

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

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User Guide and Exercices

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1.1.2

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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.

Maintain Schedule of Classes

= *

= *

= ¥

begins with **v**

begins with **v**

begins with *

begins with *

Find an Existing Value

Academic Institution

Academic Career:

Course Offering Nbr:

Case Sensitive

Search

1.1.3

Academic Organization: begins with *

Term:

Subject Area

Catalog Nbr:

Campus:

Description:

Course ID:

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

UOTTA

Clear Basic Search 🖉 Save Search Criteria

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

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 <u>111</u>)
- 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. | Search Res | ults | | | 1.1.4 | | |
|---------------------------------------|----------------|------------------------|-------------|-------------------|-------------------------------------|------------|---------------------|
| 1 1 5 Click on each course to see the | View All | | | | | First @ | 1-86 of 86 🛞 Last |
| | Academic Insti | itution Term Subject A | rea Catalog | Nbr Academic Care | eer Campus Description | Course ID | Course Offering Nbr |
| class schodulo dotails | UOTTA | 2171 HIS | 1101 | Undergrad. | UOTTA THE MAKING OF CANADA | 015501 | 1 |
| | UDITA | 2171 HIS | 1110 | Undergrad. | UOTTA TWENTIETH-CENTURY WRLD TO19 | 45 015502 | 1 |
| | UOTTA | 2171 HIS | 1111 | Undergrad. | UOTTA TWENTIETH-CENTURY WLD FRM 1 | 945 015503 | 1.1.5 |
| | UOTTA | 2171 HIS | 1120 | Undergrad | DOTTA HISTORY EUROPE (16TH-20TH CT) |) 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 | 015619 | 1 |
| | ATTOLL | 2171.HIS | 2102 | Undergrad | UQITA ATHENS BERSIA AND SBARTA | J. 015521 | Land |

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| 1.2 Review the informatio | n on th | e Basic Data Tab |
|---|--------------------|---|
| Under the Basic Data | | Basic Data Meetings Enrolment Cntri Reserve Cap Notes Exam LMS Data Textbook GL Interface |
| tab, the following sections can be found. | 1.2.1 | Course ID: 015503 Course Offering Nor: 1 Academic Institution: Univ. of Ottawa 1 Term: 2016 Fail Term Undergrad. Auto Create Component Subject Area: HIS History Auto Create Component |
| 1.2.1 Course Information | | Catalog Nor: 1111 TWENTIETH-CENTURY WLD FRM 1945 Class Sections Find Vew All First @ 1 of 3 @ Last |
| 1.2.2 Class Sections | | *Session: FS_Q_Full Session Class Nor: 13732 Image: mail in the image: maildow: mail in the image: maildow: mail in the image: mail |
| 1.2.3 Class Topic (if applicable) | 1.2.2 | *Class Type: Enrollment * *Associated Class: IIQ. Units: 3.00 Associated Class Attributes *Campus: UOTTA Q. uOttawa Add Fee |
| 1.2.4 Equivalent Course Group | | *Location: CAOTTAWUOQ, CA Ottawa uOttawa Campus Schedule Print Course Administrator: Q, Bistory *Academic Organization: HISAUA Q, History Burdenti Company at Call Call Required |
| 1.2.5 Class Attributes | | Package Package <t< th=""></t<> |
| | 1.2.3 | Class Topic Course Topic ID: Q. Print Topic in Schedule |
| | 1.2.4 | Equivalent Course Group Course Equivalent Course Group: 03989 EQ_03989 Override Equivalent Course Class Equivalent Course Group: 03989 EQ_03989 EQ_03989 |
| | 1.2.5 | Class Attributes Personalize Find View All [2] R First () 1-2 of () 2 Last "Course Attribute "Course Attribute Auditor Permitted R 0001 Q, Auditor Permitted Y Q. Auditors are permitted R 0005 Q, Language of Study EN Q. Course offered in English R |
| | | |
| 1.2.1 Review the Course Inf | ormatio | Course ID: 015503 Course Offering Nbr: |
| • Note: This information available at the top of | on is of the pa | Term: 2016 Fall Term Undergrad. ge Subject Area: HIS History |

Course ID: Unique internal number used to identify the course within the Course Catalog. •

Catalog Nbr:

1111

- Academic Institution: University of Ottawa or Saint Paul University. •
- Term: The term in which the class is being scheduled. ٠

under all tabs.

- Subject Area: The subject area of the course offering. ٠
- Catalog Number: The 4 or 5 digit number, part of the course offering. •

History TWENTIETH-CENTURY WLD FRM 1945

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| Section(s). | Class Sections | | | F | ind View All First 🍈 1 of 3 | Last |
|--|--|--|--|---|--|----------|
| • Session: The session in which the course must be | *Session: *Class Section: *Component: *Class Type: | FS_Q Full Sess A00 LEC_Q Lecture Enrollment • | ion | Class Nbr: *Start/End Date: Event ID: | 13732 09/01/2016 19(12/31/2016 19) | + - |
| scheduled. The default is FS - Full Session. • Class Number: Unique identifier for | *Associated Class: *Campus: *Location: Course Administrator: *Academic Organization: | IQ Units: UOTTAQ CAOTTAVUOCQ HISAUAQ | 3.00 uOttawa CA Ottawa uOttawa History | Associated Class Campus | Attributes Add Fee Schedule Print Student Specific Permissions | |
| each section, each component, within each term. | Academic Group: *Holiday Schedule: *Instruction Mode: Primary Instr Section: | ARTS GEN Q P Q A00 | Faculty of Arts General Acad & Sta In Person | t Holidays | Dynamic Date Calc Required Generate Class Mtg Attendanc Sync Attendance with Class M GL Interface Required | e Itg |

- 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 0 Shared Class Component - LAB: LB01, DGD : DG01
 - 0

1 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.



- Class Type: This indicates the primary component at enrollment.
 - o For the Primary Component: Enrollment. (e.g.: Lecture-LEC, Seminar-SEM).
 - For the Secondary and Shared Components: Non-Enrollment. (e.g.: Discussion groups-DGD, 0 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.

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| Associated Class: Used to associate | Class Sections | | Fi | ind View All First 🕚 1 of 3 🕑 Last | 7 |
|--|--|--|--|---|---|
| to a primary component. o Associated class | *Session: *Class Section: *Component: *Class Type: | FS Q Full Session C A00 *S *S LEC Q Lecture E Enrollment * * * | Class Nbr: Start/End Date: Event ID: | 13732 + - 09/01/2018 (12/31/2018)(5 |] |
| number increments by '1' for each primary class section (LEC). (e.g.: A00=1, B00=2, C00=3) | *Associated Class: *Campus: *Location: Course Administrator: | IQ Units: 3.00 As UOTTA Q uOttawa CAOTTAWUOCQ CA Ottawa uOttawa Ca | ssociated Class ampus | Attributes Add Fee Schedule Print Status Specific Permissions | |
| | *Academic Organization: Academic Group: *Holiday Schedule: *Instruction Mode: Primary Instr Section: | HISAUA Q History ARTS Faculty of Arts GEN Q General Acad & Stat H P Q In Person A00 | lolidays | 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.

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

| Location: | CAOTTAWUOC | CA Ottawa uOttawa Campus |
|------------------------|------------|------------------------------|
| Course Administrator: | | L |
| Academic Organization: | HISAUA Q | History |
| Academic Group: | ARTS | Faculty of Arts |
| Holiday Schedule: | GEN Q | General Acad & Stat Holidays |
| Instruction Mode: | P Q | In Person |
| Primary Instr Section: | A00 | $\langle \rangle$ |
| | | |

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

| Look Up Acade | emic Org | anization | | 1 |
|-----------------------|------------|------------------|--------------|---------------|
| | | | | Help - |
| Academic Instaudi | 20: | | UDTIA | |
| Academic Organia | ration: be | gins with ¥ | l | |
| Description: | be | gins with ¥ | | |
| Campus: | De | gins with * | | Q |
| Look Up | Clear | Cancel | Basic Lookup | |
| Search Results | | | | |
| Only the first 300 re | sults can | be displayed | | |
| View 100 | | First | 1-300 ef 300 | Last |
| Academic Organiza | tion Desc | ription | | Campus |
| ACTPNUA | Hum | an Kinetics | | (blank) |
| ADAADMTDI | Arts | Administration | n . | (blank) |
| ADMADMTDI | Admi | inistration - U | LIOTTA | |
| ADMMBAGTDI | Admi | inistration - G | (blank) | |
| ADMTUA | Adm | nistration (Ge | meral) | (blank) |
| AJVCSIGGDI | Anim | ation Compu | (blank) | |
| ALGLIMADI | Germ | ian | | (blank) |
| AMMMCGGDI | Adv. | Materials and | Manufact. | (blank) |
| ANIVRERDI | Anim | ation | | UOTTA |
| ANSEMEDMDI | Anae | sthesiology | | (blank) |
| ANTSOCODI | Anth | vpology | | (blank) |
| APAACTPNDI | Hum | an Kinetics | | (blank) |
| APICUA | Publi | ic and Inti Affa | (blank) | |
| APNAPIODI | Publ | c and Interna | (blank) | |
| ARBLIMADI | Arab | ic Language | (blank) | |
| ARTARTADI | Arts | | (blank) | |
| ARTAUA | Arts (| General) | (blank) | |
| ARTS | Facu | ity of Arts | (blank) | |
| ARVARVADI | Visus | Arts | (blank) | |
| ADM/ALLA | Marrie | A Arts | (black) | |

- 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.

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- Schedule Print: This is selected to display the course ٠ 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.

Print Topic in Schedule

First 🕚

Workshop in Fiction Workshop in Poetry

Fantasy and Speculative Fic.

Description

Short Fiction

Workshop_I

Help

Last

1-5 of 5

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

Look Up Course Topic ID

Cancel

Course Course

View 100

012178

012178 2 012178 3

012178 4

012178 5

ID

Search Results

Topic ID

1.2.3 Class Topics: If the course has Class Topic topics assigned to it in the catalog, Course Topic ID: 10 Workshop in Fiction they can be added and changed here.

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.

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

| complete the scheduling proces | .: | | |
|--------------------------------|---------------------------------------|----------|----------------------------|
| 1.2.4 Equivalent Course Group: | Equivalent Course Group | | |
| The equivalency rules are | Course Equivalent Course Group: 03989 | EQ_03989 | Override Equivalent Course |
| displayed here. | Class Equivalent Course Group: 03989 | EQ_03989 | |

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First 🕚 1-2 of 6 🕑 Last

+ -

+ -

Personalize | Find | View All | 💷 | 🖩

Q Auditors are permitted

Q Course offered in English

*Course Attribute Value

EN

| 1.2.5 Class Attributes: View the class | | |
|--|----------------------|-------------------|
| attributes, modify them and add new | Class Attributes | |
| ones as required. | *Course Attribute | |
| | 0001 Q | Auditor Permitted |

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

1

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 | 1.3.1 | Basic Data Meetings Enrollment Cntrl 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 Undergrad. Subject Area: HIS History History Catalog Nbr: 111 TWENTIETH-CENTURY WLD FRM 1945 Class Sections Find Vew All First I of 3 I of 3 Last Session: FS Full Session Class Nbr: 20783 Class Sections: A00 Component: Lecture Event ID: Associated Class: 1 Units: 3.00 |
|--|-------|---|
| Meeting Pattern | 1.3.2 | Meeting Pattern Find Mew All First © 2 of 2 Last Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date Q A01B Q 10:00 11:30 Image: Comparison of the start/End Date Topic ID: Q Free Format Topic: Print Topic On Transcript Contact Hours |
| | 1.3.3 | Instructors For Meeting Pattern Personalize Find View All]]] First (1 of 1) Last Assignment Workload ID Name *Instructor Print Access Contact Role T Q Prim In: T |
| | | Room Characteristics Personalize Find [2]] First ④ 1 of 1 ④ Last "Room Characteristic "Quantity Q |

FS A00 Full Session

3.00

Component: Lecture

Units:

iss Se

Session:

Class Section:

Associated Class:

0005 Q Language of Study

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.

First 🕚 1 of 3 🛞 Last

Find | View All

Class Nbr: 20783

Event ID:

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1.3.2 Meeting Pattern

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| Mooting Pattern | Meeting Pattern | | | | | | | | | Find | Mew All | First 🕚 2 o | 2 🛞 Last |
|---------------------------|-----------------|--------|----------|-----------|---------------------|-------|-----|----------|-------|-------|------------|--------------|----------|
| Meeting Fattern | Facility ID | Capaci | ty Pat | Mtg Start | Mta End | м | тw | т | FS | s | * St | art/End Date | + - |
| Facility ID: Generated | | Q | A01B C | 10:00 | 11:30 | | | | | | 09/01/2017 | 08/04/201 | 7 |
| by InfoSilem. | | | Topic ID | : | Free For | mat | | | | | | | |
| , | | | | Print T | Topic: onic On T | ansor | int | | | | | | |
| | | | | | opio on n | | | (| Conta | ct Ho | ours | | |
| Pattern (Pat) Meeting pat | terns are co | nfigur | ed | | | | | <u> </u> | _ | | | | |
| according to the approved | Timetable | arid. | | | (Un Pat | ł | | | | | | | × |

- Pattern (Pat) Meet according to the ap 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.
 - Print Topic On Transcript: Enable for special and/or individual topic sub-titles to be displayed on the • transcript.

