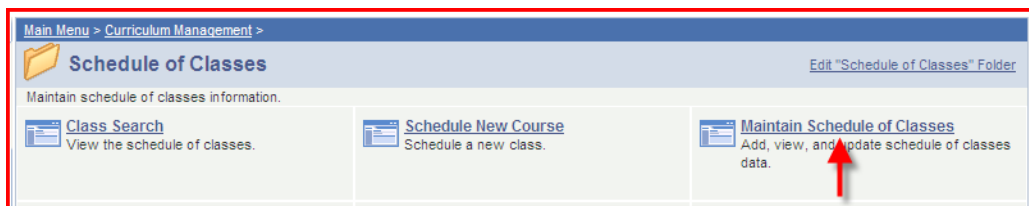
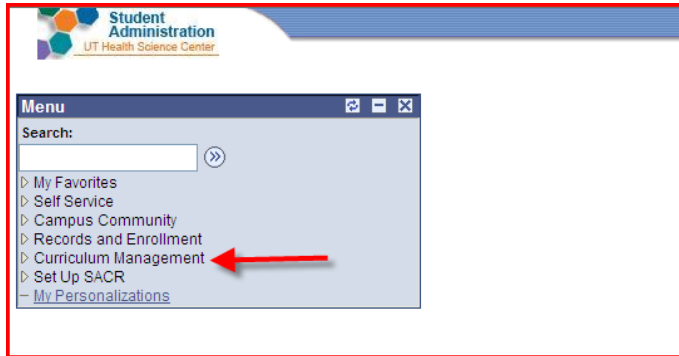



### Editing Schedule of Classes

Navigate to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



1. Enter the Academic Institution: HSCSA
2. Enter the Term (i.e., 3161 for Fall 2015; 3163 for Spring 2016 or 3160 AY 2015-2016, etc.)
3. Enter the Subject Area: i.e., MEDI, SURG, PHYT
4. Click on Search.
5. Use the Search results to examine if all classes are accounted for.
6. Click on the first one.

HINT: You can click on magnifying glass  for help with field values!

A screenshot of the search criteria form and search results. The form is titled 'Find an Existing Value' and contains several search fields: Academic Institution (HSCSA), Term (3101), Subject Area (DENH), Catalog Nbr (begins with), Academic Career, Campus (begins with), Description (begins with), Course ID (begins with), and Course Offering Nbr. There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. Below the form is a 'Search Results' section with a table of results. A red arrow points to the 'Search' button, and another red arrow points to the first row of the search results table.

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
HSCSA	3101	DENH	3004	AH Ugrad	MAIN	ORAL ANATOMY	002353	1
HSCSA	3101	DENH	3006	AH Ugrad	MAIN	PRECLINICAL DENTAL HYGIENE	002355	1
HSCSA	3101	DENH	3007	AH Ugrad	MAIN	PRECLINICAL TEACHING PRACTICUM	002356	1
HSCSA	3101	DENH	3015	AH Ugrad	MAIN	PUBLIC HEALTH PRACTICUM	002359	1
HSCSA	3101	DENH	3018	AH Ugrad	MAIN	DENTAL RADIOGRAPHY	002361	1

Student Administration

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Notes

Course ID: 002353      Course Offering Nbr: 1  
 Academic Institution: UT Health Science Center at SA  
 Term: Fall 2015      DS Undergrd  
 Subject Area: DENH      Dental Hygiene      [Auto Create Component](#)  
 Catalog Nbr: 3004      Oral Anatomy

**Class Sections** Find | View All | First 1 of 4 | Last

Session: 1      Regular Academic Session      Class Nbr: 1434  
 Class Section: 001      Start/End Date: 07/06/2015      12/18/2015  
 Component: LEC      Lecture      Event ID:  
 Class Type: Enrollment  
 Associated Class: 1      Units: 2.00      Associated Class Attributes  
 Campus: MAIN      Main      [Add Fee](#)  
 Location: SA-MAIN  
 Course Administrator:  
 Academic Organization: DENH      Dental Hygiene       Schedule Print  
 Academic Group: DS      Dental School       Student Specific Permissions  
 Holiday Schedule: SAHOL      Stu Admin Holiday Schedule       Dynamic Date Calc Required  
 Instruction Mode: WB      WebCT - Partial       Generate Class Mtg Attendance  
 Primary Instr Section: 001       Sync Attendance with Class Mtg  
     GL Interface Required

Class Setup Completed

**Class Topic**

Course Topic ID:  Print Topic in Schedule

**Equivalent Course Group**

Course Equivalent Course Group:  Override Equivalent Course

Class Equivalent Course Group:

Class Delivery Method:

