# On Line Class Scheduling

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### Terminology List:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Fee</td>
<td>A fee set at the section level and applies only to a specific section of a class</td>
</tr>
<tr>
<td>Course Fee</td>
<td>A fee associated with a course that is in the course catalog, fee applies to all sections of a course that are set up</td>
</tr>
<tr>
<td>Course Attribute Filter</td>
<td>A filter check box that allows the user to choose a course attribute</td>
</tr>
<tr>
<td>Course Attribute</td>
<td>The location where the user would choose a course attribute, primarily used by Extended Studies to narrow report results</td>
</tr>
<tr>
<td>Meeting Pattern</td>
<td>The date(s) and time(s) a class is scheduled to be taught</td>
</tr>
</tbody>
</table>

Website Link to Access Online Scheduling: [https://cs-prod.boisestate.edu/psp/CPRD/?cmd=login&languageCd=ENG&](https://cs-prod.boisestate.edu/psp/CPRD/?cmd=login&languageCd=ENG&
Find an Existing Course

BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

1. Enter Search Criteria
   a. Term must be selected
   b. Choose Either Academic Organization or Subject
2. Choose “Find Existing Courses” button

3. Locate the Applicable Course
4. Choose “Review this class” button
Edit a Section

1. Choose “Edit this Section” button

2. Modify the Session drop down if needed
Add or Update a Meeting Pattern

1. Choose Edit Meeting Pattern/instructors link

2. Update the applicable fields
   a. The location drop down defaults to Boise Campus and will be utilized mostly for extended studies course locations off campus
Adding Multiple Meeting Pattern Dates

3. Choose the “Add another meeting pattern” link
4. Enter all additional meeting pattern data
5. Choose the “Save Changes” button
6. Message will display requesting if you would like to make further changes to the class/section

![Additional changes? (21610,18)
Would you like to make other changes to this class/section?
Yes  No]

7. Choose “No” to continue saving
8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page

Deleting a Meeting Pattern Date

9. Choose the “Delete this meeting pattern” link

![Delete this meeting pattern]

10. Select Ok on the delete verification message

11. Choose the “Save Changes” button
1. Choose the magnifying glass for the instructor search option
2. Search for the instructor by EmpID OR name
3. Locate and Choose the correct instructor
   a. The system allows for more than one instructor to be assigned if needed by choosing the + symbol
   b. If you choose any of the column headings the system will sort the data by that column, i.e. choose last name and system will sort in alphabetical order

Look Up ID

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith James E</td>
<td>SMITH</td>
<td>JAMES</td>
</tr>
<tr>
<td>Shadle Susan E</td>
<td>SHADLE</td>
<td>SUSAN</td>
</tr>
<tr>
<td>Duffy Jr Alfred M</td>
<td>DUFY</td>
<td>ALFRED</td>
</tr>
<tr>
<td>Russell Dale Dorsett</td>
<td>RUSSELL</td>
<td>DALE</td>
</tr>
<tr>
<td>Jorck Cheryl</td>
<td>JORCYK</td>
<td>CHERYL</td>
</tr>
<tr>
<td>Bammel Brad P</td>
<td>BAMMEL</td>
<td>BRAD</td>
</tr>
<tr>
<td>Long James A</td>
<td>LONG</td>
<td>JAMES</td>
</tr>
</tbody>
</table>

Search Results
Update Enrollment Capacity

1. Update the enrollment capacity by choosing “Edit other details” (if needed)
2. Choose the “Save Changes” button

Delete an Instructor

1. Choose the symbol beside the instructor name you would like to remove
2. Choose OK on the delete validation message
3. Choose the “Save Changes” button
4. Message will display requesting if you would like to make further changes to the class/section
5. Choose “No” to continue saving
6. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Add/Edit a Class Fee

Once all information entered above has been submitted the ability to add/edit class fees function becomes active

