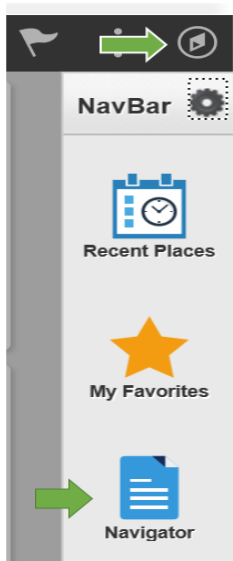


Getting started:

- Go to Campus Solutions at cs.illinoisstate.edu.
- From there, go to the Compass icon on the top right, then *Navigator> ISU Extensions> Curriculum Management> ISU Dept Course Planning Updt*



- On the Search page, enter the Term and your Academic Organization (based on your department/school). Hit Search. This will take you to the update page.

Isu Crs Pln Main

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

ISU Term Session begins with 2225-SPRG

ISU Academic Organization begins with COMAO

ISU Academic Group Dept Status =

Search | Clear | Basic Search | Save Search Criteria

- Add/Change/Delete Classes
The set of classes displayed on this page is the class list from your previous Spr/Sum/Fall term. The system will roll over each schedule from the previous term (Spr to Spr, Sum to Sum, Fall to Fall). Change/add/delete sections to create your upcoming semester schedule.

Landing Page (top of page)

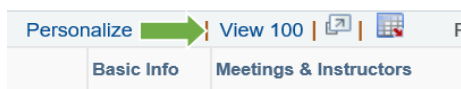
- **Refresh** - Hit this button after adding/changing/cancelling a course to refresh the landing page view so the course information displayed is accurate
- **Show All Active & Show All Cancelled-**
- Show All Active is the default view, showing all Active and Tentative Classes
- Show all Cancelled- click on this button to view classes that were cancelled last term. They can be re-activated from here (in the Basic Info link)
- **Fast Find-** Use this drop down to view a specific course
- **Approve**- Hit this button when you are done with your updates and you are ready to submit your schedule to the Office of the University Registrar
- **Combine Courses-** Click here to view current Combined Courses and to combine more courses. Courses/sections must be “combined” with they are sharing a space, usually a general-use room, for instruction.
- **Add Class or Section-** Use this link to add additional sections of a course or to add a course that was not offered in the last term
- **Prime Time Usage dashboard-** This shaded box is determining if the scheduling guidelines are being adhered to in general use classrooms. The current guidelines can be found here. <https://registrar.illinoisstate.edu/resources/academic-scheduling/guidelines/> For Spring 2022, warnings will be given when departments offer more than 65% of classes within peak times and also when there are more than 8% of a department’s classes at any given time. In future terms, the system will not allow a schedule submission if the guidelines are not met.
 - **Show Gen Use Rooms-** Click this box to display only the courses using general use classrooms (within the class list below)
 - **Select all-** Check this box to show all courses in general use rooms. Uncheck this box if you want to only see classes offered at certain time blocks. In that case, check the box next to the specific time block (ie. 9:35-10:50 Tues-Thurs), and only those classes will appear in the class list below.
- **Checkboxes by each time block-** These are the prime times. Click the box next to an hour/timeblock to see the courses schedule at those times in the class list below. To get back to all classes click “Show All Active”

Class List (bottom of landing page)

