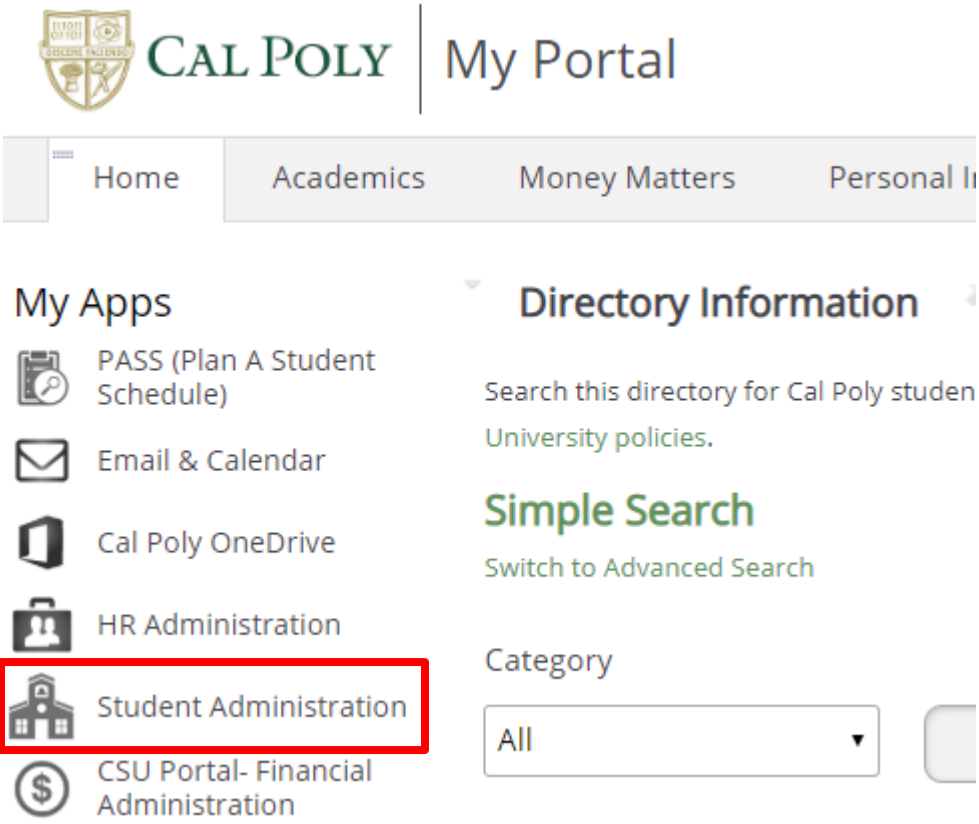
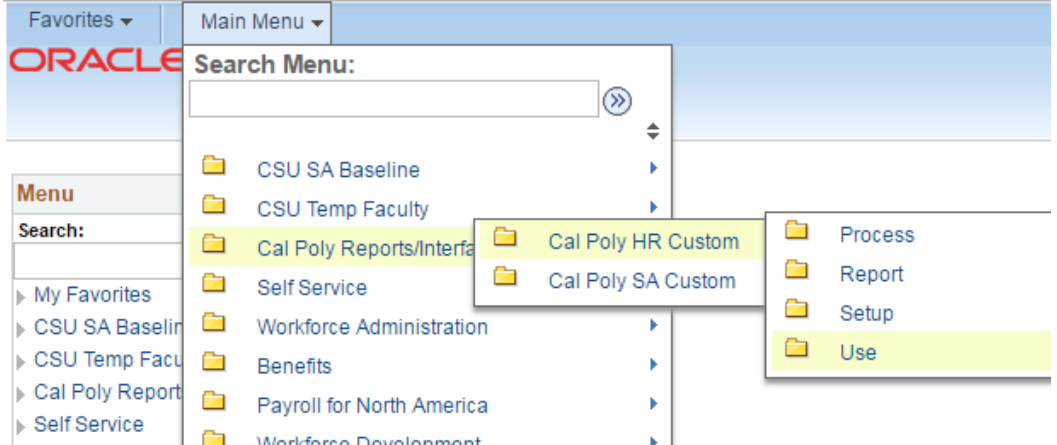


