

PeopleSoft Academic Scheduling Training

USEFUL TERMS-

Course- A catalogue determined class for which there can be multiple sections

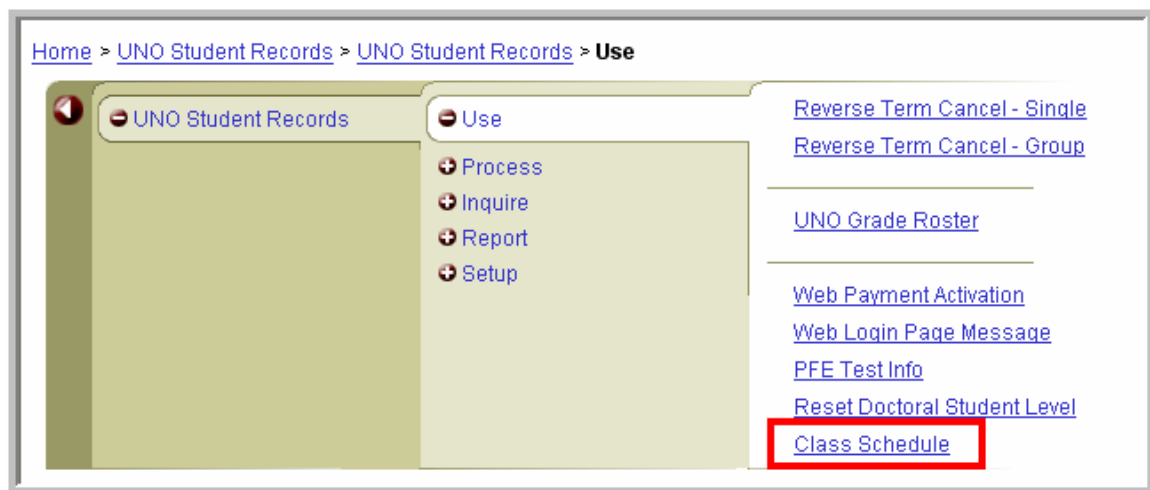
Section- An individual meeting or group of meetings of a single course

Instructor of Record- The faculty member assigned to teach and report grades for a section.

Logging In-

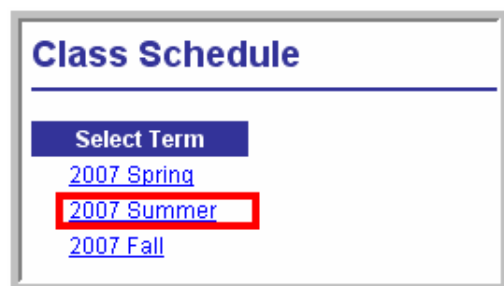
The first step to creating your academic schedule is logging into the interface. To log in, simply log into WebStar as you normally do and follow this navigation:

UNO Student Records > Use > Class Schedule



Selecting a Term-

You will next be presented with a list of three terms from which to choose. The system will always display the current term, as well as the next two terms immediately following. Select the term you want to work on by clicking the link.



Adding Courses-

The next screen will display all of the courses scheduled for the selected term arranged by catalogue number.

-To add a course, click the *Add Class* button. A list of subjects you are authorized to schedule will appear.

-Click the subject you want to schedule, and then select the course from the list.

-Adding a class will automatically schedule one section (001) with blank meeting times and instructors.

-PLEASE NOTE: Combined courses are treated by UNO as separate entities and must be scheduled separately with identical information: combines will be handled after scheduling is complete.

Class Schedule

Scheduled Classes

2007 Summer

[Select a Different Term](#) Add A Class

Course Title	Subject	Catalog Nbr	Course ID	Remove All Sections
Management Accounting	ACCT	2130	000026	Delete
Internship in Accounting	ACCT	3090	000027	Delete
Accounting Lab	ACCT	3120	000028	Delete
Governmental Accounting	ACCT	3124	003391	Delete
Auditing	ACCT	3161	000036	Delete
Intensive English Int Students	ENGL	100	004953	Delete
English Composition	ENGL	1157	001278	Delete
Introduction to Fiction	ENGL	2238	001292	Delete
Adolescent Literature	ENGL	4240	003631	Delete
Introduction to Journalism	JOUR	2700	000466	Delete

Class Schedule

Select Subject, then Catalog Number to Add a Course

2007 Summer

Cancel

Subject	Catalog Nbr
AS	
AADM	1000NE
AADM	1000NR
ACCT	2000NE
ACOR	2100
AERO	2130
ALLH	3000NE
ANTH	3090
ASABROAD	3091
AYABROAD	3120
BA	3121
BA	3122

Removing Courses-

To remove a course, simply click the *Remove Course* link on the right side of the course. WARNING: Removing a course will delete ALL sections of that course. To remove individual sections, see below.