B05A

B05B

C01A

C01B

C02A

C02B C03A

C03B

C04A

C04B

C05A

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

| | | Help _ |
|--------------------------|-------------------------|--------|
| Academic Institution: | UOTTA | |
| Academic Group: | GEST | |
| Standard Meeting Datte | | |
| Standard Meeting Patte | m. begins with ¥ | |
| Description: | begins with 🔻 | |
| | | |
| Look Up Clear | Cancel Basic Lookup | |
| | | |
| Search Results | | |
| View 100 Fi | rst 🕙 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) | |

MA/TU 13:00 (A)

JE/TH 11:30 (B)

LU/MO 2:30 (A)

JE/TH 16:00 (B)

LU/MO 16:00 (A)

ME/WE 14:30 (B)

ME/WE 16:00 (A)

VE/FR 14:30 (B)

MA/TU 14:30 (A)

VE/FR 16:00 (B)

MA/TU 16:00 (A)

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| 1.3.3 Instructors for | | | | | | | | | |
|-------------------------|-------------|-------------------------|---------------------|-----------|----------------|---------|--------------|----------|------|
| Meeting Pattern | Instructors | For Meeting Pattern | Pe | rsonalize | Find View Al | 🖉 🔣 | First | ④ 1 of 1 | Last |
| incoming i accorn | Assignment | Workload | | | | | | | |
| • ID: The Instructor ID | ID | Name | *Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code | |
| of the person | 1334791 | Q Aubert, Jean Francois | Prim In: * | V | Grade * | 36 | 0 Q | | + - |
| teaching the class. | | | | | | | | | |

- Name: The name of the instructor teaching the class.
- Instructor Role: There are three different Instructor Roles:
 - o Primary Instructor
 - Secondary Instructor
 - o 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



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%.)

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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:

| Basic Data M | eetings | Enrol | Iment Cntrl | Rese | erve Cap | Notes | Exam | LMS Data | Ī | extbook | GL Inter | face |
|--|-----------------------------------|--|---|---------------------|---|--|--------------------------|--|------------------------------|---------|----------|------|
| Course ID: Academic Institut Ferm: Subject Area: Catalog Nbr: | 01 tion: Un 20 HI: 11 | 5503 iv. of O 17 Wint S 11 | ttawa er Term | | Cou Uno His TW | rse Offerin dergrad. tory ENTIETH-C | INDIT: | 1 WLD FRM 1 | 945 | | | |
| Enrollment Cont | trol | | | | | | | Find Vier | N All | First | ④ 1 of 3 | Last |
| Session: Class Section: Associated Clas *Class Status: Class Type: *Add Consent: *Drop Consent: 1st Auto Enroll | ss: Section: | FS A00 1 Activ | Component: Units: e Enrollment No Consent | Full Lec 3.00 | Session ture D Enrollme Requeste Enrollme Wait List |) ent Status: ed Room Ca ent Capacity: : Capacity: | C E apacity: y: | lass Nbr: 21 vent ID: Cancel Cla: Oper 17 17 100 | 0783 3 Tota 3 0 0 0 | ı | | |
| Resection to Se | section: | | | | Minimum | Enrollme | nt Nbr: | | 1 | | | |
| Auto Enroll | from Wait | t List | | Cance | el if Stude | nt Enrolled | I | | | | | |
| ≓Save 🔯 Re | eturn to Se | arch | Notify | | | | | | | | | |

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

- 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.

| *Class Status: | Active | |
|--------------------------|---|-----------------|
| Class Type: | Enrollment | |
| *Add Consent: | No Consent 🔻 | |
| *Drop Consent: | No Consent 🔻 | |
| 1st Auto Enroll Section: | | |
| 2nd Auto Enroll Section: | | |
| Resection to Section: | | $\overline{\ }$ |
| 🖉 Auto Enroll from Wait | List Active | ٣ |
| | Active | |
| | Cancelled Section Stop Further Enrollment Tentative Section | |
| | L | |

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User Guide and Exercices

| Add Consent and Drop Consent : | *Class Status: | Active |
|--|--------------------------|---------------------------------|
| No Consent: Student does not | Class Type: | Enrollment |
| require additional consent to enroll to | *Add Consent: | No Consent V |
| the class via self-serve. | *Drop Consent: | No Consent 🔻 |
| o Dept Consent: Student must enroll or | 1st Auto Enroll Section: | |
| drop this class directly with their academic unit (department or faculty): | 2nd Auto Enroll Section: | |
| online enrollment via self-serve is not | Resection to Section: | |
| available. | 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: | Open |
|--------------------------|-----------|
| Requested Room Capacity: | 173 Total |
| Enrollment Capacity: | 173 0 |
| Wait List Capacity: | 1000 0 |
| Minimum Enrollment Nbr: | 1 |
| | |

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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.

| cademic Institution | 015503 Univ. of Ottawa | | Course Offering Nb | n 1 | | |
|--|--|-------------------|---------------------------|------------------|----------------------------|-------------|
| erm: | 2017 Winter Ter | m | Undergrad. | | | |
| ubject Area: | HIS | | History | | | |
| atalog Nbr: | 1111 | | TWENTIETH-CENTU | JRY WLD FRM 1945 | | |
| lass Sections | | | | Find View Al | l First 🕚 1 o | of 3 🕑 Last |
| Session: | FS | | Full Session | Class Nbr: 20 | 0783 | |
| Class Section: | A00 | Component: | Lecture | Event ID: | | |
| Associated Class | : 1 | Units: | 3.00 | | | |
| Reserve Canacity | | | | Find View All | First 🕚 1 of | 1 🕑 Last |
| course onphony | | | | | | |
| *Reserve Capacit | y Sequence: 1 | Enrollme | nt Total: 0 | | | |
| *Reserve Capacity Reserve Capacity | ty Sequence: 1 | Enrollme | nt Total: 0 Personaliz | e Find 💷 🔜 | First 🕚 1 of 1 | Last |
| *Reserve Capacit Reserve Capacit *Start Date | ty Sequence: 1 ity Requirement ("Requirement Group | Enrollme Group | nt Total: 0 Personaliz | e Find 🔄 🔜 | First ④ 1 of 1 Cap Enrl | Last |

User Guide and Exercices

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.

| Basic Data Meeting | s Enrollment Cntrl | Reserve Cap Notes | Exam LMS Data Textbook GL Interface |
|---|----------------------------------|---------------------------------|--------------------------------------|
| Course ID: Academic Institution: | 015503 Univ. of Ottawa | Course Offer | ring Nbr: 1 |
| Ferm: Subject Area: | 2017 Winter Term HIS | Undergrad. History | |
| Catalog Nbr: | 1111 | TWENTIETH | CENTURY WLD FRM 1945 |
| Class Sections | | | Find View All First 🕚 1 of 3 🕑 La |
| Session: Class Section: Associated Class: | FS A00 Component: 1 Units: | Full Session Lecture 3.00 | Class Nbr: 20783 Event ID: |
| Class Notes | | | Find View All First 🕚 1 of 1 🛞 Las |
| *Sequence Number: | 1 | | • |
| *Print Location: | After • | Even if Class | is Not in Schedule |
| Note Nbr: | Q Copy Note | | |
| Free Format Text: | Clear Note | | |

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

- 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

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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 > Sche of Classes > Maintain Schedule Classes | Maintain Schedu dule Enter any information of Find an Existing V Search Criteri | Ile of Classes you have and click Sear /alue | rch. Leave fields blank for a l | list of all values. | |
|--|--|--|---------------------------------|---------------------|--|
| 2.1.2 Search for the course using t available search options. | he Ac ademic Institution Term: Subject Area: | = * UOT | TA ସ୍ ସ୍ | 2.1.2 | |
| Search options that are required: | Catalog Nbr: Academic Career: Campus: | begins with * | ٩ | × | |
| Academic Institution: UOT or SPAUL. | TA Course ID: Course Offering Nbr: Academic Organizati | begins with pegins | a | | |
| • Term: Enter the term code (Fall Term 2016=2169). | e.g.: | | | | |
| 2.1.3 Click on Search | 2.1.3 | ar Basic Search | Save Search Criteria | | |
| 2.1.4 Click on the course to see the classes. | Search Results View All Academic Institution Term Subject Area Cat | alog Nbr Academic Caree | r Campus Description | | First 🚯 1-86 of 86 🛞 Last Course ID Course Offering Nor |

| A Click on the second to | | Search Results | S | | | | | |
|----------------------------|-----|---|----------|------|------------|--------------------------------------|-----------|---------------------|
| 1.4 Click on the course to | | View All | | | | | First (1) | 1-86 of 86 🛞 Last |
| e the classes. | | Academic Institution Term Subject Area Catalog Nbr Academic Career Campus Description | | | | | | Course Offering Nbr |
| | 214 | UOTTA | 2171 HIS | 1101 | Undergrad. | UOTTA THE MAKING OF CANADA | 015501 | 1 |
| | 2 | UOTTA | 2171 HIS | 1110 | Undergrad. | UOTTA TWENTIETH-CENTURY WRLD TO1945 | 015502 | 1 |
| | | UOTTA | 2171 HIS | 1111 | Undergrad. | UOTTA TWENTIETH-CENTURY WLD FRM 1945 | 5 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 |
| | | LUOTTA | 21/1.HIS | 2102 | Undergrad | UQITA ATHENS PERSIA AND SBARTA | 015521 | 1 |

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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.

| Course ID: Academic Institution: Term: | 015501 Univ. of Ottawa 2017 Winter Term | Course Offering Nbr: | 1 | | |
|--|---|--|--|----------|-------|
| Subject Area: Catalog Nbr: | HIS 1101 | History THE MAKING OF CANAD | Auto Create Com | ponent | |
| Class Sections | | | Find View All First 🕚 1 of | 1 🕑 Last | 2.1.5 |
| *Session: *Class Section: | FS Q Full Sess | ion Class Nbr: *Start/End Dat | 8815 e: 01/01/2017 | +- | 2.1.6 |
| *Class Type: | Delete Confirmation | | | | |
| *Associated Class: *Campus: *Location: | Delete current/selected ro | ws from this page? The delete will or 2.1.7 | cur when the transaction is saved. | | |
| *Academic Organizat | tion: HISAUA | History | · otudent opecinic i ennission | 12 | |
| Academic Group: | ARTS | Faculty of Arts | Dynamic Date Calc Required | e e | |
| *Holiday Schedule: | GEN Q | General Acad & Stat Holidays | 🕑 Generate Class Mtg Attenda | nce | |
| *Instruction Mode: Primary Instr Section | P Q | In Person | Sync Attendance with Class GL Interface Required | Mtg | |
| Class Topic Course Topic ID: | Q | | Print Topic in Schedule | | |
| Equivalent Course | Group | | | | |
| Course Equivalent | Course Group: 03988 | EQ_03988 | Override Equivalent Course | e | |
| Class Equivalent Co | ourse Group: 03988 | EQ_03988 | | | |
| Class Attributes | | Personalize Find View All | 💷 🔣 🛛 First 🕚 1-2 of 6 | Last | |
| | | *Course Attribute | | | |
| *Course Attribute | | Value | | | |
| *Course Attribute 0001 Q Auditor P | ermitted | Y Q Auditors | are permitted | + - | |

2.1.8 Save & Return to Search Previous in List & Next in List Control State Cara / Weetings | Enrollment Ontri | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

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.

