 015503 Course Offering Nbr: 1 Academic Institution: Univ. of Ottawa Term: 2016 Fall Term Undergrad. Auto Create Component Subject Area: HIS History Catalog Nbr: 1111 TWENTIETH-CENTURY WLD FRM 1945																																																																
1.2.2	<table border="1"> <tr> <td colspan="2">Class Sections</td> <td>Find View All</td> <td>First 1 of 3 Last</td> </tr> <tr> <td>* Session:</td> <td>FS Full Session</td> <td>Class Nbr:</td> <td>13732</td> </tr> <tr> <td>* Class Section:</td> <td>ADD</td> <td>* Start/End Date:</td> <td>09/01/2016 to 12/31/2016</td> </tr> <tr> <td>* Component:</td> <td>LEC Lecture</td> <td>Event ID:</td> <td></td> </tr> <tr> <td>* Class Type:</td> <td>Enrollment</td> <td colspan="2"></td> </tr> <tr> <td>* Associated Class:</td> <td>Units: 3.00</td> <td colspan="2">Associated Class Attributes</td> </tr> <tr> <td>* Campus:</td> <td>UOTTA uOttawa</td> <td colspan="2">Add Fee</td> </tr> <tr> <td>* Location:</td> <td>CAOTTAWUOQQ CA Ottawa uOttawa Campus</td> <td colspan="2"> <input checked="" type="checkbox"/> Schedule Print <input checked="" type="checkbox"/> Student Specific Permissions </td> </tr> <tr> <td>Course Administrator:</td> <td></td> <td colspan="2"> <input type="checkbox"/> Dynamic Date Calc Required <input checked="" type="checkbox"/> Generate Class Mng Attendance <input checked="" type="checkbox"/> Sync Attendance with Class Mng <input type="checkbox"/> GL Interface Required </td> </tr> <tr> <td>* Academic Organization:</td> <td>HISAU History</td> <td colspan="2"></td> </tr> <tr> <td>Academic Group:</td> <td>ARTS Faculty of Arts</td> <td colspan="2"></td> </tr> <tr> <td>* Holiday Schedule:</td> <td>GEN General Acad & Stat Holidays</td> <td colspan="2"></td> </tr> <tr> <td>* Instruction Mode:</td> <td>P In Person</td> <td colspan="2"></td> </tr> <tr> <td>Primary Instr. Section:</td> <td>ADD</td> <td colspan="2"></td> </tr> </table>									Class Sections		Find View All	First 1 of 3 Last	* Session:	FS Full Session	Class Nbr:	13732	* Class Section:	ADD	* Start/End Date:	09/01/2016 to 12/31/2016	* Component:	LEC Lecture	Event ID:		* Class Type:	Enrollment			* Associated Class:	Units: 3.00	Associated Class Attributes		* Campus:	UOTTA uOttawa	Add Fee		* Location:	CAOTTAWUOQQ CA Ottawa uOttawa Campus	<input checked="" type="checkbox"/> Schedule Print <input checked="" type="checkbox"/> Student Specific Permissions		Course Administrator:		<input type="checkbox"/> Dynamic Date Calc Required <input checked="" type="checkbox"/> Generate Class Mng Attendance <input checked="" type="checkbox"/> Sync Attendance with Class Mng <input type="checkbox"/> GL Interface Required		* Academic Organization:	HISAU History			Academic Group:	ARTS Faculty of Arts			* Holiday Schedule:	GEN General Acad & Stat Holidays			* Instruction Mode:	P In Person			Primary Instr. Section:	ADD		
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0005 Language of Study	EN Course offered in English																																																																

1.2.1 Review the Course Information.



Note: This information is available at the top of the page under all tabs.

Course ID:	015503	Course Offering Nbr:	1
Academic Institution:	Univ. of Ottawa		
Term:	2016 Fall Term	Undergrad.	
Subject Area:	HIS	History	
Catalog Nbr:	1111	TWENTIETH-CENTURY WLD FRM 1945	

- **Course ID:** Unique internal number used to identify the course within the Course Catalog.
- **Academic Institution:** University of Ottawa or Saint Paul University.
- **Term:** The term in which the class is being scheduled.
- **Subject Area:** The subject area of the course offering.
- **Catalog Number:** The 4 or 5 digit number, part of the course offering.

1.2.2 Review the Class Section(s).

- **Session:** The session in which the course must be scheduled. The default is FS - Full Session.
- **Class Number:** Unique identifier for each section, each component, within each term.

- **Class Section:** Alphanumeric identifier based on the term and class component. e.g. for the fall term:
 - **Primary Graded Component** - A00
 - **Secondary Component** - LAB: A01, DGD: A02
 - **Shared Class Component** - LAB: LB01, DGD : DG01

See Appendix for more information (1.2.2A **Class Sections**).

- **Start/End Date:** The start date and end date for the session. If Full Session is selected these are the dates for the term (e.g. Fall Term: September 1 – December 31).

- **Course Component:** The course component indicates the parts of the course offering, e.g. LEC- Lecture, LAB-Laboratory, and SEM-Seminar.

See Appendix for more information (1.2.2B **Course Components**).

- **Class Type:** This indicates the primary component at enrollment.
 - For the Primary Component: Enrollment. (e.g.: Lecture-LEC, Seminar-SEM).
 - For the Secondary and Shared Components: Non-Enrollment. (e.g.: Discussion groups-DGD, Laboratories-LAB).

Note: Students will be required to enroll in the Secondary or Shared Component, but it indicates that it is a secondary component for enrollment.

- **Associated Class:**
Used to associate secondary components to a primary component.

- Associated class number increments by '1' for each primary class section (LEC). (e.g.: A00=1, B00=2, C00=3)

The screenshot shows the 'Class Sections' form with the following fields and values:

- *Session: FS (Full Session)
- *Class Section: A00
- *Component: LEC (Lecture)
- *Class Type: Enrollment
- *Associated Class: (Empty)
- Units: 3.00
- *Campus: UOTTA (uOttawa)
- *Location: CAOTTAWUOC (CA Ottawa uOttawa Campus)
- *Academic Organization: HISALU (History)
- *Instruction Mode: P (In Person)
- Primary Instr Section: A00
- Class Nbr: 13732
- *Start/End Date: 09/01/2018 to 12/31/2018
- Event ID: (Empty)

Class Attributes:

- Add Fee
- Schedule Print
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

- All subsequent secondary components (LAB) must have the same associated class number as its respective primary component.
For example,
 - A01, A02, A03 = '1'
 - B01, B02, B03 = '2'
 - C01, C02, C03 = '3'
- If multiple primary components (e.g. LECs) have a shared component (e.g. DGD), set LECs as above and set all DGDs to '9999.'

- **Campus:** There are four options: UOTTA on campus, UOTTA off campus, SPAUL on campus, SPAUL off campus.
- **Location:** Where the class is located. e.g. uOttawa Campus, Algonquin College Woodroffe Campus.
- **Course Administrator:** Reserved for future use. This is left blank.

- **Academic Organization:** The Department from the Academic Organization tree. (e.g.: History-HISAU, English-ENGAUA, and Common Law-CMLLUA)



Note: To locate the Academic Organization, click on the magnifying glass and filter using the search options.

- **Academic Group:** Represents the faculties, this is an auto generated field.

i See Appendix for more information (1.2.2C **Academic Groups**).

- **Holiday Schedule:** This is the holiday schedule followed during the term. The following calendars are being used:
 - **GEN** (General Acad & Stat Holidays): Used for the majority of classes.
 - **FERIE** (Canada Statutory Holidays): Used by MBA/MHA (GRAD Career), CML (LAW Career), EDU, MED and PHT/ORA (GRAD Career).
 - **DCA** (DCA_SPAUL Academic Holiday): Used by Saint-Paul.

Academic Organization	Description	Campus
ACTPAUA	Human Kinetics	(blank)
ADAADM7DI	Arts Administration	(blank)
ADMAADM7DI	Administration - Undergrad.	UOTTA
ADMBAOTDI	Administration - Grad.	(blank)
ADM7TUA	Administration (General)	(blank)
AJVC5IGDI	Animation Computer Games Tech.	(blank)
ALLOLMADI	German	(blank)
AMMCGGDI	Adv. Materials and Manufact.	(blank)
ANVRE7DI	Animation	UOTTA
ANSEMEDI	Anaesthesiology	(blank)
ANTSOCCI	Anthropology	(blank)
APACTPNDI	Human Kinetics	(blank)
APIQUA	Public and Int Affairs	(blank)
APNAPIDI	Public and Internat Affairs	(blank)
ARBLLMADI	Arabic Language and Culture	(blank)
ARTARTADI	Arts	(blank)
ARTALUA	Arts (General)	(blank)
ARTS	Faculty of Arts	(blank)
ARVAVADI	Visual Arts	(blank)
ARVALUA	Visual Arts	(blank)

- **Instruction Mode:** The method of instruction for the class. Available options:
 - **P:** (In Person) A class that is offered entirely in person.
 - **IN:** (Internet) A class that is offered to students entirely via the Internet (online).
 - **HY:** (Hybrid) A class that is offered both online and in-person (thus blended/hybrid learning).
 - **AU:** (Audio Conference) A technology that allows teaching staff to transmit audio/audiovisual content in real time (or with a slight delay) in a continuous stream over the Internet.
 - **VD:** (Videoconference) An online interaction between two or more PCs in real time via the use of video technology, allowing teaching staff and remote students the ability to discuss course material in real time, as though they were together in the same classroom.
- **Primary Instr Section:** This is the primary component class section. It is used to track the instructor location.

- **Schedule Print:** This is selected to display the course offering in the schedule of classes. If unchecked, the course can't be scheduled or seen by students.
- **Student Specific Permissions:** Should be checked. This field is to make sure that permissions are specific to a particular student. This will be used as part of a future functionality for enrollment.
- **Dynamic Date Calc Required:** This field is set by the system (read-only).
- **Generate Class Mtg Attendance:** Should be selected to allow for future functionality.
- **Sync Attendance with Class Mtg:** This field is set by the system, related to a future functionality (read-only).
- **GL Interface Required:** Future functionality, not currently used. Leave unselected.

Schedule Print
 Student Specific Permissions

 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

1.2.3 Class Topics: If the course has topics assigned to it in the catalog, they can be added and changed here.

Class Topic

Course Topic ID: Workshop in Fiction Print Topic in Schedule

e.g.: ENG3164

- To view the course topics available, click on the magnifying glass beside **Course Topic ID**.
- **Print Topic in Schedule:** When checked, the course topic is printed to the course catalog and will be viewable by students.

Look Up Course Topic ID x

[Help](#)

Search Results

View 100 First 1-5 of 5 Last

Course ID	Course Topic ID	Description
012178	1	Workshop in Fiction
012178	2	Workshop in Poetry
012178	3	Short Fiction
012178	4	Workshop_I
012178	5	Fantasy and Speculative Fic...



Note: Special topics were formerly referred to as sub-titles. Topics must be defined in the Course Catalog in order to be assigned to a class section during the scheduling process. Wherever a course topic exists in the Course Catalog, a topic must be defined for all sections of that course in order to complete the scheduling process.

1.2.4 Equivalent Course Group:

The equivalency rules are displayed here.

Equivalent Course Group

Course Equivalent Course Group: 03000 EQ_03000 Override Equivalent Course

Class Equivalent Course Group: 03000 EQ_03000

1.2.5 Class Attributes: View the class attributes, modify them and add new ones as required.

 See Appendix 1.2.5 **Class Attributes** for more information.

