YOU’RE SIMPLY “THE BEST” SO HAVE “FAITH” THAT THESE “CHANGES WILL DO YOU GOOD” AND YOU ARE NOT LEFT “INSANE IN THE MEMBRANE”.

Fall 2020 Schedule Remix
This presentation is to outline Phase 2 of the process for remixing and revising your department schedules.

As part of this process, you will be asked to work with your department head to identify which smaller sections will need/want to continue to meet face-to-face as well as confirming the larger sections that want to have a face-to-face component.

This part of the process is a new spreadsheet that will reflect all possible in-person active and pending sections.

Once your dept. spreadsheet is submitted, it will be reviewed by the Provost’s office and will be forwarded to FMS for space consideration.

Once the registration freeze begins, you will be allowed to make all necessary section changes in Banner.
Wanna Be Starting Something – Policy Summary

- Per the campus COVID-19 directives and the Academic Task Force, we will need to remix the fall schedule with these new parameters:
  - All classrooms used for face-to-face instruction will have new capacities determined. This includes labs and departmental spaces.
  - Additional schedule types have been added to all courses to better reflect online course delivery.
  - This process may require changes to a vast majority of your sections.
Tell Us What You Want, What You Really, Really Want (on your Spreadsheet) – Spreadsheet Basics

- For sections 50+, all sections that indicated in Phase I that they are moving fully online were removed.
- For sections under 50, only schedule types suggesting face-to-face meeting are listed.
- This information is needed for all sections listed. Do not remove any rows.
- Any sections needing physical space and are not appearing on your spreadsheet need to have a new row manually added.

<table>
<thead>
<tr>
<th>Column Color</th>
<th>Indicating</th>
<th>Used For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red column</td>
<td>Room Capacities</td>
<td>Actual vs. Estimated Room Capacity</td>
</tr>
<tr>
<td>Yellow columns</td>
<td>Online Status</td>
<td>Moving Online or Not</td>
</tr>
<tr>
<td>Green columns</td>
<td>Space Type Needed</td>
<td>Dept. vs General</td>
</tr>
<tr>
<td>Orange Columns</td>
<td>General Assignment Classroom Needs</td>
<td>Questions for space consideration</td>
</tr>
<tr>
<td>Lt Yellow Column</td>
<td>Notes</td>
<td>All supplemental information</td>
</tr>
</tbody>
</table>
Step By Step – Filling out the Spreadsheet

Things to note:

- It is suggested to click on the first section title on your list (cell E7) and then click “freeze panes” in the view menu to navigate through your sheet.
- The red values just below the column headers are the ONLY values you should place in those columns. All freeform notes can be placed in the last column.
- Do not add or remove any columns as we will be merging all of these spreadsheets together.
- Not all columns will need to be completed for all sections.

First question in the yellow section must be answered for all sections. Will this section be delivered solely online?

- If “Yes”, answer the second question in yellow (regarding any set meeting pattern) and skip the green and orange sections.
- If “No”, move directly to the green section.
- If section is being cancelled, mark “cancelled” in this column and skip the green and orange sections.

The green section only needs one of the two columns completed, depending on whose space you will need.

- If you are using either dept. space or space reserved outside of FMS, list that space in the first column and skip the orange section. It is up to you to make sure that section does not exceed the distance room cap determined for that space.
- If you are requesting general assignment space, please use current enrollment and realistic needs to provide a requested capacity. You will need to do this even if you have a room assigned as it may likely not be large enough to accommodate distance seating. After this, move on to the orange section.
Second Time Around – Filling out the Spreadsheet (cont.)

Priority Level Guidelines for Face-to-Face instruction

**High** – The learning objectives of the course require that components be delivered face-to-face or in a specialized space. The course cannot be successful in achieving all its objectives if taught online.

**Medium** – Ideally, this course should be taught face-to-face to maximize the opportunity to meet learning objectives; however, the in-person seat time can be reduced (some components of the course can be taught online and some face-to-face).

**Low** – If appropriate space is not available, this course could be delivered online.

- For those needing general classroom space, all orange columns need to be completed.
  - Face to Face Priority: Use the guidelines shown to the left to indicate level of space need
  - Time Flexibility: Could the section meeting time be changed to secure space?
  - Delivery Strategy: Will all students attend each session (normal), will a certain subset attend on a rotation each session (distributed) or will some students always attend in-person and others always remote (partial remote)
  - Recording: Will lectures need to be viewed in real time (simulcast), recorded for later viewing (record), both or none?