Schedule New Course

Find an Existing Value

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

| Academic Institution | : = * | UOTTA | 0 | 2.2.2 |
|----------------------|---------------|-------|---|-------|
| Term: | = * | 1 | 0 | |
| Subject Area: | = * | | 0 | |
| Catalog Nbr: | begins with * | | | |
| Academic Career: | = • | | | • |
| Campus: | begins with * | | ٩ | |
| Description: | begins with * | | | |
| Course ID: | begins with * | | ٩ | |
| Course Offering Nbr: | = * | | Q | |

Search Clear Basic Search 🛱 Save Search Criteria 2.2.3

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| 2.2.4 Click on the | | View All | | First 🕘 1-100 of 183 💽 Last | | | | | | |
|----------------------|-------|----------------------|--------------|-----------------------------|-----------------|---------|--------------------------------|-----------|---------------------|-------|
| ourse to add a class | 2 | Academic Institution | Term Sublect | Area Catalog Nbr | Academic Career | Campus | Description | Course ID | Course Offering Nbr | |
| | , | UOTTA | 2171 ENG | 1100 | Undergrad. | (blank) | WORKSHOP IN ESSAY WRITING | 012011 | 1 | |
| or the term. | | UOTTA | 2171 ENG | 1100P | Undergrad. | (blank) | WORKSHOP IN ESSAY WRITING | 012013 | 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 1020 | 012043 | 1 | _ |
| 2 | 2.2.2 | UOTTA | 2171 ENG | 2102 | Undergrad. | (blank) | CAN. LIT. II: 1920 TO PRESENT | 012044 | 1 | |
| | | UOTIA | 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 | 2108 | 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, JJT. | 012050 | 1 | 44.94 |

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 R | eserve Cap <u>N</u> otes E <u>x</u> am <u>L</u> I | MS Data <u>T</u> extbook <u>G</u> L Interface |
|---------------------------|--------------------|--|---|
| Course ID: 012 | 2043 | Course Offering Nbr: | 1 |
| Academic Institution: Uni | v. of Ottawa | | |
| ferm: 201 | 17 Winter Term | Undergrad. | Auto Create Component |
| Subject Area: EN | G | English | |
| Catalog Nbr: 210 | 01 | CAN. LIT. I: BEGIN. TO 19 | 20 |
| Class Sections | | 1 | Find View All 👘 First 🕚 1 of 1 🛞 La |
| *Session: | FS Q Full Sessi | on Class Nbr: | 0 🛨 |
| *Class Section: | | * Start/End Date: | 01/09/2017 📴 04/08/2017 🛐 |
| *Component: | LEC 🔍 Lecture | Event ID: | |
| *Class Type: | Enrollment * | | |
| *Associated Class: | 1 🔍 | Associated Clas | s Attributes |
| *Campus: | UOTTA 🔍 | uOttawa | Add Fee |
| *Location: | CAOTTAWUOC | CA Ottawa uOttawa Campus | Schedule Print |
| Course Administrator: | Q | | Student Specific Permissions |
| *Academic Organization: | ENGAUA | English | |
| Academic Group: | ARTS | Faculty of Arts | Dynamic Date Calc Required |
| *Holiday Schedule: | GEN Q | General Acad & Stat Holidays | Generate Class Mtg Attendance |
| *Instruction Mode: | P Q | In Person | Sync Attendance with Class Mtg |
| Primary Instr Section: | | | GL Interface Required |
| Class Topic | | | |
| Course Topic ID: | ٩ | | Print Topic in Schedule |
| Equivalent Course Gro | up | | |
| Course Equivalent Cours | se Group: 03473 | EQ_03473 | Override Equivalent Course |
| Class Equivalent Course | Group: | | |
| Class Attributes | | Personalize Find View All | 🔄 🔣 🛛 First 🕢 1-2 of 4 🕑 Last |
| *Course | | *Course Attribute Value | |
| Attributo | | | |
| 0001 Q Auditor Permitt | ed | Y Q Auditors a | re permitted 🔹 🖃 |

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

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Pattern.

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2.2.6 Enter the Meeting

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| Enter the Meeting | Basic Data Meeting | gs Enrollment Cntrl | Reserve Ca | ap <u>N</u> otes E <u>x</u> am | LMS Data | Textbook | <u>G</u> L Inte | erface |
|--|--|---------------------------------|---------------------------------------|--|-----------------------|-------------------------------|-----------------|----------|
| ern. | Course ID: Academic Institution: | 027160 Univ. of Ottawa | | Course Offering Nbr: | 1 | | | |
| Pattern (Pat): Select | Term: Subject Area: Catalog Nbr: | 2017 Winter Term POL 1101 | | Undergrad. Political Science INTRO POLITICAL S | CIENCE | | | |
| for the course. | Class Sections | | | | Find View | All First 🤇 | 9 3 of 3 | East |
| according to the approved Timetable | Session: Class Section: Associated Class: | FS COO Compon 1 Units: | Full Sessi ent: Lecture 3.00 | on C E | lass Nbr: vent ID: | 0 | | |
| grid, enforced by the | Basic Data Meetings Enrollment Chtrl Beserve Cap Notes Exam LMS Data Textbook GL Interface Course ID: 027160 Course Offering Nor: 1 Academic Institution: Univ. of Ottawa Term: 2017 Winter Term Undergrad. Subject Area: POL Polical Science Catalog Nor: 1101 INTRO POLITICAL SCIENCE Class Sections Fold View All First I of 3 of 3 I Last Session: FS Full Session Class Section: C00 Component: Lecture Event ID: Associated Class: 1 Units: 3.00 Meeting Pattern Find Mew All First I of 1 I of 1 I Last Facility ID Capacity Pat Mg Start Mig End M T W T F S * Start/End Date Instructors For Meeting Pattern Print Topic : Print Topic : Print Topic : Print Topic : Print I fold View All [I] IS First I of 1 I alst Assignment Workload Instructor Prim Int I I of 1 I alst Prion int I Q Prim Int I Image: I of 1 I alst Prion int I | | | | | | | |
| SEM. | Facility ID | Capacity Pat Mt | g Start Mtg En | | S S | * Start/End Da | ate 14/2017 | + - E |
| See Appendix 1.3.2 Meeting Patterns for more information. | | Topic ID: | C Free Fo Topic: Print Topic On | ormat Transcript _{Co} | ntact Hours | | | |
| | Course ID: 027100 Course Offering Nbr: 1 Academic Institution: Unix of Ottawa Image: Course Offering Nbr: 1 Term: 2017 Winter Term Undergrad. Subject Area: POL Subject Area: POL Political Science Catalog Nor: 1101 INTRO POLITICAL SCIENCE Class Sections Find [Vew All First I 3 of 3 Image: Course Offering Nbr:: 0 Associated Class: 0 Course Offering Nbr:: 0 Associated Class: 0 Find [Vew All First I 3 of 3 Image: Course Offering Nbr:: 0 Associated Class: 1 Units:: 3.00 Image: Course Offering Nbr:: 0 Meeting Pattern Find [Vew All First I of 1 Image: Course Offering Nbr:: 1 0 Image: Course Offering Nbr:: 0 Facility ID Capacity Pat Ming Start Ming End M T W T F S S *Start/End Date *Start/End Date Topic ID: Cprice Format Topic: Print Topic On Transcript Contact Hours Instructors For Meeting Pattern Personalize Find Image: Print I of 1 Image: Print Image: Print Image: Print I of 1 Image: Print | | | | | | | |
| Mtg Start: Enter the | Assignment W | brkload | *Instructor | | | Empl | | _ |
| start time for the class | D | Name | Role | Print Access | Contact | Rcd# Job | Code | |
| according to the | <u>م</u> | | Prim In: • | 8 | | 00 | | + = |
| See Appendix 1.3.2 Meeting Patterns for hore information. Mtg Start: Enter the start time for the class according to the pattern selected. (i.e,: for pattern A01A enter 8:30) | Room Characteristic | stics | | Personalize Fin | d 🖓 🔜 | First ④ 1 o *Quantity 1 | xf 1 🛞 + | Last |
| 8:30) | Academic Shift Academic Shift | | | Personalize Fin | d 🖾 🔣 | First 🕚 1 o | xf 1 🕑 I | Last |
| Mtg End: Confirm the time that is generated. | ٩ | | | | | | ÷ | - |

- 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).

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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 | Basic Data Meetings | Enrollment Cntrl | Reserve Cap Notes Exan | n <u>L</u> MS Data <u>T</u> extb | ook <u>G</u> L Interface |
|------------------|---|--|--|--|---|--------------------------|
| Control inf | ormation: | Course ID: 0 Academic Institution: U | 27160 Jniv. of Ottawa | Course Offering Nbr: | 1 | |
| Class status | s Status: Select the s for the class: | Subject Area: F Catalog Nbr: 1 Enrollment Control | POL 101 | Undergrad. Political Science INTRO POLITICAL S | CIENCE Find View All | First 🕚 3 of 3 🕑 Last |
| 0 | Active: Available in the schedule of classes | Session: Class Section: Associated Class: *Class Status: | FS C00 Component: 1 Units: Active | Full Session Lecture 3.00 | Class Nbr: 0 Event ID: Cancel Class | |
| 0 | Cancelled Section: Cancelled class, will not be available to search in the schedule of classes. | Class Type: *Add Consent: *Drop Consent: 1st Auto Enroll Section: 2nd Auto Enroll Section: Resection to Section: Ø Auto Enroll from We | Enrollment No Consent | Enrollment Status: | Closed 30 Total 30 0 0 | |

- o 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.

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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).

| Basic Data Meetings | Enro | Iment Chtri | res | erve cap <u>iv</u> otes E <u>x</u> a | | 5 Data | ext | LDOOK | <u>s</u> t inten | ace |
|-------------------------------------|----------------------|-------------|-------|--|----------|----------|-------|---------|------------------|------|
| Course ID: Academic Institution: | 027160 Univ. of C | lttawa | | Course Offering Nbr | : | 1 | | | | |
| Term: | 2017 Wint | er Term | | Undergrad. | | | | | | |
| Subject Area: | POL | | | Political Science | | | | | | |
| Catalog Nbr: | 1101 | | | INTRO POLITICAL S | SCIENCE | | | | | |
| Enrollment Control | | | | | Fin | d Viev | / All | First ④ | 3 of 3 | Last |
| Section | | | - | I Constinu | Class Mb | | | | | |
| Clean Rentines | 13 | C | - Fui | I Session | Class NL | л. | U | | | |
| Class Section: | CUU | Component: | Lei | cture | Event ID | c | | | | |
| Associated Class: | 1 | Units: | 3.0 | 00 | | | | | | |
| *Class Status: | Activ | e | | Ŧ | Cance | el Class | i i | | | |
| Class Type: | | Enrollment | | Enrollment Status: | | Closed | | | | |
| *Add Consent: | | No Consent | ۳ | Requested Room Capacit | y: | 30 | Total | | | |
| *Drop Consent: | | No Consent | ٣ | Enrollment Capacity: | | 30 | 0 | | | |
| 1st Auto Enroll Section | c | | | Wait List Capacity: | | | 0 | | | |
| 2nd Auto Enroll Section | 1: | | | Minimum Enrollment Nbr | | | | | | |
| Resection to Section: | | | | | | | | | _ | |
| Auto Enroll from W | ait List | | Cano | el if Student Enrolled | | | | | | |

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User Guide and Exercices

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- 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 ٠ 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).





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

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SR1200HD Manage Scheduling

User Guide and Exercices

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.

| The Search Criteria | | | | |
|--------------------------------|-------------|-------|----|-------|
| Academic Institution: Term: | = V | UOTTA | Q. | 2.3.2 |
| Subject Area: | = * | | Q | |
| Catalog Nbr | begins with | • | | |
| Academic Career: | = ¥. | | ۲ | 1 |
| Campus: | begins with | • | Q | |
| Description: | begins with | • | | |
| Course ID: | begins with | • | Q | |
| Course Offering Nbr: | | | Q | |
| Academic Organization | begins with | • | | |
| Case Sensitive | | | | |

Maintain Cabadula of Classes

| 2.2.4 Click on the | Search Results | | | | | | | | |
|---------------------------|----------------|-----------------------|--------------|-------------------|--------------------------------------|-----------|-----------------------|--|--|
| 2.3.4 Click on the | View All | | | | | First 🛞 | 1-86 of 86 🕑 Last | | |
| course to see the | Academic Insti | tution Term Subject / | Area Catalog | Nbr Academic Care | eer Campus Description | Course II | O Course Offering Nbr | | |
| classes that have been | UOTTA | 2171 HIS | 1101 | Undergrad. | UOTTA THE MAKING OF CANADA | 015501 | 1 | | |
| | UOTTA | 2171 HIS | 1110 | Undergrad. | UOTTA TWENTIETH-CENTURY WRLD TO1945 | 015502 | 1 | | |
| rolled over | 2.3.4 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 | | |
| | LUOTTA | 2171.HIS. | 2102 | Undergrad | UQITA AIMENS BERSIA AND SPARTA | 015521 | have and | | |

| 2.3.5 | 5 Modify the | 2.3.5 | Basic Data Meeting | s <u>E</u> nrollment Cntrl <u>R</u> eserv | ve Cap Notes Exam LM | S Data Textbook GL Interface |
|--------------------------------|---|-------|---|--|--|---|
| infor class unde tabs | mation for the ses (as required) er the appropriate | | Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: | 015503 Univ. of Ottawa 2017 Winter Term HIS 1111 | Course Offering Nbr: Undergrad. History TWENTIETH-CENTURY WLD | 1 Auto Create Component FRM 1945 |
| | | | Class Sections | | Fi | ind View All 🛛 First 🚳 1 of 3 🛞 Last |
| İ | For details on the information that can be modified, see Section 1.1- 1.7 |) | * Session: *Class Section: *Component: *Class Type: | FS_Q. Full Session A00 LEC_Q. Lecture Enrollment • | Class Nbr: *Start/End Date: Event ID: | 20783 • • • DP/D1/2017 (6)08/04/2017 (6) |