Class Attributes		Personalize Find View All  	First 1-2 of 8 Last
*Course Attribute	*Course Attribute Value		
0001 	Auditor Permitted	Y 	Auditors are permitted  
0005 	Language of Study	EN 	Course offered in English  

1.3 Review the Information under the Meetings Tab

The sections that are used under the **Meetings** tab are:

1.3.1 Class Sections

1.3.2 Meeting Pattern

1.3.3 Instructors for Meeting Pattern

Basic Data		Meetings	Enrollment Contrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface				
Course ID:	015503	Course Offering Nbr:	1										
Academic Institution:	Univ. of Ottawa	Term:	2017 Winter Term										
Subject Area:	HIS	Undergrad:	History										
Catalog Nbr:	1111	History	TWENTIETH-CENTURY WLD FRM 1945										
Class Sections		Find View All  		First 1 of 3 Last									
1.3.1	Session:	FS	Full Session	Class Nbr:	20783								
	Class Section:	A00	Component: Lecture	Event ID:									
	Associated Class:	1	Units: 3.00										
Meeting Pattern		Find View All  		First 2 of 2 Last									
1.3.2	Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
			A01B 	10:00	11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2017  08/04/2017 
	Topic ID:		Free Format										
	Topic:												
	<input type="checkbox"/>	Print Topic On Transcript		Contact Hours									
Instructors For Meeting Pattern		Personalize Find View All  		First 1 of 1 Last									
1.3.3	Assignment	Workload											
	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rod#	Job Code					
			Prim Inst 	<input checked="" type="checkbox"/>									
Room Characteristics		Personalize Find  		First 1 of 1 Last									
	*Room Characteristic												
	Quantity	1  											
Academic Shift		Personalize Find  		First 1 of 1 Last									
	Academic Shift												

1.3.1 Class Sections

The **Class Sections** indicate the information seen under the Basic Data tab and indicates the section that you are viewing.

To view different sections offered, use the arrows to navigate through them.

Class Sections		Find View All  	First 1 of 3 Last
Session:	FS	Full Session	Class Nbr: 20783
Class Section:	A00	Component: Lecture	Event ID:
Associated Class:	1	Units: 3.00	

1.3.2 Meeting Pattern

- **Facility ID:** Generated by InfoSilem.

- **Pattern (Pat)** Meeting patterns are configured according to the approved Timetable grid, enforced by the SEM.

 See Appendix 1.3.2 **Meeting Patterns** for more information.

- **Mtg Start** (meeting start): Time the class begins.
- **Mtg End** (meeting end): Time the class ends.
- **M** (Monday), **T** (Tuesday), **W** (Wednesday), **T** (Thursday), **F** (Friday), **S** (Saturday), and **S** (Sunday): The day of the week is automatically selected based on the meeting pattern selected.
- **Start/End Date:** These dates are the same start and end dates that were configured on the Schedule of Classes, Basic Data tab.
- **Topic ID:** if required, a topic can be selected here.
- **Free Format Topic:** Use for special and individual topics by faculty administrators, to be printed on the transcript at the class level, as needed.

 **Remember:** Topic IDs are created/configured for courses in the Course Catalog. Any topics entered manually at the class level cannot be repeated for credit.

Search Results

View 100 First 1-51 of 51 Last

Standard Meeting Pattern	Description
A01A	LU/MO 08:30 (A)
A01B	JE/TH 10:00 (B)
A02A	LU/MO 10:00 (A)
A02B	ME/WE 08:30 (B)
A03A	ME/WE 10:00 (A)
A03B	VE/FR 08:30 (B)
A04A	MA/TU 08:30 (A)
A04B	VE/FR 10:00 (B)
A05A	MA/TU 10:00 (A)
A05B	JE/TH 08:30 (B)
B01A	LU/MO 11:30 (A)
B01B	JE/TH 13:00 (B)
B02A	LU/MO 13:00 (A)
B02B	ME/WE 11:30 (B)
B03A	ME/WE 13:00 (A)
B03B	VE/FR 11:30 (B)
B04A	MA/TU 11:30 (A)
B04B	VE/FR 13:00 (B)
B05A	MA/TU 13:00 (A)
B05B	JE/TH 11:30 (B)
C01A	LU/MO 2:30 (A)
C01B	JE/TH 16:00 (B)
C02A	LU/MO 16:00 (A)
C02B	ME/WE 14:30 (B)
C03A	ME/WE 16:00 (A)
C03B	VE/FR 14:30 (B)
C04A	MA/TU 14:30 (A)
C04B	VE/FR 16:00 (B)
C05A	MA/TU 16:00 (A)

- **Print Topic On Transcript:** Enable for special and/or individual topic sub-titles to be displayed on the transcript.
- **Course Contact Hours:** Information that is copied from the Course Catalog regarding total course hours.

1.3.3 Instructors for Meeting Pattern

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
1334791	Aubert, Jean Francois	Prim Ins	<input checked="" type="checkbox"/>	Grade		36	

- **ID:** The Instructor ID of the person teaching the class.
- **Name:** The name of the instructor teaching the class.
- **Instructor Role:** There are three different Instructor Roles:
 - Primary Instructor
 - Secondary Instructor
 - TA (Teaching Assistant)
- **Print:** Selected, this publishes the name of the instructor in the course schedule.
- **Access:** Instructors will be set to **Grade**, for all instructor roles.
- **Contact:** This is the number of Instructor’s teaching hours, e.g. 12 lectures X 3 hours = 36 contact hours.
- **Empl Rcd#:** Future functionality, not currently being used.

1.3.4 Workload Tab

ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
200001827	Include	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	20.00

- **Assign Type (assignment type):** The type of instructor assignment:
 - Included - Full Time Instructor
 - Not included - Part Time Instructor
- **App Load (apply load):** Indicates whether the assignment counts toward an instructor’s total term full time equivalent (FTE) percentage. Selected automatically based on the assignment type.
- **Load Factor:** Indicates the percentage of work that is distributed across multiple instructors. (e.g.: instructor A is assigned to teach 30 percent of the lecture component, and instructor B is assigned to teach 70 percent of the same lecture component.) The total load factor for one course component should equal 100 percent.
- **Work Load:** Indicates the number of teaching hours based on the units of the course.
- **Auto Calc (automatic calculation)** When selected, the system will recalculate the workload value each time a user manually updates assignment type or load factor.
- **Assignment FTE% (assignment full time equivalency percentage):** This value represents the particular assignment’s weight based on the 100 percent weekly workload hours. (e.g.: if the assignment type “lecture” has 100% Weekly Workload Hours set to 15, and an instructor is assigned to teach a 3 hour lecture component with an assignment type of Lecture, the assignment FTE % is 20 - because 3 hours out of a total of 15 is 20%.)

1.4 Review the Information on the Enrollment Control Tab

1.4.1 Under the **Enrollment Cntrl** (Control) tab, see the information regarding enrollment and room capacity:

- **Class Status:** Determines the status of the class:
 - **Active:** Available in the schedule of classes
 - **Cancelled Section:** Cancelled class, will not be available to search in the schedule of classes.
 - **Stop Further Enrollment:** Stops enrollment and will not be available to search in the schedule of classes.
 - **Tentative Section:** Not available to be searched in the schedule of classes.

• **Add Consent and Drop Consent :**

- **No Consent:** Student does not require additional consent to enroll to the class via self-serve.
- **Dept Consent:** Student must enroll or drop this class directly with their academic unit (department or faculty); online enrollment via self-serve is not available.

*Class Status:

Class Type:

*Add Consent:

*Drop Consent:

1st Auto Enroll Section:

2nd Auto Enroll Section:

Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

- **Inst Consent:** Student can only enroll or drop this class with the instructor's consent; online enrollment via self-serve is not available.

- **1st Auto Enroll Section and 2nd Auto Enroll Section:** Used for auto enrolling students to secondary, or non-enrollment components of a class (DGD, LAB...). (e.g. student enrolls in LEC A and is auto-enrolled in LAB A01 and DGD A02.)
- **Resection to Section:** Used by Civil Law, for Block enrollment. Enter an alternate class section to enable auto-enrollment if the class section requested is full. Set to blank by default for other faculties.
- **Auto Enroll from Wait List:** When enabled, this will allow the students on the waitlist to be enrolled from the waitlist if space becomes available in the class, respecting reserve capacity.
- **Cancel if Student Enrolled:** When checked, the class can be cancelled if students are enrolled to it. The students will be informed and automatically removed from the class.

1.4.2 Registration Capacity

- **Requested Room Capacity:** The number of seats needed for a particular class activity.
- **Enrollment Capacity:** The number of seats available for a particular class activity (same as the **Requested Room Capacity**).
- **Wait List Capacity:** Is set to 1000 for every class.
- **Minimum Enrollment Nbr (minimum enrollment number):** The minimum number of students for the class.

Enrollment Status:

Requested Room Capacity: Total

Enrollment Capacity: 0

Wait List Capacity: 0

Minimum Enrollment Nbr:

1.5 View the Information on the Reserve Cap Tab

1.5.1 The Reserve Cap. (Reserve Capacity) tab shows the information on the spaces reserved for certain groups for enrollment.



See the User Guide for SR-1210-HD and SR-1215-HD for more information on Reserve Capacity.

1.6 Review the Information on the Notes Tab

1.6.1 The Notes tab shows any notes for the class. These are visible to students and staff in the course schedule.

- **Sequence Number:** Auto generated when entering a note.
- **Print Location:** For the note to be displayed after the course information, **After** is selected.
- **Note Nbr:** The number of the pre-configured notes (searchable with the magnifying glass).
- **Free Format Text:** The full class notes can be entered in this field, using proper grammar, spelling, and vocabulary. This will appear in the course search for students, and the web timetable.
- **Even if Class Not in Schedule:** Not currently in use.
- **Copy Note:** Used to copy the pre-configured note.
- **Clear Note:** Used to erase the note in the **Free Format Text**.

End of Transaction

2. Enter/Modify the Schedule:

Overview

Description: Entering new classes for courses that were not scheduled, modifying the classes from the rollover and removing classes that will not be offered.

Performed by: Academic Staff

2.1 Delete Classes

2.1.1 Navigate to **Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

2.1.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code (e.g.: Fall Term 2016=2169).

2.1.3 Click on **Search**

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: [v] UOTTA [Q] 2.1.2

Term: [v] [Q]

Subject Area: [v] [Q]

Catalog Nbr: [v] begins with [Q]

Academic Career: [v] [Q]

Campus: [v] begins with [Q]

Description: [v] begins with [Q]

Course ID: [v] begins with [Q]

Course Offering Nbr: [v] [Q]

Academic Organization: [v] begins with [Q]

Case Sensitive

[Search] [Clear] Basic Search [Save Search Criteria]

2.1.3

2.1.4 Click on the course to see the classes.

Search Results

View All

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171 HIS	1101	Undergrad.	UOTTA THE MAKING OF CANADA	015501	1		
UOTTA	2171 HIS	1110	Undergrad.	UOTTA TWENTIETH-CENTURY WRLD TO1945	015502	1		
UOTTA	2171 HIS	1111	Undergrad.	UOTTA TWENTIETH-CENTURY WLD FRM 1945	015503	1		
UOTTA	2171 HIS	1120	Undergrad.	UOTTA HISTORY EUROPE (16TH-20TH CTY)	015504	1		
UOTTA	2171 HIS	1501	Undergrad.	UOTTA LA FORMATION DU CANADA	015510	1		
UOTTA	2171 HIS	1511	Undergrad.	UOTTA MONDE AU XXE S. DEPUIS 1945	015512	1		
UOTTA	2171 HIS	2100	Undergrad.	UOTTA THE HISTORIAN'S CRAFT	015519	1		
UOTTA	2171 HIS	2102	Undergrad.	UOTTA ATHENS, PERSEA AND SPARTA	015521	1		

2.1.4

2.1.5 Verify the number of classes (sections) that are scheduled.

At the top right of the Class Sections information, the number of sections that have been scheduled can be seen.

2.1.6 Remove the classes or sections by clicking on the "-" button.

2.1.7 Click **OK** in the confirmation pop-up.

2.1.8 Click on **Save**.

The screenshot shows the 'Class Sections' tab in the course management system. At the top right, it displays '1 of 1' sections. A 'Delete Confirmation' dialog box is open, asking to delete the current/selected rows. The 'OK' button is highlighted. At the bottom left, the 'Save' button is highlighted.

2.2 Schedule New Courses

2.2.1 Navigate to **Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course**

2.2.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code (e.g.: Fall Term 2016=2169).

2.2.3 Click on **Search**.

The screenshot shows the 'Schedule New Course' search form. The 'Academic Institution' field is set to 'UOTTA' and the 'Term' field is empty. The 'Search' button is highlighted.

