

Terminology:

<u>CourseLeaf</u> Instance Scheduling Unit Class	<u>OPUS</u> Term Department Class
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START HERE

CourseLeaf
Navigate to CourseLeaf

Under Current, Click on Term to open an Instance (Term)

System should take you straight to your department or classes available to you

ADD A CLASS SECTION

View By (in upper right corner) = Select Course

Check the box to Show Courses w/no Sections

Double Click the Class you want to Add a Section to

Click (+) Button to the right of the Class

CHANGE/VIEW A CLASS SECTION

Click View By Button and choose Course, Instructor, or Day/Time

Double Click Class to view Sections

Double Click Section to make changes

Edit the Section

CANCEL A CLASS SECTION

Click View By Button and choose Course, Instructor, or Day/Time

Double Click Class to view Sections

Double Click to select the section to be cancelled

Enter an "X" before the section # (Note: If the section # has 4 digits, enter "X". IF there are more sections to be cancelled, enter "X1, X2, X3, etc.)

Status = Cancelled Section Enrollment Numbers = 0 Save Section

STOP

If there are issues with the class, a Validation Detail Window will appear = close window and make appropriate changes

Save Section

Validation will occur for each class added or changed.

Correct Issues. Validation will repeat until all issues are resolved.

Summer Only
Summer Program Director will approve all submissions prior to migration with PS

Classes will move in to PS during the planning phase once we are in refine mode (see timeline for specific date).

STOP

Section Information

Title/Topic If topic class, select topic.

Section # System will assign but can be changed to fit school/department needs (up to 4 numeric characters only)

Credit Hours Can only be changed if the class is set up as variable credit (VC)

Status Active

Consent Select consent requirements from drop down (also enter "permission only" in Notes Section)

Grade Mode System will default

Cross-list With Enter cross listings in the comment section. This field will populate once Registrar assigns the requested cross listed class.

Session Regular Academic Session

Campus System will default

Inst. Method System will default, change only if online

Requirement System will default

Section Type System will default

Link To System will default, cross listings will appear after Registrar assigns

Section Attributes
Choose accordingly from drop down

Course Attributes
Set at the Course level and cannot be changed

Instructor
To add instructor, select (pencil icon)
From drop down, choose Other
Enter Instructor Last Name or EMPLID and select rom list
Role = Choose from drop down
Click Accept
To remove instructor, change drop down back to staff

Room

- Department Room (Available to All Schools)
- UCOL and GSAS only can select:**
- Building name/TBA (Registrar will assign room #)
- Registrar Room Pool (Registrar assigns bldg and room #)

Schedule
Click on Calendar Icon
Patterns = Choose Meeting Pattern, or select custom meeting pattern
Select time by moving mouse over the calendar and Accept

Enrollment
Maximum = Enter max enrollment allowed
Wait Cap = Default 999 (UCOL and UOXF can change)
Rm Cap Request = Enter max room capacity

Comments
Used to create workflow for anything out of the ordinary that the system won't allow. Examples:
Cross Listing = Enter, Same as (ex: HIST 190, seats 5) Meeting
Schedule outside of term dates = Enter dates
Changes when students are enrolled = Enter change here

Notes (content is viewable by student)

- Limited to 30 characters
- Consent required classes, enter "permission only"
- OISP Classes, enter "study abroad and class dates"
- Denote: Maymester, First Session, Second Session, All Summer

Save Section