



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

The screenshot shows the SSASECT - Link Identifier form. The 'Link Identifier' field is circled in red and contains the value 'AD'. Other fields include Subject (CHEM), Course Number (101), Title (Introductory Chemistry), and various indicators for Credit Hours, Billing Hours, Contact Hours, and Class Indicators.

SSADETL - Link Connector

The screenshot shows the SSADETL - Link Connector form. The 'Link Connector' field is circled in red and contains the value 'AL'. Below the form, there is a section titled 'Sample Values' with a list of options:

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

The link identifiers and connectors need to be “opposites”

Linking Continued

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:

▼ CREDIT HOURS

Credit Hours

Credit Hours	0.000	4.000	<input type="text" value="4.000"/>
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Credit Hours None To Or

Indicator

Billing Hours	0.000	4.000	<input type="text" value="4.000"/>
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Billing Hours None To Or

Indicator

Print

Gradable

Tuition and Fee Waiver

Voice Response and Self-Service Available

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

▼ CREDIT HOURS

Credit Hours

Credit Hours	0.000	4.000	<input type="text" value="0.000"/>
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Credit Hours None To Or

Indicator

Billing Hours	0.000	4.000	<input type="text" value="0.000"/>
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Billing Hours None To Or

Indicator

Print

Gradable

Tuition and Fee Waiver

Voice Response and Self-Service Available

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

Screenshot of the 'Course Section Information' tab. The 'Schedule Type' dropdown is set to 'PKG' and highlighted in yellow. Other fields include Subject: ECON, Course Number: 510, Title: Economics of Taxation, and Section: M1.

SSASECT -

Meeting Times and Instructor Tab; Times and Instructors Tab; then Meeting Location and Credits Tab

Enter specific Schedule Types on each meeting row

Screenshot of the 'Meeting Location and Credits' tab. The 'Meeting Times' tab is selected. The 'SCHEDULE' table shows two rows with 'LEC' and 'DIS' schedule types highlighted in yellow.

Automatic Scheduler	Building	Room	Schedule Type *
1F	1DKH	119	LEC
	1DKH	215B	DIS

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.

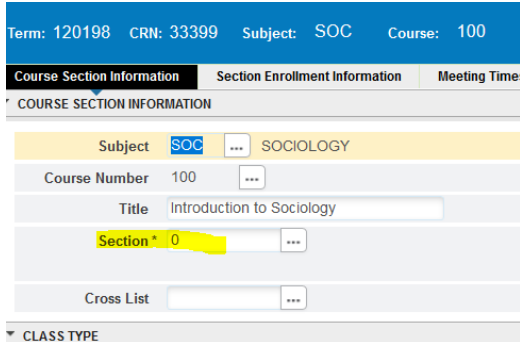
Cross-listing Cont.

- **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.”



Term: 120198 CRN: 33399 Subject: SOC Course: 100

Course Section Information Section Enrollment Information Meeting Times

COURSE SECTION INFORMATION

Subject SOC ... SOCIOLOGY

Course Number 100 ...

Title Introduction to Sociology

Section * 0 ...

Cross List ...

CLASS TYPE

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



Default Section Details SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC) x

Default Term 120198 ... Default CRN ...

Process Default Cancel

- 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)**

UNIVERSITY OF ILLINOIS SYSTEM Schedule Section Query SSASECQ 9.3 UI_SGHE088 (BANPROD) (1UIUC)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Term 120201 Part of Term Registration From Registration To CRN Subject GCL Section Status Add Another Field ...

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”

Term: 120195 CRN: 40354 Subject: IE Course: 531 Title: Algorithms for Data Analytics

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION Insert Delete

Subject	IE ... INDUSTRIAL ENGINEERING	Campus *	100 ... Urbana-Champaign	Grade Mode	...
Course Number	531 ...	Status *	A ... Active	Session	...
Title	Algorithms for Data Analytics	Schedule Type	ONL ... Online	Special Approval	...
Section *	A1 ...	Instructional Method	XM-OL ... Extramural - Open Learning	Duration	10.00 WEEK ... Weeks
Cross List	...	Integration Partner	...		

CLASS TYPE Insert Delete

Traditional Class

Part of Term ...