2.2.4 Click on the course to add a class for the term.

Search Results

View All	First	1-100 of 183	Last					
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171	ENG	1100	Undergrad.	(blank)	WORKSHOP IN ESSAY WRITING	012011	1
UOTTA	2171	ENG	1100P	Undergrad.	(blank)	WORKSHOP IN ESSAY WRITING	012013	1
UOTTA	2171	ENG	1112	Undergrad.	(blank)	TECHNICAL REPORT WRITING	012019	1
UOTTA	2171	ENG	1120	Undergrad.	(blank)	LITERATURE AND COMPOSITION I	012024	1
UOTTA	2171	ENG	1121	Undergrad.	(blank)	LITERATURE AND COMPOSITION II	012025	1
UOTTA	2171	ENG	1124	Undergrad.	(blank)	ENGAGING WITH LITERATURE	012028	1
UOTTA	2171	ENG	1131	Undergrad.	(blank)	EFFECTIVE BUSINESS ENGLISH	012029	1
UOTTA	2171	ENG	2101	Undergrad.	(blank)	CAN. LIT. I: BEGIN TO 1920	012043	1
2.2.2 UOTTA	2171	ENG	2102	Undergrad.	(blank)	CAN. LIT. II: 1920 TO PRESENT	012044	1
UOTTA	2171	ENG	2103	Undergrad.	(blank)	AM. LIT. I: BEGIN TO 1900	012045	1
UOTTA	2171	ENG	2104	Undergrad.	(blank)	AM. LIT. II: 1900 TO PRESENT	012046	1
UOTTA	2171	ENG	2105	Undergrad.	(blank)	BRIT. LIT. I: BEGIN TO 1700	012047	1
UOTTA	2171	ENG	2106	Undergrad.	(blank)	BRIT. LIT. II: 1700 TO PRESENT	012048	1
UOTTA	2171	ENG	2110	Undergrad.	(blank)	CHILDREN'S LITERATURE	012049	1
UOTTA	2171	ENG	2111	Undergrad.	(blank)	CAN. CHILD. LIT.	012050	1

2.2.5 Complete the Basic Data information:

- **Class Section:** Enter the Class Section for the class component.

See Appendix 1.2.2A Class Sections for more information.

- **Component:** Select the primary (graded) component for the course. (e.g.: Lecture-LEC).

See Appendix 1.2.2B Course Components for more information.

Confirm and modify the information under this tab as required.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 012043 Course Offering Nbr: 1
 Academic Institution: Univ. of Ottawa
 Term: 2017 Winter Term Undergrad.
 Subject Area: ENG English
 Catalog Nbr: 2101 CAN. LIT. I: BEGIN. TO 1920

Class Sections Find | View All | First | 1 of 1 | Last

* Session: FS Full Session Class Nbr: 0
 * Class Section: [] * Start/End Date: 01/09/2017 to 04/08/2017
 * Component: LEC Lecture Event ID:
 * Class Type: Enrollment

* Associated Class: [] Associated Class Attributes
 * Campus: UOTTA uOttawa Add Fee
 * Location: CAOTTAWUOQ CA Ottawa uOttawa Campus
 Course Administrator: []
 * Academic Organization: ENGAUA English
 Academic Group: ARTS Faculty of Arts
 * Holiday Schedule: GEN General Acad & Stat Holidays
 * Instruction Mode: P In Person

Primary Instr Section: []

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

Equivalent Course Group
 Course Equivalent Course Group: 03473 EQ_03473
 Class Equivalent Course Group: [] Override Equivalent Course

Class Attributes Personalize | Find | View All | First | 1-2 of 4 | Last

*Course Attribute	*Course Attribute Value	
0001 Auditor Permitted	Y Auditors are permitted	[+]
0005 Language of Study	EN Course offered in English	[+]

For details on the information that can be modified, see Section 1.1.

2.2.6 Enter the Meeting Pattern.

- **Pattern (Pat):** Select the meeting patterns for the course, according to the approved Timetable grid, enforced by the SEM.

 See Appendix 1.3.2 **Meeting Patterns** for more information.

- **Mtg Start:** Enter the start time for the class according to the pattern selected. (i.e.: for pattern A01A enter 8:30)

- **Mtg End:** Confirm the time that is generated.

- **Day (MTWTFSS):** Confirm the day that is selected by the pattern.

- **Start/End:** Confirm that the dates reflect the information under the **Basic Data** tab.

- **Topic ID:** Enter a Topic ID (if required).

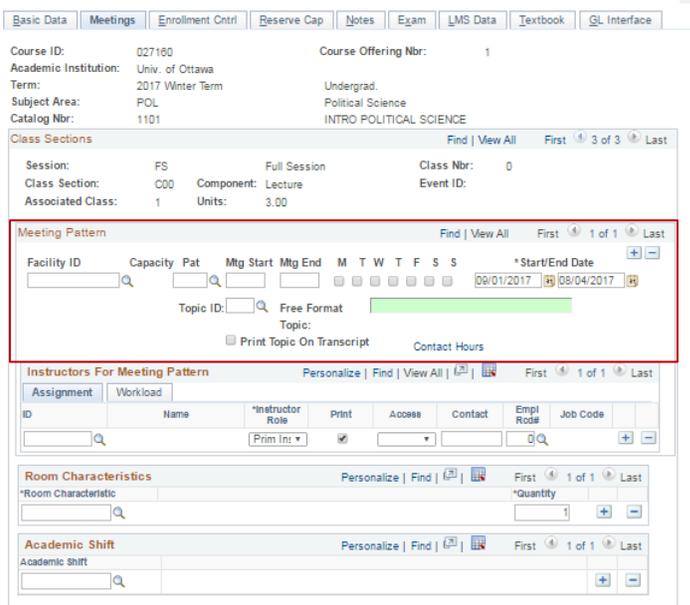
- **Free Format Topic:** Use for special and individual topics by faculty administrators, to be printed on the transcript at the class level, as needed.

 **Remember:** Topic IDs are created/configured for courses in the Course Catalog. Any topics entered manually at the class level cannot be repeated for credit.

- **Print Topic On Transcript:** Enable for special and/or individual topic sub-titles to be displayed on the transcript.

- **Course Contact Hours:** Information that is copied from the Course Catalog regarding total course hours.

 **Note:** Add a new line by clicking on the “+” for every different meeting pattern that needs to be added for the class, e.g.: The course meets twice a week, at different times (Monday 8:30 -10:00/ Thursday 10:00-11:30).



The screenshot shows the 'Meetings' tab in the SR1200HD Manage Scheduling system. The 'Meeting Pattern' section is highlighted with a red box. It contains the following fields and options:

- Facility ID:** Searchable text field.
- Capacity:** Text field.
- Pat:** Pattern selection dropdown.
- Mtg Start:** Time selection field.
- Mtg End:** Time selection field.
- M T W T F S S:** Day selection buttons.
- *Start/End Date:** Date range selection (09/01/2017 to 09/04/2017).
- Topic ID:** Searchable text field.
- Free Format:** Text area for special topics.
- Topic:** Text field.
- Print Topic On Transcript:** Checkable option.
- Contact Hours:** Text field.

Below the Meeting Pattern section is the 'Instructors For Meeting Pattern' section, which includes a table with columns for ID, Name, *Instructor Role, Print, Access, Contact, Empl Rod#, and Job Code. There are also sections for 'Room Characteristics' and 'Academic Shift'.

 **Note:** Other meeting patterns can be entered here as well, (e.g.: The class meets every day for the first week, and then only Wednesday's for the rest of the term) by adding a new line and entering the information. As long as the meetings are within the session start and end dates on the **Basic Data** tab.

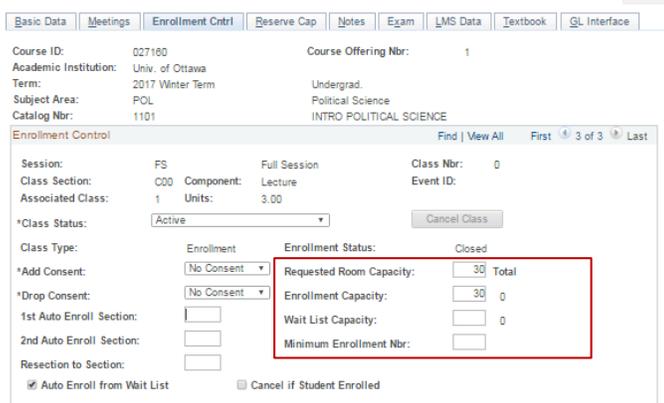
2.2.7 Enter the Enrollment Control information:

- **Class Status:** Select the status for the class:
 - **Active:** Available in the schedule of classes
 - **Cancelled Section:** Cancelled class, will not be available to search in the schedule of classes.
 - **Tentative Section:** Not available to be searched in the schedule of classes.
 - **Stop Further Enrollment:** Stops enrollment and will not be available to search in the schedule of classes.
- **Add Consent and Drop Consent :** Confirm the settings for adding and dropping the course.
 - **No Consent:** Student doesn't require additional consent to enroll to the class via self-serve.
 - **Dept Consent:** Student must enroll or drop this class directly with their academic unit (department or faculty); online enrollment via self-serve is not available.
 - **Inst Consent:** Student can only enroll or drop this class with the instructor's consent; online enrollment via self-serve is not available.
- **1st Auto Enroll Section and 2nd Auto Enroll Section:** Enter the information to auto enroll students to secondary, or non-enrollment components of a class (DGD, LAB...) as required. e.g. Student enrolls in
- **Resection to Section:** Leave this section blank. Unless required, e.g. this is used by Civil Law, for Block enrollment. Enter an alternate class section to enable auto-enrollment if the class section in question is full. LEC A and is auto-enrolled in LAB A01 and DGD A02.
- **Auto Enroll from Wait List:** Confirm that this is selected to allow the students on the waitlist to be enrolled if space becomes available in the course if space becomes available in the class, respecting reserve capacity.
- **Cancel if Student Enrolled:** When this field is check enabled, the course can be cancelled even if students are enrolled to it. The students will be informed and automatically removed from the class.

Registration Capacity:

 **Note:** Information entered here will have an impact on room scheduling in InfoSilem.

- **Requested Room Capacity:** Enter the number of seats needed for the class section.
- **Enrollment Capacity:** Enter the number of seats available for a particular class activity (same as the **Requested Room Capacity**).



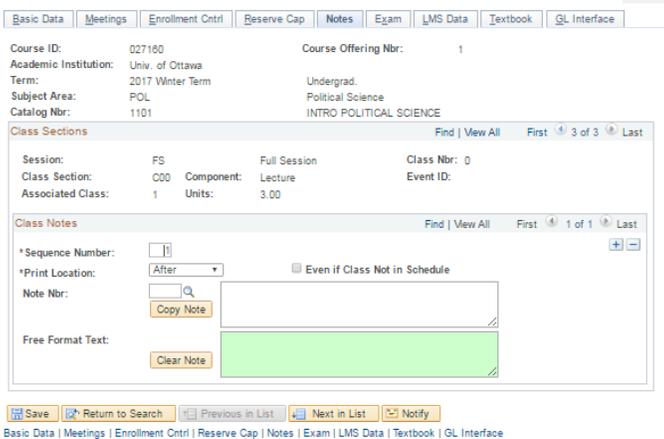
The screenshot shows the 'Enrollment Control' tab with the following details:

- Course ID: 027100, Course Offering Nbr: 1
- Academic Institution: Univ. of Ottawa, Term: 2017 Winter Term, Subject Area: POL, Catalog Nbr: 1101
- Class Section: C00, Component: Lecture, Units: 3.00
- Enrollment Status: Closed
- Requested Room Capacity: 30, Total: 30
- Enrollment Capacity: 30, 0
- Wait List Capacity: 0, 0
- Minimum Enrollment Nbr: 0

- **Wait List Capacity:** Set the Waitlist Capacity to 1000.
- **Minimum Enrollment Nbr (minimum enrollment number):** Enter the minimum number of students for the class.

2.2.8 Enter any notes for the class section (as required).

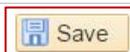
- **Sequence Number:** Auto generated when entering a note.
- **Print Location:** Select **After**.
- **Note Nbr:** Select the number for the pre-configured notes using the magnifying glass (if applicable).
- **Free Format Text:** Enter a note, using proper grammar, spelling, and vocabulary (if applicable).



The screenshot shows the 'Class Notes' tab with the following details:

- Course ID: 027100, Course Offering Nbr: 1
- Class Sections: C00, Component: Lecture, Units: 3.00
- *Sequence Number: []
- *Print Location: After
- Note Nbr: []
- Free Format Text: [Green highlighted area]

2.2.9 Click **Save**.



 **Note:** For Multi-term courses, repeat the steps 2.2.1 -2.2.9 for the second part of the course.

2.3 Modify Classes

2.3.1 Navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

2.3.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code e.g.: Fall Term 2016=2169.