1. Choose “Edit This Section” button

2. Choose the “Edit Class Fees” link
3. Update charge method (only if needed)
   a. Screen shot below displays two fees attached to one section

4. Enter item type, (if you do not know your correct item type, run the report
   **BSU_SF_ITEMTYPE_GL_DEPTID**  flat amount OR amount per unit

5. Choose OK

6. Message will display requesting if you would like to make further changes to the class/section

7. Choose “No” to continue saving

8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
**Entering Multiple Class Fees**

1. Choose Add another class fee link shown above

**Delete a Class Fee**

1. Choose the “Delete this class fee” link

2. Choose **OK** on the delete verification message

3. Choose “Save Changes” button

**Add/Edit a Course Fee**

*Note: Information that can be modified is restricted to the “Item Type”*

1. Once all information entered above has been submitted the ability to add/edit class fees function becomes active

2. Choose the “Edit Course Fees” link
3. Enter Item Type

4. Choose OK

5. Message will display requesting if you would like to make further changes to the class/section

6. Choose “No” to continue saving

7. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Add a New Course Section that Didn’t Exist in the Previous Term
BSU Pages and Reports> BSU Courses and Classes> Use> Online Class Scheduling

9. Enter Search Criteria
   Term must be selected
   a. Choose Either Academic Organization OR Subject
   b. Choose Add New Class /Section

   ![Menu Image]

   ![Form Image]

   Term: Spring 2010
   Academic Organization: Chemistry and Biochemistry
   Subject: 

   Add New Class/Section
   Find Existing Courses
c. Locate the desired course and choose the **Add a Section** button

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Organization</th>
<th>Subject</th>
<th>Course Title</th>
<th>Add a section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td>Chemistry and Biochemistry</td>
<td>BIOCHEM 510</td>
<td>Advanced Protein Chemistry</td>
<td>Add a section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOCHEM 511</td>
<td>Nucleic Acid Metabolism</td>
<td>Add a section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOCHEM 512</td>
<td>Intermediary Metabolism</td>
<td>Add a section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOCHEM 513</td>
<td>Advanced Enzymology</td>
<td>Add a section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 97</td>
<td>Special Topics</td>
<td>Add a section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 99</td>
<td>Preparation for Chemistry</td>
<td>Add a section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 100</td>
<td>Concepts of Chemistry</td>
<td>Add a section</td>
</tr>
</tbody>
</table>
Modify a Session
If you need to modify a Session you must first delete the meeting pattern

i.e. You want to change the session from 1st Eight Week to 2nd Eight Week
1. Choose the edit meeting pattern/instructors link

**Changes are not final until approved by the Registrar’s Office.**
2. Choose the “delete this meeting pattern” link

3. Choose “OK”
4. Choose “Yes”

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

[Yes] [No]

5. Choose the new session from the Session drop down
6. Select the “Save Changes” button

7. Choose “Yes”
8. Choose “edit meeting pattern/instructor” link again
9. Enter New Days and Start and End times (if needed)

10. Choose the “Save Changes” button
11. Choose “NO”
Add a New Class/Section

Choose “Add Class” button

**Note:** If the course is a “special topic” additional fields (shown below) will be available for edit/entry: grading basis, enrollment capacity, consent, min/max units, course topic, and instruction mode.

---

**IPT**  Instructional & Performance

**Course ID:** 105202

Prerequisite: Art majors and minors only.

Term: Fall 2010  Course ID: 122562

```
Class Nbr Subject Catlg Nbr Sect Description
0  IPT  595  001  Reading and Conference
```

**Comp:** LEC  **Class Type:** Enroll

**Grading Basis:** PASS/FAIL

**Session:** Regular Academic Session  **Start Date:** 08/23/2010  **End Date:** 12/10/2010

**Enrollment Capacity:** 35  **Previous Year Enrl Tot:** 0  **Location:** Boise Campus

**Instr. Mode:** In Person  **Consent:** No Consent

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Meeting Patterns and Fees will be available for edit after the class is added.

