

# Creating the Schedule of Courses

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# Creating the Schedule of Courses

## SSASECT – Schedule

Below are instructions for entering courses with full-term dates. **DO NOT ENTER courses with dates differing from the full-term.** Any course deviating from the full-term will be considered a condensed (unusual) course. The first step in creating these courses in Banner is to email a 'Request for Condensed Courses or Off-Campus Locations' form to [schedulechanges@atu.edu](mailto:schedulechanges@atu.edu). The Registrar's Office will create the shell of the course and provide the CRN to the department. The department can then complete the course by entering enrollment limits, meeting days and times, meeting location and the instructor.

**NOTE:** Course created as full-term courses **cannot** be changed to condensed courses once they have been created.

The ARGOS report, Unusual Courses - Reg, Drop, Refund Dates includes registration, drop, and refund dates for condensed (unusual) courses. Faculty may wish to include this information in their syllabi as registration, drop and refund dates for condensed courses are normally different from the published dates for full-term courses.

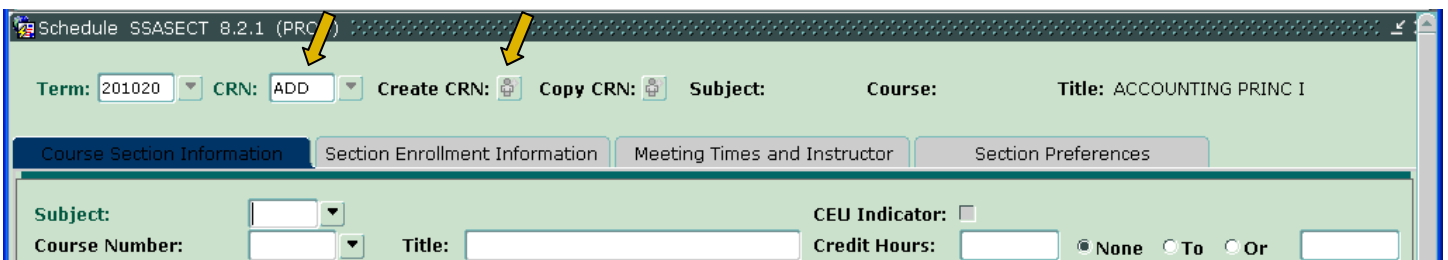
### Adding Courses (Full-Term Courses)

1. Enter Term code as follows:

- 201X20 – Spring Term
- 201X40 – Summer Term
- 201X70 – Fall Term
- 201X80 – Winter Intersession

The first four numbers of the term code are the year. The last two numbers indicate the term.

2. Key the word ADD in the CRN block and next block or select Create CRN.



The screenshot shows the Banner SSASECT 8.2.1 (PRO) interface. At the top, there are fields for Term (201020), CRN (ADD), Create CRN (with a plus icon), Copy CRN (with a plus icon), Subject, Course, and Title (ACCOUNTING PRINC I). Below this is a tabbed interface with 'Course Section Information' selected. The main form area contains fields for Subject, Course Number, Title, CEU Indicator (checkbox), and Credit Hours (with radio buttons for None, To, Or).

### 3. Enter Subject, Course Number, and Section

Sections numbers are three characters, such as 001, 002, 081, A01, AT1, M01, TC1.

|     |   |  |
|-----|---|--|
| 00_ | = | On-campus course   |
| 08_ | = | Non-web course which does not meet on the Tech campus and does not require any on-campus meeting times; the course may be group or individual. |
| A0_ | = | Outreach course  |
| AM_ | = | Outreach mixed technology course   |
| AT_ | = | Outreach web course  |
| C_  | = | Taiwanese Cohorts  |
| CT_ | = | Taiwanese Cohorts, web course  |
| E0_ | = | Early High School (courses entered by Admissions Office)   |
| ET_ | = | Early High School, offered online (course entered by Admissions Office)  |
| H0_ | = | Honor Course   |
| M_  | = | Mixed Technology (web course which also requires meeting times)  |
| P0_ | = | Concurrent High School Enrollment (course entered by Admissions Office)  |
| S0_ | = | TESL Academy on-campus course  |
| S5_ | = | TESL Academy off-campus course   |
| TC_ | = | Course delivered Web only (including eTech course) or other 100% telecommunication course including Compressed Video.                          |

Hint: Not sure if the last section number you entered was 008 or 009? View sections created by selecting the drop down box at Section and running the query. To execute the query, select F8 or execute the query from the action line. Arrow down until you locate the last section entered. Double click in last record (it will not have a section number). This will take you back to SSASECT. Enter correct section number.

4. Enter Campus: enter M, (M = Main Campus), enter M even if course is not meeting on Tech campus. Main refers to ownership of the course not physical location.

5. Enter Status: enter A, (A = Active)

6. Enter Schedule Type: use drop down box or key the schedule type. (The drop down box will show you the only schedule type that is permitted by Banner)

7. Enter Instructional Method (ONLY IF APPLICABLE): enter method if course is NOT being delivered face to face. (use drop down box for options).

Different instructional methods can be used to deliver courses: CD ROMs; eTech; 100% Off-campus Individualized; 1% to 49% of Content Online; 50% to 99% of Content Online; Video; Video Conferencing; Web; and Face to Face (**Face to Face is entered only by the Registrar's Office** it is reserved for condensed courses only).

#### Mixed Technology

Courses which are web courses, but will also meet occasionally for test, labs, etc. will be entered as mixed technology courses. (Section M0\_)

Mixed technology courses are broken down into two groups: 1% to 49% of content is online, MT49; 50% to 99% of content is online, MT99. Since percentage of online content is a federal and state reporting requirement, it is very important the correct code is entered.