2.3.3 Click on Search.

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: [UOTTA] 2.3.2

Term: []

Subject Area: []

Catalog Nbr: [begins with]

Academic Career: []

Campus: [begins with]

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: []

Academic Organization: [begins with]

Case Sensitive

Search Clear Basic Search Save Search Criteria

2.3.3

2.3.4 Click on the course to see the classes that have been rolled over.

Search Results

View All First 1-86 of 86 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171 HIS	1101		Undergrad.		UOTTA THE MAKING OF CANADA	015501	1
UOTTA	2171 HIS	1110		Undergrad.		UOTTA TWENTIETH-CENTURY WRLD TO1945	015502	1
2.3.4 UOTTA	2171 HIS	1111		Undergrad.		UOTTA TWENTIETH-CENTURY WLD FRM 1945	015503	1
UOTTA	2171 HIS	1120		Undergrad.		UOTTA HISTORY EUROPE (1871-20TH CTY)	015504	1
UOTTA	2171 HIS	1501		Undergrad.		UOTTA LA FORMATION DU CANADA	015510	1
UOTTA	2171 HIS	1511		Undergrad.		UOTTA MONDE AU XXE S. DEPUIS 1945	015512	1
UOTTA	2171 HIS	2100		Undergrad.		UOTTA THE HISTORIAN'S CRAFT	015519	1
UOTTA	2171 HIS	2103		Undergrad.		UOTTA ATHENS, PERSIA, AND SPARTA	045521	1

2.3.5 Modify the information for the classes (as required) under the appropriate tabs.

 For details on the information that can be modified, see Section 1.1-1.7

2.3.5 Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook QL Interface

Course ID: 015503 Course Offering Nbr: 1

Academic Institution: Univ. of Ottawa

Term: 2017 Winter Term Undergrad.

Subject Area: HIS History Auto Create Component

Catalog Nbr: 1111 TWENTIETH-CENTURY WLD FRM 1945

Class Sections Find | View All First 1 of 3 Last

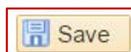
*Session: FS Full Session Class Nbr: 20783

*Class Section: A00 *Start/End Date: 09/01/2017 09/04/2017

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

2.3.6 Click on Save to register the changes.



2.4 Add Sections to Classes

2.4.1 Navigate to **Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

2.4.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code e.g.: Fall Term 2016=2169.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: UOTTA

Term: 2169

Subject Area: POL

Search

2.4.2

2.4.3 Click on **Search**.

Search Clear Basic Search Save Search Criteria

2.4.3

2.4.4 Click on the course to see the classes.

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171	POL	1101	Undergrad.	UOTTA	INTRO POLITICAL SCIENCE	027180	1
UOTTA	2171	POL	1102	Undergrad.	UOTTA	POLITICS AND GLOBALIZATION	027181	1
UOTTA	2171	POL	1501	Undergrad.	UOTTA	INTRO À LA SCIENCE POLITIQUE	027184	1
UOTTA	2171	POL	1502	Undergrad.	UOTTA	POLITIQUE ET MONDIALISATION	027185	1
UOTTA	2171	POL	2101	Undergrad.	UOTTA	INTRO TO CANADIAN POLITICS	027189	1
UOTTA	2171	POL	2103	Undergrad.	UOTTA	INTRO TO INTL REL GLOBAL POL	027171	1
UOTTA	2171	POL	2104	Undergrad.	UOTTA	INTRO COMPARATIVE POLITICS	027172	1
UOTTA	2171	POL	2107	Undergrad.	UOTTA	INTRO TO POLITICAL THOUGHT	027173	1
UOTTA	2171	POL	2108	Undergrad.	UOTTA	MODERN POLITICAL THOUGHT I	027174	1
UOTTA	2171	POL	2156	Undergrad.	UOTTA	FOUND. OF RESEAR. IN POL. SC.	027180	1
UOTTA	2171	POL	2501	Undergrad.	UOTTA	INTRO À LA POL. CANADIENNE	027185	1
UOTTA	2171	POL	2503	Undergrad.	UOTTA	INTRO REL INTL ET POL MONDIALE	027187	1
UOTTA	2171	POL	2504	Undergrad.	UOTTA	INTRO POLITIQUE COMPAREE	027188	1

2.4.4

2.4.5 Click on the "+" button.



Note: The class that is being added will be entered directly after the one that was active/loaded. To add one in sequence, navigate to the last record (e.g. 2 of 2).

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 027180 Course Offering Nbr: 1

Academic Institution: Univ. of Ottawa

Term: 2017 Winter Term Undergrad. **Auto Create Component**

Subject Area: POL Political Science

Catalog Nbr: 1101 INTRO POLITICAL SCIENCE

Class Sections Find | View All First 1 of 2 Last

*Session: FS Full Session Class Nbr: 21327

*Class Section: ADD *Start/End Date: 09/01/2017 09/04/2017

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

2.4.6 Complete the Basic Data information:

- **Class Section:** Enter the class section code. (e.g. for the Fall Term, the third class for the primary section (LEC) would be C00.

 See Appendix 1.2.2A **Class Sections** for more information.

- **Component:** Enter the component (e.g. LEC-Lecture, LAB-Laboratory, and SEM-Seminar)

 See Appendix 1.2.2B **Course Components** for more information.

Confirm and modify the information under this tab as required.

 For details on the information that can be modified, see Section 1.1.

The screenshot shows the 'Basic Data' tab of the SR1200HD Manage Scheduling interface. The form is for Course ID 027100, Academic Institution Univ. of Ottawa, Term 2017 Winter Term, Subject Area POL, and Catalog Nbr 1101. The Course Offering Nbr is 1. The 'Class Sections' section is highlighted with a red box, showing fields for *Session (FS), *Class Section (C00), *Component (LEC), and *Class Type (Enrollment). Other sections include Associated Class (Units: 3.00), Campus (UOTTA), Location (CAOTTAWUOJ), Course Administrator, Academic Organization (POLOUA), Academic Group (SSOC), Holiday Schedule (GEN), Instruction Mode (P), Primary Instr Section, Class Topic, Equivalent Course Group (EQ_00018), and Class Attributes (Auditor Permitted, Multi-term course).

2.4.7 Enter the Meeting Pattern.

- **Pattern (Pat):** Select the meeting pattern for the class, according to the approved timetable grid, enforced by the SEM.



See Appendix 1.3.2 **Meeting Patterns** for more information.

- **Mtg Start:** Enter the start time for the class, according to the pattern selected. (e.g. for pattern A01A enter 8:30)
- **Mtg End:** Confirm the time that is generated.
- **Day (MTWTFSS):** Confirm the day that is selected by the pattern. **Start/End:** Confirm that the dates reflect the information under the **Basic Data** tab.
- **Topic ID:** Enter a Topic ID (if required).
- **Free Format Topic:** Use for special and individual topics, to be printed on the transcript at the class level, as needed.



Remember: Topic IDs are created/configured for courses in the Course Catalog. Any topics entered manually at the class level cannot be repeated for credit.

- **Print Topic On Transcript:** Enable for special and/or individual topic sub-titles to be displayed on the transcript.
- **Course Contact Hours:** Information that is copied from the Course Catalog regarding total course hours.



Note: Add a new line by clicking on the "+" for every different meeting pattern that needs to be added for the class, e.g. The course meets twice a week, at different times (Monday 8:30 -10:00 and Thursday 10:00-11:30).



Note: Other meeting patterns can be entered here as well, (e.g. The class meets every day for the first week, and then only Wednesday's for the rest of the term) by adding a new line and entering the information. This can be done as long as the meetings are within the session start and end dates on the **Basic Data** tab.

2.4.8 Enter the Enrollment Control information.

- **Class Status:** Select the status for the class:
 - **Active:** Available in the schedule of classes
 - **Cancelled Section:** Cancelled class, will not be available to search in the schedule of classes.

- **Tentative Section:** Not available to search in the schedule of classes.
- **Stop Further Enrollment:** Stops enrollment and will not be available to search in the schedule of classes.
- **Add Consent and Drop Consent:** Confirm the settings for adding and dropping the course.
 - **No Consent:** Student doesn't require additional consent to enroll to the class via self-serve.
 - **Dept Consent:** Student must enroll or drop this class directly with their department; online enrollment via self-serve is not available.
 - **Inst Consent:** Student can only enroll or drop this class with the instructor's consent; online enrollment via self-serve is not available.
- **1st Auto Enroll Section and 2nd Auto Enroll Section:** Enter the information to auto enroll students to secondary, or non-enrollment components of a class (DGD, LAB...) as required. e.g.: Student enrolls in LEC A)), is auto-enrolled in LAB A01 and DGD A02.
- **Resection to Section:** Leave this section blank. Unless required e.g.: this is used by Civil Law, for Block enrollment: Enter an alternate class section to enable auto-enrollment if the class section in question is full.
- **Auto Enroll from Wait List:** Confirm that this is selected to allow the students on the waitlist to be enrolled if space becomes available in the course respecting reserve capacity.
- **Cancel if Student Enrolled:** When check enabled this field the course can be cancelled if students are enrolled to it. The students will be informed and automatically removed from the course.

Registration Capacity:

 **Note:** Information entered here will have an impact on room scheduling in InfoSilem.

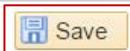
- **Requested Room Capacity:** Enter the number of seats needed for the class section.
- **Enrollment Capacity:** Enter the number of seats available for a particular class activity (same as the **Requested Room Capacity**).

- **Wait List Capacity:** Set the Waitlist Capacity to 1000.
- **Minimum Enrollment Nbr (minimum enrollment number):** Enter the minimum number of students for the class.

2.4.9 Enter any notes for the class section (as required).

- **Sequence Number:** Auto generated when entering a note.
- **Print Location:** Select **After**.
- **Note Nbr:** Select the number for the pre-configured notes using the magnifying glass (if applicable).
- **Free Format Text:** Enter a note, using proper grammar, spelling, and vocabulary (if applicable).

2.4.10 Click **Save**.



 **Note:** For Multi-term courses, repeat the steps 2.4.1 -2.4.10 for the second part of the course.

2.5 Add Class Associations to Sections

2.5.1 Navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



Note: Class Associations are used to link Primary and Secondary Class Sections. (e.g., link laboratories to a lecture) To add these class components, see section 2.4 – Adding Sections to Classes.

2.5.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code e.g.: Fall Term 2016=2169.

