CMS Student Administration 9.0

Schedule of Classes
Dashboard
## Action Taken

<table>
<thead>
<tr>
<th>Date</th>
<th>Who</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3/12</td>
<td>Kathleen Agostini</td>
<td>Created Document</td>
<td>All</td>
</tr>
<tr>
<td>10/16/12</td>
<td>Kathleen Agostini</td>
<td>Updated document with the Phase II enhancements. Enhancements include adding Consent Field, Notes Field, and ability to see multiple instructors assigned to a class sectiona.</td>
<td>All</td>
</tr>
</tbody>
</table>
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1 Schedule of Classes Dashboard

The purpose of this dashboard page is to provide a comprehensive list of scheduled classes. This tool can be used to review and verify changes to the schedule of classes for your department. The data displayed on this page shows the classes offered for a term and specific information for each class and section.

As a reminder, data warehouse information is updated only once daily, so changes will not be reflected until the next day.

NOTE: This report is similar to the Proofing Phase report sent to the departments to verify class offerings.

Step 1
From the portal, select the link to PolyData Dashboards

Step 2
On the Enrollment Management tab, select Enrollment and Schedule Planning. Go to the second tab ‘Schedule of Classes’.
1.1 Schedule of Classes Prompt

Use these prompts to filter the information that will display.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>To filter out Continuing Education classes in the Academic Career prompt select Postbaccalaureate and Undergraduate so they appear in the left-hand screen. Hit the OK button.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Schedule of Classes Prompt" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Select your department in the Department Prompt field. Bring it over into the left-hand screen. Hit the OK button.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Schedule of Classes Prompt" /></td>
</tr>
</tbody>
</table>
Step 3

In the Term Prompt field, a term automatically populates according to date and current active term. You may select a different term if desired by using the drop-down menu. Data is available from Summer 2008 through the current term.

Step 4

Hit the GO button once you’ve completed the selections.

1.2 Schedule of Classes

Displayed is the class listing for the department specified above.

S: University Scheduling/Business Process Testing/ Schedule of Classes Dashboard BPG_2012_10_16
### Step 1

Use the drop-down menu to select the subject area you wish to view if there are more than one subject areas in your department. Social Sciences have four subject areas, so I would expect to see four subjects to choose from in the drop-down menu.

### Step 2

Once you’ve selected the subject, the classes will display.

**Hint:** If after changing a selection and the data doesn’t refresh, select the ‘Refresh’ link at the bottom of the page.
### Step 3
For class sections that have multiple meeting patterns, you will see a **RED** visual queue in the ‘# of Mtg Patterns’ field. The number will be greater than 1 and be in **RED** print.

![Schedule of Classes](image1)

### Step 4
To enable you to see each meeting pattern for class sections with more than one pattern, you will need to select a different view. Select ‘Class Listing with All Meeting Patterns’.

![Schedule of Classes](image2)

### Step 5
This selection will expand your view, displaying Mtg1 Days, Mtg1 Time, Mtg2 Days, Mtg2 Time, etc. The dashboard supports up to five meeting patterns for a class section.

![Schedule of Classes](image3)

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End of BPG