2.3.6 Click on Save to register the changes.

🔚 Save

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| Université d'Ottawa | University o | f Ottawa | uo Campu s |
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User Guide and Exercices

| 2 4 Add Se | ctions to C | lasses | | | | | | | | | | |
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| Curriculum | Manageme | ent > | | Ente | Enter any information you have and click Search. Leave fields blank for a list of all values. | | | | | | | |
| Schedule of | f Classes > | Mainta | ain | F | Find an Existing Value | | | | | | | |
| Schedule of | f Classes | | | | V Search Criteria | | | | | | | |
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| 2 4 2 Secret | 2.4.2 Search for the course using the | | | Ac | ademic Institution: | = * | UOTTA | Q. | 242 | | | |
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| 2.4.4 Click o course to se classes. 2.4.5 Click o Note: being entere the on active one in navia | on the the the The class the added will the d directly at the that was /loaded. To a sequence, ate to the las | 2.4.4 tton. hat is be fter add st | Search Resu Mew All Accomposite UOTTA UO | Its ton Tem subject 2171 POL | et Area Caldog Hor 1101 1102 1501 1502 2103 2104 2107 2108 2108 2108 2108 2108 2109 2109 2109 2100 2003 200 200 | Audenic Guerri Undergrad U | Campus Description UOTTA INTRO PC UOTTA INTRO POLITICO UOTTA INTRO TO UOTTA INTRO TO UOTTA INTRO TO UOTTA INTRO TO UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A Cap Notes Course Offer Undergrad. Political Soie INTRO POLI | LITICAL SCIENC AND GUOBALIZ A SCIENCE POL LE SCIENCE POL DE ET MONDIALIZ POLITICAL THO POLITICAL SCIENCE Exam LMS ing Nbr: ence TICAL SCIENCE Fir Class Nbr: StartVEnd Date: vent (D: | Fir ATTON TITOUE SATTON TITOS AL POL TITOS UGHT OL SC. NNE CONDIALE S Data 1 1 1 1 1 21327 09/01/2017 | st ••••••••••••••••••••••••••••• | | |
| 2.4.4 Click o course to se classes. 2.4.5 Click o Note: being enteres the on active, one in naviga recorr | on the be the on the "+" bu The class the added will the directly and be that was /loaded. To b sequence, ate to the las the a 2 of 2 | 2.4.4 tton. hat is be fter add | Search Resu Vew All Academic institu UOTTA UOTT | Its ton Year Subject 2171 POL | et Area Catalog Her 1101 1102 1501 1502 2103 2103 2104 2107 2108 2108 2108 2168 2503 2503 2504 2503 2504 2503 2504 27180 1017 1017 102 103 2504 2503 2504 27180 1017 101 102 103 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 2503 2504 27180 1017 27180 1017 1017 1017 27180 1017 1017 1017 27180 1017 1017 1017 27180 1017 1017 1017 27180 1017 | Academic Gureer Undergrad | Compus Description UOTTA INTRO PC UOTTA POLITICS UOTTA INTRO TA UOTTA INTRO TA UOTTA INTRO TO UOTTA INTRO TO UOTTA INTRO TO UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A UOTTA INTRO A Course Offer Undergrad. Political Scie INTRO POLIC CC * S | LITICAL SCIENC AND GLOBALIZ LA SCIENCE POL LE ET MONDIALIZ CANADIAN POLI POLITICAL THO POLITICAL THO POLITICAL THO POLITICAL THO POLITICAL TO POLITICAL TO POLITICAL TO POLITICAL TO POLITICAL SCIENCE Exam LMS Exam LMS Exam LMS TICAL SCIENCE Fir Class Nbr: Start/End Date: Svent ID: | Fir Annon Introve Satnon Tircs AL Pol Tircs Johrt I ol. Sc. NNE KONDIALE RS5 1 1 1 1 1 1 21327 [08/01/2017 | st ••••••••••••••••••••••••••••• | | |

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| 2.4. | 6 Complete the Basic | Basic Data Meetings Enrollment Ontri Reserve Cap Notes Exam LMS Data Textbook GL Interface | |
|----------|---|---|-----|
| Data | a information: | Course ID: 027160 Course Offering Nbr: 1 Academic Institution: Univ. of Ottawa | |
| • | Class Section: Enter the class section code. | Term: 2017 Winter Term Undergrad. Auto Create Component Subject Area: POL Political Science Create Component Catalog Nor: 1101 INTRO POLITICAL SCIENCE Create Component |) |
| | (e.g. for the Fall Term | Class Sections Find View All First ④ 3 of 3 🕑 Last | ast |
| | the third class for the | *Session: FS Q Full Session Class Nbr: 0 | - |
| | primony agetion (LEC) | *Class Section: C00 *Start/End Date: 09/01/2017 10/08/04/2017 | |
| | primary section (LEC) | *Component: LEC Q. Lecture Event ID: | |
| | | *Class Type: Enrollment * | |
| | | *Associated Class: 1 Q Units: 3.00 Associated Class Attributes | |
| (1) | See Appendix 1.2.2A | *Campus: UOTTA Q uOttawa Add Fee | |
| <u> </u> | Class Sections for | *Location: CAOTTAWUOC CA Ottawa uOttawa Campus | |
| | more information. | Course Administrator: | |
| | | *Academic Organization: POLOUA Q Political Studies | |
| | Component: Enter the | Academic Group: SSOC Faculty of Social Sciences Dynamic Date Calc Required | |
| • | component (o g LEC | *Holiday Schedule: GEN General Acad & Stat Holidays Generate Class Mtg Attendance | |
| | component (e.g. LEC- | *Instruction Mode: P.Q. In Person GL Interface Required | |
| | Lecture, LAB- | Primary Instr Section: | |
| | Laboratory, and SEM- | Class Topic | |
| | Seminar) | Course Topic ID: | |
| _ | | Equivalent Course Group | |
| (i) | See Appendix 1.2.2B | Course Equivalent Course Group: 06918 EQ 06918 Override Equivalent Course | |
| | Course Components | Class Equivalent Course Group: | |
| | for more information | | |
| | | Class Attributes Personalize Find View All 🖉 👪 First 🕥 1-2 of 6 🔍 Last | |
| | | *Course *Course Attribute Attribute Value | |
| Con | ifirm and modify the | 0001 Q Auditor Permitted Y Q Auditors are permitted 🛨 🖃 | |
| info | rmation under this tab as | 0003 🔍 Multi-term course Y 🔍 Course spans multiple terms 📑 🖃 | |
| real | uired. | | |
| | | 🗄 Save 🔯 Return to Search 👘 Previous in List 📮 Next in List 🔛 Notify | |



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

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User Guide and Exercices

| 2.4.7 Enter the Meeting | Basic Data Meeting | s Enrollment Ontri | Reserve Cap | <u>N</u> otes E <u>x</u> | am LMS Data | Textbook | GL Interface |
|---|---|---|-------------------------------------|-------------------------------------|---------------------------------|--|-----------------|
| Pattern. | Course ID: Academic Institution: Term: | 027160 Univ. of Ottawa 2017 Winter Term | | Course Offering N Undergrad. | lbr: 1 | | |
| Pattern (Pat): Select the meeting pettern for | Subject Area: Catalog Nbr: | POL 1101 | | Political Science INTRO POLITICA | L SCIENCE | | |
| the meeting pattern for | Class Sections | | | | Find View | All 🛛 First 🕚 | 3 of 3 🛞 Last |
| the class, according to the approved timetable arid, enforced by the | Session: Class Section: Associated Class: | FS COO Componer 1 Units: | Full Session nt: Lecture 3.00 | n | Class Nbr: Event ID: | 0 | |
| SEM | Meeting Pattern | | | | Find View A | I First 🕚 | 1 of 1 🛞 Last |
| <i>See Appendix 1.3.2</i> <i>Meeting Patterns</i> for more information. | Facility ID | Capacity Pat Mtg | Start Mtg End | M T W T | F S S 09/01 Contact Hours | * Start/End Date 2017 🔞 08/04/ | e + - |
| | Accignment | eeung Fattern | Pen | sonalize Find V | iew All 🖙 🎰 | First @ 10 | or i 🖤 Last |
| Mtg Start: Enter the start time for the class | ID | Name | *Instructor Role | Print Acce | ss Contact | Empl Job Co Rod# | ode |
| Start time for the class, | Q | | Prim Ins 🔻 | 2 | * | 0 🔍 | + - |
| pattern selected. (e.g. for pattern A01A enter 8:30) | Room Characteris *Room Characteristic Q Academic Shift Academic Shift | tics | | Personalize Personalize | Find 🖾 🔜 | First (1) of "Quantity 1 First (1) of | 1 🕑 Last + - |
| • Mtg End: Confirm the | Q | | | | | | + - |

Mtg End: Co . 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.

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| | Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface |
|--|--|
| 2.4.8 Enter the Enrollment | Course ID: 027160 Course Offering Nor: 1 Academic Institution: Univ. of Ottawa |
| | Term: 2017 Winter Term Undergrad. |
| | Subject Area: POL Political Science Catalog Nbr: 1101 INTRO POLITICAL SCIENCE |
| Class Status: Select | Enrollment Control Find View All First (1) 3 of 3 (2) Last |
| the status for the class: | Session: FS Full Session Class Nbr: 0 |
| | Class Section: CDD Component: Lecture Event ID: |
| Active: Available in | Associated Class: 1 Units: 3.00 |
| the sebedule of | *Class Status: Active Y Cancel Class |
| | Class Type: Enrollment Enrollment Status: Closed |
| classes | *Add Consent: No Consent * Requested Room Capacity: 30 Total |
| Concelled Coetien | *Drop Consent: No Consent * Enrollment Capacity: 30 0 |
| Cancelled Section: | 1st Auto Enroll Section: Wait List Capacity: 0 |
| Cancelled class, will | 2nd Auto Enroll Section: Minimum Enrollment Nbr: |
| not be available to | Resection to Section: |
| search in the schedule | Auto Enroll from Wait List Cancel if Student Enrolled |
| of classes. | |

- Tentative Section: Not available to search in the schedule of classes. 0
- Stop Further Enrollment: Stops enrollment and will not be available to search in the schedule of 0 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. 0
 - Dept Consent: Student must enroll or drop this class directly with their department; online 0 enrollment via self-serve is not available.
 - Inst Consent: Student can only enroll or drop this class with the instructor's consent; online 0 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.

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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).

| Basic Data Meetings | Enro | Iment Cntrl | Reserve Cap Notes Exam LMS Data Textbook GL Interface | | | | | |
|-------------------------------|-------------|-------------|---|--|--|--|--|--|
| Course ID: | 027160 | | Course Offering Nbr: 1 | | | | | |
| Term: | 2017 Win | ter Term | Undergrad. | | | | | |
| Subject Area: Catalog Nbr: | POL 1101 | | Political Science | | | | | |
| Enrollment Control | | | Find Mew All First 🕚 3 of 3 🛞 Last | | | | | |
| Session: Class Section: | FS | Component: | Full Session Class Nbr: 0 | | | | | |
| Associated Class: | 1 | Units: | 3.00 | | | | | |
| *Class Status: | Activ | /e | Cancel Class | | | | | |
| Class Type: | | Enrollment | Enrollment Status: Closed | | | | | |
| *Add Consent: | | No Consent | Requested Room Capacity: 30 Total | | | | | |
| *Drop Consent: | | No Consent | Enrollment Capacity: 30 0 | | | | | |
| 1st Auto Enroll Section | 1: | | Wait List Capacity: 0 | | | | | |
| 2nd Auto Enroll Section | n: | | Minimum Enrollment Nbr: | | | | | |
| Resection to Section: | | | | | | | | |
| Auto Enroll from W | lait List | | Cancel if Student Enrolled | | | | | |

- Cure

LMC D-

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Tauthash Cl. Istadasa

- 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 . sec | 9 Enter any notes for the class tion (as required). | Basic Data | Meetings 0 | Enrollment Cntrl | Reserve Cap | Notes ourse Offerin | E <u>x</u> am | LMS Data | Textbook | <u>G</u> L Interface | |
|---------------------|---|---|--------------------------------|--|--|--|----------------------------------|--------------------------------------|-----------|----------------------|------|
| • | Sequence Number: Auto generated when entering a note. | Academic Insti Term: Subject Area: Catalog Nbr: Class Section | itution: U 2 P 1 s | Iniv. of Ottawa 017 Winter Term POL 101 | U P IN | ndergrad. olitical Scien NTRO POLITI | ice ICAL SCI | IENCE Find Vie | w All Fin | st 🕚 3 of 3 🛞 I | Last |
| • | Print Location: Select After. | Session: Class Sectio Associated C | on: Class: | FS COO Compone 1 Units: | Full Session ent: Lecture 3.00 | n | C E | Class Nbr: 0 Event ID: | | | |
| • | Note Nbr: Select the number for the pre-configured notes using the magnifying glass (if applicable). | Class Notes *Sequence N *Print Location Note Nbr: | umber: on: | After | i E | ven if Class | Not in S | Find View | All First | ⓓ 1 of 1 ℗ Li + | ast |
| • | Free Format Text: Enter a note, using proper grammar, spelling, and vocabulary (if applicable). | Free Format | Return to S | Clear Note | ous in List 🛛 ∔ 🛛 I ve Cap Notes Ex | Next in List cam LMS Da | <mark>⊡ N</mark> e ata Text | <mark>otify</mark> book GL Inte | // | | |
| 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.