2.5.3 Click on Search

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: [v] UOTTA [Q] 2.5.2

Term: [v] [Q]

Subject Area: [v] [Q]

Catalog Nbr: [v] begins with [v]

Academic Career: [v] [v]

Campus: [v] begins with [v] [Q]

Description: [v] begins with [v]

Course ID: [v] begins with [v] [Q]

Course Offering Nbr: [v] [v] [Q]

Academic Organization: [v] begins with [v]

Case Sensitive

Search [v] Clear Basic Search [v] Save Search Criteria

2.5.3

2.5.4 Click on the course to see the classes.

Search Results

View All First 1-59 of 59 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171	BIO	1109	Undergrad.		UOTTA PRINCIPLES OF BIOLOGY	002855	1
UOTTA	2171	BIO	1130	Undergrad.		UOTTA INTRODUCT. TO ORGANISM. BIOL	002859	1
UOTTA	2171	BIO	1140	Undergrad.		UOTTA INTRODUCTION TO CELL BIOLOGY	002860	1
UOTTA	2171	BIO	1300	Undergrad.		UOTTA THE HUMAN ANIMAL	002885	1
UOTTA	2171	BIO	1509	Undergrad.		UOTTA PRINCIPES DE BIOLOGIE	002873	1
UOTTA	2171	BIO	1540	Undergrad.		UOTTA INTRO A BIOLOGIE CELLULAIRE	002878	1
UOTTA	2171	BIO	1700	Undergrad.		UOTTA L'ANIMAL HUMAIN	002883	1
UOTTA	2171	BIO	2110	Undergrad.		UOTTA ENVIRONMENTAL PHYSIOLOGY	002899	1
UOTTA	2171	BIO	2133	Undergrad.		UOTTA GENETICS	002717	1
2.5.4	UOTTA	2171	BIO	2135	Undergrad.	UOTTA ANIMAL FORM AND FUNCTION	002718	1
UOTTA	2171	BIO	2510	Undergrad.		UOTTA PHYSIOLOGIE ENVIRONNEMENTALE	002727	1
UOTTA	2171	BIO	2533	Undergrad.		UOTTA GÉNÉTIQUE	002737	1
UOTTA	2171	BIO	2535	Undergrad.		UOTTA ANIMAUX: STRUCT & FONCTIONS	002738	1
UOTTA	2171	BIO	2601	Undergrad.		UOTTA CO-OP WORK TERM I	002740	1
UOTTA	2171	BIO	3102	Undergrad.		UOTTA MOLECULAR EVOLUTION	002747	1
UOTTA	2171	BIO	3115	Undergrad.		UOTTA CONSERVATION BIOLOGY	002760	1

2.5.5 Add a number to the **Associated Class** for the primary class section. e.g.:

- A00= 1
- B00= 2
- C00= 3
- D00= 4

2.5.6 Navigate to the secondary components. (e.g.: LAB)

To do this, use the arrows or click on **View All** to see all class sections.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface	
Course ID:	002718	Course Offering Nbr:	1						
Academic Institution:	Univ. of Ottawa	Term:	2017 Winter Term	Undergrad.	Biology				Auto Create Component
Subject Area:	BIO	Catalog Nbr:	2135	ANIMAL FORM AND FUNCTION					
Class Sections									
Find View All First 1 of 3 Last 2.5.6									
*Session:	FS	Full Session	Class Nbr:	1972					
*Class Section:	A00		*Start/End Date:	01/01/2017 to 30/04/2017					
*Component:	LEC	Lecture	Event ID:						
*Class Type:	Enrollment								
*Associated Class:	1	Units: 3.00	Associated Class Attributes						
*Campus:	UOTTA	uOttawa	Add Fee						
*Location:	CAOTTAWUOC	CA Ottawa uOttawa Campus	<input checked="" type="checkbox"/> Schedule Print <input checked="" type="checkbox"/> Student Specific Permissions						
Course Administrator:			<input type="checkbox"/> Dynamic Date Calc Required <input checked="" type="checkbox"/> Generate Class Mtg Attendance <input checked="" type="checkbox"/> Sync Attendance with Class Mtg <input type="checkbox"/> GL Interface Required						
*Academic Organization:	BIOSUA	Biology-SCIEN							
Academic Group:	SCIEN	Faculty of Science							
*Holiday Schedule:	GEN	General Acad & Stat Holidays							
*Instruction Mode:	P	In Person							
Primary Instr Section:	A00								
Class Topic									
Course Topic ID:			<input type="checkbox"/> Print Topic in Schedule						
Equivalent Course Group									
Course Equivalent Course Group:	00831	EQ_00831	<input type="checkbox"/> Override Equivalent Course						
Class Equivalent Course Group:	00831	EQ_00831							
Class Attributes									
Personalize Find View All			First 1-2 of 8 Last						
*Course Attribute	*Course Attribute Value								
0001	Auditor Permitted	Y	Auditors are permitted						
0005	Language of Study	EN	Course offered in English						

2.5.7 Verify the secondary class section has a **Class Type** of **Non-Enroll**.

2.5.8 Add the primary class section in **Associated Class** number.

e.g.:

- A01, A02, A03 = '1'
- B01, B02, B03 = '2'
- C01, C02, C03 = '3'

If multiple primary components (e.g. LEC) have a shared component (e.g. DGD), set all DGDs to '9999.'

2.5.9 Click **Save**



i Repeat the steps 2.5.1-2.5.9 for all primary and secondary classes.

End of Transaction

3. Schedule Rooms:

Overview

- Description:**
- Enter the pre-assigned rooms into uoCampus.
 - Confirm/Modify the enrollment data that will be sent from uoCampus to InfoSilem for room assignment.
 - Confirm/Modify the rooms assigned by InfoSilem in uoCampus.

Performed by: Academic Staff

3.1 Verify/Add Requested Room Capacity (Enrollment Control)

3.1.1 Navigate to **Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

3.1.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code e.g.: Fall Term 2016=2169.

3.1.3 Click on **Search**.

3.1.4 Click on the course to see the classes.

Search Results

View All First 1-100 of 132 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2161 ADM	1100	Undergrad.	UOTTA	INTRODUCTION TO BUSINESS MANAG	000001	1	
UOTTA	2161 ADM	1101	Undergrad.	UOTTA	SOCIAL CONTEXT OF BUSINESS	000002	1	
UOTTA	2161 ADM	1300	Undergrad.	UOTTA	INTRO. TO BUSINESS MANAGEMENT	000003	1	
UOTTA	2161 ADM	1301	Undergrad.	UOTTA	SOCIAL CONTEXT OF BUSINESS	000004	1	
UOTTA	2161 ADM	1340	Undergrad.	UOTTA	FINANCIAL ACCOUNTING	000005	1	
UOTTA	2161 ADM	1370	Undergrad.	UOTTA	APPLIC INFO TECHN FOR BUSINESS	000006	1	
UOTTA	2161 ADM	1500	Undergrad.	UOTTA	INTRO GESTION DES AFFAIRES	000007	1	
UOTTA	2161 ADM	1501	Undergrad.	UOTTA	CONTEXTE SOC MONDE AFFAIRES	000008	1	
UOTTA	2161 ADM	1700	Undergrad.	UOTTA	INTRO À LA GESTION AFFAIRES	000009	1	
UOTTA	2161 ADM	1701	Undergrad.	UOTTA	CONT SOC MONDE DES AFFAIRES	000010	1	
UOTTA	2161 ADM	1740	Undergrad.	UOTTA	COMPTABILITÉ FINANCIÈRE	000011	1	

3.1.5 Click on the **Enrollment Cntrl** tab.



3.1.6 Enter/Verify Registration Capacity:

- **Requested Room Capacity:** Enter the number of seats needed for the class section.
- **Enrollment Capacity:** Enter the number of seats available for a particular class activity (same as the Requested Room Capacity).

3.2 Enter Pre-Assigned Rooms

For courses that have pre-assigned rooms, the room must be entered before the InfoSilem process.

3.2.1 Click on the Meetings tab.

3.2.2 Click on the magnifying glass beside the Facility ID.

3.2.3 Search/Filter the list for the room and click on **Look Up**.

3.2.4 Click on the Room to select it.



Note: Only select rooms that you have the authority/permission to use.

Look Up Facility ID Help

SerID: UOTTA
 Facility ID:
 Building:
 Room:
 Description:
 Facility Type:

Search Results

Only the first 300 results can be displayed.

View 100

Facility ID	Building	Room	Description	Facility Type
ART018	ART	018	70 Laurier (ART) 018	Exam Rm
ART020	ART	020	70 Laurier (ART) 020	Exam Rm
ART099	ART	099	70 Laurier (ART) 099	Exam Rm
ART114	ART	114	70 Laurier (ART) 114	Exam Rm
ART141	ART	141	70 Laurier (ART) 141	Exam Rm
ART215	ART	215	70 Laurier (ART) 215	Seminar Rm
ART240	ART	240	70 Laurier (ART) 240	Seminar Rm
ART257	ART	257	70 Laurier (ART) 257	Auditorium
ART318	ART	318	70 Laurier (ART) 318	Seminar Rm
ART350	ART	350	70 Laurier (ART) 350	Seminar Rm
ART420	ART	420	70 Laurier (ART) 420	Seminar Rm
ART500	ART	500	70 Laurier (ART) 500	Exam Rm
ART523	ART	523	70 Laurier (ART) 523	Seminar Rm
BRS207	BRS	207	100 Thomas More (BRS) 207	Exam Rm
BRS232	BRS	232	100 Thomas More (BRS) 232	Seminar Rm
BRS302	BRS	302	100 Thomas More (BRS) 302	Seminar Rm
BRS314	BRS	314	100 Thomas More (BRS) 314	Seminar Rm
BSC110	BSC	110	30 Marie Curie (BSC) 110	Laboratory
BSC112	BSC	112	30 Marie Curie (BSC) 112	Laboratory
BSC130	BSC	130	30 Marie Curie (BSC) 130	Laboratory
BSC140	BSC	140	30 Marie Curie (BSC) 140	Lecture Rm
BSC202	BSC	202	30 Marie Curie (BSC) 202	Laboratory
BSC211	BSC	211	30 Marie Curie (BSC) 211	Laboratory
BSC231	BSC	231	30 Marie Curie (BSC) 231	Laboratory
BSC238	BSC	238	30 Marie Curie (BSC) 238	Laboratory
BSC302	BSC	302	30 Marie Curie (BSC) 302	Laboratory
BSC310	BSC	310	30 Marie Curie (BSC) 310	Laboratory
BSC312	BSC	312	30 Marie Curie (BSC) 312	Laboratory
BSC330	BSC	330	30 Marie Curie (BSC) 330	Laboratory
BSC335	BSC	335	30 Marie Curie (BSC) 335	Laboratory
CA105	CA	105	1385 Woodroffe Ave (CA) 105	Lecture Rm
CA105A	CA	105A	1385 Woodroffe Ave (CA) 105A	Exam Rm
CA105B	CA	105B	1385 Woodroffe Ave (CA) 105B	Exam Rm

3.2.3

3.2.4

3.2.4 Click **Save**.



Note: If the room is already scheduled for another class, there will be prompt to select another room.

Message

Class Section: M00 conflicts with Class Section: M00. (14620,28)

This class section cannot be scheduled. One of its meeting patterns conflicts with either another of its own or another class section's. To save without scheduling, leave Facility ID blank.

3.3 Verify the Room Selection

After the InfoSilem process has been run, verify the rooms assigned to classes.

3.3.1 Navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

3.3.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code. (e.g.: Fall Term 2016=2169)

3.3.3 Click on Search.

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: UOTTA 3.3.2

Term: 3.3.2

Subject Area:

Catalog Nbr: begins with

Academic Career:

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search 3.3.3 Clear Basic Search Save Search Criteria

3.3.4 Click on the course to see the classes.

Search Results

View All First 1-100 of 132 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2181 ADM	1100	Undergrad.	UOTTA	INTRODUCTION TO BUSINESS MANAG	000001	1	
UOTTA	2181 ADM	1101	Undergrad.	UOTTA	SOCIAL CONTEXT OF BUSINESS	000002	1	
UOTTA	2181 ADM	1300	Undergrad.	UOTTA	INTRO. TO BUSINESS MANAGEMENT	000003	1	
UOTTA	2181 ADM	1301	Undergrad.	UOTTA	SOCIAL CONTEXT OF BUSINESS	000004	1	
UOTTA	2181 ADM	1340	Undergrad.	UOTTA	FINANCIAL ACCOUNTING	000005	1	
UOTTA	2181 ADM	1370	Undergrad.	UOTTA	APPLIC INFO TECHN FOR BUSINESS	000006	1	
UOTTA	2181 ADM	1500	Undergrad.	UOTTA	INTRO GESTION DES AFFAIRES	000007	1	
UOTTA	2181 ADM	1501	Undergrad.	UOTTA	CONTEXTE SOC MONDE AFFAIRES	000008	1	
UOTTA	2181 ADM	1700	Undergrad.	UOTTA	INTRO À LA GESTION AFFAIRES	000009	1	
UOTTA	2181 ADM	1701	Undergrad.	UOTTA	CONT SOC MONDE DES AFFAIRES	000010	1	
UOTTA	2181 ADM	1740	Undergrad.	UOTTA	COMPTABILITÉ FINANCIÈRE	000011	1	

3.3.5 Click on the Meetings tab.

[Meetings](#)

3.3.6 Verify the Facility ID in the Meeting Pattern section.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 000001 Course Offering Nbr: 1
 Academic Institution: University of Ottawa
 Term: 2018 Winter Term Undergrad
 Subject Area: ADM Administration
 Catalog Nbr: 1100 INTRODUCTION TO BUSINESS MANAG

Class Sections Find | View All First 1 of 2 Last

Session: FS Full Session Class Nbr: 1002
 Class Section: N00 Component: Lecture Event ID: 000021670
 Associated Class: 2 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
DMS1160	200		19:00	22:00								11/01/2016 19 12/04/2016 19

Topic ID: DMS (033) 1160 Topic:

Print Topic On Transcript Contact Hours

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

Assignment	Workload	ID	Name	Instructor Role	Print	Access	Contact	Emp#	Job Code
		000001784	Graham, Ian	Prim In		Grade	30		

Room Characteristics Personalize | Find First 1 of 1 Last

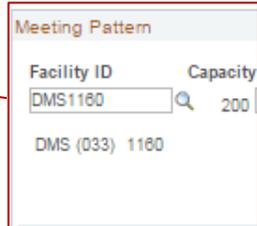
*Room Characteristic: Quantity:

Academic Shift Personalize | Find First 1 of 1 Last

Academic Shift:

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Exam | LMS Data | Textbook | GL Interface



3.3.7 Click on the **Enrollment Cntrl** tab.



3.3.8 Update the Registration Capacity:

Based on the assigned room capacity update the **Enrollment Capacity**: Enter the number of seats available for enrollment.