**Class Attributes** Personalize | Find | View All | First 1 of 1 | Last

Course Attribute	Course Attribute Value

## I. BASIC DATA TAB

Basic Data | Meetings | Enrollment Cntrl

1. Rows are added for each session/section number combination within a term.
2. Class Nbr – System-created number (when you SAVE) that are used for student Enrollment Requests. These are unique to the term! New class numbers are assigned every term.
3. Session – used to determine standard start and end dates for each career.
4. Class Section – can be any 3 character alpha/numeric value that is useful in identifying the section.
5. Component – may have multiple components of the same class, example lecture and lab. Each component will have a unique class number, but only one can have a class type of Enrollment. The others must be non-enroll. Students will sign up for the enrollment section number and then choose the corresponding non-enroll section to go with it.
6. Start/End date – actual first and last class date. The default entries are the session dates.

7. Associated Class – This number **must be** incremented by one if you have multiple sections of a course and students may sign up for more than one during the term.
8. Student Specific Permission - This box should be checked if you wish to assign permission to class by student ID. (Do **not** check this box if you use permission numbers!).
9. Instruction Mode – **Ignore**
10. Class Setup Completed – When initial set up is complete, check box.
11. Class Topic – used for Special Topics, a section should be built for each topic.
12. Course Attributes – used for Medical and Dental special categories and to identify Distance Education courses.

For Distance Education classes/sections

Course Attribute: DIST – Distance Education

Course Attribute Value:

FULLY - Fully Distance

HYBRID/BLN - Hybrid/Blended Distance ED (more than 50% but less than 85% not taught face-to-face)

For Medical:

Course Attribute: MSD Medical Sch Didactic Course

Course Attribute Value:

ELECTIVE – Elective Didactic Course

REQUIRED – Required Didactic Course

Course Attribute: MSRS Medical Sch Required Selective

Course Attribute Value:

AMBU CARE – MS Ambulatory Care Selective

INPATIENT – MS In-Patient Selective

For Dental:

Course Attribute: DEN – Dental Reporting

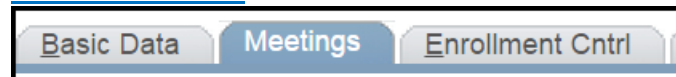
Course Attribute Value:



A – 'A' Dental Class

B – 'B' Dental Class

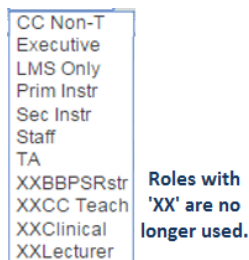
ELEC – Elective

## II. MEETINGS TAB



13. Enter meeting pattern based on school's preference. Please be mindful of potential time conflicts between classes.
14. Free Format Topic – used for independent study classes that each have individual topics, unless listed on first panel. Check the “Print on Topic on Transcript” box if you want it to print on the official transcript.
15. Add faculty and staff. In the Instructors for Meeting Pattern box. Click on [View All](#) to see all instructors listed. Use plus sign  to add more rows. Use minus sign  to delete faculty.
16. Instructor Role. (This is to denote academic role in class, not access).

**All instructors must be listed!** Do not list instructors more than one time per section/component. Choices are:



- **Primary Instructor (required) - Prim Instr** – This is the course director, i.e. faculty member primarily responsible for the class. In rare occasions there can be two or more, however that is determined by the individual school. Please refer to the training material for exceptions for your school.
- **Course Coordinator Non-Teach - CC Non-T** – This is a faculty member responsible for coordinating the class who does not have teaching responsibility for the class (i.e., administrator of record). If CC Non-T is selected, then the next level of instructor is Secondary Instructor.
- **Secondary Instructor - Sec Instr** – All other faculty who teach in the class. This is a faculty member who has a level of responsibility secondary to the primary instructor(s). Everyone with any teaching responsibility must be listed.
- **Teaching Assistant - TA** – This is a support person, at the institution that assists instructing faculty by conducting discussions or providing supplemental instruction to students, especially in laboratory settings. This can never be an enrolled student.
- **Executive - Executive** – This is a program director, chair, assistant dean or associate dean who has no teaching responsibility in the class, but who needs access to the class (i.e., for grading approval in the absence of the primary instructor).
- **Staff - Staff** – This is an administrative support person assisting the primary instructor or course coordinator, for the purpose of accessing class rosters and, if appropriate, completing initial grade entry for subsequent approval by faculty.
- **Learning Management System only - LMS Only** – This role is intended for faculty who ONLY need access to the class in the current Learning Management system (Canvas or Blackboard), but have NO teaching responsibilities in the class. This also allows them access to the class roster in Student Administration via the Faculty Center.

Unclick Print check box for anyone other than the Primary Instructor.