- In addition, if you know a section is changing their meeting day/time, please change columns I and J on the spreadsheet with the new information and put that in **bold red** font so we know that it will change. Do not change it in Banner until the registration freeze.

- We will most likely not be able to accommodate splitting sections into smaller additional sections.

- Lt yellow notes area for any additional information we need to assign space.
Electric Slide – Moving from Spreadsheet to Banner

- At 12:01am on July 11th, you will be able to turn your attention toward making all the necessary changes in Banner.
- All of your changes in Banner should be completed during the registration freeze.
- This process should not involve contacting students with every section change. They have been instructed to check back in August to view their new schedules.
- Most changes will NOT require students to be dropped and re-added.
Once the registration freeze begins, we ask that you make your Banner changes in the following order:

- Any sections needing a general assignment classroom that you know will be changing meeting days/times. We will need those changed first to give you best availability of space.

- Any sections in departmental spaces that you know will be changing meeting days/times. We will need that to do the data entry required in ASTRA.

- Sections moving completely online. Please change those sections to reflect online course delivery.

- All other changes.
For the majority of sections 50+ and other sections that will be moving to a completely online course delivery, a schedule type change will be required. This process does not require registered students to be dropped.

We have four online schedule types now available on all courses. Typically, you should use those with an * if there are multiple schedule types and you are trying to provide clarity.

- ONL – online (all other online delivery type categories)
- *OLC – online lecture
- *OLB – online lab
- *OD – online discussion (they did not want anyone to feel OLD)

To avoid duplicate registration errors, we can add mock online types for the ONL schedule type only. If you need mock schedule types, email fms-courses@illinois.edu before you start.
You Gotta Keep ‘Em Separated – Partial Remote Attendance

- If you have sections that will be utilizing remote partial attendance, it will be important that the students attending class face-to-face and the students attending remotely/online are placed in unique CRNs.

- This will require you to either re-use (when possible) or make a second CRN. You would use the current CRN for the face-to-face students/meeting and then construct the second CRN to reflect the remote section.

- Please remember to use SSASECQ or the Online Condensed Catalog App for CRNs to re-use.

- The in-person CRN should have the projected enrollment changed to your requested in-person attendance (for space consideration).

- The second CRN should be similar to the original but with an online scheduled type. The max and projected enrollment will be whatever you wish.
Give A Little Bit – Distributed Attendance

- For those using distributed attendance, you will not need to create separate CRNs to differentiate individualized student meeting patterns.

- For proper space consideration, your projected enrollment must equal the room capacity you note on the spreadsheet. If the section is cross-listed, set ALL projected to the same value. Your max enrollment (or cross-listed max) can be at whatever level you would normally set it at for enrollment control.

- In addition, you should include the following in SSATEXT “This section will have distributed attendance. You will receive an email from your instructor with specific attendance instructions.”
To change a schedule type, you will need to do the following:

1. Take note of the instructor info: UIN/primary/percentage. Remove instructor(s) using the “Delete” button in BANNER. SAVE.

2. If the section will keep set meeting days/times, take note of the meeting row and the automatic scheduler (whether it has a 1F or not). Remove meeting row(s) using the “Delete” button in BANNER. SAVE.

3. Change schedule type on first page of SSASECT. SAVE. (Reminder, online options OLB, OLC, OD and ONL are available for any section.)

4. Add meeting row(s) back on.
   - If there is still some set meeting pattern (online or in-person), you will add that back in. For any meeting rows with days/times, the “Hours per Week” will fill in automatically.
   - If there are no days/times on a meeting row, you will need to tab through the start and end dates and you will need to enter the “Hours per Week” manually. SAVE.

5. Add instructor(s) back on. SAVE.
As you start to work through Fall 2020 changes, please note that we **will be** rolling Fall 20 to Fall 21 prior to the registration freeze. This will not only allow room assignments that would normally roll to be in place for Fall 2021, but it will not use up CRNs that may only be needed for this one fall term.

Any changes you need to make for Fall 20 sections that will apply to all future terms will need to be made in Fall 20 and Fall 21. Best practice is to make them both one right after the other. New sections made in both terms may not have the same CRN.