Basic Data		Meetings		Enrollment Cntrl		Reserve Cap		Notes		Exam		LMS Data		Textbook		GL Interface			
Course ID:	000002	Course Offering Nbr:	1																
Academic Institution:	Univ. of Ottawa																		
Term:	2017 Winter Term	Undergrad.																	
Subject Area:	ADM	Administration																	
Catalog Nbr:	1101	SOCIAL CONTEXT OF BUSINESS																	
Enrollment Control																Find View All	First	1 of 1	Last
Session:	FS	Full Session	Class Nbr:	1344															
Class Section:	M00	Component: Lecture	Event ID:																
Associated Class:	1	Units: 3.00																	
*Class Status:	Active		Cancel Class	02/23/2018															
Class Type:	Enrollment	Enrollment Status:	Open																
*Add Consent:	No Consent	Requested Room Capacity:	200	Total															
*Drop Consent:	No Consent	Enrollment Capacity:	200	0															
1st Auto Enroll Section:		Wait List Capacity:	1000	0															
2nd Auto Enroll Section:		Minimum Enrollment Nbr:	1																
Resection to Section:																			
<input checked="" type="checkbox"/> Auto Enroll from Wait List <input type="checkbox"/> Cancel if Student Enrolled																			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>																			
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface																			

3.3.9 Click **Save**.



3.4 Modify the Room Selection

3.4.1 Click on the magnifying glass beside the Facility ID.

i To find an available room for the class, refer to section 6 - Search for an Available Room.

The screenshot shows the 'Meeting Pattern' window with the following details:

- Facility ID: DMS1160
- Capacity: 200
- Meeting Pattern: DMS (033) 1160

3.4.2 Search/Filter the list for the room and click on **Look Up**.

3.4.3 Click on the room to select it.

! **Note:** Only select rooms that you have the authority/permission to use.

The 'Look Up Facility ID' window shows search criteria and a list of search results:

SetID: UOTTA

Facility ID: [begins with * |]

Building: [begins with * |]

Room: [begins with * |]

Description: [begins with * |]

Facility type: []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

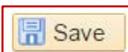
Only the first 300 results can be displayed.

View 100 First 1000 of 200 Last

Facility ID	Building	Room	Description	Facility Type
ART016	ART	016	70 Laurier (ART) 016	Exam Rm
ART028	ART	028	70 Laurier (ART) 028	Exam Rm
ART033	ART	033	70 Laurier (ART) 033	Auditorium
ART114	ART	114	70 Laurier (ART) 114	Exam Rm
ART141	ART	141	70 Laurier (ART) 141	Exam Rm
ART215	ART	215	70 Laurier (ART) 215	Seminar Rm
ART248	ART	248	70 Laurier (ART) 248	Seminar Rm
ART257	ART	257	70 Laurier (ART) 257	Auditorium
ART318	ART	318	70 Laurier (ART) 318	Seminar Rm
ART350	ART	350	70 Laurier (ART) 350	Seminar Rm
ART420	ART	420	70 Laurier (ART) 420	Seminar Rm
ART509	ART	509	70 Laurier (ART) 509	Exam Rm
ART523	ART	523	70 Laurier (ART) 523	Seminar Rm
BRS207	BRS	207	100 Thomas More (BRS) 207	Exam Rm
BRS232	BRS	232	100 Thomas More (BRS) 232	Seminar Rm
BRS302	BRS	302	100 Thomas More (BRS) 302	Seminar Rm
BRS314	BRS	314	100 Thomas More (BRS) 314	Seminar Rm
BSC110	BSC	110	30 Marie Curie (BSC) 110	Laboratory
BSC112	BSC	112	30 Marie Curie (BSC) 112	Laboratory
BSC130	BSC	130	30 Marie Curie (BSC) 130	Laboratory
BSC140	BSC	140	30 Marie Curie (BSC) 140	Lecture Rm
BSC202	BSC	202	30 Marie Curie (BSC) 202	Laboratory
BSC211	BSC	211	30 Marie Curie (BSC) 211	Laboratory
BSC231	BSC	231	30 Marie Curie (BSC) 231	Laboratory
BSC238	BSC	238	30 Marie Curie (BSC) 238	Laboratory
BSC302	BSC	302	30 Marie Curie (BSC) 302	Laboratory
BSC310	BSC	310	30 Marie Curie (BSC) 310	Laboratory
BSC312	BSC	312	30 Marie Curie (BSC) 312	Laboratory
BSC330	BSC	330	30 Marie Curie (BSC) 330	Laboratory
BSC338	BSC	338	30 Marie Curie (BSC) 338	Laboratory
CA105	CA	105	1385 Woodroffe Ave (CA) 105	Lecture Rm
CA105A	CA	105A	1385 Woodroffe Ave (CA) 105A	Exam Rm
CA105B	CA	105B	1385 Woodroffe Ave (CA) 105B	Exam Rm

3.4.4 Click **Save**.

! **Note:** If the room is already scheduled for another class, there will be prompt to select another room.



End of Transaction

4. Enter Instructors:

Overview

Description: Add instructors to a class.

Performed by: Academic Staff

4.1 Select the Class

4.1.1 Navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

4.1.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code e.g.: Fall Term 2016=2169.

4.1.3 Click on Search

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: UOTTA **4.1.2**

Term: **4.1.2**

Subject Area:

Catalog Nbr: begins with

Academic Career:

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: begins with

Academic Organization: begins with

Case Sensitive

Search **4.1.3** Clear Basic Search Save Search Criteria

4.1.4 Click on the course to see the classes.

Search Results

View All

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171 PED	1140	Education	UOTTA	EDU PRIMARY/JUNIOR DIV.-LANG.	024376	1	
UOTTA	2171 PED	1156	Education	UOTTA	EDU PRJ MATHEMATICS	024385	1	
UOTTA	2171 PED	1159	Education	UOTTA	EDU P/J SCIENCE & TECHNOLOGY	024394	1	
UOTTA	2171 PED	1599	Education	UOOFF	CONNAIS & HABIL FRA: ECRIT ENS	024556	1	
UOTTA	2171 PED	1599	Education	UOTTA	CONNAIS & HABIL FRA: ECRIT ENS	024556	1	
UOTTA	2171 PED	2140	Education	UOTTA	EDU JUNIOR/PRIMARY DIV. ARTS	024714	1	
UOTTA	2171 PED	2141	Education	UOTTA	ED JR/INT SOC ST HLT PHY EDU.	024715	1	
UOTTA	2171 PED	2143	Education	UOTTA	PROF. INQUIRY IN PRACTICE	024717	1	
UOTTA	2171 PED	2147	Education	UOTTA	PRACTICUM PRIMARY/JUN. DIV. II	024720	1	
UOTTA	2171 PED	2500	Education	UOOFF	STAGE II MILIEU SCOLAIRE SEM I	024803	1	
UOTTA	2171 PED	2500	Education	UOTTA	STAGE II MILIEU SCOLAIRE SEM I	024803	1	
UOTTA	2171 PED	2507	Education	UOTTA	REALITES SCOLAIRES ET PROJETS	024804	1	

4.2 Find the Instructor

4.2.1 Click on the Meetings tab.

Meetings

4.2.2 Click on the magnifying glass in **Instructors for Meeting Pattern** beside the **ID** field.



Note: If the instructor's ID is known enter the ID directly in this field, and skip to step 4.3.

4.2.3 Filter the instructor list using the information available:

- **Empl ID:** The system generated ID (not the employee ID) for the instructor.
- **Last and First Name:** Enter either name to filter the list.

4.2.4 Click on the instructor's name to select that instructor.



Note: If the instructor does not appear on the list they are not configured to teach the subject or they may not have been entered in the system yet. Contact your Banner Administrator (faculty/department).

Empl ID	Name	Last Name	First Name
2309326	Radford, Linda Anne	RADFORD	LINDAANNE
5139370	Reavie, Marissa	REAVIE	MARISSA
352138	Reid, Heather Ann	REID	HEATHERANN
4372440	Reimer, Kristin Elaine	REIMER	KRISTINELAINE
20000333	Reis, Giuliano	REIS	GIULIANO
368220	Rheaume, Martine	RHEAUME	MARTINE
1698014	Richardson, Anthony James	RICHARDSON	ANTHONYJAMES
20434	Riddell, Ernest H.	RIDDELL	ERNESTH
065057	Roberge, Annie	ROBERGE	ANNIE
155315	Robert, Marie-Anne	ROBERT	MARIEANNE
138814	Robichaud-Gagne, Ann G	ROBICHAUDGAGNE	ANNING
200003905	Robson, John	ROBSON	JOHN
145088	Roddy, Louise	RODDY	LOUISE
3519396	Rodrigue, Vicki-Anne	RODRIGUE	VICKIANNE
4600404	Rousselle, Pamela	ROUSSELLE	PAMELA
4031014	Rottmann, Jennifer	ROTTMANN	JENNIFER
9760721	Rousseau, Celine	ROUSSEAU	CELINE
1633502	Rovers, Martin W	ROVERS	MARTINW
200005192	Roy, Martin	ROY	MARTIN
200005231	Roy, Jonathan	ROY	JONATHAN
147148	Rozone, Paulette	ROZON	PAULETTE
1457097	Russo, Zino	RUSSO	ZINO

4.3 Configure the Instructor

4.3.1 Select the Instructor Role.

There are three different Instructor Roles:

- Primary Instructor
- Secondary Instructor
- TA (Teaching Assistant)

Instructors For Meeting Pattern							
Assignment		Workload		Personalize Find View All		First 1 of 1 Last	
ID	Name	*Instructor Role	Print	Access	Contact	Empl Rod#	Job Code
4031014	Rottmann, Jennifer	Prim In:	<input checked="" type="checkbox"/>	Grade	36		
		4.3.1	4.3.2	4.3.3	4.3.4		

 **Note:** Enter more than one instructor by adding another line. Click on the “+” to add an instructor and “-” to remove an instructor.

4.3.2 Select the **Print** box. Selected, this publishes the name of the instructor in the course schedule.

4.3.3 Set the **Access** to **Grade**. This will grant the instructor access to grade entry using the Faculty Center.

4.3.4 Enter the Instructor's teaching hours in the **Contact** field. (e.g. 12 lectures X 3 hours = 36 contact hours)

4.3.5 Click **Save**.



 Repeat steps 4.2-4.3 for each **Meeting Pattern** and each class section.

End of Transaction

5. Exam Scheduling:

Overview

Description: Setup the classes for the Exam Scheduling process in InfoSilem and view/modify the Exam Scheduling.

Performed by: Academic Staff

5.1 Assign the Correct Attributes

Before the Exam Schedule is created by InfoSilem, validate that each class is set up with the appropriate attributes.