Instruction	Screenshot/Details
<p>Class Climate Dept Selection</p> <ol style="list-style-type: none"> 1) Log in to your Cal Poly Portal. 2) Under the “My Apps” select Student Administration. 	 <p>The screenshot shows the Cal Poly My Portal interface. At the top, there's a navigation bar with 'Home', 'Academics', 'Money Matters', and 'Personal Info'. Below this, the 'My Apps' section lists several applications: PASS (Plan A Student Schedule), Email & Calendar, Cal Poly OneDrive, HR Administration, Student Administration (highlighted with a red box), and CSU Portal- Financial Administration. To the right, there's a 'Directory Information' section with a search bar and a 'Simple Search' button.</p>
<ol style="list-style-type: none"> 3) Use the following navigation: Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Class Climate Dept Selection 	 <p>The screenshot shows the Oracle HR system navigation menu. The 'Main Menu' is expanded, showing a list of folders: CSU SA Baseline, CSU Temp Faculty, Cal Poly Reports/Interfaces (highlighted), Self Service, Workforce Administration, Benefits, Payroll for North America, and Workforce Development. The 'Cal Poly Reports/Interfaces' folder is further expanded, showing 'Cal Poly HR Custom' and 'Cal Poly SA Custom'. The 'Cal Poly HR Custom' folder is also expanded, showing 'Process', 'Report', 'Setup', and Use (highlighted).</p>

4) On the **Class Climate Dept Selection** page, enter the TERM you wish to view.

5) Hit the Search button.

Note: The current term automatically populates. If you know the session and academic organization you may enter that information too.

Navigation: Favorites ▾ Main Menu ▾ > Cal Poly Reports/Interfaces ▾ > Cal Poly HR Custom ▾ >

CAL POLY





Student and HR Administration


Class Climate Dept Selection

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

[Find an Existing Value](#)

▼ **Search Criteria**

Academic Institution:	begins with ▾	SLCMP	
Term:	begins with ▾	2168	
Session:	begins with ▾		
Academic Organization:	begins with ▾		

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

6) Scroll until you find your department.

Note: The departments appear in numerical order by Academic Organization. It may be helpful to memorize the number (s) that corresponds to your department(s).

7) Select the department you would like to view.

Search Results

View All	First	1-88 of 88	Last
Academic Institution	Term	Session	Academic Organization
SLCMP	2168	1	101-BUSA
SLCMP	2168	1	108-ARCE
SLCMP	2168	1	112-AERO
SLCMP	2168	1	122-AG
SLCMP	2168	1	124-AGED
SLCMP	2168	1	125-BRAE
SLCMP	2168	1	127-AGB
SLCMP	2168	1	131-ACPG
SLCMP	2168	1	132-EDES
SLCMP	2168	1	135-ARCH
SLCMP	2168	1	136-ART
SLCMP	2168	1	144-ASCI
SLCMP	2168	1	146-BIO
SLCMP	2168	1	160-GSB
SLCMP	2168	1	160-SBUS
SLCMP	2168	1	161-BUS
SLCMP	2168	1	174-CRP
SLCMP	2168	1	176-CEN
SLCMP	2168	1	178-CHEM
SLCMP	2168	1	184-CPE
SLCMP	2168	1	185-CM
SLCMP	2168	1	189-CSC
SLCMP	2168	1	198-HCS
SLCMP	2168	1	224-BMED
SLCMP	2168	1	235-ECON
SLCMP	2168	1	239-NRES
SLCMP	2168	1	240-SOE
SLCMP	2168	1	247-EE
SLCMP	2168	1	252-ENGR
SLCMP	2168	1	254-ENGL
SLCMP	2168	1	258-ES
SLCMP	2168	1	262-BUSF
SLCMP	2168	1	277-FDN
SLCMP	2168	1	280-MLL
SLCMP	2168	1	323-GRC2
SLCMP	2168	1	341-HNRS
SLCMP	2168	1	342-RPTA
SLCMP	2168	1	348-HIST
SLCMP	2168	1	350-HUM
SLCMP	2168	1	351-PSY2
SLCMP	2168	1	363-IME
SLCMP	2168	1	365-IT2
SLCMP	2168	1	377-ICA
SLCMP	2168	1	411-JOUR
SLCMP	2168	1	421-KINE
SLCMP	2168	1	431-LA
SLCMP	2168	1	459-LS
SLCMP	2168	1	461-BUSM
SLCMP	2168	1	476-BUSMK
SLCMP	2168	1	487-MATH
SLCMP	2168	1	490-MECH
SLCMP	2168	1	497-MSC2
SLCMP	2168	1	498-MU
SLCMP	2168	1	560-PHIL
SLCMP	2168	1	571-PHYS
SLCMP	2168	1	580-POLS
SLCMP	2168	1	662-SSM
SLCMP	2168	1	665-SOCS
SLCMP	2168	1	688-COMS
SLCMP	2168	1	697-STAT
SLCMP	2168	1	711-THD
SLCMP	2168	1	747-WVIT
SLCMP	2168	1	770-MATE
SLCMP	2168	1	781-WS
SLCMP	2168	CES	210-EXT
SLCMP	2168	CEU	210-EXT
SLCMP	2168	COP	210-EXT
SLCMP	2168	CSS	210-EXT

8) The courses being offered for the selected department and specified term are shown in the grid.