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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: = • UOTTA Q 2.5.2 = T Term: Q Subject Area = • Q Catalog Nbr: begins with • Academic Career: ۳ = • begins with • Campus: 0 Description: begins with * begins with T Course ID: Q Course Offering Nbr. Q Academic Organization: begins with **v**

Case Sensitive

Search Clear Basic Search Criteria 2.5.3

| 2 E A Click on the | | Search Results | | | | | | | |
|--------------------|-------|----------------------|-------------------|-------------|-----------------|----------------|--|-----------|---|
| | | View All | | | | | F | irst 🕚 | 1-59 of 59 🛞 Last |
| course to see the | | Academic Institution | Term Subject Area | Catalog Nbr | Academic Career | Campus | Description | Course ID | Course Offering Nbr |
| classes | | UOTTA | 2171 BIO | 1109 | Undergrad. | UOTTA | PRINCIPLES OF BIOLOGY | 002655 | 1 |
| 0103363. | | UOTTA | 2171 BIO | 1130 | Undergrad. | UOTTA | INTRODUCT. TO ORGANISM. BIOLO | 002659 | 1 |
| | | UOTTA | 2171 BIO | 1140 | Undergrad. | UOTTA | INTRODUCTION TO CELL BIOLOGY | 002660 | 1 |
| | | UOTTA | 2171 BIO | 1300 | Undergrad. | UOTTA | THE HUMAN ANIMAL | 002665 | 1 |
| | | UOTTA | 2171 BIO | 1509 | Undergrad. | UOTTA | PRINCIPES DE BIOLOGIE | 002673 | 1 |
| | | UOTTA | 2171 BIO | 1540 | Undergrad. | UOTTA | INTRO À BIOLOGIE CELLULAIRE | 002678 | 1 |
| | | UOTTA | 2171 BIO | 1700 | Undergrad. | UOTTA | L'ANIMAL HUMAIN | 002683 | 1 |
| | | UOTTA | 2171 BIO | 2110 | Undergrad. | UOTTA | ENVIRONMENTAL PHYSIOLOGY | 002699 | 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 | 2901 | 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 |
| | | ر المرجب موجد مرجد | 0121.RIO | 210-1 | and a second d | and the second | and the second s | 000000 | and a service of the |

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| 2.5.5 Add a number | |
|--|---|
| to the Associated | Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface |
| Class for the primary class section. e.g.: A00= 1 | Course ID: 002718 Course Offering Nbr: 1 Academic Institution: Univ. of Ottawa 1 Term: 2017 Winter Term Undergrad. Auto Create Component Subject Area: BIO Biology AutoD Create Component Catalog Nbr: 215 ANIMAL FORM AND FUNCTION |
| B00= 2 | Class Sections Find I View All First @ 1 of 3 @ Last 25 |
| C00= 3 D00= 4 | *Session: FS C Full Session Class Nbr: 1972 + = *Class Section: A00 *Start/End Date: 01/01/2017 19 |
| 2.5.6 Navigate to the | *Component: LEC Q Lecture Event ID: *Class Type: Enrollment * |
| components (e.c.) 2 | 2.5.5 *Associated Class: 1Q Units: 3.00 Associated Class Attributes |
| | *Campus: UOTTA Q uOttawa Add Fee |
| LAB) | *Location: CAOTTAWUOC CA Ottawa uOttawa Campus Schedule Print Course Administrator: Q. Schedule Print Student Specific Permissions |
| To do this, use the | *Academic Organization: BIOSUA Q Biology-SCIEN |
| | Academic Group: SCIEN Faculty of Science Dynamic Date Calc Required |
| | *Holiday Schedule: GEN General Acad & Stat Holidays Generate Class Mtg Attendance |
| class sections. | *Instruction Mode: P Q In Person Sync Attendance with Class Mtg |
| | Primary Instr Section: A00 |
| | Class Topic |
| | Course Topic ID: Q Print Topic in Schedule |
| | Equivalent Course Group |
| | Course Equivalent Course Group: 00831 EQ_00831 Override Equivalent Course |
| | Class Equivalent Course Group: 00831 EQ_00831 |
| | Class Attributes Personalize Find View All 🖉 🔣 First 🚯 1-2 of 8 💿 Last |
| | *Course *Course Attribute Attribute Value |
| | 0001 Q Auditor Permitted Y Q Auditors are permitted 🛨 🖃 |
| | 0005 🔍 Language of Study EN 🔍 Course offered in English 🔹 🖃 |
| | |

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| 2.5.7 Verify the secondary | | Class Sections | | | | Find Maw All First (4) 2 of 3 | I ast |
|---|-------|-------------------------|----------------|--------------------|------------------|--|-------|
| class section has a Class | | *Session: | FS Q Full Sass | ion | Class Nbr: | 18542 | + - |
| Type of Non-Enroll. | | *Class Section: | A01 | | *Start/End Date: | 01/01/2017 30/04/2017 | |
| | | *Component: | LAB C Laborato | rv . | Event ID: | | |
| 2.5.8 Add the primary class | 2.5.7 | *Class Type: | Non-Enroll * | Ī | | | |
| section in Associated Class | 2.5.8 | *Associated Class: | 1 Q Units: | 3.00 | Associated Class | Attributes | |
| number. | | *Campus: | UOTTA 🔍 | uOttawa | | Add Fee | |
| ə.g.: | | *Location: | CAOTTAWUOC | CA Ottawa uOttawa | Campus | Schedule Print | |
| A01, A02, A03 = '1' | | Course Administrator: | Q | | | Student Specific Permissions | |
| B01, B02, B03 = '2' | | *Academic Organization: | BIOSUA | Biology-SCIEN | | Include in Dynamic Date Calc | |
| • C01, C02, C03 = '3' | | Academic Group: | SCIEN | Faculty of Science | | Dynamic Date Calc Required | |
| ,, | | *Holiday Schedule: | GEN Q | General Acad & Sta | Holidays | Generate Class Mtg Attendance Sync Attendance with Class M | e |
| f multiple primary components | | *Instruction Mode: | P Q | In Person | | GL Interface Required | -8 |
| (e.g. LEC) have a shared | | Primary Instr Section: | A01 | | | | |
| component (e.g. DGD) set all | | | | | | | |
| D_{C} De to '9999 ' | | | | | | | |
| JGDS 10 9999. | | | | | | | |
| | | _ | | | | | |
| 2.5.9 Click Save | Sava | | | | | | |
| | Save | | | | | | |

End of Transaction

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User Guide and Exercices

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 Curriculum Managem Classes > Maintain So | Menu > ent > Schedule of chedule of Classes | Maintain Schedule Enter any information yo Find an Existing Val | of Classes ou have and clic ue | k Search. Leave fields blan | k for a list of a | ll values. | |
|---|---|---|---|-----------------------------|-------------------|------------|--------------------|
| 3.1.2 Search for the co available search option | urse using the s. | Academic Institution: Term: | = * | UOTTA | a | 3.1.2 | |
| Search options that are | required: | Subject Area: Catalog Nbr: Academic Career: | = • begins with • | | ۹ ۲ | | _ |
| Academic Instit SPAUL. | ution: UOTTA or | Campus: Description: Course ID: Course Offering Nbr | begins with • begins with • begins with • | | a | | |
| • Term: Enter the Term 2016=2169 | term code e.g.: Fall). | Academic Organization | begins with • | | | | |
| 3.1.3 Click on Search. | | Search Clear 3.1.3 | Basic Searc | h 📓 Save Search Criter | ia | | |
| 3.1.4 Click on the | Search Results | | | | | | |
| course to see the | View All | | | | | First 🕘 | 1-100 of 132 🛞 Las |
| classes r | Academic institution Term Subj | ect Area Catalog Nbr Academic | Career Campu | a Description | | Course ID | Course Offering N |

| J.I.4 CIICK OII LITE | | Search Kesuits | | | | | | | | |
|----------------------|-------|----------------------|------|--|----------------|------------------|-----------|--|--------|-----------------------|
| course to see the | | View All | | | | | | Fir | st 🕘 | 1-100 of 132 🛞 Last |
| | | Academic Institution | Term | Subject Area | Catalog Nh | Academic Career | ar Campus | Description | Course | D Course Offering Nhr |
| classes. | 3.1.4 | 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 |
| | | and been | 300 | a contraction of the second se | ليسجع والحوياء | and and a second | Land | and a second sec | | |

3.1.5 Click on the Enrollment Cntrl tab.

Enrollment Cntrl

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SR1200HD Manage Scheduling

User Guide and Exercices

| ~ 4 | | Basic Data | Meetings | Enrol | Iment Cntrl | Reser | ve Cap | Notes | E <u>x</u> am | LMS Data | Textbook | GL Interface | |
|-------------|-----------------------------|-------------------------------------|------------------------------|-----------------------------------|-------------------|---------------------|----------------------|---------------------------|----------------------|--------------------------|----------|--------------|--|
| 3.1. Reg | istration Capacity: | Course ID: Academic Ins Term: | titution: | 000002 Univ. of C 2017 Wint | ittawa er Term | | Cour | se Offerin | g Nbr: | 1 | | | |
| • | Requested Room | Subject Area Catalog Nbr: | | ADM 1101 | | | Adm SOC | ninistration CIAL CONT | EXT OF E | BUSINESS | | 0 | |
| | number of seats needed | Session: | control | FS | Component: | Full 3 | Session | | Cli | Find View A | Il First | | |
| - | for the class section. | Associated | Class: | 1 | Units: | 3.00 | une • | 1 | | Cancel Class | | | |
| • | Enter the number of seats | *Class Statu Class Type: | 15: | (Auto | Enrollment | | Enrolime | nt Status: | | Open | 02/23/20 | 118 | |
| | class activity (same as the | *Add Conser *Drop Conse | nt: int: | | No Consent | • | Enrolime | d Room Ca nt Capacit | apacity: y: | 200 | 0 | | |
| | Capacity). | 2nd Auto Er | roll Section | 1: | | | Wait List Minimum | Capacity: Enrollme | nt Nbr: | 1000 | 0 | | |
| | | Resection t | o section: nroll from W | ait List | |) Cancel | l if Studen | nt Enrolled | I | | | | |
| | | H Save | Return to : eetings Enr | Search ollment C | t Previous | in List Cap No | ↓ Ne. otes Exan | ext in List m LMS Da | 😢 Not ita Textb | tify book GL Interf | ace | | |

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 ab. | Cevere B 20021 Cevere Offengeter T Avere finalistic University of Dataset Balant Area: A cevere Offengeter T Dataset Area: A cevere Offengeter Area: A cevere Area: A | Meetings 3.2.1 |
|--|---|---|
| 2.2 Click on the magnifying | Session: P5 Figure 1 Open Sec O | |
| lass beside the Facility ID. | Factor of Columnia Factoro | Meeting Pattern Facility ID Capacity |
| | Assignment Version Testing Testing Testing Testing Testing Testing Assignment Testing Testing <thtesting< th=""> Testing Testing</thtesting<> | DMS1160 Q 200 |
| | Room Characteristics Personalities Feet (2 ¹) Ⅲ Feet = 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 | DMS (033) 1160 |
| | Augusta MM | 300 |

Université d'Ottawa | University of Ottawa uoCampus SR1200HD Manage Scheduling

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| บบHD Manage Schedu | ung | | | | | | | U | ser Guide and Ex |
|---|---------------------------------|--|--|---|--|--|--|--|--|
| 3.3 Verify the Roor | n Select | ion | | | | | | | |
| After the InfoSilem p | rocess ha | as been | run, verify t | he rooms | assig | ined to | classes. | | |
| 3.3.1 Navigate to Ma Management > Sch Maintain Schedule | in Menu edule of of Class | > Currie Classes es | culum 3 > | Maintain S Enter any info | Schedule ormation you xisting Volu | of Classes a have and click | : Search. Leave fields | blank for a list of all | values. |
| 222 Coarob for the | course in | aing the | available | - Search | Criteria | | | | |
| search options. | Jourse U | ang tile | avaliaDle | Academic In | stitution. | = * | UOTTA | a | 3.3.2 |
| Search options that a | are requi | red: | | Subject Area Catalog Nbr Academic C | R Jareer: | = • begins with • | | Q 1 | 1 |
| Academic Institu | ition: UC | OTTA or | SPAUL. | Campus: | | begins with * | | ٩ | |
| • Term: Enter the t 2016=2169) | erm code | ə. (e.g.: F | -all Term | Description Course ID: Course Offer Academic O | ring Nbr: | begins with * begins with * | | a | |
| 3.3.3 Click on Searc | h. | | | Case Ser | nsitive | and and a second second | | | |
| 3.3.4 Click on the | | Search Res | utts | Search 3.3.3 | Clear | Basic Search | h 📓 Save Search C | interia | ist 🛞 s-concerso 🔊 I |
| classes | | A cademic instit | ution Term Subject An | tea Catalog Nbr Ac | ademic Care | aer Campus De | acription | | Course ID Course Offering I |
| | 3.3.4 | | 2161 ADM 2161 ADM | 1100 Un 1101 Un | idergrad. Idergrad. | | CIAL CONTEXT OF | BUSINESS MANAC | 000002 1 |
| | | UOTTA UOTTA UOTTA UOTTA UOTTA UOTTA | 2101 ADM 2161 ADM 2161 ADM 2161 ADM 2161 ADM 2161 ADM 2161 ADM | 1300 Un 1301 Un 1340 Un 1370 Un 1500 Un 1501 Un 1700 Un | dergrad. dergrad. dergrad. dergrad. dergrad. dergrad. dergrad. | UOTTA SC UOTTA FIN UOTTA AFI UOTTA IN UOTTA IN UOTTA IN | CIAL CONTEXT OF VANCIAL ACCOUNT PLIC INFO TECHN TRO GESTION DES INTEXTE SOC MO TRO À LA GESTION | F BUSINESS TING FOR BUSINESS AFFAIRES NDE AFFAIRES V AFFAIRES | 000003 1 000004 1 000005 1 000006 1 000007 1 000008 1 000008 1 |
| | | LIGTTA | 0101 4044 | 4704 | descend | 110771 00 | ALL COC MONDER | CO AFFAIRES | 000040 4 |