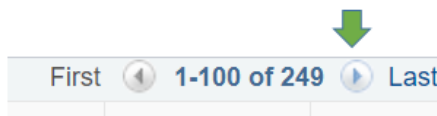
Sub-Cat	Sect	Class Title	Needs Attn	Error Exists	Session	Component	Instr Mode	Status	Mtg Pattern	M-T-W-T-F-S-S	Start Time	End Time	Start Date	End Date	Requested Rm	Gen Use	Instructor Name	Basic Info	Meetings & Instructors	Class Notes
1	ATK-201	001			Regular	Lecture	In Person	Active	NSTD	Y-n-Y-n-n-n-n	01:00 PM	01:50 PM	01/10/2022	04/30/2022	CVA0109A	N	J.Decremer	Basic Info	Meetings & Instructors	Class Notes
2	ATK-201	002			Regular	Lecture	In Person	Active	NSTD	n-Y-n-Y-n-n-n	12:30 PM	01:20 PM	01/10/2022	04/30/2022	CVA0109A	N	B.Arguelles	Basic Info	Meetings & Instructors	Class Notes
3	ATK-240	001			Regular	Lecture	In Person	Active	NSTD	n-Y-n-Y-n-n-n	03:00 PM	04:15 PM	01/10/2022	04/30/2022	CVA0050	N	B.Arguelles	Basic Info	Meetings & Instructors	Class Notes
4	ATK-260	001			Regular	Lecture	In Person	Active	NSTD	n-Y-n-Y-n-n-n	04:30 PM	05:45 PM	01/10/2022	04/30/2022	CVA0050	N	B.Arguelles	Basic Info	Meetings & Instructors	Class Notes
5	ATK-299	001			Regular	Dir Rsrch	In Person	Active		n-n-n-n-n-n-n			01/10/2022	04/30/2022		N		Basic Info	Meetings & Instructors	Class Notes
6	ATK-300	001	Needs Attn	MTD	8Week1	Lecture	In Person	Active	NSTD	n-n-n-n-Y-n-n	09:00 AM	10:50 AM	01/10/2022	03/05/2022	CVA0109A	N	J.Decremer	Basic Info	Meetings & Instructors	Class Notes

Your starting schedule (rolled over from the previous term) is displayed at the bottom half of the landing page. Use the last 3 columns (Basic Data, Meetings & Instructors, Class Notes) to make updates.

The default view is "View 6". Click the "View 100" link on the top row to view more classes on the page.



To view the next 100 classes, use this arrow on the top right-hand side of the schedule:



- Basic Info** link- Click the Basic Info link to open the page shown below. This page is used to update section information related to components, mode, attributes, enrollment, and to enter a message for the Registrar's Office.

BASIC INFORMATION UPDATE

Acad Org CHEAO Session 1 Course ID 000328 Off # 1

Subj Cat CHE-102 Section 001 Chemistry & Society AUDIT--> [Adt](#)

Basic Data

Session Regular

*Class Status

Component

Assoc Class

Location

Instruct Mode

Sync/Async

Class Attributes

Honors Course:

Freshman Only:

Majors Only:

Message To Registrar

Enrollment Control

Consent

Enrollment Capacity

Requested Room Capacity

Wait List Capacity

Add Section

[Msg](#)

- **Basic Data box**

The screenshot shows a form titled "Basic Data" with the following fields and values:

- Session: 8W1 (with a magnifying glass icon) Eight Wk 1
- *Class Status: Active (dropdown menu)
- Component: LEC (dropdown menu)
- Assoc Class: 001 (dropdown menu)
- Location: MAIN (with a magnifying glass icon)
- Instruct Mode: P (with a magnifying glass icon)
- Sync/Async: (empty dropdown menu)

1. Session- Use the magnifying glass to select the correct session. The default session is Regular.
2. Class Status- Use this dropdown to change the course to Tentative or Cancelled. **Choose Cancelled if you do not want to offer the course for the upcoming term.**
3. Component- Choose the component type for the course. The component options are pulled from the Campus Solutions catalog page, set up when the course was established.
4. Assoc Class-
 - a. For courses with one component type (ie. lecture only) this field should match the section number of the class.
 - b. For courses with multiple components (ie. lecture/lab):
 - i. The *lecture* Assoc Class number should match the lecture section number.
 - ii. The *lab/discussion* Assoc Class number should be the lecture section that you want linked to the lab. This field creates the link between the lecture/lab.
5. Location- Choose Main for on-campus classes. Choose Offcampus for online and off-campus courses.
6. Instruct Mode- Choose the correct instruction mode. Please see scheduling guidelines (<https://registrar.illinoisstate.edu/resources/academic-scheduling/guidelines/>) for Instruction Mode definitions.
7. Sync/Async- For online courses (only), choose one of the options in the drop down to select the online delivery.