Use drop down box at Instructional Method to select MT49 (1% to 49% of Content Online) or MT99 (50% to 99% of content online) or type MT49 or MT99.

If a meeting time is being listed, a second line should be entered to show TBA. This will prevent the class from appearing to consist of only the physical meeting times. Tab to Hours per Week and enter the course credit hours. Save.

| Meeting Time | Meeting Type | Start Date  | End Date    | Monday                              | Tuesday                  | Wednesday                           | Thursday                 | Friday                              | Saturday                 | Sunday                   | Start Time | End Time | Session Indicator |
|--------------|--------------|-------------|-------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|------------|----------|-------------------|
|              | CLAS         | 22-AUG-2012 | 11-DEC-2012 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800       | 0850     | 01                |
|              | WEB          | 22-AUG-2012 | 11-DEC-2012 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |            |          | 01                |

### Web Classes

Remember your section number will be TC\_ or AT\_. Use drop down box at Instructional Method to select "WEB" or "ETECH", whichever is appropriate (or key "WEB" or "ETECH"). At Meeting Time SSASECT change the Meeting type to "WEB", tab to Hours per Week and enter the course credit hours. Save.

OR

then enter WEB

| Meeting Time | Meeting Type | Start Date  | End Date    | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday                   | Saturday                 | Sunday                   | Start Time | End Time | Session Indicator |
|--------------|--------------|-------------|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|-------------------|
|              | WEB          | 11-JAN-2010 | 11-MAY-2010 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |            |          | 01                |

8. Enter Integration Partner (ONLY IF APPLICABLE): If course is to be evaluated, enter E.

9. Duration: If anything is in duration **delete it**. Duration is for condensed courses. If a course has ever been offered as a condensed course, it will have a duration auto pop in that box.

10. Enter Part of Term: **For spring or fall:** Enter 1, tab, and save. **For Summer:** Enter 1 for summer session, enter 2 for summer session 2, or enter 3 for the ten week session and save.

**Note: It is very important that the dates of the course be accurate. If there is a question concerning the beginning and/or ending date of the class, do not create the class until the dates are finalized.**

If the course dates are different than the full-term, **DO NOT** enter the course in Banner. See courses with dates different from the full-term on page 1 for instructions.

11. Courses with Extended Titles. The course must have been approved by Faculty Senate or the Graduate Council to have an extended title (Seminars, etc.).

Extended titles may be added to courses that have been approved by the appropriate governing committee (Faculty Senate or the Graduate Council). The title which originally appears must remain, but can be abbreviated as follows:

- AT = Advanced Topics
- DR = Directed Research
- IND = Independent Study
- RDG = Reading
- SEM = Seminar
- SP = Special Problem
- ST = Special Topics
- UR = Undergraduate Research
- WS = Workshop

Add the extended title at "Title" on SSASECT. **NOTE: Type title in ALL CAPS**

The screenshot shows a Banner system form for SSASECT. The fields are: Subject: HIST (dropdown menu), Course Number: 4983 (dropdown menu), Title: SEM: MODERN CHINA (text input), CEU Indicator: [checkbox], Credit Hours: 3.000 (text input), and radio buttons for None, To, and Or.

Special Problems and Independent Studies may be included in the schedule, if they are being taught as a class with a meeting time and location.

Do not modify Titles that have not been approved. Titles must match the title shown in the course inventory in Banner. Titles are only changed by the Registrar's Office when title changes have been approved through the established system. Please contact the Registrar's Office if you have any questions or concerns.

12. Section Enrollment Information. Next block or select Section Enrollment Information tab, then enter the enrollment maximum and Save. Read message at bottom of form. Information saved?

**Note:** Cross-listed Courses or courses meeting at the same time can have a combined enrollment max. (See Additional Information)

13. Meeting days, time and location. Next block to Meeting Times and Instructor or select tab. Days and times may be entered directly or see [Helpful Hints](#) in back for a quick way to enter the information. To enter information directly, tab through Meeting Time, Meeting Type, Start Date and End Date. Enter days of week (Click with mouse or use your spacebar to check the days). Enter Time as military time (1 p.m. = 1300, etc.). Tab to Building or select Meeting Location and Credits tab. Enter Building and Room. See Additional Information for more information on time conflicts.

Note: If *room is not in room inventory*, email registrar@atu.edu request the room be added.

If the *course is arranged*, tab to Hours per Week and enter course credit hours. Save. Read message at bottom of form. Information saved?

If *web* course change Meeting Type to WEB, tab to Hours per Week and enter course credit hours. Save.

| Meeting Time | Meeting Type | Start Date  | End Date    | Monday                   | Tuesday                             | Wednesday                | Thursday                            | Friday                   | Saturday                 | Sunday                   | Start Time | End Time | Session Indicator |
|--------------|--------------|-------------|-------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|-------------------|
|              | CLAS         | 11-JAN-2010 | 11-MAY-2010 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1300       | 1420     | 01                |

If an instructor has not been assigned to the course, roll back and begin next course. The instructor will be shown as TBA.

If you have a course with a second meeting time, after entering the first line of information, arrow down and enter second line of information. On the line listing the lab information change the Meeting Type to "Lab" for clarification. Save.

| Meeting Time | Meeting Type | Start Date  | End Date    | Monday                              | Tuesday                             | Wednesday                           | Thursday                 | Friday                              | Saturday                 | Sunday                   | Start Time | End Time | Session Indicator |
|--------------|--------------|-------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|------------|----------|-------------------|
|              | CLAS         | 11-JAN-2010 | 11-MAY-2010 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000       | 1050     | 01                |
|              | LAB          | 11-JAN-2010 | 11-MAY-2010 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 0800       | 0950     | 01                |

If you are entering a course that meets at a location not on the Russellville campus the building drop down box can be used to select location. *It is very important that the correct location be entered as off-campus locations must be reported to the Arkansas Department of Higher Education. If the exact location is not listed, submit the form 'Request for Condensed Courses or Off-Campus Locations' for the location to be added.*

If you have a course that has multiple rooms, after entering the first line of information, arrow down and enter second line of information, etc. Save.