Class Schedule

Scheduled Classes

2007 Summer

[Select a Different Term](#) Add A Class

Course Title	Subject Catalog Nbr	Course ID	Remove All Sections
Management Accounting	ACCT 2130	000026	Delete
Internship in Accounting	ACCT 3090	000027	Delete
Accounting Lab	ACCT 3120	000028	Delete
Governmental Accounting	ACCT 3124	003391	Delete
Auditing	ACCT 3161	000036	Delete
Intensive English Int Students	ENGL 100	004953	Delete
English Composition	ENGL 1157	001278	Delete
Introduction to Fiction	ENGL 2238	001292	Delete
Adolescent Literature	ENGL 4240	003631	Delete
Introduction to Journalism	JOUR 2700	000466	Delete

Editing Sections

The section-editing portion of the interface is divided into three parts for ease of use.

The General Tab-

The general tab will allow you to establish multiple sections for each course, as well as department consent requirements and enrollment maximums. Each course begins with section 001 as a default. You may change the section numbers however you wish provided they follow University guidelines (please see attached list of approved section numbers)

-You may add or delete sections by using the *plus and minus* buttons that appear next to each section.

-To require department consent for a section, simply check the box marked *consent?*. ----

-Enrollment caps should be given using your best judgment and historical load factors for

that particular course. Be aware that room assignments are made based on the courses enrollment max and NOT the current enrollment.

-Special Topics Courses will have an extra drop-down menu for you to select the special topic title from that section. Only previously taught topics will be displayed. To add a new topic, you will need to contact me at x6996 or e-mail rgarrity@uno.edu. New topics must be established by me and then they will appear in the list for you to select.

Class Schedule

Edit Course Sections

2007 Summer ACCT 3161

[Return to Course List](#) **Save**

Basic Info Meeting Pattern(s) Instructor Info

Section	Consent?	Enrl Cap	
001	<input type="checkbox"/>	35	+ -

[Return to Course List](#) **Save**

Class Schedule

Edit Course Sections

2007 Summer ACCT 3161

[Return to Course List](#) **Save**

Basic Info Meeting Pattern(s) Instructor Info

Section	Consent?	Enrl Cap	
001	<input type="checkbox"/>	35	+ -

[Return to Course List](#) **Save**

The Meeting Tab-

The meeting tab allows you to set meeting times for each section. The sections you have already created will be listed in descending order.

-Enter the meeting pattern for each course. If you are not sure what meeting pattern to use, simply click the *spyglass* and a search tool will appear to help you.

-Enter the starting and ending times for the section USING 24 HOUR FORMAT.

-If an additional meeting time is required for a section (i.e. recitation), follow the same instructions for the additional meetings fields. If only one meeting time is required, leave the additional meetings fields blank.

Class Schedule

Edit Course Sections

2007 Summer ACCT 3161

[Return to Course List](#)

Section	Meets	Starts	Ends	Addl Meets	Starts	Ends	
001	MWV <input type="text" value="Q"/>	9:00AM	10:15AM	TH <input type="text" value="Q"/>	10:00AM	12:45PM	<input type="button" value="+"/> <input type="button" value="-"/>

[Return to Course List](#)

The Instructors Tab-

The instructors tab allows you to assign the Instructor/s of record for each section.

-NOTE: Each section may only have a max of two IOR's.

-Enter the instructors ID# in the field. PSoft will automatically fill in the name.

-If you are not sure of the instructor's ID#, click the *spyglass* and a useful search tool will come up. Enter the instructor's last name and if they are authorized to teach that subject, their ID# will be displayed for you.

-If the instructor is new or has never taught the particular subject the section belongs to, he/she will need to be added to the instructor/advisor table. You may call me at x6996 or e-mail rgarrity@uno.edu and I will add them promptly.

-You will be able to edit the IOR's for each term up until grading for that term begins, eliminating the need to contact me every time you wish to change an IOR.

Class Schedule

Edit Course Sections

2007 Summer ACCT 3161

[Return to Course List](#) **Save**

Basic Info Meeting Pattern(s) Instructor Info

Section	Instr ID	Name	Addtl Instr ID	Name	
001	2131867	Harmelink,Philip J			+ -

[Return to Course List](#) **Save**

SAVING-

A large save button appears on each panel. It is advisable to save often!
 -ALWAYS SAVE BEFORE LEAVING THE SCHEDULING INTERFACE

Class Schedule

Edit Course Sections

2007 Summer ACCT 3161

[Return to Course List](#) **Save**

Basic Info Meeting Pattern(s) Instructor Info

Section	Instr ID	Name	Addtl Instr ID	Name	
001	2131867	Harmelink,Philip J			+ -

[Return to Course List](#) **Save**