5.1.1 Navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

5.1.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code. (e.g.: Fall Term 2016=2169)

5.1.3 Click on Search.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: [UOTTA] 5.1.2

Term: [] 5.1.2

Subject Area: []

Catalog Nbr: [begins with]

Academic Career: []

Campus: [begins with]

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: []

Academic Organization: [begins with]

Case Sensitive

Search 5.1.3 Clear Basic Search Save Search Criteria

5.1.4 Click on the course to see the classes.

Search Results

View All First 1-99 of 99 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171 CMN	1148	Undergrad.	UOTTA	INTRO ORGANIZATIONAL COMMUNIC	005387	1	
UOTTA	2171 CMN	1160	Undergrad.	UOTTA	INTRO MEDIA STUDIES	005386	1	
UOTTA	2171 CMN	1560	Undergrad.	UOTTA	INTRO ETUDE DES MEDIAS	005417	1	
UOTTA	2171 CMN	2101	Undergrad.	UOUFF	RESEARCH METHODS COMMUNIC.	005421	1	
UOTTA	2171 CMN	2130	Undergrad.	UOTTA	INTERPERSONAL COMMUNICATION	005423	1	
UOTTA	2171 CMN	2132	Undergrad.	UOTTA	NON-VERBAL COMMUNICATION	005425	1	
UOTTA	2171 CMN	2135	Undergrad.	UOUFF	PUBLIC SPEAKING	005427	1	
UOTTA	2171 CMN	2135	Undergrad.	UOTTA	PUBLIC SPEAKING	005427	1	
UOTTA	2171 CMN	2148	Undergrad.	UOUFF	ORGANIZATIONAL COMMUNICATION	005429	1	
UOTTA	2171 CMN	2148	Undergrad.	UOTTA	ORGANIZATIONAL COMMUNICATION	005429	1	
UOTTA	2171 CMN	2148	Undergrad.	UOUFF	ORGANIZATIONAL COMMUNICATION	005429	1	

5.1.5 Verify the Class Attributes, under the Basic Data tab.

Exam attributes are added at the class level:

- 0011 - Take Home Exam
- 0012 - Exam Room Type
- 0013 - Exam Seating Ratio
- 0014 - Exam Time Preference

 See Appendix 5.1.3 **Exam Attributes** for more information.

5.1.6 To add an attribute click on the "+" next to one of the Class Attributes.



The screenshot shows the 'Basic Data' tab with various course details. A red box highlights the 'Course Attribute' table with the following data:

Course Attribute	Description	5.1.5
0001	Auditor Permitted	
0002	Continuing activity	
0003	Multi-term course	
0004	Thesis activity	
0005	Language of Study	
0006	Year of study	
0007	Basic Qualification Codes: EDU	
0008	Common Law Course Level	
0009	Major Paper	
0010	Primary Course (Cross-listed)	
0011	Take-Home Exam	
0012	Exam Room Type	
0013	Exam Seating Ratio	
0014	Exam Time Preference	
0015	Funding Indicator	
0016	Field Placement Course (Co-op)	
0017	Comprehensive Exam	
0018	Supplemental Exam Indicator	
0019	Excluded from T2202A calc.	
0020	Individual Topic	
0022	Research Paper	
0023	Ancillary Fees	

At the bottom, the 'Class Attributes' table is highlighted with a red box:

*Course Attribute	*Course Attribute Value	5.1.6
0001	Auditor Permitted	Y
0005	Language of Study	EN

5.1.7 Click on the magnifying glass to see the list of attributes that can be added.

 **Note:** Enter the number of the attribute directly in the **Course Attribute** field to skip to step 5.1.7.



The screenshot shows the 'Class Attributes' table with a magnifying glass icon next to the 'Language of Study' attribute, indicating the search function.

5.1.8 Select the attribute to add by clicking on the appropriate line.

Look Up Course Attribute Help

Course Attribute:

Description:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-23 of 23 Last

Course Attribute	Description
0001	Auditor Permitted
0002	Continuing activity
0003	Multi-term course
0004	Thesis activity
0005	Language of Study
0006	Year of study
0007	Basic Qualification Codes: EDU
0008	Common Law Course Level
0009	Major Paper
0010	Primary Course (Cross-listed)
0011	Take-Home Exam
0012	Exam Room Type
0013	Exam Seating Ratio
0014	Exam Time Preference
0015	Funding Indicator
0016	Field Placement Course (Co-op)
0017	Comprehensive Exam
0018	Supplemental Exam Indicator
0019	Excluded from T2202A calc.
0020	Individual Topic
0021	Exam room type preference
0022	Research Paper
0023	Ancillary Fees

5.1.9 Configure the attribute by clicking on the magnifying glass next to the **Course Attribute Value** field.



Note: Enter the code for the value directly in the **Course Value Attribute** field to skip to step 5.1.9.

Class Attributes	Personalize	Find	View All	First	2-3 of 7	Last
0005 <input type="text" value="Language of Study"/>	EN	<input type="text" value="Course offered in English"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0012 <input type="text" value="Exam Room Type"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5.1.10 Select the **Course Attribute Value** by clicking on the appropriate line.

Look Up Course Attribute Value Help

Course Attribute:

Description:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Course Attribute Value	Description
G	Sym
P	Departmental
S	Standard
T	Teleconference

5.1.11 Click **Save**.



i Repeat steps 5.1.6-5.1.11 to add each additional **Class Attribute**.

5.2 View the Exam Schedule

After the exam schedule has been imported to upCampus from InfoSilem, verify the exam information.

5.2.1 Navigate to **Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

Maintain Schedule of Classes
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: UOTTA

Term: 5.2.2

Subject Area:

Catalog Nbr: begins with

Academic Career:

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: begins with

Academic Organization: begins with

Case Sensitive

5.1.2 Search for the course using the available search options.

Search options that are required:

- **Academic Institution:** UOTTA or SPAUL.
- **Term:** Enter the term code. (e.g.: Fall Term 2016=2169)

5.1.3 Click on **Search**.

Search Clear Basic Search Save Search Criteria

5.2.3

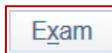
5.1.4 Click on the course to see the classes.

Search Results

View All First 1-99 of 99 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UOTTA	2171 CMN		1148	Undergrad.	UOTTA	INTRO ORGANIZATIONAL COMMUNIC	005387	1
UOTTA	2171 CMN		1180	Undergrad.	UOTTA	INTRO MEDIA STUDIES	005386	1
UOTTA	2171 CMN		1560	Undergrad.	UOTTA	INTRO ETUDE DES MEDIAS	005417	1
UOTTA	2171 CMN		2101	Undergrad.	UOFF	RESEARCH METHODS COMMUNIC	005421	1
UOTTA	2171 CMN		2101	Undergrad.	UOTTA	RESEARCH METHODS COMMUNIC	005421	1
UOTTA	2171 CMN		2130	Undergrad.	UOTTA	INTERPERSONAL COMMUNICATION	005423	1
UOTTA	2171 CMN		2132	Undergrad.	UOTTA	NON-VERBAL COMMUNICATION	005425	1
UOTTA	2171 CMN		2135	Undergrad.	UOFF	PUBLIC SPEAKING	005427	1
UOTTA	2171 CMN		2135	Undergrad.	UOTTA	PUBLIC SPEAKING	005427	1
UOTTA	2171 CMN		2148	Undergrad.	UOFF	ORGANIZATIONAL COMMUNICATION	005429	1
UOTTA	2171 CMN		2148	Undergrad.	UOTTA	ORGANIZATIONAL COMMUNICATION	005429	1
UOTTA	2171 CMN		2148	Undergrad.	UOFF	MULTIMEDIA	005429	1

5.2.3 Click on the **Exam** tab.



5.2.4 Review/Modify the exam information.

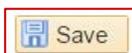
- **Exam Time Code:** Not used
- **Combined Exam:** Selected if there are multiple exams in the same Facility ID
- **Exam Date:** The date the exam will take place.
- **Exam Start:** The time the exam will start.
- **Exam End:** The time the exam will end.
- **Class Exam Type:** Describes the type of exam for the class.
 - DEF (Deferred Exam)
 - FIN (Final Exam)
 - HOM (Take-home Exam)
 - MID (Mid-term Exam)
 - SUP (Supplemental Exam)
- **Facility ID:** The room the exam is scheduled in.

The screenshot shows the 'Exam' tab in the SR1200HD Manage Scheduling system. It displays course information and a 'Class Exam' table. The table has columns for Exam Time Code, Combined Exam, Exam Date, Exam Start, Exam End, Class Exam Type, Facility ID, Building, and Room. Two exam instances are listed, both with a 'Final' type and scheduled for 25/04/2015.

Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>	25/04/2015	19:00	22:00	Final	ART033	ART (008)	033
	<input type="checkbox"/>	25/04/2015	19:00	22:00	Final	ART257	ART (008)	257

i To find an available room for the exam, refer to section 6: Search for an Available Room.

5.2.5 If changes are made to the exam data, click **Save**.



5.3 Manually Scheduling an Exam

5.3.1 Under the **Exam** tab, click on the “+” to add a new line.

Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>	21/04/2016	08:00	10:00	Final	ART215	215	215

5.3.2 On the new line:

Combined Exam: Select if the exam is combined with another class.

Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>	21/04/2016	08:00	10:00	Final	ART215	215	215
	<input type="checkbox"/>				Final			

- **Exam Date:** Enter the date of the exam.
- **Exam Start:** Enter the start time of the exam.
- **Exam End:** Enter the end time of the exam.
- **Class Exam Type:** Select the type of exam:
 - DEF (Deferred Exam)
 - FIN (Final Exam)
 - HOM (Take-home Exam)
 - MID (Mid-term Exam)
 - SUP (Supplemental Exam)

 **Note:** Exams scheduled through uoCampus will appear on the student’s schedule in self-service.

5.3.4 Select the room for the exam.

- Click on magnifying glass beside the **Facility ID** field.
- Filter for the required room.
- Click on the room to select it.

The screenshot shows a 'Class Exam' form with several input fields. The 'Facility ID' field is highlighted with a red box, and a magnifying glass icon is visible to its right. Other fields include Exam Time Code, Exam Date, Exam Start, Exam End, Class Exam Type, Building, and Room.

The 'Look Up Facility ID' dialog box is shown. It has search filters for SetID (UOTTA), Facility ID (begins with), Building (begins with), Room (begins with), Description (begins with), and Facility Type. Below the filters are 'Look Up', 'Clear', and 'Cancel' buttons. A 'Search Results' section shows a table of results with columns for Facility ID, Building, Room, Description, and Facility Type. The first row is highlighted in red.

Facility ID	Building	Room	Description	Facility Type
ART215	ART	215	70 Laurier (ART) 215	Seminar Rm
ART246	ART	246	70 Laurier (ART) 246	Seminar Rm
ART318	ART	318	70 Laurier (ART) 318	Seminar Rm
ART420	ART	420	70 Laurier (ART) 420	Seminar Rm
ART523	ART	523	70 Laurier (ART) 523	Seminar Rm
BRS232	BRS	232	100 Thomas More (BRS) 232	Seminar Rm
BRS302	BRS	302	100 Thomas More (BRS) 302	Seminar Rm
BRS314	BRS	314	100 Thomas More (BRS) 314	Seminar Rm
BSC110	BSC	110	30 Marie Curie (BSC) 110	Laboratory
BSC112	BSC	112	30 Marie Curie (BSC) 112	Laboratory
BSC130	BSC	130	30 Marie Curie (BSC) 130	Laboratory
BSC140	BSC	140	30 Marie Curie (BSC) 140	Lecture Rm
BSC202	BSC	202	30 Marie Curie (BSC) 202	Laboratory
BSC211	BSC	211	30 Marie Curie (BSC) 211	Laboratory
BSC231	BSC	231	30 Marie Curie (BSC) 231	Laboratory
BSC236	BSC	236	30 Marie Curie (BSC) 236	Laboratory
BSC302	BSC	302	30 Marie Curie (BSC) 302	Laboratory

Note: Only select rooms that you have the authority/permission to use. To select rooms from another faculty/service, contact them for approval prior to selecting the room from the list.

5.3.5 Click **Save**.



End of Transaction

6. Search for an Available Room:

Overview

Description: Verify the availability of a rooms at the University of Ottawa.

Performed by: Everyone

6.1 Access the Facility Search Criteria Page

6.1.1 Navigate to **Main Menu > Curriculum Management > Facility and Event Management > Search for a Facility**

6.1.2 Enter the **Meeting Criteria**.

- **From Date:** The first date the facility will be needed.
- **End Date:** The last date the facility will be needed. It may be the same as the **From Date**.
- **Meeting Start Time:** The time the event begins.
- **Meeting End Time:** The time the event ends.
- **Days (M Tu W Th F Sa Su):** The day(s) of the week during which the event occurs.

6.1.3 Enter the Facility Criteria.

- o **Facility Type:** The type of facility that is needed.
- o AUD (Auditorium)
- o CON (Conference Room)
- o EXM (Exam Room)
- o GYM (Gymnasium)
- o LAB (Laboratory)
- o LEC (Lecture Room)
- o LNG (Lounge)
- o SEM (Seminar Room)
- o SPE (Specialized Room)

- **General Assignment:** Not used currently. Leave as default.
- **Room Capacity From:** The minimum number of participants that the facility will hold.
- **Room Capacity To:** The maximum number of participants that the facility will hold.
- **Academic Organization:** Select the Academic Unit that the room belongs to.