Note: When reserving multiple rooms with the same meeting time, a message may appear "Insert will cause time conflict within section". Override message by entering an "O" in Override Indicator.

| Meeting Time | Meeting Type | Start Date  | End Date    | Monday                   | Tuesday                             | Wednesday                | Thursday                            | Friday                   | Saturday                 | Sunday                   | Start Time | End Time | Session Indicator |
|--------------|--------------|-------------|-------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|-------------------|
|              | CLAS         | 11-JAN-2010 | 11-MAY-2010 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1200       | 1250     | 01                |
|              | CLAS         | 11-JAN-2010 | 11-MAY-2010 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1200       | 1250     | 01                |
|              | CLAS         | 11-JAN-2010 | 11-MAY-2010 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1200       | 1250     | 01                |

14. Instructor Assignment. To assign an instructor, next block, enter Faculty T number in ID column and save. If adding a second instructor, instead of saving arrow down and enter second Faculty T number. (If entering more than one instructor, one of the instructors must be selected as the primary instructor). At this time the Percent of Responsibility and Percent of Session are not being used, each instructor can show 100%. Save. Read message at bottom of form. Information saved?

Note: The instructor selected as primary will be the only instructor who can enter grades or enter attendance information.

| Instructor Session Indicator | ID        | Faculty Name     | Personal Workload | Percent of Responsibility | Primary Indicator                   | Override Indicator       | Percent of Session |
|------------------------------|-----------|------------------|-------------------|---------------------------|-------------------------------------|--------------------------|--------------------|
| 01                           | T00000199 | Rhodes, Tammy H. | .000              | 100                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100                |

Hint: Can use drop down box to find T number

If receive message instructor conflict, select Option, Faculty Schedule Query (SIAASGQ). Use query to determine if true conflict or cross-listed classes, etc. Exit query (X). If not a true conflict, select Override Indicator and save. Roll back to start next course.

To link instructors with specific meeting times, i.e. one instructor is teaching the lecture and another is teaching the lab portion of the course, re-number the Session Indicator on the lines of information which will be taught by a different instructor. The Session Indicator for the first line of information will default to 01. If a different instructor is to be attached to the second line, change the Session Indicator to 02, etc. Save. Next, change the Instructor Session Indicator to match the number in the line of information that applies to that instructor.

Note: Only one instructor can be the Primary Instructor. The Primary Instructor is responsible for grading the class and submitting attendance accounting.

Meeting Times

Meeting Dates Meeting Location and Credits

| Meeting Time | Meeting Type | Start Date  | End Date    | Monday                              | Tuesday                             | Wednesday                           | Thursday                 | Friday                              | Saturday                 | Sunday                   | Start Time | End Time | Session Indicator |
|--------------|--------------|-------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|------------|----------|-------------------|
|              | CLAS         | 13-JAN-2011 | 10-MAY-2011 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1000       | 1050     | 01                |
|              | LAB          | 13-JAN-2011 | 10-MAY-2011 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 0800       | 0950     | 02                |
|              |              |             |             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |            |          |                   |
|              |              |             |             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |            |          |                   |
|              |              |             |             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |            |          |                   |

| Instructor Session Indicator | ID        |                    | Instructional Workload | Percent of Responsibility | Primary Indicator                   | Override Indicator       | Percent of Session |
|------------------------------|-----------|--------------------|------------------------|---------------------------|-------------------------------------|--------------------------|--------------------|
| 01                           | T00000634 | Yamashita, Tsunemi | .000                   | 100                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100                |
| 02                           | T00000654 | Chaney, Cheryl B.  | .000                   | 100                       | <input type="checkbox"/>            | <input type="checkbox"/> | 100                |

15. After entering courses use the ARGOS report 'Course Information by Department' and the 'Check List for Entering Courses in Banner', which is located on the Registrar's Office website, to verify courses are entered correctly.

If the Office of the Registrar can be of assistance, please do not hesitate to contact us. You can contact Alexis Scrimshire at 964-0800 or by email at [ascrimshire@atu.edu](mailto:ascrimshire@atu.edu).



## Additional Information

### Course Deletion/Cancellation

If it is decided not to offer a course or the course was entered by mistake, change the Status on SSASECT to "C" (cancelled). Save. Then next block three times and record remove instructors (ALT+RR or Click Record and Remove in the drop down menu). Save. Block forward and record remove meeting times. Save.

**Combined Enrollment Limits for Cross-listed Courses or Courses meeting at the Same Time** Courses can be linked so that they share a maximum enrollment, e. g. BIOL 3213 and PHSC 3213 are cross-listed and can be set up to have a combined enrollment of 28. The enrollment in BIOL or PHSC can vary, but the combination of the two classes cannot exceed 28. The combined enrollment can also be used for courses which meet at the same, although they are not considered cross-listed courses.

To utilize this function: create the courses to be linked; enter the maximum combined enrollment limit as the limit for each course (e.g., if 30 is the combined limit enter the enrollment limit of 30 on each course); send a list of courses to be linked and the desired combined enrollment limit to [schedulechanges@atu.edu](mailto:schedulechanges@atu.edu).