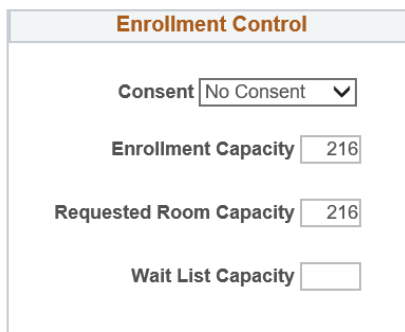
- **Class Attributes box**

The screenshot shows a form titled "Class Attributes" with the following fields and values:

- Honors Course:
- Freshman Only:
- Majors Only:

Choose the attribute(s) that apply to this course. For attributes not listed here, please request those through Message to Registrar or a separate request.

- **Message to Registrar** box- Enter any communication o be sent to Registrar’s Office
- **Enrollment Control** box



- **Consent**- Use this drop down to apply a Department Consent block
- **Enrollment Capacity (Max)**- Enter the number of seats available to students
- **Requested Room Capacity**- Enter the size of room required. This number should be the same **or slightly above the Enrollment Capacity**.
- **Wait List Capacity**- Enter the number of seats available for the waitlist. If no waitlist is needed, leave this field blank. For lecture/labs, the lecture waitlist capacity should be the sum of the individual lab waitlist capacities.
- **Add Section** button- This is one (of two) place to add an additional section of an existing course. Do not use this button to save your changes. Click the button to add a section, and a message will appear at the bottom of the page indicating what section of the class was added in the class list (picture below).



- **Save & Return**- Click this button after changes are made. **This will take you back to the landing page.** **Note:** If you have added a new section here, go back to the landing page and hit the Refresh button to populate the new section in the class list. Be sure to go into the Basic Info and Meetings & Instructors links on the new section to update the course accordingly.
- Click **Refresh** on the landing page to view all updates.

- **Meetings & Instructors** – Click the Meetings & Instructor link to open the page shown below. Use this page to update meeting pattern, instructor, classroom assignment or classroom request. Information entered into the Basic Data tab is displayed at the top of this page.

MEETINGS AND INSTRUCTORS

Subj Cat **ART-103** Section **001** 2-D Fundamentals

Basic Data

Component Lecture	Session Regular	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Enrollment Control</td> </tr> <tr> <td style="text-align: center;">Consent No Consent</td> </tr> <tr> <td style="text-align: center;">Enroll Cap 45</td> </tr> <tr> <td style="text-align: center;">Req Rm Cap 45</td> </tr> <tr> <td style="text-align: center;">Wait List Cap</td> </tr> </table>	Enrollment Control	Consent No Consent	Enroll Cap 45	Req Rm Cap 45	Wait List Cap
Enrollment Control							
Consent No Consent							
Enroll Cap 45							
Req Rm Cap 45							
Wait List Cap							
Instruct Mode In Person							
Assoc Class 1							

Audit -> **Adt**

Instructors Load

Mt #	Mtg Pat	M	T	W	T	F	S	S	*Std Times	Start Time	End Time	Start Date	End Date	Instructor TBD	Instructor	Name	Add'l Instructors	Building	Bldg Desc	Dept Room	Preferred Gen Use Room	Prev Room
1	NSTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Std	4:00PM	5:50PM	01/10/2022	04/30/2022	<input type="checkbox"/>	8039	J.Mai	Add'l Instructors	CVA	CtrVisArts		CVA GENRL	CVA0030

- **Mt #-** Displays meeting pattern. Most courses will only have one meeting pattern. An example of a course with one meeting pattern is 9:35-10:50 Tues/Thurs. To add a second meeting pattern (ie. to add a Wednesday meeting to a 9:35 TR class), click on the plus “+” button at the end of the row and enter the additional meeting information

First	1 of 1	Last
Preferred Gen Use Room	Prev Room	
FHS	➔	+ -

- **Mtg Pat-** Use the magnifying glass to choose from the most popular meeting patterns. Select “NSTD-Non-Standard” from the options for any course with unique meeting patterns (and most 1,2,4,5-credit hours or courses).
- **MTWTFSS-** These boxes will be auto-checked if a delivered pattern was chosen in the step above. When selecting NSTD- Non-Standard, select the days of the week manually.
- **Std Times-** When selecting a delivered Mtg Pattern, select the course times in this drop down. If desired meeting pattern is not shown, change Mtg Pat field to NSTD-Non-Standard.
- **Start Time/End Time-** These boxes will be auto-populated if a delivered meeting time was selected. If NSTD was selected, manually enter the start/end times here.
- **Start Date/End Date-** These boxes are auto-populated with the start/end dates of the session entered in the Basic Info page. If start/end dates differ from the delivered session dates, manually update the dates in here.
- **Instructor TBD-** Check this box if the instructor is unknown at the time of schedule submission.
- **Instructor-** Update the instructor in this box by entering the Empl ID or searching for the instructor by using the magnifying glass.
- **Multiple Instructors Exist-** There will be a Yes in this column if this course was rolled over from the previous term with multiple instructors. Select the Add'l Instructors box to edit/remove co-instructors.