Meetings

3.3.5 Click on the Meetings tab.

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User Guide and Exercices

| 3.3.6 Verify the Facility ID in the Meeting Pattern section. | Basic Data Meetin Course ID: Academic Institution: Term: Subject Area: Catalon Nbr: | gs Enrollment Cntrl Reserve 000001 University of Ottawa 2016 Winter Term ADM | Cap Notes Egam LMS Data Course Offering Nbr: 1 Undergrad. Administration INTERON TO BUSINESS MA | Textbook GL Interface | | |
|---|--|--|---|---------------------------|------------------|----------|
| | Class Castians | 1100 | INTRODUCTION TO BOSINESS INF | | | |
| | Session: Class Section: Associated Class: | FS Full Ses N00 Component: Lecture 2 Units: 3.00 | ssion Class Nbr: 10 Event ID: 000 | 002 0021970 | | |
| | Meeting Pattern | | Find View / | All First 🕙 1 of 1 🛞 Last | | |
| | Facility ID DMS1160 | Capacity Pat Mtg Start Mtg B Q 200 Q 19:00 22:0 | End M T W T F S S | * Start/End Date + - | Meeting Pattern | |
| | DMS (033) 1160 | Topic ID: C | Format | | Exclusion (D) | 0 |
| | | Topic | c: | | Facility ID | Capacity |
| | | B Print lopic C | On Transcript Contact Hours | | DMC1180 | a 1 |
| | Instructors For N | Meeting Pattern | Personalize Find View All 🖾 🔤 | First (1) of 1 (2) Last | DMS1100 | 200 |
| | Assignment V | Vorkload | | | | |
| | D | Name *Instructor Role | Print Access Contact | Empl Job Code | DMS (033) 1160 | |
| | 200001784 Q Gr | aham.lan Prim In: • | Grade • 36 | | 51110 (000) 1100 | |
| | | | | | | |
| | Room Characteri | stics | Personalize Find 🏝 🌆 | First ④ 1 of 1 ④ Last | | |
| | *Room Characteristic | | | *Quantity | | |
| | ٩ | L | | 1 🛨 🖃 | | |
| | Academic Shift | | Perceptine Find 🖉 💷 | First (4) 1 of 1 (2) Last | | |
| | Academic Shift | | resonance ring - rais | | | |
| | 9 | L | | + - | | |
| | | | | | | |
| | El Cause Eth Return | to Search t Provious in List | Next in List 22 Notify | | | |
| | Rasis Data Meetings | Encolment Cotri L Reserve Can I Note | Exam LLMS Data LTextbook LGL In | terface | | |
| | parto para Lingerings (i | contraction of the serve cap (note | re (exam) end bata (lextbook) GE III | NET BOATE | | |

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| 3.3.7 Click on the Enrollment Cn | rl tab. Enrollment Cntrl |
|---|---|
| 3.3.8 Update the Registration Capacity: | Basic Data Meetings Enrollment Cntrl Beserve Cap Notes Egam LMS Data Textbook GL Interface Course ID: 000002 Course Offering Nbr: 1 Academic Institution: Univ. of Ottawa Term: 2017 Winter Term Undergrad. |
| Based on the assigned room capacity update the Enrollment Capacity: Enter | Subject Area: ADM Administration Catalog Nbr: 1101 SOCIAL CONTEXT OF BUSINESS Enrollment Control Find Vew All First (1) of 1 (2) Last Session: FS Full Session Class Nbr: 1344 |
| for enrollment. | Class Section: M00 Component: Lecture Event ID: Associated Class: 1 Units: 3.00 *Class Status: Active Cancel Class 02/23/2016 Class Type: Enrollment Enrollment Status: Open |
| | *Add Consent: INo Consent Requested Room Capacity: 200 Total *Drop Consent: INo Consent Enrollment Capacity: 200 0 1st Auto Enroll Section: Wait List Capacity: 100 0 |
| | Resection to Section: Minimum Enrollment Nbr: Add Enroll from Wait List Cancel if Student Enrolled |
| | 🔚 Save 🔯 Return to Search 📧 Previous in List 🥥 Next in List 🔃 Notify Basic Data Meetings Enrollment Chtrl Reserve Cap Notes Exam LMS Data Textbook GL Interface |



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User Guide and Exercices

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

Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Term: Academic Institution: Image: Term: Subject Area: Image: Term:

Maintain Schedule of Classes



Clear Basic Search 🖉 Save Search Criteria

| | | Search Results | | | | | |
|--------------------------------------|-------|---------------------|------------------|--------------|----------------|--------------------------------------|-------------------------------|
| 4.1.4 Click on the course to see the | | View All | | | | 1 | First 🕚 1-100 of 131 🕑 Las |
| classes | | Academic Institutio | Torm Subject Are | a Cataloo Ni | A cademic Care | or Campus Description | Course ID Course Offering Nbs |
| 0100000. | 4.1.4 | UOTTA | 2171 PED | 1140 | Education | UOTTA EDU PRIMARY/JUNIOR DIVLANG. | 024376 1 |
| | | UOTTA | 2171 PED | 1158 | Education | UOTTA EDU P/J MATHEMATICS | 024393 1 |
| | | UOTTA | 2171 PED | 1159 | Education | UOTTA EDU P/J SCIENCE & TECHNOLOGY | 024394 1 |
| | | UOTTA | 2171 PED | 1599 | Education | UOOFF CONNAIS & HABIL FRA. ÉCRIT ENS | 024556 1 |
| | | UOTTA | 2171 PED | 1599 | Education | UOTTA CONNAIS & HABIL FRA. ÉCRIT 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 | UODEE STAGE IL MILLEU SCOLAIRE SÉM I | 024803 1 |
| | | UOTTA | 2171 PED | 2500 | Education | UOTTA STAGE II MILIEU SCOLAIRE SÉM I | 024803 1 |
| | | UDITA | 2171 PED | 2507 | Education | UOTTA RÉALITÉS SCOLAIBER ACTUELLES. | 024804 |
| | | - | | | | | |
| 4.2 Find the Instructor | | | | | | | |
| | | | | | | | |
| | | | _ | | | | |

Search

4.1.3

4.2.1 Click on the **Meetings** tab.

Meetings

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

0

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

| Instructors F | or Meeting Pattern | Pe | ersonalize | Find View Al | | First | (1) 1 of 1 | 16/E | as |
|---|--|--|--|--|---------|--------------|------------|------|----|
| Assignment | Workload | | | | | | | | |
| D | Name | *Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code | | |
| 0 | 2 | Prim Ins * | | Grade * | | DQ | | + | F |
| Facility ID (| Capacity Pat Mtg Start Mtg End Q 00:00 00:00 Topic ID: Q Free Form Topic: ₪ Print Topic On Tra- eting Pattern Person | M T W T F S Shat | *Starb 01/01/2017 | End Date (*) (*) (*) (*) (*) (*) (*) (*) (*) (*) | 1 | | | | |
| Instructors For Me Assignment Wo | Capacity Pat Mtg Start Mtg End Q 0000 000 0000 Topic ID: Q Free Form Topic: Ø Print Topic On Tra eting Pattern Perso Noad | M T W T F S S inscript Contact H ralize Find View All 2 | * Start | End Date (*) (*) (*) (*) (*) (*) (*) (*) (*) (*) |] | | | | |
| Instructors For Me Assignment Wo | Capacity Pat Mitg Start Mitg End Q (00:00 (00:00) Topic ID: Q Free Form Free Form Setting Pattern Person Kload Testing Pattern Name Testing Pattern | M T W T F S S hat inscript Contact H malize Find View All ^{CP} Print Access Co | *Start | End Date (3) 30/04/2017 (3) (4) 1 of 1 (4) Last Job Code | | | | | |
| Instructors For Me Assignment Wo D | Capacity Pat Mig Start Mig End Q (0000) D000 Topic ID: Q Free Form Topic: B Print Topic On Tr eting Pattern Person Noted Name "networker Prim Int * | M T W T F S S ansolution Contact H malize Find View Al Print Access Co Ø Grade v | *Start 01/01/2017 ours Rod# | End Date 9 30/04/2017 9 30/0 | | | | | |
| Facility ID () Instructors For Me Assignment Wo D Q Room Characterist | Apacity Pat Mg Start Mg End Q 00:00 00:00 Topic ID A Fire Ford IV Print Topic Topic IV Print Topic Topic IV Print Topic Topic Name Pattern Name Pattern Name Pattern Name Instructor | M T W T F S S hat contact H nalize Find View All 0 Print Access Co 0 Grade • Personalize Find (2) | Start O1/01/2017 Ours Intect Emple OQ First | End Date () 1 of 1 () Last () 1 of 1 () Last | | | | | |
| Facility ID (Instructors For Me Assignment Wo D Q Room Characteristic Geon Characteristic | Dapacity Pat Mg Start Mg End Q 00:00 00:00 Topic ID C, Free Form Topic ID Free Form R Print Topic IT return Particular Partice Name Return Particular Name Print Topic IT Name Print Topic IT Name Print Topic IT | M T W T F S anscript Contact H malize Find Vew All 0 Print Access Grade v Personalize Find (2) | Start O1/01/2017 Ours I I I First OQ First 'Quant | End Date (4) 0 (5) 0004/2017 (5) (4) 1 of 1 (2) Last (4) 1 of 1 (2) Last (5) (4) 0 of 1 (2) Last (5) (4) 0 of 1 (2) Last (5) 0 of 1 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) | | | | | |
| Facility ID () Instructors For Me Assignment Wo D Room Characteristic "Room Characteristic "Academic Shift | Dapadity Pat Mig Start Mig End Q 0000 00000 Topic ID: P. Free Form Topic: Id Print Topic On 10000 Id Print Topic On </td <td>M T W T F S s inscrite Contact H mattel Find Vew Al (2) Print Access Co (8) Grade * Personalize Find (2) Personalize Find (2) Personalize Find (2)</td> <td>*Starb 01/01/2017 0 ours 1 0 First 0 0 First - Quanti - /td> <td>End Date (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2</td> <td></td> <td></td> <td></td> <td></td> <td></td> | M T W T F S s inscrite Contact H mattel Find Vew Al (2) Print Access Co (8) Grade * Personalize Find (2) Personalize Find (2) Personalize Find (2) | *Starb 01/01/2017 0 ours 1 0 First 0 0 First - Quanti - | End Date (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2 | | | | | |
| Instructors For Me Assignment Wo D Q Room Characterists "Room Characterists "Room Characterists Academic Shift | Zapacity Pat Mig Start Mig End Q 80:00 0000 Topic ID Topic ID Topic iB Print Topic On Free Form elling Pattern Person Notal Name material Prim In ▼ tos | M T W T F S wat Contact H matche Fnd Centact H Personalize Centact H Personalize | *Start [01/01/2017] burs intact Empl Rods 0 Q First First First | End Date (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2 | | | | | |

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).

| Look Up | ID | | × | |
|-------------------------------------|---|----------------|------------------|--|
| Empl ID: Last Name First Name | begins with begins with begins with | | 4.2.3 | |
| Look Up | Clear Cancel | Basic Lookup | | |
| Mew 100 | courto | First 🕚 | -22 of 22 🛞 Last | |
| 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 | |
| 200003331 | Reis, Giuliano | REIS | GIULIANO | |
| 398220 | Rhéaume, Martine | RHEAUME | MARTINE | |
| 1698014 | Richardson, Anthony James | RICHARDSON | ANTHONYJAMES | |
| 20434 | Riddell, Ernest H. | RIDDELL | ERNESTH | |
| 665057 | Roberge, Annie | ROBERGE | ANNIE | |
| 155315 | Robert, Marie-Anne | ROBERT | MARIEANNE | |
| 138614 | Robichaud-Gaoné, Ann G | ROBICHAUDGAGNE | ANNG | |
| 200003905 | Robson, John | ROBSON | JOHN | |
| 145088 | Roddy, Louise | RODDY | LOUISE | |
| 3519366 | Rodrigue, Vicki-Anne | RODRIGUE | VICKIANNE | |
| 6000401 | Rogers, Pamela | ROGERS | PAMELA | |
| 4031014 | Rottmann, Jennifer | ROTTMANN | JENNIFER | |
| 5705727 | Rousseau, Céline | ROUSSEAU | CELINE | |
| 1633502 | Rovers, Martin W. | ROVERS | MARTINW | |
| 200005192 | Roy, Martin | ROY | MARTIN | |
| 200005231 | Roy, Jonathan | ROY | JONATHAN | |
| 147148 | Rozon, Paulette | ROZON | PAULETTE | |
| 1457097 | Russo, Zino | RUSSO | ZINO | |