**Important:** After courses are linked, changes to the enrollment limits must be made in the Registrar's Office. Changing the enrollment maximum on SSASECT Section Enrollment Information will not change the combined limit.

Enrollment of cross-listed courses may be viewed on SSASECT or OneTech, Detailed Class Information or Look Up Classes.

The screenshot shows the SSASECT interface for course BIOL 1004, Section 001, in Term 201170. A callout bubble points to the 'Cross List' dropdown menu with the text 'Click to view combined limits'. Below the course details is a table showing enrollment statistics:

| Term   | Cross List | Maximum Enrollment | Actual Enrollment | Seats Available |
|--------|------------|--------------------|-------------------|-----------------|
| 201170 | 07         | 28                 | 31                | -3              |

Below this is the 'Cross List Section' table:

| CRN   | Subject | Course | Section | Part of Term | Credits |
|-------|---------|--------|---------|--------------|---------|
| 71697 | BIOL    | 1004   | 001     | 1            | 4.000   |
| 71826 | PHSC    | 1004   | 001     | 1            | 4.000   |

While viewing one of the cross-listed (linked) courses in Schedule of Classes, click on the course title to display Detailed Class information. Cross-listed enrollment numbers and the courses which are cross-listed will display.

### Detailed Class Information

Science Education in the Elementary School - 71831 - BIOL 3213 - 001

| Registration Availability | Capacity | Actual | Remaining |
|---------------------------|----------|--------|-----------|
| <b>Seats</b>              | 28       | 14     | 14        |
| <b>Cross List Seats</b>   | 28       | 27     | 1         |

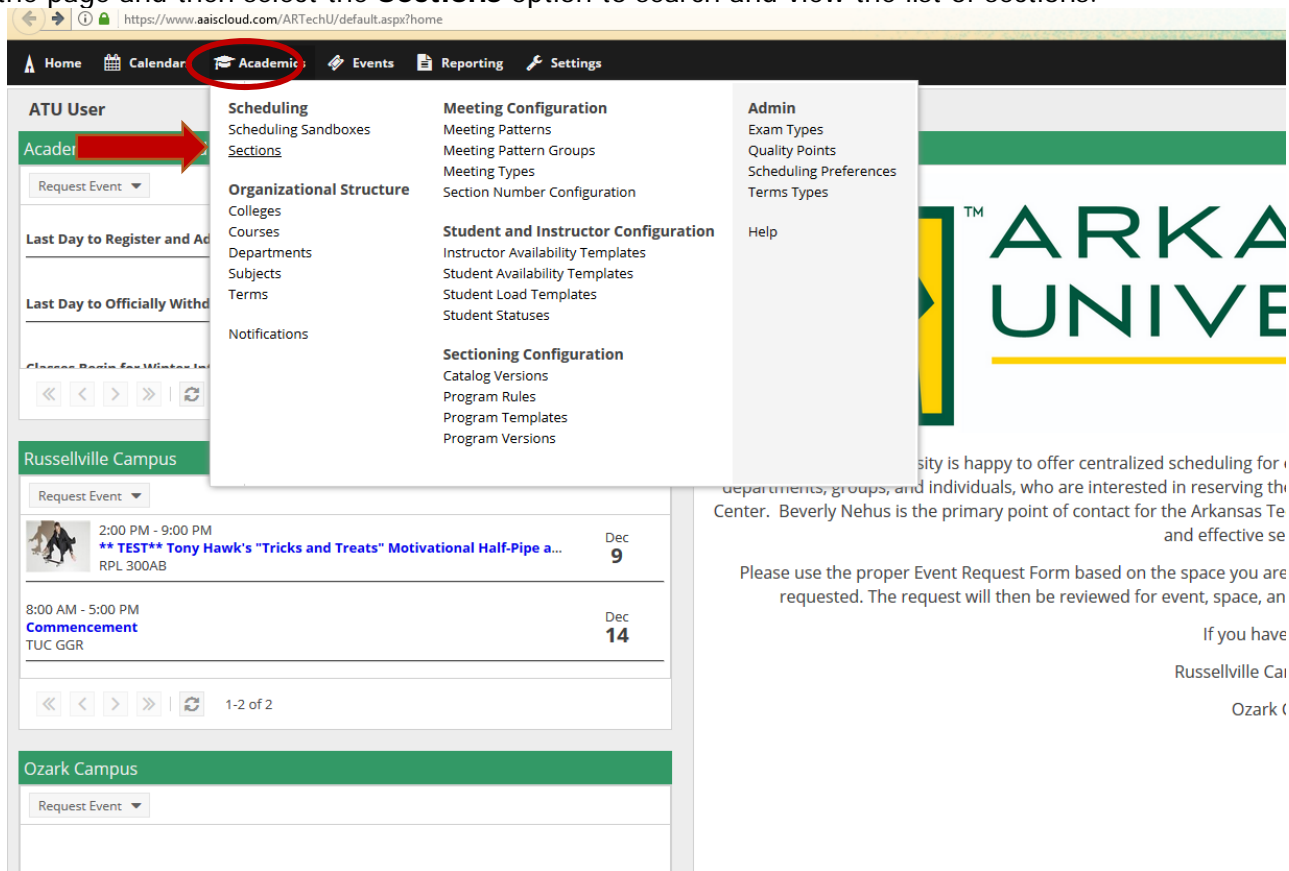
Availability is 1 for combined courses. Student may enroll in either BIOL 3213 or PHSC 3213.

Cross List Courses: PHSC 3213

## Changing Building and Room

Access AdAstra through your Employee tab in OneTech.

Academic sections in Astra Schedule can be located from the **Academics Tab**. Click the **Academics Tab** at the top of the page and then select the **Sections** option to search and view the list of sections.