- **Add'l Instructors-** Click this box to edit existing multiple instructors or add a co-instructor to the course. This will bring you to the Instructors page.

INSTRUCTORS

Acad Org ARTAO Session 2225-SPRG Course ID 007741 Nbr 1
 Subj Cat ART-103 Sect 001
 Component Lecture Mtg Pattern & Time = NSTD / 04:00 PM / 2022-01-10 Audit--> [Adt](#)

Personalize Find View All				First	1 of 1	Last
Seq #	Empl ID	Name				
1	6039	Mai,James L				

- **To add an additional instructor,** click the plus (+) button on the Instructors page and enter instructor Empl ID. Hit Save.

INSTRUCTOR LOAD FACTORS

Subj Cat ART-103
 Section 001 Lecture Audit --> [Adt](#)

Personalize Find View All						First	1-2 of 2	Last
	Empl ID	Name	Print	*Instructor Role	Instructor Load Factor			
1	2007	Anderson,Arianne Therese	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			
2	8039	Mai,James L	<input checked="" type="checkbox"/>	Prim Instr	100.0000			

Msg Instructor Meeting Changes Detected; You must now update Load Factors

- The System will prompt you to do two things: 1. identify who is the Primary and who is the Secondary instructor. Only the Primary will be able to submit grades at that end of term. , 2. Enter Instructor Load Factor. (see picture below) The Load Factor is the percentage of instruction each instructor will be performing. The sum of the Load Factors must equal 100. This system will not be referenced by Human Resources and does not impact pay.

INSTRUCTOR LOAD FACTORS

Subj Cat ART-103

Section 001 Lecture

Audit --> [Adt](#)

Personalize Find View All [Print] [Calendar]						First	1-2 of 2	Last
Empl ID	Name	Print	Instructor Role	Instructor Load Factor				
1 1000012007	Anderson,Arianne Therese	<input checked="" type="checkbox"/> →	Sec Instr	50.0000				←
2 1000476039	Mal,James L	<input checked="" type="checkbox"/> →	Prim Instr	50.0000				←

[Save & Return](#)

Msg Instructor Meeting Changes Detected; You must now update Load Factors

Hit Save & Return, then hit Return.

- **To remove an existing instructor**, click the minus (-) button next to the instructor you want to remove. The system will confirm you want to delete instructor. Hit OK, then hit Save. Click Save & Return.
- **Instructors Load (button)-** Click this button to view all instructors for a course, and their Instructor Role and Instructor Load
- **Building-** Use the magnifying glass to identify the desired building for your class.
- **Dept Room-** IF your class will be in a departmental classroom, find and select the specific department room from the dropdown. Be sure you have permission to use this room if it is owned by the College or another area. Classroom assignments in departmental rooms are rolled over term to term. (General use rooms do not roll over).
- Use this toggle button to flip between Dept Room options and General Use Room options

Personalize Find View All [Print] [Calendar]					First
Building	Bldg Desc	Dept Room	↔	Preferred Gen Use Room	
MLT	MoultonHI		↔		←

- **Preferred Gen Use Room.** Use the dropdown to select a preferred room, if there is one. Please note: There is no guarantee this room request will be honored.
 - Use the "GENRL" option if you do not have an exact room preference
 - Be sure you select a room that is large enough for your class. The room capacity is listed in parenthesis next to each room.
- **Prev Room-** This field is displaying where the course was held in the previous term. This is informational only and will not be referenced by the Registrar's Office.

- **Class Notes-** Use this page to enter any notes you want visible to students at the time of registration.
 - Choose from the pre-built notes by using the magnifying glass. Some notes are specific to departments so do not use a Class Note if you aren't sure of it's meaning. You can also check the Use Free Form Text to enter your own note. Each note must have it's own row.

