How Do I?

Build a Class Schedule

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9.
   Remember to use CAPS when entering your User ID.
2. Select Curriculum Management > Schedule of Classes > Schedule New Course.
3. On the Schedule New Course page, complete following fields before you do a search:
   - **Academic Institution:**
     Should be auto populated with **SLULA**.
   - **Term:**
     Key in the Term or click the magnifying glass next to the Term textbox. Click the **Lookup** button to find the desired term.
   - **Subject Area:**
     Key in the Subject Area or click the magnifying glass next to the Subject Area textbox. Click the **Lookup** button to find the desired term.
4. Click the **Search** button, and a Search Results List of all courses in the subject area you specified will appear. Click on the desired course.
   The Basic Data page will be displayed.
5. On the Basic Data page, complete the following fields:
   - **Session:**
     Click the magnifying glass next to the Session field and then click the Lookup button to find the correct session.
   - **Class Section:**
     Key in Section Number. Be sure to use proper Section Extensions.
   - **Campus:**
     Key in "**MAIN.**"
   - **Location:**
     Defaults to "Hammond." Click the magnifying glass next to the Location field and then click the Lookup button to make necessary changes.
   - **Course Administrator:**
     Key in Department Head ID or click the magnifying glass next to the Course Administrator field and then click the Lookup button to find the correct ID.
6. On the Meetings page, complete the following fields:
   - **Meeting Pattern:**
     Faculty ID field - Enter Building and room in the Facility ID field. If no room is available, leave Facility ID blank. Otherwise, Records & Registration will assign rooms.
   - **Pattern:**
     Click the magnifying glass next to the Pattern field and then click the **Lookup** button to select a pattern.
   - **Meeting Start/Meeting End Time:**
     Key in Meeting Start and End Time.
7. Under Instructor for Meeting Pattern, complete:
   - **Assignment Tab:**
     - **ID –** Key in the instructor's University "W" number or **c**lick on the magnifying glass and then click the **Lookup** button to select the instructor.
     - **Instructor Role -** Auto-populates as "Prim Instr." Click the drop down button to make any desired changes.
     - **Print** - If the box is checked, the Instructor's name will show in the students' class search results. Uncheck if you do not want the instructor's name to be displayed.
     - **Access** - Click drop down button and choose "**Post.**" *This gives the instructor access to the class grade roster to enter grades.*
   - **Workload Tab:**
     - **Assign Type** – Click the drop down button and choose correct Assign Type.
     - **Workload –** Should default to the correct workload hours. If necessary, select the hours listed and key in any changes.
8. On the Enrollment Control page, you will need to complete the following fields:
   - **Class Status:**
     Auto-populates as "Active." Click drop down button to make changes.
   - **Consent:**
     Defaults as "No Consent." Click the dropdown button to make any necessary changes.

- **Request Room Capacity:**
  Key in Room Capacity. *This is the number of students the room needs to accommodate.*

- **Enrollment Capacity:**
  Key in Enrollment Capacity. *This is the number of students allowed to enroll in the class. Enrollment capacity can never exceed room capacity.*

9. If you would like to attach notes to a class, click on Notes page, and complete the following fields:

   - **Note Nbr:**
     - ➢ Key the note number in to the Note Number field or click the magnifying glass next to the Note Number field and the click the Lookup button to select a Standard Note.

   - **Free Format Text Box:**
     - ➢ Click **Copy Note** button, and the note will appear at the bottom box or key the note in to the Free Format Text box.

10. If Blackboard will be used for the class, click on LMS Data page, and complete the following fields:

    - Click drop down button in the LMS Extract File Type field and Select "**Blackboard CourseInfo 4**."

    - **Group ID** will auto-populate.

11. Click the **Save** button to save your work.

12. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember

when building a class schedule:

On the **Basic Data** Page:

- To create another class section(s):
  - ➢ Click the at the top right corner of Class Sections to add new section(s).
  - ➢ Click the on the green bar to scroll between section(s).

- To complete class section(s) for another course, click the **Return to Search** button located at the bottom of the page.

On the **Meetings** Page:

- If there is more than one instructor, click the under the Instructors Meeting Pattern section to add a row.

On **Notes** Page:

- To add another note, click the under the Class Note bar.