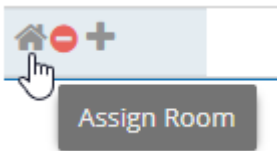


A list of sections for every term that we have entered in Ad Astra will be produced. It should look similar to this:

| Course/Section    | Days Met | Start Date  | End Date   | Start Time | End Time | Room     | Term        | Cross-List | Status     | Course Offering Id | Same Time Link |
|-------------------|----------|-------------|------------|------------|----------|----------|-------------|------------|------------|--------------------|----------------|
| ART 1163/001 CLAS | T        | 01/16/20... | 05/08/2018 | 06:00 PM   | 09:00 PM | CES 141  | Spring 2... | 92         | Schedul... | 20698              |                |
| ART 1163/002 CLAS | R        | 01/16/20... | 05/08/2018 | 06:00 PM   | 09:00 PM | CES 141  | Spring 2... | 91         | Schedul... | 20699              |                |
| ART 1163/M01 CLAS | TR       | 01/16/20... | 05/08/2018 | 04:00 PM   | 05:20 PM | NOR 214  | Spring 2... | 11         | Schedul... | 20643              |                |
| ART 1163/M01 WEB  |          | 01/16/20... | 05/08/2018 | 12:00 AM   | 12:00 AM |          | Spring 2... | 11         | Incompl... | 20643              |                |
| ART 1303/001 CLAS | MWF      | 01/16/20... | 05/08/2018 | 09:00 AM   | 10:50 AM | NOR 204  | Spring 2... |            | Schedul... | 20590              |                |
| ART 1303/002 CLAS | MWF      | 01/16/20... | 05/08/2018 | 03:00 PM   | 04:50 PM | NOR 208  | Spring 2... |            | Schedul... | 23288              |                |
| ART 1303/003 CLAS | TR       | 01/16/20... | 05/08/2018 | 09:30 AM   | 12:20 PM | NOR 204  | Spring 2... |            | Schedul... | 20633              |                |
| ART 1403/001 CLAS | TR       | 01/16/20... | 05/08/2018 | 04:00 PM   | 06:50 PM | NOR 208  | Spring 2... |            | Schedul... | 23300              |                |
| ART 1403/002 CLAS | TR       | 01/16/20... | 05/08/2018 | 09:30 AM   | 12:20 PM | NOR 208  | Spring 2... |            | Schedul... | 20641              |                |
| ART 1503/001 CLAS | MWF      | 01/16/20... | 05/08/2018 | 01:00 PM   | 02:50 PM | NOR 207  | Spring 2... |            | Schedul... | 20608              |                |
| ART 2113/001 CLAS | MWF      | 01/16/20... | 05/08/2018 | 11:00 AM   | 11:50 AM | NOR 105  | Spring 2... |            | Schedul... | 20582              |                |
| ART 2113/002 CLAS | TR       | 01/16/20... | 05/08/2018 | 01:00 PM   | 02:20 PM | NOR 105  | Spring 2... |            | Schedul... | 20625              |                |
| ART 2123/001 CLAS | TR       | 01/16/20... | 05/08/2018 | 04:00 PM   | 05:20 PM | NOR 105  | Spring 2... |            | Schedul... | 20626              |                |
| ART 2123/002 CLAS | TR       | 01/16/20... | 05/08/2018 | 05:30 PM   | 06:50 PM | NOR 105  | Spring 2... |            | Schedul... | 20627              |                |
| ART 2123/A01 CLAS | W        | 01/16/20... | 05/08/2018 | 02:00 PM   | 04:50 PM | OZCC 109 | Spring 2... |            | Schedul... | 20623              |                |
| ART 2123/ET1 WEB  |          | 01/16/20... | 06/01/2018 | 12:00 AM   | 12:00 AM |          | Spring 2... |            | Incompl... | 22648              |                |
| ART 2123/P01 CLAS |          | 01/16/20... | 06/01/2018 | 12:00 AM   | 12:00 AM |          | Spring 2... |            | Incompl... | 22664              |                |
| ART 2123/TC1 WEB  |          | 01/16/20... | 05/08/2018 | 12:00 AM   | 12:00 AM |          | Spring 2... |            | Incompl... | 20622              |                |
| ART 2123/TC2 WEB  |          | 01/10/20... | 03/06/2018 | 12:00 AM   | 12:00 AM |          | Spring 2... |            | Incompl... | 23056              |                |
| ART 2123/TC3 WEB  |          | 01/16/20... | 05/08/2018 | 12:00 AM   | 12:00 AM |          | Spring 2... |            | Incompl... | 23281              |                |
| ART 2213/001 CLAS | MWF      | 01/16/20... | 05/08/2018 | 09:00 AM   | 10:50 AM | NOR 207  | Spring 2... |            | Schedul... | 23287              |                |
| ART 2213/002 CLAS | MWF      | 01/16/20... | 05/08/2018 | 03:00 PM   | 04:50 PM | NOR 214  | Spring 2... |            | Schedul... | 23293              |                |
| ART 2213/003 CLAS | TR       | 01/16/20... | 05/08/2018 | 01:00 PM   | 03:50 PM | NOR 214  | Spring 2... |            | Schedul... | 23380              |                |
| ART 2303/001 CLAS | TR       | 01/16/20... | 05/08/2018 | 09:30 AM   | 12:20 PM | NOR 205  | Spring 2... |            | Schedul... | 20635              |                |
| ART 2403/001 CLAS | TR       | 01/16/20... | 05/08/2018 | 01:00 PM   | 03:50 PM | NOR 208  | Spring 2... |            | Schedul... | 23304              |                |
| ART 2403/002 CLAS | MWF      | 01/16/20... | 05/08/2018 | 01:00 PM   | 02:50 PM | NOR 208  | Spring 2... |            | Schedul... | 20610              |                |
| ART 2413/001 CLAS | MWF      | 01/16/20... | 05/08/2018 | 11:00 AM   | 12:50 PM | NOR 113  | Spring 2... |            | Schedul... | 23286              |                |
| ART 2413/002 CLAS | TR       | 01/16/20... | 05/08/2018 | 01:00 PM   | 03:50 PM | NOR 113  | Spring 2... |            | Schedul... | 20631              |                |

Clicking on the blue course information to see the section form that contains all the details of the course including general information, the subject, course, title, campus, delivery, term, and section number.