Note: To book rooms owned by another faculty/group, contact them directly to confirm that the room can be scheduled.

- **Facility Partition:** The zone of the campus where the facility is located.
- **Location Code:** The location of the facility, e.g. CA Ottawa uOttawa Campus
- **Building:** The building where the rooms is located.

6.1.4 Click on Fetch Facilities.



6.2 Review the Results

Review the results under the **Facility Search Results** tab.

Facility Search Criteria | **Facility Search Results**

Academic Institution: Univ. of Ottawa

The following facilities match your search criteria. From Date: 24/05/2016. End Date: 31/07/2016. Meeting Start Time: 08:00. Meeting End Time: 09:00. Day of Week: Mon Tues Wed Thurs. General Assignment: Ignore Fld.

6.2.1 The search options selected appear at the top of the screen.

6.2.2 The search results display the rooms that are available to be assigned. If a room is on the list it is currently not booked.

6.2.2

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
ART (006)	026	ART026		EXM		Y	09	CAOTTAWUOC
ART (006)	033	ART033	200	AUD	VRE	N	05	CAOTTAWUOC
ART (006)	114	ART114		EXM		Y	09	CAOTTAWUOC
ART (006)	141	ART141		EXM		Y	05	CAOTTAWUOC
ART (006)	215	ART215	18	SEM	LMAUA	N	05	CAOTTAWUOC
ART (006)	246	ART246	14	SEM	LMAUA	N	05	CAOTTAWUOC
ART (006)	257	ART257	142	AUD	VRE	N	05	CAOTTAWUOC
ART (006)	350	ART350	14	SEM	ENGAUA	N	05	CAOTTAWUOC
ART (006)	420	ART420	18	SEM	LINAUA	N	05	CAOTTAWUOC
ART (006)	523	ART523	12	SEM	TRAAUA	N	05	CAOTTAWUOC
BRS (017)	232	BRS232	22	SEM		Y	06	CAOTTAWUOC
BRS (017)	302	BRS302	18	SEM	VRE	N	06	CAOTTAWUOC
BRS (017)	314	BRS314	32	SEM	VRE	N	06	CAOTTAWUOC
BSC (043)	110	BSC110	110	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	112	BSC112	32	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	130	BSC130	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	140	BSC140	59	LEC	SCIEN	N	09	CAOTTAWUOC
BSC (043)	202	BSC202	64	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	211	BSC211	64	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	231	BSC231	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	236	BSC236	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	302	BSC302	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	310	BSC310	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	312	BSC312	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	330	BSC330	40	LAB	SCIEN	N	09	CAOTTAWUOC
BSC (043)	335	BSC335	40	LAB	SCIEN	N	09	CAOTTAWUOC



Note: To book rooms please confirm with the room administrator before selecting it in uoCampus.

End of Transaction

7. Exercises:

Exercise A	
<p>Enter/Modify Schedule for Term 2171 <i>User Guide: Section 2</i> Using the subject provided by your instructor:</p>	
1.	<p>Remove a 4000 level class that is scheduled. <i>User Guide: Section 2.1</i></p>
2.	<p>Schedule a new class section for a class that is not scheduled for the term. <i>User Guide: Section 2.2</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the scheduled time to reflect the A01A/B meeting pattern. <input type="checkbox"/> Confirm the waitlist capacity is 1000. <input type="checkbox"/> Enter the room capacity at 100.
3.	<p>Modify a currently scheduled class: <i>User Guide: Section 2.3</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify that the Class Sections are entered correctly (follow the details in appendix 1.2.2A) <input type="checkbox"/> Change the scheduled time to reflect the D04 meeting pattern. <input type="checkbox"/> Confirm the Waitlist capacity is 1000. <input type="checkbox"/> Enter the room capacity at 50.
4.	<p>Add a class section to a currently scheduled class: <i>User Guide: Section 2.4</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the scheduled time to reflect the C01A/B meeting pattern. <input type="checkbox"/> Confirm the waitlist capacity is 1000. <input type="checkbox"/> Enter the room capacity at 100. <input type="checkbox"/> Change the Instruction mode to Audio Conference. <input type="checkbox"/> Add a course note to indicate that the course will be given via Audio-Conference.
5.	<p>Add Component Associations to a Class. <i>User Guide: Section 2.5</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Add class sections to a currently scheduled class. <input type="checkbox"/> Add the Component Associations to the class.

Exercise B

Enter instructors for classes.

User Guide: Section 4

Using the class sections added in exercise A

- Class A.3:** Add an instructor to the class added in exercise A.3
- Class A.4:**
 - Add an instructor to the class added in exercise A.4
 - Add a TA to the class added in exercise A.4

Additional Exercises:

- Class A.2:** Add an instructor to the class added in exercise A.2
- Class A.5:** Add an instructor to the class added in exercise A.5

Exercise C

Enter Exam Attributes

User Guide: Section 5

Using the class sections added in exercise A

- Class A.2:**
 - Exam Room: Gymnasium.
 - Seating: Every other seat.
- Class A.3:** Exam Time preference evening.
- Class A.4:** Take home exam.
- Class A.5:** Room for the exam should be a Lab.

Exercise D

Enter a Midterm

User Guide: Section 5 and 6

Using the class sections added in exercise A

- Find an available room within your faculty for a midterm exam. (Section 6)
- Class A.2:** Schedule a midterm exam for the class. (Section 5)

8. Appendix

1.2.2 A: Class Sections

<p>Primary Components: Primary components are those that will have a grade associated to them (e.g., Lecture-LEC, Seminar-SEM)</p>	<p>Secondary Components Secondary components are those that are additional components added to a class and do not have a grade associated directly to them. (e.g., Laboratory-LAB, Discussion Group-DGD)</p>
<p>Fall:</p>	
<p>Primary components will use the following designation: A00 through L00.</p> <p>e.g.</p>	<p>Secondary components will use the same designation as the Primary component: A01 through L99</p> <p>e.g., For section A00 of a course, the following designation would apply to the laboratory and discussion groups:</p> <p>LAB: A01, A02, A03... DGD: A04, A05, A06...</p>
<p>Winter:</p>	
<p>Primary components will use the following designation: M00 through W00.</p> <p>e.g.</p>	<p>Secondary components will use the same designation as the Primary component: M01 through W99.</p> <p>e.g., For section M00 of a course, the following designation would apply to the laboratory and discussion groups:</p> <p>LAB: M01, M02, M03 DGD: M04, M05, M06</p>
<p>Spring Summer:</p>	
<p>Primary components will use the following designation: X00 through Z00.</p> <p>e.g.</p>	<p>Secondary components will use the same designation as the Primary component for the Winter: X01 through Z99.</p> <p>e.g., For section X00 of a course, the following designation would apply to the laboratory and discussion groups:</p> <p>LAB: X01, X02, X03 DGD: X04, X05, X06</p>

Shared Components:

Shared secondary components between multiple Primary Components.

For All Terms/Sessions:

Laboratory (LAB): LB01, LB02, LB03 ...

Discussion Group (DGD): DG01, DG02, DG03 ...

1.2.2 B: Course Components

- DGD: Groupe de discussion / Discussion Group
- LAB: Laboratoire / Laboratory
- LEC: Lecture / Lecture
- REC: Recherche / Research
- SEM: Séminaire / Seminar
- STG: Stage / Work Term
- TLB: Théorie et laboratoire / Theory and Laboratory
- TUT: Tutoriel / Tutorial

1.2.2 C: Academic Group(s):

- ARTS: Faculty of Arts
- CLAW: Common Law Section
- DCIV: Civil Law Section
- EDU: Faculty of Education
- EDUPE: Service Continuing Education
- GENIE: Faculty of Engineering
- GEST: Telfer School of Management
- MED: Faculty of Medicine
- SCIEN: Faculty of Science
- SSAN: Faculty of Health Sciences
- SSOC: Faculty of Social Sciences
- VRE: Vice Rector Academic

1.2.5: Class Attributes:

- 0001 = Auditor Permitted
- 0002 = Continuing Activity
- 0003 = Multi-term Course
- 0004 = Thesis Activity
- 0005 = Language of Study
- 0006 = Year of Study

- 0007 = Basic Qualification Codes: EDU
- 0008 = Common Law Course Level
- 0009 = Major Paper
- 0010 = Primary Course (Cross-listed)
- 0011 = Take-Home Exam
- 0012 = Exam Room Type
- 0013 = Exam Seating Ratio
- 0014 = Exam Time Preference
- 0015 = Funding Indicator
- 0016 = Field Placement Course (Co-op)
- 0017 = Comprehensive Exam
- 0018 = Supplemental Exam Indicator
- 0019 = Excluded from T2202A Calc.
- 0020 = Individual Topic
- 0022 = Research Paper
- 0023 = Ancillary Fees

1.3.2: Meeting Patterns:

Please consult the official timeteable grid for a detailed overview of the time slots and time slot policies.

For 2 x 1.5 hour classes (morning):

- A101A and A101B (LU/MO 08:30-JE/TH 10:00)
- A102A and A102B (LU/MO 10:00-ME/WE 08:30)
- A103A and A103B (ME/WE 10:00-VE/FR 08:30)
- A104A and A104B (MA/TU 08:30-VE/FR 10:00)
- A105A and A105B (MA/TU 10:00-JE/TH 08:30)

For 2 x 1.5 hour classes (afternoon):

- B101A and B101B (LU/MO 11:30-JE/TH 13:00)
- B102A and B102B (LU/MO 13:00-ME/WE 11:30)
- B103A and B103B (ME/WE 13:00-VE/FR 11:30)
- B104A and B104B (MA/TU 11:30-VE/FR 13:00)
- B105A and B105B (MA/TU 13:00-JE/TH 11:30)

For 2 x 1.5 hour classes (evening):

- C101A and C101B (LU/MO 2:30-JE/TH 16:00)
- C102A and C102B (LU/MO 16:00-ME/WE 14:30)
- C103A and C103B (ME/WE 16:00-VE/FR 14:30)
- C104A and C104B (MA/TU 14:30-VE/FR 16:00)

- C105A and C105B (MA/TU 16:00-JE/TH 14:30)

For 1 x 3 hour classes:

- Morning:
 - D01 (LU/MO 08:30)
 - D02 (MA/TU 08:30)
 - D03 (ME/WE 08:30)
 - D04 (JE/TH 08:30)
 - D05 (VE/FR 08:30)
- Afternoon:
 - E01 (LU/MO 14:30)
 - E02 (MA/TU 14:30)
 - E03 (ME/WE 14:30)
 - E04 (JE/TH 14:30)
 - E05 (VE/FR 14:30)
- Evening:
 - F01 (LU/MO 17:30)
 - F02 (MA/TU 17:30)
 - F03 (ME/WE 17:30)
 - F04 (JE/TH 17:30)
 - F05 (VE/FR 17:30)
- Night:
 - G01 (LU/MO 19:00)
 - G02 (MA/TU 19:00)
 - G03 (ME/WE 19:00)
 - G04 (JE/TH 19:00)
 - G05 (VE/FR 19:00)

Commented [LW1]: Needs to be added to FR document.

For 1 x 2 hour classes:

- Morning: H01 – H05
 - H01 (LU/MO 08:00)
 - H02 (MA/TU 08:00)
 - H03 (ME/WE 08:00)
 - H04 (JE/TH 08:00)
 - H05 (VE/FR 08:00)

5.1.3: Exam Attributes:

0011 - Take-Home Exam

Value	Description
Y	Take-Home Exam

0012 - Exam Room Type

Value	Description
G	Gym
P	Departmental
S	Standard
T	Teleconference

0013 - Exam Seating Ratio

Value	Description
0.0	N/A
0.5	Every seat
1.0	Every other seat
1.5	Every 3 seats

0014 - Exam Time Preference

Value	Description
DN	Day exam
VN	Evening exam

0021 - Exam room type preference

Value	Description
AUD	Auditorium
CON	Conference
GYM	Gymnasium
LAB	Laboratory
LEC	Lecture Hall
LNG	Lounge
SEM	Seminar Room
SPE	Specialized Room