CLASS NOTES

Acad Org FCSAO Session 2225-SPRG Course ID 001787 Nbr 1

Subj Cat FCS-112 Sect 001 American Family Audit--> [Adt](#)

***Notes created below will appear when students register.

Seq Nbr	Use Free Form Text	Note Nbr	Note Nbr Desc	Description		
1	<input type="checkbox"/>	0029	Asynchronous Hybrid	Asynchronous Hybrid	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>			This is a Test Note.	<input type="checkbox"/>	<input type="checkbox"/>

5. **Review the Guidelines** breakdown box for errors. This is *display only* for Spring 2022. Warning messages will be given when departments offer more than 65% of classes within peak times and also when there are more than 8% of a department's classes at any given time. In future terms, the system will not allow a schedule submission if the guidelines are not met.

- **Show Gen Use Rooms-** Click this box to display only the courses using general use classrooms (within the class list below)
- **Select all-** Check this box to show all courses in general use rooms. Uncheck this box if you want to only see classes offered at certain time blocks. In that case, check the box next to the specific time block (ie. 9:35-10:50 Tues-Thurs), and only those classes will appear in the class list below.
- **Checkboxes by each time block-** These are the prime times. Click the box next to an hour/timeblock to see the courses schedule at those times in the class list below. To get back to all classes click "Show All Active"

6. Review your schedule for accuracy. Download the csv file for your records.

7. Hit **Submit** to submit your schedule to the Registrar's Office

Common Error Messages and Warnings

- **Needs Attn Messages** (on landing page)
 - **CMB: Combo Problem:** *This class section has been combined with another class. Some of the data has changed. Hit the Combined Courses link and re-select the class section to be modeled.*
This course rolled over as a combined course. You must review or un-combine these before submitting your schedule.
 - **MTD: Meeting Dates Issue:** *A blank meeting start and end date exists. These could not be derived for the new term since the dates on copied class didn't correspond with the normal session dates. Update the blank dates on the Meetings & Instructors page.*
This course rolled over with a unique set of meeting dates. The dates must be updated before submitting schedule.
 - **ICN: Instructor Conflict:** *Instructor 100049XXX on Mtg Nbr 1 has a conflict with Class XXX, Mtg Nbr 1. Change your instructor on the Meetings & Instructors page.*
The instructor for this course is scheduled to teach another class at an overlapping time. To ignore this message, check the box above the text box that says "Ignore Instructor Conflicts for this Class Section".
- **Meeting # 1 cannot specify a start or end time with no meeting days declared.** Day of the week is missing. Select day(s) before continuing.
- **ERROR! The requested room capacity (50) exceeds the room capacity (25) for meeting room FH0206 (25)** The room selected is smaller than your enrollment capacity. Return to the Basic Info tab to update the enrollment capacity or select a larger room
- **Meeting # 1 has a start time greater than or equal to the end time.** Fix the meeting time so that the end time is after the start time.
- **Load Factors Exceed 100 Percent.** For courses with multiple instructors, the Instructor Load must equal 100. Fix the Load Factor numbers to equal 100.
- **Only One Instructor Can Be Designated As Prime.** You may choose only one Prime instructor per section.
- **Meeting # 1 start date is greater than the end date.** Fix the meeting date so that the end date is after the start date.
- **Current Changes have not been saved. Hit SAVE or CANCEL button.** If you want to save your changes, hit the Save button. To disregard your changes, hit Cancel.
- **Class FCS-100, Sect 001 is part of Combined Class COMBO-01 This combination has discrepancies which need to be re-verified on the Combine Courses screen**
- **Combination COMBO-01 must have one 'Use This' flag checked-** Check one class within the set of combined courses to be the model for the set (for times/days/room/room cap/instructor information)
- **Combination COMBO-01 can only have one 'Use This' flag checked-** Only one course within a set of combined courses can be checked. This course will be the model for the set (for times/days/room/room cap/instructor information)

- **Warning -- NOTE: Total Enrollment Capacity of 45 Exceeds the Room Capacity of 30 For Combination COMBO-09-** The room selected for this course combination has a room capacity lower than the combined enrollment totals for this set. This is only a Warning and will still Save.