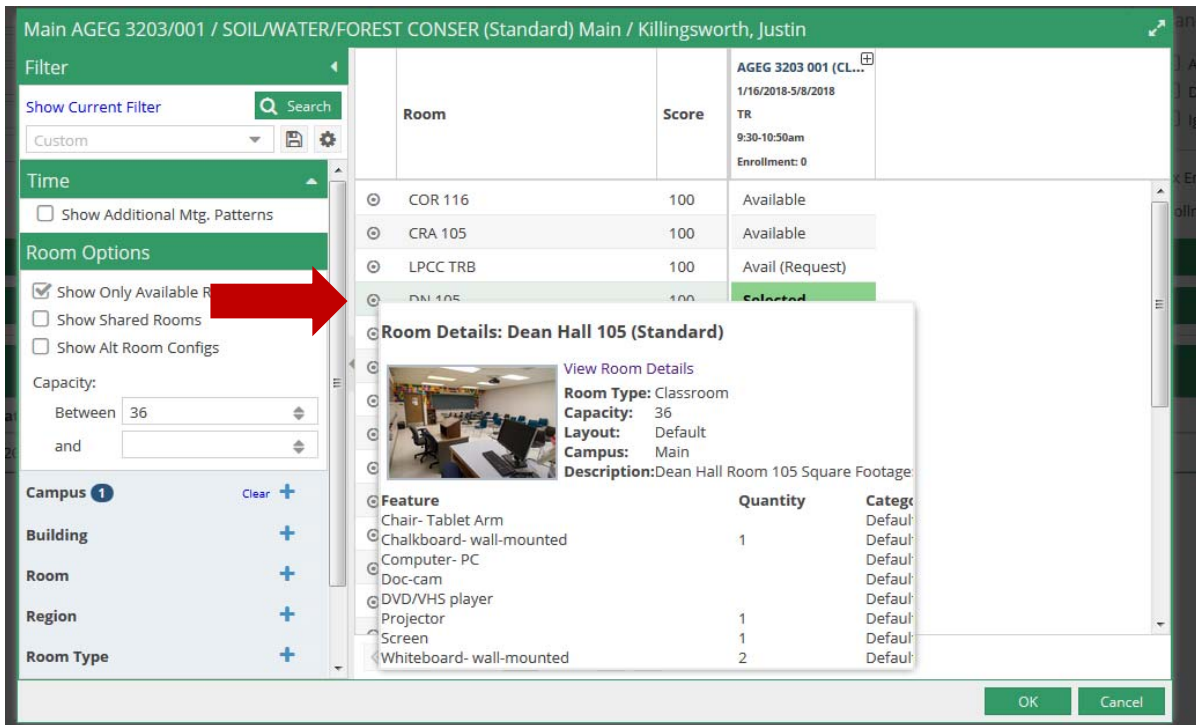
To find an available room and schedule the room you will click the little house under the room section:



Clicking the house will bring up a new filtering panel:

| Room     | Score | Availability    |
|----------|-------|-----------------|
| COR 116  | 100   | Available       |
| CRA 105  | 100   | Available       |
| LPCC TRB | 100   | Avail (Request) |
| DN 105   | 100   | Available       |
| CRA 221  | 100   | Available       |
| WPN 315  | 100   | Available       |
| RPL 334  | 100   | Available       |
| TOM 004  | 97    | Available       |
| WPN 128  | 97    | Available       |
| DN 212   | 97    | Available       |
| HULL 111 | 94    | Available       |
| HULL 133 | 94    | Available       |
| CRA 307  | 92    | Available       |

You can filter by campus, and then make "sure show only available rooms" and then click **Search** and a list of available rooms for your class will show. The score listed next to the course shows optimization of the classroom. In this example using COR 116 meets the requirements for this course (capacity and campus) 100%. You can look at details of the room by hovering over the bull's eye to the left of the room.

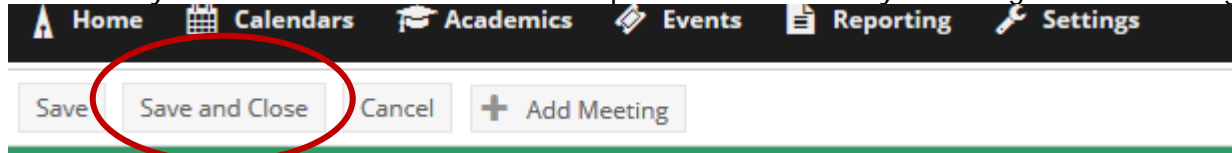


To select the classroom select the bulls eye, and the "Available" mark will turn green and say "Selected" then click **OK** to schedule and the room will be scheduled:

Same Time Info

| Meetings |              |            |          |      |             |            |                  |           |        |
|----------|--------------|------------|----------|------|-------------|------------|------------------|-----------|--------|
|          | Meeting Type | Start Time | End Time | Days | Start Date  | End Date   | Instructor       | Status    | Room   |
| x +      | CLAS         | 09:30 AM   | 10:50 AM | TR   | 01/16/20... | 05/08/2018 | Killingsworth... | Scheduled | DN 105 |

Make sure you click **Save and Close** in the top left corner to save your changes before exiting.