Open Learning Class

Registration Dates	04/01/2019	08/01/2019	Processing Rules
Start Dates	05/28/2019	05/28/2019	

Maximum

Extensions



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/departamental-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.

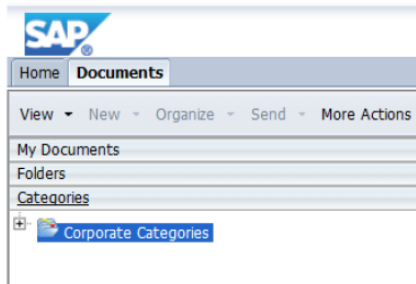


Mobius View Reports

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.

Title	Type
SCAT_Catalog_Build	Web Intelligence
SCAT_Credit_Hours	Web Intelligence
SCAT_Cross_Listing_Verification	Web Intelligence
SCAT_Degree_Course_Attributes	Web Intelligence
SCAT_Grading_Modes	Web Intelligence
SCAT_Schedule_Types	Web Intelligence
SCAT_Verification_of_Cross_Listed_Course_Setup	Web Intelligence
SCLS_Linked_Section	Web Intelligence
SCLS_Room_Chart_Error_Sections_Not_Scheduled	Web Intelligence
SCLS_Room_Chart_Error_Sections_Scheduled_Sam	Web Intelligence
SCLS_Scheduled_Section_Tally	Web Intelligence
SCLS_Section_Fees	Web Intelligence
SCLS_Sections_Scheduled_Outside_Allocated_Depa	Web Intelligence

Campus: Urbana-Champaign

College: *

Department: enter your 4-digit department code (i.e. 1644)

Part of Term Code: *

Schedule Type: * (enter IND if only wanting IND sections)

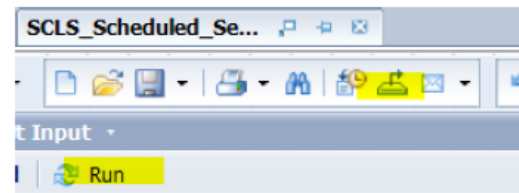
Subject: *

Term: Select term you want to get data for

Independent Studies Inclusion: Y or N

Click on Run.

Export to Excel or preferred format.



IS:



Banner Room Charts

<https://mobiusview.apps.uillinois.edu/mobius/view#/>

Use Chrome

University of Illinois

Room Chart

May 23, 2019 2:05

Campus: Urbana-Champaign Term: 120201 Building: *

Building: FA Room: AUD Capacity: 750

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM		BADM 320 30958 (D/600)		BADM 320 30958 (D/600)		
8:30 AM		*		*		
9:00 AM	ECON 103 33270 (D/925)	*	ECON 103 33270 (D/925)	*		
9:30 AM	*	BADM 310 30963 (D/600)	*	BADM 310 30963 (D/600)		
10:00 AM	ECON 103 33328 (D/925)	*	ECON 103 33328 (D/925)	*		
10:30 AM	*	*	*	*		
11:00 AM	FBHN 120 32987 (D/750)	ANBC 250 50315 (D/620)	FBHN 120 32987 (D/750)	ANBC 250 50315 (D/620)	FBHN 120 32987 (D/750)	
11:30 AM	*	*	*	*	*	
12:00 PM	CS 101 31018 (D/720)	*	CS 101 31018 (D/720)	*		
12:30 PM	*	SOC 100 34312 (D/451) X	*	SOC 100 34312 (D/451) X		
1:00 PM		* X		* X		
1:30 PM		* X		* X		
2:00 PM	MCB 150 38398 (D/792)	MCB 246 54927 (D/925)	MCB 150 38398 (D/792)	MCB 246 54927 (D/925)	MCB 150 38398 (D/792)	
2:30 PM	*	*	*	*	*	
3:00 PM		*		*		
3:30 PM		ECON 102 33193 (D/925)		ECON 102 33193 (D/925)		
4:00 PM		*		*		
4:30 PM						
5:00 PM						
5:30 PM						
6:00 PM						
6:30 PM						
7:00 PM						
7:30 PM						
8:00 PM						
8:30 PM						
9:00 PM						
9:30 PM						

Room Charts in Mobius View by Term by Building
Updated daily

Fall Report: SS1RMC801Z; Spring Report: SS1RMC101Z





Questions???

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