17. Grading Access: controls access in Student Administration Faculty Center.

Access

Blank – access to class roster only

Grade – access to class and grade roster, can enter grades

Approve – access to class and grade roster, can enter and approve grades. For faculty level ONLY.

All enrollment sections must list at least one instructor with Approve access.

19. Blackboard/Canvas Role – controls access to Blackboard and Canvas courses.

**INSTRUCTOR** (Blackboard: P, Canvas: Teacher) – Full access to all Blackboard or Canvas course functions.

For **Blackboard Access**: Fundamentals Training, Certification Training, Face-to-Face Training, or Online Fundamentals Training is required

For **Canvas Access**: for any user who has not completed Blackboard training either Face-to-Face Training or Online Canvas Proficiency Quiz completion is required

**Blackboard Course Functions** (Includes, but not limited to):

Make course Available or Unavailable,

File Management – Upload, download, delete files,

Content Management – Post materials, sequence content, post and Grade Assignments, post and Grade Assessments, create and Grade Discussion Boards, Make content items available or unavailable for the students to view

Grade Center – add grades, delete grades, change grades

Course Files and Content – ability to wipe out entire course content and files

**Canvas Course Functions** (Includes, but not limited to):

Publish or Unpublish course

File Management – Upload, download, delete files,

Content Management – Post materials, sequence content, post and Grade Assignments, post and Grade Assessments, create and Grade Discussion Boards, publish or unpublish content items for the students to view

Grades– add grades, delete grades, change grades

Course Files and Content – ability to wipe out entire course content and files

**TEACHING ASSISTANT (TA)** – Full access to all Blackboard and Canvas course functions, same as Blackboard Instructor, (but not listed as Instructor on MY BLACKBOARD page) or Canvas Teacher.

For **Blackboard Access**: Fundamentals Training, Certification Training, Face-to-Face Training, or Online Fundamentals Training is required

For **Canvas Access**: for any user who has not completed Blackboard training, Face-to-Face Training or Online Canvas Proficiency Quiz completion is required

**AUDITOR** (Blackboard: A, Canvas: Student with Completed Status; PAST ENROLLMENTS). No Training required. An Auditor has basically **READ-ONLY** status to a course. They see the same content as a student, but their name is NOT displayed in the Gradebook. This role is usually given to (Each Department is responsible for making this decision):

- Clinical faculty and preceptors who wish to be updated on knowledge in this course to provide knowledge reinforcement in clinic
- Faculty in curricula where cross-knowledge is needed.

**STAFF (TA)** – Staff have full access to all Blackboard and Canvas course functions, same as Blackboard Instructor, (but not listed as Instructor on MY BLACKBOARD Course List) or Canvas Teacher.

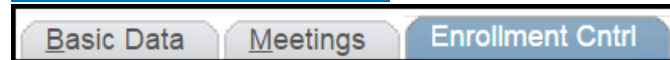
For **Blackboard Access**: Certification Training, is required


For **Canvas Access**: Any user who has not completed Blackboard training must complete either Face-to-Face Training or Online Canvas Proficiency Quiz.

**\*\*NOTES**

- All enrollments into Official Courses on Blackboard or Canvas courses **MUST** be entered into PeopleSoft Student Administration.
- Students who act as TA's or auditors, or any other exceptional access not listed above in an Official Course will be provisioned using a Blackboard or Canvas Access Form available at [http://ims.uthscsa.edu/about\\_ims/forms.aspx](http://ims.uthscsa.edu/about_ims/forms.aspx) and REQUIRE WRITTEN approval from Dr. Mok.
- The selection of a Blackboard/Canvas role is connected to the Knowledge Center database, so if a faculty or staff member has not completed the mandatory KC training as described with each role above, the role cannot be saved and the individual cannot be provisioned with the desired access in Blackboard or Canvas.

### III. ENROLLMENT CNTRL TAB



18. Check Add Consent. Departmental or Instr Consent if permission is required for enrollment in the class by using the drop down list.
19. Check Drop Consent. Departmental or Instr Consent if permission is required to drop the class.
20. Check/Update the Enrollment Capacity if necessary by typing in the appropriate number.
21. Click on .

The screenshot shows the Enrollment Control form for Course ID 002620, Course Offering Nbr 1. The form includes fields for Academic Institution, Term, Subject Area, and Catalog Nbr. The Enrollment Control section shows Class Nbr 3232, Event ID, and Class Status Active. The \*Add Consent and \*Drop Consent dropdowns are both set to 'No Consent' with checkmarks. The Enrollment Capacity is 225. The Save button is highlighted with a red arrow.

If you need to add a new class, navigate to: Home>Curriculum Management>Schedule of Classes>Schedule New Course. **New classes MUST be added into the Schedule of Classes at the department level for any newly approved courses.**

Data entry requirements are the same as those detailed above.