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| lniversité d'Ottawa | ivercity of Ottawa | uoCampus | | | | | | | 4.2.4 |
|---|--|--------------------------|---------------|-----------|---------------|------------|--------------|----------|-----------|
| 00HD Manage Schedulin | g | uocampus | | | | | User | Guide a | nd Exerci |
| 4.3 Configure the Ins | tructor | | | | | | | | |
| 4.3.1 Select the | Instructors Fo | r Meeting Pattern | Pe | rsonalize | Find View A | II 💷 🖩 | First | ④ 1 of 1 | Last |
| Instructor Role. | Assignment ID | Name | *instructor | Print | Ассевв | Contact | Empl Rot# | Job Code | |
| There are three | 4031014 Q | Rottmann, Jennifer | Prim In: * | | Grade • | 38 | 00 | | + - |
| different Instructor | | | 4.3.1 | 4.3.2 | 4.3.3 | 4.3.4 | | | |
| 4.3.2 Select the Print b | oox. Selected, t | his publishes th | e name of t | he inst | ructor in 1 | he cours | e sch | edule. | |
| 4.3.3 Set the Access to | o Grade. This v | vill grant the ins | tructor acce | ess to g | grade ent | ry using t | he Fa | culty C | enter. |
| 4.3.4 Enter the Instruct | or's teaching he | ours in the Con t | act field. (e | e.g. 12 | lectures | X 3 hours | 8 = 36 | contac | t hours) |
| 4.3.5 Click Save. | | [] | Save | 1 | | | | | |
| <i>i</i> Repeat steps 4.2 Pattern and each | -4.3 for each M n class section. | eeting | Jave |] | | | | | |
| | | End of 1 | ransactio | , | | | | | |

User Guide and Exercices

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.

| - 1 0 |
|-------|
| 5.1.Z |
| |
| |
| |
| |
| |
| |
| |
| |
| |

| | | Search Result | S | | | | 1 |
|------------------------|-------|---------------------|-------------------|---------------|------------------|-------------------------------------|--------------------------------|
| 5.1.4 Click on the cou | irse | View All | | | | | First 🕘 1-99 of 99 🛞 Last |
| to see the classes | | A cademic institute | on Term Subject A | rea Catalog N | br Academic Care | er Campus Description | Course ID Course Offering Nhr. |
| | E 1 1 | UOTTA | 2171 CMN | 1148 | Undergrad. | UOTTA INTRO ORGANIZATIONAL COMMUNIC | 005367 1 |
| | 5.1.4 | UOTTA | 2171 CMN | 1160 | Undergrad. | UOTTA INTRO MEDIA STUDIES | 005389 1 |
| | | UOTTA | 2171 CMN | 1560 | Undergrad. | UOTTA INTRO ÉTUDE DES MÉDIAS | 005417 1 |
| | | UOTTA | 2171 CMN | 2101 | Undergrad. | UOOFF 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. | UOOFF PUBLIC SPEAKING | 005427 1 |
| | | UOTTA | 2171 CMN | 2135 | Undergrad. | UOTTA PUBLIC SPEAKING | 005427 1 |
| | | UOTTA | 2171 CMN | 2148 | Undergrad. | UOOFF ORGANIZATIONAL COMMUNICATION | 005429 1 |
| | | UOTTA | 2171 CMN | 2148 | Undergrad. | UOTTA ORGANIZATIONAL COMMUNICATION | 005429 1 |
| | | UOTTA | 2171 CMN | - P159 P | a shaded and a | - QOFE MULTIMEDIA | - + 2 + |

5.1.3

SR1200HD Manage Scheduling

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

Exam attributes are added at the class level:

- 0011 Take Home Exam •
- ٠
- 0012 Exam Room Type 0013 Exam Seating Ratio •
- ٠ 0014 - Exam Time Preference

See Appendix 5.1.3 Exam i Attributes for more information.

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

| Course ID: 00 | 5367 | Course Attrib | ute Description | |
|--|--------------------------|------------------------|-------------------------------------|---------|
| Academic Institution: Un | iv. of Ottawa | 0001 | Auditor Permitted 5.1.5 | |
| ferm: 20 | 17 Winter Term | 40002 | Continuing activity | nont |
| Subject Area: CN | IN | 90003 | Multi-term course | nem |
| Catalog Nbr: 11 | 48 | 10004 | Thesis activity | |
| Class Sections | | 0005 | Language of Study | 🕘 Li |
| *Session: | FS Q Full Session | 0006 | Year of study | + |
| Class Section: | 000 | 0007 | Basic Qualification Codes: EF | DU . |
| Class Section. | LEC O L | 0008 | Common Law Course Level | |
| *Component: | Lecture | 0009 | Major Paper | |
| *Class Type: | Enrollment * | 0010 | Primary Course (Cross-listed) |) |
| *Associated Class: | 1 Q Units: 3.00 | 0011 | Take-Home Exam | · |
| *Campus: | UOTTA Q uOt | tawa 0012 | Exam Room Type | |
| *Location: | CAOTTAWUOC Q CA | Ottawa 0013 | Exam Seating Ratio | |
| Course Administrator: | Q | 0014 | Exam Time Preference | |
| *Academic Organization: | CMNAUA Q Con | 0015 | Funding Indicator | |
| Academic Organization. | | | Field Placement Course (Co- | (qo |
| Academic Group: | ARIS Fac | 0017 | Comprehensive Exam | |
| "Holiday Schedule: | GEN Q Per | 0018 | Supplemental Exam Indicator | |
| *Instruction Mode: | | Person 0019 | Excluded from T2202A calc | 19 |
| Primary Instr Section: | C00 | 0020 | Individual Topic | |
| Class Topic | | 0022 | Research Paper | |
| Course Topic ID: | | 0023 | Ancillary Fees | |
| Equivalent Course G Course Equivalent Cours | se Group: 01470 EQ | _01470 | Override Equivalent Cou | rse |
| Class Equivalent Course | EQ | _01470 | | |
| Class Attributes | | Personalize Find \ | /iew All 🖾 🔣 👘 First 🕚 1-2 of (| 6 🕑 Las |
| Attribute | | Value | | Щ. |
| 0001 Q Auditor Permit | ted | Y Q A | uditors are permitted 5.1.6 | + |
| 0005 Q Language of S | Study | EN Q C | ourse offered in English | + |
| | | | | |
| Cauca ISb Dature to Ca | and the Drawings in List | Allowed in Lines | - Notify | |

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.

| Class Attributes | Personalize Find View All 💷 🖩 First 🎱 2-3 of 7 | ۰ L | ast |
|--------------------------|--|-----|-----|
| *Course Attribute | *Course Attribute Value | | |
| 0005 Q Language of Study | EN Q Course offered in English | + | - |
| Q | ٩ | + | |

SR1200HD Manage Scheduling

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



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

by clicking on the appropriate line.



Class Attributes *Course Attribute

| 5 1 10 | Attribute field to skip to step 5.1.9. | Look Up Course Attribute Value | | |] | | |
|--------|---|--------------------------------|----|-------------|------------------|---|---|
| • | directly in the Course Value Attribute field to skip to step 5.1.9. | | | | | | |
| | Note: Enter the code for the value | 0012 Q, Exam Room Type | 1 | a | | + | - |
| 7.0.10 | | 0005 Q, Language of Study | EN | Q Course of | fered in English | + | - |
| | | | | | | | |

Personalize | Find | View All | 🖉 | 🔜 *Course Attribute Value

| | | | Help |
|--|---------------|--------------|------|
| Course Attribute: | 0012 | | |
| Description: begins | with 🔻 | | |
| Look Up Clear Search Results Mew 100 First d Course Attribute Value C | Cancel | Basic Lookup | _ |
| G | 3ym | | |
| P [| Departmental | | |
| S S | Standard | | |
| тт | eleconference | | |

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First 🚯 2-3 of 7 🚯 Last

| Université d'Ottawa University of Ottawa uoCampus | User Guide and Exercices |
|--|--|
| 5.1.11 Click Save. <i>Repeat steps 5.1.6-5.1.11 to add each additional</i> Class Attribute. | Save |
| 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 Me Management > Schedule Maintain Schedule of Cla | enu > Curriculum e of Classes > asses | Maintain Schedule Enter any information yo Find an Existing Valu | of Classes u have and clic | k Search. Leave fields bi | lank for a | list of all values. |
|---|--|--|--|---------------------------|------------|---------------------|
| 5.1.2 Search for the cours search options. | e using the available | Academic Institution: | | UOTTA | d | 5.2.2 |
| Search options that are required: Academic Institution: UOTTA or SPAUL | | Subject Area: Catalog Nbr: Academic Career: Campus: Description: Course ID: | E V begins with V begins with V begins with V | | a a | * |
| • Term: Enter the terr Term 2016=2169) | n code. (e.g.: Fall | Course Offering Nbr: Academic Organization Case Sensitive | = • begins with • | | à | |
| 5.1.3 Click on Search. | | Search Clear 5.2.3 | Basic Searc | h 📓 Save Search Crit | teria | |
| 5.1.4 Click on the course to see the classes. | Search Results New All Academic institution Term, subject Area Catalog Nov | Academic Career Campus Description | | First 🕘 1 | -99 of 99 | Last |

| to see the classes. | 504 | LIOTTA | 2171 CMN | 1140 | Undergrad | LIOTTA INTRO ORGANIZATIONAL COMMUNIC | 005267 1 |
|---------------------|-------|--------|----------|----------|---------------------|--------------------------------------|----------|
| | 5.2.4 | UOTTA | 2171 CMN | 1160 | Undergrad. | UOTTA INTRO MEDIA STUDIES | 005369 1 |
| | | UOTTA | 2171 CMN | 1560 | Undergrad. | UOTTA INTRO ÉTUDE DES MÉDIAS | 005417 1 |
| | | UOTTA | 2171 CMN | 2101 | Undergrad. | UOOFF 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. | UOOFF PUBLIC SPEAKING | 005427 1 |
| | | UOTTA | 2171 CMN | 2135 | Undergrad. | UOTTA PUBLIC SPEAKING | 005427 1 |
| | | UOTTA | 2171 CMN | 2148 | Undergrad. | UOOFF ORGANIZATIONAL COMMUNICATION | 005429 1 |
| | | UOTTA | 2171 CMN | 2148 | Undergrad. | UOTTA ORGANIZATIONAL COMMUNICATION | 005429 1 |
| | | UOTTA | 2171 CMN | 1-2159-F | and had a for a set | -HOOFE MULTIMEDIAL | |

5.2.3 Click on the Exam tab.

E<u>x</u>am

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User Guide and Exercices

Find | View All First 🕚 1 of 1 🕑 Last

First

Building

Q ART (006)

Q ART (006)

I-2 of 2 Last

+ -

+ -

Room

033

257

5.2.4 Review/Modify the exam information.

- Exam Time Code: Not used ٠
- 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) 0
 - FIN (Final Exam) 0
 - HOM (Take-home Exam) 0
 - 0 MID (Mid-term Exam)
 - SUP (Supplemental Exam) 0
 - Facility ID: The room the exam is scheduled in. •

To find an available room for the exam, refer to section 6: Search for an Available Room. 1

Course ID: 005387 Academic Institution: University of Ottawa Term: 2015 Winter Term

Exam Time Code Combined Exam Date

🔚 Save 🛛 🕅 Return to Search 🛛 Notify

Q

0

1148

FS

C00

Component:

Units

1 Final Exam:

Term: Subject Area:

Catalog Nbr:

Session

Class Sections

Class Section

Class Exam

Associated Class

Exam Seat Spacing:

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

🔚 Save

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

Full Session

Lecture

3.00

Yes

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

Undergrad. Con icatio

 Personalize | Find | (2) | 100

 "Exam Date
 Exam Start
 Exam Exam
 Prope
 Fadity D
 But

 25/04/2015
 16 (100)
 22:00
 (Final * ART033
 Q, AR

 25/04/2015
 16 (100)
 22:00
 (Final * ART033
 Q, AR

Course Offering Nbr:

INTRO ORGANIZATIONAL COMMUNIC

Class Nbr: 7630 Event ID: 000047651

| 200HD Manage Scheduling | User Guide and Exe |
|--|--|
| 5.3 Manually Scheduling an Exam | |
| 5.3.1 Under the Exam tab, click on the "+" to add a new line. | Class Exam Personalize Find 2 2 First Combined Power Date Exam Start Exam End Class Exam Paulity D Building Room Class Exam 2 1004/2010 (6) (8:00 10:00 Final v ART215 Q 215) |
| 5.3.2 On the new line: | Class Exam Personalize Find (2) R First 4 1-2 of 2 2 La |
| Combined Exam : Select if the exam is combined with another class. | Exam Exam data Exam data <thexam data<="" th=""> <thexam data<="" th=""> <thexam d<="" td=""></thexam></thexam></thexam> |
| • Exam Date: Enter the date of the exam | n. |
| - Exam Clark Enter the start time of the | exam. |
| • Exam Start: Enter the start time of the 6 | |
| Exam Start: Enter the start time of the exam End: Enter the end time of the exam End: Enter t | xam. |

