Scheduler Training Part II
Part II
Outline

– Linking
– Package Sections
– Cross-listing
– Duplicating CRNs
– Sections with Non-standard durations (XM-OL)
– Standard Teaching Times
– Room Request Process (Fall ‘20 spreadsheet questions)
– Resources
Linking Sections

When a student is required to register for a Lecture and Discussion/Lab. Use linking when there are multiple Discussion/Labs for the student to choose from. You can only link sections under the same Subject and Number. If there is only one Discussion/Lab option for the student, use Packaging (PKG). The section ID’s should correspond to the Link ID’s for easier reference for you and for students.

Let FMS walk you through this the first time!

SSASECT - Link Identifier

SSADETL - Link Connector

Sample Values
- Lecture: L
- Lab: B
- Quiz: Q
- Discussion: D
- Lab-discussion: Y
- Lecture-discussion: E

The link identifiers and connectors need to be “opposites”
With linking, students will register for multiple CRNs, but only one has credit/billing and receives the grade.

Consider who will be assigning grades: the LEC instructor, or all the DIS/LAB/etc instructors?

CRNs that **will** receive the grade will have credit/billing and the “gradable” box checked:

CRNs that **will NOT** receive the grade will have 0 (zero) credit/billing and the “gradable” box unchecked:

If the LEC receives the grade (left), all the DIS sections will NOT (right).
If all the DIS sections receive the grade (left), the LEC will NOT (right).
Packaging (PKG) – when there is a Lecture and only one Discussion/Lab choice for the students to register for.

**SSASECT - Course Section Info Tab**

Choose Schedule Type - PKG

**SSASECT -**
Meeting Times and Instructor Tab; Times and Instructors Tab; then Meeting Location and Credits Tab

Enter specific Schedule Types on each meeting row

**Linking vs. Packaging:** Multiple choices vs. One specific group
Cross-listing ABCs

• **True Cross-list “C”**
  – Approved at the course level
  – Set-up by “controlling” department
  – “Same As” statement in Course Description
  – Set up must be same-every time
    • Status, schedule type, instructor/s, meeting dates/times
  – Can set different enrollment caps per section
  – It is an all or nothing: You activate one, you must activate all.
Cross-listing Cont.

• Differential Credit Sections “B”
  – Multiple sections of same course
  – Different credit amount
  – Section ID typically UG/G

• Meets With “A”
  – Topics sections of different subjects
    • Same instructor, same location, same schedule type
    • Each department manages their own CRN
  – Sections of courses within the same subjects

• Must email us to set Cross-lists (and discontinue)
  – Email us the term, CRNs, and total enrollment
  – Must email us to change the enrollment max-higher or lower
  – Cross-lists “roll”—Renew your commitment to “A” cross-lists with the other departments each term

• Can always review in SSAXLST or the Online Condensed Scheduling Tool
Duplicating CRNs

• Set the section ID of the section you wish to copy from to “0.”

• Enter the term code and for the CRN—enter ADD and hit TAB instead of GO.

• Enter the CRN of the section you want to copy from and TAB. Your new CRN will be created.

• Remember to change your section ID back from the original CRN.
Before you “ADD”

• **Reuse** your CRNs. . . The alternative is BAD

• How can you find them?
  – Spreadsheet!
  – Online Condensed Scheduling Tool
  – SSASECQ
    • Term, **Subject, Course, Status (I/C)**

![SSASECQ Image](image-url)
WHAT THE HECK is XM-OL???

- This is used for any section where the dates and/or duration fall outside the standard parts of term (1, A, B, etc.).
- Instructional Method: XM-OL
- Duration: duration in DAYS (up to 28) or WEEKS (min. 5)
- Part of term: DO NOT ENTER (tab through)
- Registration Dates: Leave as populated (tab through these fields so they populate)
- Start Dates: First and Last are equal to the first day the class begins
- They roll “inactive”
XM-OL

1) Do not reuse CRNs set up as standard POT
2) Only reuse XM-OL sections for other XM-OL use
3) Email fms-courses@illinois.edu to review set-up and add SSARULE

4) Students are not be able to use Self-Service to add sections that are XM-OL after the first day of class

5) Refer to guide on Office of Registrar site for drop/withdrawal deadlines for Non-Standard sections.

See Handout
Standard Teaching Times

https://cam.illinois.edu/policies/asa-06/

• Classes taught on Monday/Wednesday/Friday should be taught for **50 minutes** and begin on the hour (i.e., 8 a.m., 9 a.m., 10 a.m. ...)

• Classes taught on Tuesday/Thursday should be taught for **75 or 80 minutes** beginning at 8 a.m. (i.e., 8 a.m.-9:20 a.m., 9:30 a.m.-10:50 a.m., 11 a.m.-12:20 p.m., 12:30 p.m.-1:50 p.m., 2 p.m.-3:20 p.m., 3:30 p.m.-4:50 p.m.)

• Classes taught within the campus standard teaching schedule as noted above, and that adhere to campus deadlines for requests, have priority and are scheduled first in General Assignment Classrooms.

• Classes not meeting the campus standard teaching schedule should be taught **outside of Peak Hours** and in Departmental Spaces when possible.
Schedule Prep/Room Request

- **Processing Calendar:** [https://registrar.illinois.edu/faculty-staff/course-catalog-and-scheduling/departmental-processing-schedule/](https://registrar.illinois.edu/faculty-staff/course-catalog-and-scheduling/departmental-processing-schedule/)
- General Assignment Allocations determined
- “Class Schedule Request Spreadsheet” email sent about 6 months prior to Registration for the term
  - Sections roll
  - Some Departmental rooms roll (shown in red - must reconfirm space with controlling unit)
  - Some General Assignment Classrooms may roll (shown in green, may remain if section stays unchanged)
  - XM-OL sections roll “inactive”
  - DO NOT work in a term until you get the “Class Schedule” email with spreadsheet and instructions
  - Read the FAQs and instructions! 9 out of 10 schedulers return incorrect/incomplete information.
- Schedulers have approximately 6 weeks to work on their sections AND enter room assignments in Banner - **This is the ONLY time rooms will stick in Banner.**
  - Can assign departmental space
  - Can assign space in a General Assignment classroom that has been ALLOCATED to your department
- Departments submit room requests to FMS via a spreadsheet. Important to make this deadline for priority consideration!!!
- After this period, **all** room changes must be done by FMS in Ad Astra.
Mobius View Reports
Scheduled Section Tally
https://eddie.ds.uillinois.edu/

Click on + by Corporate Categories

Click on + by Student

Click on the Catalog and Schedule title – there should be several report titles that appear in the window to the right.

SCHEDULED SECTION TALLY REPORT:
Good tool to view all sections with enrollments, section text, instructor, and room assignments.

Click on Run.

Export to Excel or preferred format.
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Room Charts in Mobius View by Term by Building
Updated daily
Fall Report: SS1RMC801Z; Spring Report: SS1RMC101Z
Questions???