Welcome to: Scheduling Classes in PeopleSoft

Presented by Kim Rant, Client Support
2-9800
The Buddy System

Team up with a knowledgeable person in your area who can help you.

Need a buddy? Call or email:

- CAS – (Daniel) Kane Gillespie
- CEAS – Jennifer Dellaposta
- Graduate – Barbara Byrne
- SPD – Carolyn Jankowski
- HSC – Liz Roggenkamp
The Experts

Email:
Registrar Scheduling Staff@notes.cc.stonybrook.edu

Or call:
- Linda Sandberg 2-7789
- Elmay Evans 2-6882
- Donna Hanson 2-1332

Technical Problems call Client Support at 632-9800.
Courses are defined in the **Course Catalog** by the College/School

**Course = Subject Area + Catalog Nbr**

Example: **WRT 102**
• You have been given access to schedule classes each **Term** for your **Academic Organization**.
• This includes assigning the days, time, location, instructors, enrollment capacity, etc. for each section of each course being offered.
Term Codes

1 12 1 = Winter
4 = Spring
6 = Summer
8 = Fall

Session

– Used to break down the Term further
– HSC Mods and Summer Session 1 (C) and Summer Session 2 (D)
“Rollover”

• Each Term, to make updating easier, classes are “rolled-over” from one year to the next (i.e., Fall 2010 classes “rolled” to Fall 2011).

• You “update” the information for the new Term rather than add it from scratch.

• Generally given 2-4 weeks to do this.
Print an MS Review Report

• The **first** thing you must do!
• Gives you a clear picture of what courses and sections were “rolled over” and what needs to be updated.
• Keep running these reports as you make changes.
Add New Instructors

- Must be in the Instructor/Advisor Table.
- The **Effective Date** must be **one day before the start of the Term**.
- **Primary Academic Org** = the hiring department.
- Make sure your Academic Org is listed on the **Approved Courses** page so that you can assign them to your classes.
Combined Sections

- Cross listed or co-scheduled courses must be “linked” by the Registrar’s Office first.
- One dept (the “owner”) responsible for the scheduling.
- Both departments must collaborate!
- Enrollment Capacity is the same for both.
Make Changes for the Current Term

• Add/delete instructors
• Change the room
• Change the days/time
• **Inactivate** sections that are not being offered this Term. Don’t delete them!
• **Activate** sections that were inactive last year
• Add more sections
• **Add** courses that were not “rolled over” because they were not offered in this Term last year
• Increase/decrease the Enrollment Capacity
# Assign Each Person a Role

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Primary Instructor**| • Only one per class  
• Instructor or Grad Student who is **fully responsible** for course instruction or contact minutes  
• Usually assigned to Lecture component not Lab or Recitation |
| **Secondary Instructor**| • Use for add’l instructors when **teaching responsibility is shared**  
• Usually assigned to Lab or Recitation component |
| **Administrator**     | • No instructional responsibilities  
• Use to allow grading access in SOLAR  
• Not printed in class schedule  
• Not reported in CASA |
| **Supervisor**        | • No instructional responsibilities  
• Use to allow grading access in SOLAR  
• Not printed in class schedule  
• Not reported in CASA |
| **TA Reader/Grader**  | • No instructional responsibilities  
• Grad Students who don’t actually meet with students  
• Not printed in class schedule  
• Not reported in CASA |
Assign Roster/Grade Access

- Determines what level of access each person has to rosters and grade submission in SOLAR
- Only one person per class can have APPROVE access!

<table>
<thead>
<tr>
<th>Level of Access</th>
<th>View Rosters</th>
<th>Input Grades</th>
<th>Submit Grades (locked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grade</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>None</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Rooms

- Room Capacity = maximum number of students you expect to enroll in this class
- Be realistic!
- You can only assign rooms that your Dept is responsible for.
- All others are assigned by the Registrar’s Office.
- Request a large room if expected capacity is over 70.
Enrollment Controls

If Dept or Instructor Consent is required, it must be set up ahead of time for the course.
Enrollment Controls

You can Reserve seats for certain student groups.
Enrollment Controls

If you want to allow students to put themselves on a **Waitlist** it must be set up ahead of time for the course.
Enrollment Controls

If you want to enforce **Pre-requisite** screening make sure it’s turned on for the course.
Enrollment Controls

You control the Enrollment Capacity.

Lecture = total of all Labs or Recitations.

Make sure it doesn’t exceed the requested room capacity.
All classes must be made available in Blackboard. Make sure the LMS page in the Schedule of Classes is complete.
Copy Dept Class Instructors

• A process that makes updating tutorial courses easier.
• You set up the master course and run this process to copy the instructor information for the same section numbers to all other tutorial courses.
Dept Class Validation Report

• Print it when you are finished updating the *Schedule of Classes*.
• Will point out errors that need to be corrected.
• Keep running this report until there are no more errors.
• Now your scheduling should be complete and error free!
• Print one more MS Review Report for your records.
Class Schedule Data Reported to SUNY

- Used for **Instructional Workload Analysis**.
- Data is derived from the Meetings page.
  - Instructors, effort, meeting patterns, times, facilities.
- Run the Class Schedule Audit Reports in **SBU Reporting** to see if any of this information is missing.
- Edits are allowed in PeopleSoft **after** enrollment snapshot.
Additional Reports

- **Meeting Vector Counts** – see how class days/times are distributed.

- **Printed Class Schedule** (pdf) – use to publish to the web or post in your office.

- **Course Schedule Sheets** (grid) – view the schedule of classes in a weekly grid format.

- **Enrollment Report** – monitor enrollment statistics throughout the enrollment period.

- View **Instructor Schedules**

- **Class/Grade Rosters** – print department wide.

- **Unmet Demand Analysis** – use to determine whether additional sections of a course are needed or enrollment caps increased.
Give Students Permission to Register

Use once registration begins:

• When department or instructor consent is required.
• To override a class that is closed.
• To override pre-requisites.
SBU Reporting

• “Data Warehouse” contains a library of Student Data Reports for departmental use.
• PeopleSoft data is loaded each night.
• Email **Janelle Clarke** in the Registrar’s Office for access.