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

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| 5.3.4 Sel | ect the room for the exam. | | | | | | | | | | | |
|--|---------------------------------------|----------------|------------------|------------------|---------------|----------------------|-----------------------------------|--|--------------------|------------------|----------|------|
| Clic Clic End | | | | | | | | | | | | |
| • Clie | | Class Exam | | | | | Personal | ize Find 🖾 | 🔜 | First | 1-2 of 2 | Last |
| • Clic Ea | | Exam Time Code | Combined Exam | *Exam Date | Exam Star | t Exam End | *Class Exam Type | Facility ID | Bulk | ling | Room | |
| Ead | ck on magnifying glass beside the | ٩ | | 21/04/2016 | 08:00 | 10:00 | Final * | ART215 | Q | | 215 | + - |
| Га | cility ID field. | ٩ | | 25/02/2018 | 10:00 | 12:00 | Mid-term * | | Q | | | + - |
| • Filt | er for the required room | | | | | | | | | | | |
| • 1 110 | | | | Look U | lp Facility | ID | | | | × | | |
| | ok on the room to calent it | | | | | | | | | Help 🔺 | | |
| • Ciii | ck on the room to select it. | | | SetID: | D. Dennis | U | OTTA | | | - 1 | | |
| | | | | Building | begir | is with v | | | | - 1 | | |
| | | | | Room: | begir | is with * | | ~ | | - 1 | | |
| No No | te: Only select rooms that you have | the | | Descript | ion: begin | s with * | | | | - 1 | | |
| e au | hority/nermission to use. To select | | | Facility | Type: = | • | | | ۳ | - 1 | | |
| rooms from another faculty/service, cont | | toot | | | | | | | | - 1 | | |
| | | naci | | LOOK | Up C | ear C | ancel Bas | с Lookup | | - 1 | | |
| the | m for approval prior to selecting the | | | Search | Results | | | | | | | |
| roc | m from the list. | | | Only the | first 300 res | sults can be | displayed. | 0 | 0 | | | |
| | | | | View 100 | Duilding | | First | (1-300 of 3 | oo 🔍 L | .ast | | |
| | | | | ART215 | ART | 215 70 L | aurier (ART) 2 | 15 | Seminar | Rm | | |
| | | | | ART246 ART318 | ART | 246 70 L 318 70 L | aurier (ART) 2- aurier (ART) 3 | 46 18 | Seminar Seminar | Rm Rm | | |
| | | | | ART420 | ART | 420 70 L | aurier (ART) 4 | 20 | Seminar | Rm | | |
| | | | | BRS232 | BRS | 232 100 | Thomas More | (BRS) 232 | Seminar | Rm | | |
| | | | | BRS302 BRS314 | BRS | 302 100 | Thomas More | (BRS) 302 (BRS) 314 | Seminar | Rm | | |
| | | | | BSC110 | BSC | 110 30 M | Iarie Curie (BS | C) 110 | Laborato | ry | | |
| | | | | BSC112 BSC120 | BSC | 112 30 N | Iarie Curie (BS | C) 112 | Laborato | ry . | | |
| | | | | BSC140 | BSC | 140 30 N | Iarie Curie (BS | C) 140 | Lecture | Rm | | |
| | | | | BSC202 | BSC | 202 30 N | Narie Curie (BS | C) 202 | Laborato | ry | | |
| | | | | BSC231 | BSC | 231 30 N | larie Curie (BS | C) 231 | Laborato | ry ry | | |
| | | | | BSC236 | BSC | 236 30 N | Narie Curie (BS | C) 236 | Laborato | ry . | | |
| | | | | 000002 | | | and post of the | ala and an | Laborato | and and a second | , | |
| 5.3.5 Clic | k Save. | ECour | | | | | | | | | | |
| | | In Save | | | | | | | | | | |

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User Guide and Exercices

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 | Facility Search Criteria Facility Search Results |
|-------------------------|---|
| Menu> Curriculum | Academic Institution: Univ. of Ottawa |
| and Event | Meeting Criteria |
| Management> Search | "From Date: 20106/2016 rs "End Date: 20106/2016 rs M Tu W Th F Sa Su "Meeting Start Time: M Tu W Th F Sa Su |
| | Facility Criteria |
| | Facility Type: |
| | *General Assignment: Ignore Fld 🔻 Room Capacity From: Room Capacity To: |
| | Academic Organization: |
| | Facility Partition: |
| | Location Code: Q. Fetch Facilities |
| | Building: |
| | 🕫 Return to Search 🛛 👘 Previous in List 🖉 Next in List 🔛 Notify |
| | Facility Search Criteria Facility Search Results |
| | |
| 6.1.2 Enter the Meeting | Meeting Criteria |
| Criteria. | *From Date: 20/05/2016 *End Date: 20/05/2016 M Tu W Th F Sa Su *Meeting Start Time: *Meeting End Time: Image: Compare the start of t |
| | |

- •
- 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. ٠
- Days (M Tu W Th F Sa Su): The day(s) of the week during which the event occurs. ٠

| 1 2 | Enter the Eacility Criteria | |
|-----|--|---|
| | Facility Type: The type | Facility Criteria |
| Ũ | of facility that is needed. | |
| | , , | *General Assignment: Ignore Fig. * Room Capacity From: Room Capacity To: |
| 0 | AUD (Auditorium) | Academic Organization: |
| 0 | CON (Conference | Facility Partition: |
| | Room) | Location Code: Q. Fetch Facilities |
| 0 | EXM (Exam Room) | Building: |
| 0 | GYM (Gymnasium) | |
| 0 | LAB (Laboratory) | |
| 0 | LEC (Lecture Room) | |
| 0 | LNG (Lounge) | |
| 0 | SEM (Seminar Room) | |
| 0 | SPE (Specialized Room) | |
| G | General Assignment: Not u Room Capacity From: The | sed currently. Leave as default. minimum number of participants that the facility will hold. |

- ٠
- Facility Partition:The zone of the campus where the facility is located.Location Code:The location of the facility, e.g.CA Ottawa uOttawaBuilding:The building where the rooms is located. CA Ottawa uOttawa Campus
- ٠

6.1.4 Click on Fetch Facilities.

Fetch Facilities

| Université d'Ottawa | | University of Ottawa | uo Campus |
|---------------------|--|----------------------|------------------|
|---------------------|--|----------------------|------------------|

User Guide and Exercices

| Review the results under the Facility Search Results tab. | | Facility Searc | ch Criteria | Facility Search | h Results | | | | | _ |
|---|-------|----------------------------|----------------------------------|--|---|---------------------|--|------------------------------------|---------------------|--------------|
| _ | | Academic 1 | Institution: | Univ. of Ottawa | a | | | | | |
| 5.2.1 The search options selected ⁶ | .2.1 | The followir 08:00, Mee | ng facilities m iting End Tim | natch your search o ne: 09:00 , Day of 1 | criteria. From Da Week: Mon Tue | ate: 24/ s Wed 1 | 05/2016, End Dat Thurs, General Ass | te: 31/07/2016, ignment: Ignore | Meeting Sta FId, | rt Time: |
| appear at the top of the screen. | | | | Pe | ersonalize | Find | View 100 🚰 | III First | 1-75 | 5 of 690 🐸 🗉 |
| 2 2 The search results display | | Building | Room | Facility ID | Capacity | Туре | Acad Org | Assignment | Partition | Location |
| .Z.Z The search results display | | ART (006) | 026 | ART026 | | EXM | | Y | 09 | CAOTTAWUOC |
| ne rooms that are available to be | | ART (006) | 033 | ART033 | 200 | AUD | VRE | N | 05 | CAOTTAWUOC |
| enimonal life recent in on the list it | | ART (006) | 114 | ART114 | | EXM | | Y | 09 | CAOTTAWUOC |
| issigned. If a room is on the list it | | ART (006) | 141 | ART141 | | EXM | | Ŷ | 05 | CAOTTAWUOC |
| s currently not booked | | ARI (006) | 215 | ARIZIS | 18 | SEM | LLMAUA | N | 05 | CAOTTAWUOC |
| o canonaly not beencea. | | ART (006) | 246 | ARI 246 | 14 | SEM | LLMAUA | N | 05 | CAOTTAWUOC |
| | | ART (006) | 25/ | ARI 257 | 142 | AUD | V KE | N | 05 | CAOTTAWUOC |
| | | ART (006) | 420 | ART 330 | 1.9 | CEM | LINAUA | N | 05 | CAOTTAWUOC |
| Note: To book rooms | | ART (006) | 523 | ADT 5 2 3 | 12 | SEM | TRADA | N | 05 | CAOTTAWUOC |
| Note: TO DOOK TOOMS | 6.2.2 | BPS (017) | 232 | RDS232 | 22 | SEM | TRACTOR | × | 06 | CAOTTAWUOC |
| please confirm with the | | BR5 (017) | 302 | BR5302 | 18 | SEM | VRF | N | 06 | CAOTTAWUOC |
| | | BRS (017) | 314 | BR5314 | 32 | SEM | VRE | N | 06 | CAOTTAWUOC |
| room administrator before | | BSC (043) | 110 | BSC110 | 110 | LAB | SCIEN | N | 09 | CAOTTAWUOC |
| selecting it in unCampus | | BSC (043) | 112 | BSC112 | 32 | LAB | SCIEN | N | 09 | CAOTTAWUOC |
| colocaling it in accountpus. | | BSC (043) | 1 30 | 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) | 3 30 | BSC330 | 40 | LAB | SCIEN | N | 09 | CAOTTAWUOC |
| | | BSC (043) | 335 | BSC335 | 40 | LAB | SCIEN | N | 0.9 | CAOTTAWUOC |

End of Transaction

User Guide and Exercices

7. Exercises:

| Exe | rcise A | | | | | | |
|------|--|--|--|--|--|--|--|
| Ente | er/Modify Schedule for Term 2171 | | | | | | |
| | User Guide: Section 2 | | | | | | |
| Usin | sing the subject provided by your instructor: | | | | | | |
| 1. | Remove a 4000 level class that is scheduled. User Guide: Section 2.1 | | | | | | |
| 2. | Schedule a new class section for a class that is not scheduled for the term. User Guide: Section 2.2 Enter the scheduled time to reflect the A01A/B meeting pattern. Confirm the waitlist capacity is 1000. Enter the room capacity at 100. | | | | | | |
| 3. | Modify a currently scheduled class: User Guide: Section 2.3 Verify that the Class Sections are entered correctly (follow the details in appendix 1.2.2A) Change the scheduled time to reflect the D04 meeting pattern. Confirm the Waitlist capacity is 1000. Enter the room capacity at 50. | | | | | | |
| 4. | Add a class section to a currently scheduled class: User Guide: Section 2.4 Enter the scheduled time to reflect the C01A/B meeting pattern. Confirm the waitlist capacity is 1000. Enter the room capacity at 100. Change the Instruction mode to Audio Conference. Add a course note to indicate that the course will be given via Audio-Conference. | | | | | | |
| 5. | Add Component Associations to a Class. User Guide: Section 2.5 Add class sections to a currently scheduled class. Add the Component Associations to the class. | | | | | | |

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| Exerc | hise B |
|---------|---|
| Enter | r 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 |
| Additio | onal 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)

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8. Appendix

1.2.2 A: Class Sections

| Primary Components: | Secondary Components |
|---|---|
| Primary components are those that will have a | Secondary components are those that are |
| grade associated to them (e.g., Lecture-LEC, | additional components added to a class and do not |
| Seminar-SEM) | have a grade associated directly to them. (e.g., |
| | Laboratory-LAB, Discussion Group-DGD) |
| | |
| Fall: | |
| Primary components will use the following | Secondary components will use the same |
| designation: A00 through L00. | designation as the Primary component: A01 |
| | through L99 |
| e.g. | |
| | e.g., For section A00 of a course, the following |
| | designation would apply to the laboratory and |
| | discussion groups: |
| | LAB: 401 402 402 |
| | LAD. A01, A02, A03 DCD: A04, A05, A06 |
| | DGD. A04, A05, A06 |
| Winter: | |
| Primary components will use the following | Secondary components will use the same |
| designation: M00 through W00. | designation as the Primary component: M01 |
| | through W99. |
| e.g. | |
| | e.g., For section M00 of a course, the following |
| | designation would apply to the laboratory and |
| | discussion groups: |
| | |
| | |
| | |
| Spring Summer: | |
| Primary components will use the following | Secondary components will use the same |
| designation: X00 through Z00. | designation as the Primary component for the |
| | Winter: X01 through 799. |
| e.g. | |
| U U U U U U U U U U U U U U U U U U U | e.g., For section X00 of a course, the following |
| | designation would apply to the laboratory and |
| | discussion groups: |
| | |
| | LAB: X01, X02, X03 |
| | DGD: X04, X05, X06 |
| | |

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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

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- 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:
 - o 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:
 - o E01 (LU/MO 14:30)
 - o E02 (MA/TU 14:30)
 - o E03 (ME/WE 14:30)
 - o E04 (JE/TH 14:30)
 - o E05 (VE/FR 14:30)
- Evening:
 - o F01 (LU/MO 17:30)
 - F02 (MA/TU 17:30)
 - F03 (ME/WE 17:30)
 - <mark>o </mark>F04 (JE/TH 17:30)
 - F05 (VE/FR 17:30)
- Night:
 - o G01 (LU/MO 19:00)
 - o G02 (MA/TU 19:00)
 - o G03 (ME/WE 19:00)
 - o G04 (JE/TH 19:00)
 - o G05 (VE/FR 19:00)

For 1 x 2 hour classes:

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

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

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5.1.3: Exam Attributes:

0011 - Take-Home Exam

| Value | Description |
|-------|----------------|
| Y | Take-Home Exam |

0012 - Exam Room Type

| Value | Description |
|-------|----------------|
| G | Gym |
| Р | Departmental |
| S | Standard |
| Т | 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 |