Changes that are only meant to serve as temporary due to the pandemic only need to be made in Fall 20.
It Takes Two to Make a Thing Go Right – Making Packaged Sections

- You may have an instance where an instructor wishes to have one in-person meeting and then present online meeting/lectures/material. If this is needed, you will want to change the schedule type to PKG.
  - You follow the same steps 1-3 from the previous slide with step 3 being a change to PKG.
  - Once you do those steps, you will need to make at least two meeting rows; one for each specific type of course delivery. Each row should reflect when that method of delivery will meet (synchronous or not) along with the specific schedule type for that row.
  - For example, if you have a face-to-face lecture with an asynchronous online discussion, your meeting times and instructor tab would look like this:

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Meeting Location and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule</td>
</tr>
<tr>
<td>Meeting Type</td>
<td>Start Date *</td>
</tr>
<tr>
<td>CLAS</td>
<td>08/24/2020</td>
</tr>
<tr>
<td></td>
<td>08/24/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Meeting Location and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule</td>
</tr>
<tr>
<td>Automatic Scheduler</td>
<td>Building</td>
</tr>
<tr>
<td></td>
<td>LEC</td>
</tr>
</tbody>
</table>
Just a reminder that you may be asked to make other changes. Things to note:

- **Please re-examine your course fees.** Please email fms-catalog by July 31 with fee reductions or removals.

- **Linking sections:** We have resources on linking sections on our training site at [https://registrar.illinois.edu/wp-content/uploads/2020/05/Linking.pdf](https://registrar.illinois.edu/wp-content/uploads/2020/05/Linking.pdf)

- **Unlinking sections:** You will need to make sure you delete ALL applicable Link IDs in SSASECT as well as all link connectors in SSADETL. Partial removal will result in registration errors.

- **Contact fms-courses before making changes to any XM-OL sections**

- **There are two types of changes where you may request the assistance of registration services (registration@illinois.edu)**
  
  - If you are asked to change Grade Mode or Credit Hours, you will need to drop and re-add currently registered students AFTER you make the changes in Banner.
  
  - If you are asked to change Part of Term, the students must be dropped BEFORE you can make that change in Banner.
Under Pressure (Iced Beverages Baby) – Timeline

<table>
<thead>
<tr>
<th>Proposed Timeline Dates</th>
<th>Actions, Deadlines and Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 25</td>
<td>Phase II Spreadsheet and Information Emailed to Dept. Schedulers and Dept. Heads</td>
</tr>
<tr>
<td>Thursday, June 25 and Friday, June 26</td>
<td>Zoom Sessions (attend either one) about Phase II Process</td>
</tr>
<tr>
<td>– 2pm each day</td>
<td></td>
</tr>
<tr>
<td>Wednesday, July 8</td>
<td>Phase II Spreadsheet Due</td>
</tr>
<tr>
<td>Saturday, July 11 – Sunday, August 2</td>
<td>Student Registration Freeze: Make all Banner section changes</td>
</tr>
<tr>
<td>Monday, August 3</td>
<td>Student Registration Re-Opens</td>
</tr>
<tr>
<td>Monday, August 24</td>
<td>Start of Fall 2020</td>
</tr>
<tr>
<td>?????? (after a breather)</td>
<td>Spring 2021 Schedule Process Begins</td>
</tr>
</tbody>
</table>
We know that with the time crunch along with adjusted work schedules people may be making changes outside of business hours. Note that:

- Course Explorer will be in Preview Mode during the registration freeze. You will need to login to access it.

- Any Banner changes made after 11:59pm will not update in Course Explorer until after 2am the next morning (i.e. a change at 1am Wednesday will not update in CE until 2am Thursday)

- Any Banner changes made after 5:30pm will not update in ASTRA (for us to use for room assignments or data entry) until after 8am two days later (i.e. you make a change at 6pm Wednesday, it will not allow us to schedule a room until 8am Friday)
Finally….  

We know that this has been a “Wild, Wild Life” as we all navigate through this “Long and Winding Road” we have all been presented with over the past few months. Some days feel like “All or Nothing” and many go longer than “9 to 5”.

As a “Thank You” for all you do and before you decide to “Take This Job and Shove It”, we want to give you the chance to “Pump Up the Jam” and enjoy this playlist I have made on Spotify and YouTube with tunes to “Get Through This”

Playlist at [Spotify version](#)  [YouTube version](#)