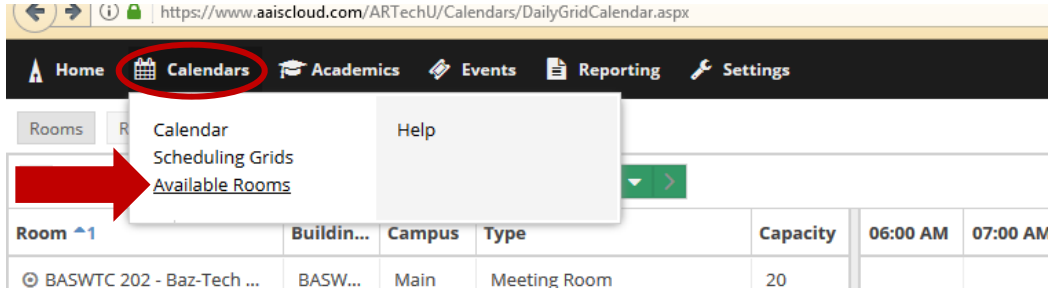


You can use this same method to look for a different classroom for your course even if it has a scheduled location.

## Room Availability

Access AdAstra through your Employee tab in OneTech.

The Available Rooms tool in AdAstra is a quick way to identify an available room and/or equipment and services for a potential class you might want to offer. Resulting available items may be printed or selected to create a class meeting. Click the calendar's box at the top of the screen and then select "available rooms"



That will take you to a screen similar to this:

Available Room and Resource Tool

1. Search Type

Search For:

Purpose of Search:

2. Meeting(s)

| Delete     | Description |
|------------|-------------|
| No records |             |

3. Filters

| Field      | Filter |
|------------|--------|
| No records |        |

4. Search & Results

| Room       | Capacity | RoomType | Equipment/Services | Quantity | Category |
|------------|----------|----------|--------------------|----------|----------|
| No records |          |          | No records         |          |          |

5. Next Steps

To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. Finally, you may print or save the results. This process may be repeated as desired to refine results or perform additional searches.

1. In the Search Type Box you will select whether you are searching for a location for your class, or if you are searching for a location with specific equipment. The purpose of your search will be **section** because you are using this for the purpose of academic scheduling.
2. Select the **Add Meeting(s)** Box. You will get a pop up that looks like this:

If you are looking for a space that will only meet one time you will leave the **Single Meeting** selected, but if you are searching for a course that will meet multiple days (ex. MWF 8-8:50) you will select the **Recurring Meeting** option. Selecting **Recurring Meeting** will expand your box to look like this:

**Add Meeting**

Single Meeting  **Recurring Meeting**

Start Time: [ ] End Time: [ ]

Recurrence Pattern

Daily  Weekly  Monthly  Yearly

Every 1 day(s)  Every weekday

Start: 12/07/2017

End after 1 occurrences  End by [ ]

Recurrence Summary

Ok Cancel

Fill out the information requested, Click **OK** to add your meeting to the search page.

Note: The drop down for start and end times are entered by every half hour. You can type in the meeting time if it is not in the drop down box (ex. 8:50 pm).

Note: Make sure if you are wanting a room for a course that meets every week you change selection to weekly and change the "recur every" box to say "1".

**Add Meeting**

Single Meeting  Recurring Meeting

Start Time: 8:00 AM End Time: 8:50 AM

Recurrence Pattern

Daily  Weekly  Monthly  Yearly

Recur every 1 week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Start: 01/16/2018

End after 1 occurrences  End by 05/08/18

Recurrence Summary

Ok Cancel

3. You will use the **Filter Options** box to filter out your specific needs for your course. By default, all filter options are set to "Any", meaning that all rooms and equipment service items are searched, and any available item is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be provided to restrict the list as desired. Click the = icon to the right of the filter type you would like to set and make selections for your search criteria. (ex: to schedule your class on the main campus you click + campus and select main). Make your selections and then click **OK**.
  - a. This is where you can select features or resources you need for your class.
  - b. You will also tell it the capacity of the classroom you need.

4. To run the query for available rooms you will click **Search** in the Search and Results box.

A list will generate based on the meetings and filters provided:

| 4. Search & Results  |          |                 |  |   |          |                        |  |
|--|----------|-----------------|--|---|----------|------------------------|--|
| Q Search   |          |                 |  |   |          |                        |  |
| Room   | Capacity | RoomType        |  | Equipment/Services  | Quantity | Category               |  |
| Caraway Hall 400 Caraway 400   | 100      | Meeting Room    |  | <input type="checkbox"/> Audio Technician                 | 1        | Audio/Visual Equipment |  |
| Crabaugh 302 302   | 54       | Classroom       |  | <input type="checkbox"/> OIS Tech Support                 | 5        | Audio/Visual Equipment |  |
| Dean Hall 103 103  | 50       | Classroom       |  | <input type="checkbox"/> OZ Campus: Lapel Mic             | 1        | Audio/Visual Equipment |  |
| Dean Hall 210 210  | 65       | Classroom       |  | <input type="checkbox"/> OZ Campus: Laptop                | 1        | Audio/Visual Equipment |  |
| Dean Hall 220 220  | 50       | Lab- Nursing    |  | <input type="checkbox"/> OZ Campus: Microphone            | 1        | Audio/Visual Equipment |  |
| Doc Bryan Building 242- Multipurpose Room Doc Bryan Multipurpose Ro... | 100      | Meeting Room    |  | <input type="checkbox"/> OZ Campus: Podium                | 1        | Audio/Visual Equipment |  |
| Doc Bryan Building Doc's Place Doc's Place                             | 50       | Gathering Space |  | <input type="checkbox"/> OZ Campus: Portable Sound System | 1        | Audio/Visual Equipment |  |

5. Next Steps  
 You have scroll bars to scroll through the available rooms. You will have to pay attention to the rooms and make sure they are actually able to be scheduled. Some spaces appear in this inventory specific for events, unfortunately they cannot be filtered out (Ex. You would not schedule a class in BazTech or the Administration building).