**Add Class**
Edit the Meeting Patterns or Instructor(s)

1. Choose the **edit meeting pattern/instructor** link

Add or Modify a Room

**Note: not everyone will have access to choose a room as outlined in training**

2. Choose the magnifying glass

3. Select the correct room link (if you need a general purpose classroom, use the room characteristics drop down as displayed on the screen shot above)

4. Choose the Days

5. Choose Start and End Time
a. The user will want to add instructor information at this time if available
b. Choose “Save”

If the User Needs to add more than one meeting pattern
1. Choose the “Add Another Meeting Pattern” Link
2. When all Information on the screen has been completed
3. Choose “Save Changes” Button
4. After save, The user can add Bronco Web and Special Instructions notes at this time
5. Choose “Save Changes” Button
6. Message will display requesting if you would like to make further changes to the class/section

   Additional changes? (21610.18)

   Would you like to make other changes to this class/section?
   Yes   No

7. Choose “No” if all data entry is complete

8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page
Saved Information Display Window

BIOCHEM  Biochemistry
BIOCHEM  510  Advanced Protein Chemistry
Prerequisite: CHEM 322 and CHEM 432 or permission of instructor.
Course ID: 123422

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catlg Nbr Sect</th>
<th>Description</th>
<th>Units</th>
<th>Comp</th>
<th>Class Type</th>
<th>Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>18978</td>
<td>BIOCHEM</td>
<td>510 003</td>
<td>Advanced Protein Chemistry</td>
<td>3</td>
<td>LEC</td>
<td>REGULAR</td>
<td>REGULAR</td>
</tr>
</tbody>
</table>

Session: Regular Academic Session
Start Date: 01/19/2010  End Date: 05/07/2010
Capacity: 35  Enrollment Capacity: 35
Location: Boise Campus

<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Days</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19/2010-05/07/2010</td>
<td>1:00pm-4:00pm</td>
<td>Fr</td>
<td></td>
</tr>
</tbody>
</table>

Room Characteristics
Instructors

Instr. Mode: In Person  Consent: No Consent  Course Fee: 0  Class Fee: 0

Broncoweb Notes

Last Updated: 08/31/2014  08/31/2014  1:37:48.000000PM

** Changes are not final until approved by the Registrar's Office.

Delete This Section  Edit This Section

Add a New Section

From this page it is possible to add additional Sections to the Course you created by choosing the “Add a New Section” Button
Run Online Class Schedule Validation Report (print format)
BSU Pages and Reports> Student Records Menu> Online Class Scheduling> Validation Report

If you have not run this report previously, you will need to set up a run control by choosing:

1. Add New Value Tab

   **BSU OCS Validation Reports**
   
   ![Find an Existing Value | Add a New Value]

   Run Control ID: [SONI_REPORT]

   ![Add]

   [Find an Existing Value | Add a New Value]

2. Input your run control name (you may name this whatever you like but the name can have an underscore but no spaces are allowed)
3. Choose Add button
   
   Note: A run control is just a simplistic way for you to run your reports easily with all your saved defaults.

Once the Run control exists

1. Input the parameters (course attribute filter is typically used by extended studies)
2. Choose Save

   **Online Class Scheduling Validation Reports**
   
   ![Run Control ID: SONI_OCS]

   ![Report Manager | Process Monitor | Run]

   ![Validation Report Filters]

   ![Save | Return to Search | Next in List | Notify | Add | Update/Display]

3. Choose Run
4. Select Server Name (PSUNIX)
5. Select the check box beside “Schedule of Classes Validation”
6. Choose OK

7. Choose the link labeled “Process Monitor”
8. Choose Refresh until the status displays as “Posted”

Once Report has posted successfully

9. Choose Details

10. Choose View Trace Log
10. Choose PDF term Class schedule or the xls file

OR

11. Choose “Report Manager”
12. Choose link labeled “Schedule of Classes Validation”
Sample file formats shown below