5. You can use **Print Results** to print your search results to reference later.

## Helpful Hints

### Want a Quick Way to Enter Days and Time of Course?

When entering dates and times commonly used, a meeting time code may be used to quickly enter the information. Enter the appropriate two digit code under meeting time and tab twice. The meeting days and time will be automatically entered. The drop down box at Meeting Time may also be used.

### Common Class Meeting Times Code Charts

| MWF - Fall and Spring Semesters |      |                |                |
|---------------------------------|------|----------------|----------------|
| Code                            | Days | Begin Time     | End Time       |
| 01                              | MWF  | 0800 AM        | 0850 AM        |
| 02                              | MWF  | 0900 AM        | 0950 AM        |
| 03                              | MWF  | 1000 AM        | 1050 AM        |
| 04                              | MWF  | 1100 AM        | 1150 AM        |
| 05                              | MWF  | 1200PM         | 1250 PM        |
| 06                              | MWF  | 0100 PM (1300) | 0150 PM (1350) |
| 07                              | MWF  | 0200 PM (1400) | 0250 PM (1450) |

| TR - Fall and Spring Semesters |      |            |                |
|--------------------------------|------|------------|----------------|
| Code                           | Days | Begin Time | End Time       |
| 17                             | TR   | 0800 AM    | 0920 AM        |
| 18                             | TR   | 0930 AM    | 1050 AM        |
| 19                             | TR   | 1100 AM    | 1220 PM        |
| 20                             | TR   | 0100 PM    | 0220 PM (1420) |
| 21                             | TR   | 0230 PM    | 0350 PM (1550) |
|                                |      |            |                |
|                                |      |            |                |

| Night Classes |     |                |                |
|---------------|-----|----------------|----------------|
| Code          | Day | Begin Time     | End Time       |
| 28            | M   | 0600 PM (1800) | 0900 PM (2100) |
| 29            | T   | 0600 PM (1800) | 0900 PM (2100) |
| 30            | W   | 0600 PM (1800) | 0900 PM (2100) |
| 31            | R   | 0600 PM (1800) | 0900 PM (2100) |
| 32            | M   | 0530 PM (1730) | 0830 PM (2030) |
| 33            | T   | 0530 PM (1730) | 0830 PM (2030) |
| 34            | W   | 0530 PM (1730) | 0830 PM (2030) |
| 35            | R   | 0530 PM (1730) | 0830 PM (2030) |

| Summer Classes |       |                |                |
|----------------|-------|----------------|----------------|
| Code           | Days  | Begin Time     | End Time       |
| A8             | MTWRF | 0730 AM        | 0910 AM        |
| A9             | MTWRF | 0920 AM        | 1100 AM        |
| B1             | MTWRF | 1110 AM        | 1250 PM        |
| B2             | MTWRF | 0100 PM (1300) | 0240 PM (1440) |
|                |       |                |                |
|                |       |                |                |
|                |       |                |                |



## How to Access a Course if You Do Not Have a CRN

Enter Term code and select CRN drop down box.

The screenshot shows the top of a web application window titled "Schedule SSASECT 8.2.1 (TECHTEST)". A callout bubble points to the "CRN:" field with the text "Search for existing courses". Below the title bar, there are several search filters: "Term:" with a dropdown menu showing "201020", "CRN:" with a dropdown menu, "Create CRN:" with a magnifying glass icon, "Copy CRN:" with a magnifying glass icon, "Subject:" with the text "MATH", "Course:" with the text "1113", and "Title:" with the text "COLLEGE ALGEBRA". Below these filters are four tabs: "Course Section Information" (which is selected and highlighted in blue), "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences".

Enter course subject. To narrow search add course number and/or section number. Execute Query.

This screenshot shows a detailed search form with the following fields and options: "Term" (dropdown: 201020), "Part of Term" (dropdown), "Registration From" (calendar icon), "Registration To" (calendar icon), "CRN" (text input), "Block Schedule" (checkbox), "Subject" (dropdown: HIST), "Course" (text input: 1503), "Section" (text input), "Section Status" (dropdown), and "Campus" (dropdown). Below these are "Course/Section Title" (text input), "Schedule Type" (dropdown), "Instructional Method" (dropdown), "Duration" (text input), and "Unit" (dropdown). At the bottom, there are checkboxes for "Link", "Cross List", "Reserved Seats", "Long", "Syllabus", and "Comments". To the right, there are two rows of enrollment and waitlist statistics: "Enrollment: Maximum [ ] - Actual [ ] = [ ]" and "Waitlist: Maximum [ ] - Actual [ ] = [ ]".

The query can be used to search for all courses with the same subject by entering term and subject only. The search can be narrowed by adding a partial course number followed by % (example: 3% to view all 3000 level courses).

This screenshot is identical to the previous one, but the "Course" field now contains "3%" instead of "1503".

By removing the term and entering a subject and course number the query may be used to search for what terms a specific course has been offered.