- a) Under the “Evaluate” column courses will either be checked or unchecked according to the **Criteria for Evaluation**. The system automatically unchecks and grays out the courses that do not meet the evaluation criteria.

Criteria for Evaluation

- Classes are not listed as independent study
- Enrollment is greater than or equal to 5

Department

Class Climate Department Selection

Institution SLCMP
Term 2188 Fall Quarter 2018
Session Regular Academic Session
Department Aerospace Engineering

Grid Column Sort Order Help

Personalize Find View All First 1-81 of 81 Last	Emp ID	Name	Subject Area	Catalog Nbr	Class Section	Course Component	Count	Combined Class	Evaluate
		Mehiel, Eric A	AERO	320	01	Lecture	109	Yes	<input checked="" type="checkbox"/>
		Elghandour, Eltahry I	AERO	433	01	Laboratory	16	No	<input checked="" type="checkbox"/>
		Elghandour, Eltahry I	AERO	433	02	Laboratory	15	No	<input checked="" type="checkbox"/>
		Drake, Aaron Geoffrey	AERO	443	01	Lecture	30	No	<input checked="" type="checkbox"/>
		Drake, Aaron Geoffrey	AERO	443	02	Laboratory	20	No	<input checked="" type="checkbox"/>
		Drake, Aaron Geoffrey	AERO	443	03	Laboratory	27	No	<input checked="" type="checkbox"/>
		Drake, Aaron Geoffrey	AERO	443	04	Lecture	17	No	<input checked="" type="checkbox"/>
		Abercromby, Kira Jorgensen	AERO	121	01	Lecture	114	No	<input checked="" type="checkbox"/>
		Harty, Tyler Alexander	AERO	121	02	Laboratory	11	No	<input checked="" type="checkbox"/>
		Johnson, Daniel Kenneth	AERO	121	03	Laboratory	17	No	<input checked="" type="checkbox"/>
		Maldonado, Daniel	AERO	121	04	Laboratory	20	No	<input checked="" type="checkbox"/>
		Sousa, Connor Andrew	AERO	121	05	Laboratory	20	No	<input checked="" type="checkbox"/>
		Sousa, Connor Andrew	AERO	121	06	Laboratory	23	No	<input checked="" type="checkbox"/>
		Sousa, Connor Andrew	AERO	121	07	Laboratory	23	No	<input checked="" type="checkbox"/>
		Marshall, David D	AERO	200	01	Ind Study	0	No	<input type="checkbox"/>
		Abercromby, Kira Jorgensen	AERO	200	02	Ind Study	0	No	<input type="checkbox"/>
		Doig, Graham Colin	AERO	200	04	Ind Study	0	No	<input type="checkbox"/>
		Drake, Aaron Geoffrey	AERO	200	05	Ind Study	0	No	<input type="checkbox"/>

- 9) If a class does not meet the criteria for evaluation, the course is not checked for evaluation and is grayed out. Grayed out boxes are uncheckable and unable to be altered by the department. Call Academic Personnel if you need help with a grayed out selection.

Subject Area	Catalog Nbr	Class Section	Course Component	Count	Combined Class	Evaluate
AERO	121	05	Laboratory	20	No	<input checked="" type="checkbox"/>
AERO	121	06	Laboratory	23	No	<input checked="" type="checkbox"/>
AERO	121	03	Laboratory	17	No	<input checked="" type="checkbox"/>
AERO	121	04	Laboratory	20	No	<input checked="" type="checkbox"/>
AERO	121	01	Lecture	114	No	<input checked="" type="checkbox"/>
AERO	121	02	Laboratory	11	No	<input checked="" type="checkbox"/>
AERO	121	07	Laboratory	23	No	<input checked="" type="checkbox"/>
AERO	200	02	Ind Study	0	No	<input type="checkbox"/>
AERO	200	01	Ind Study	0	No	<input type="checkbox"/>
AERO	200	08	Ind Study	0	No	<input type="checkbox"/>
AERO	200	07	Ind Study	0	No	<input type="checkbox"/>

- 10) Classes that are scheduled for evaluation have a check in the “Evaluate” column.

Subject Area	Catalog Nbr	Class Section	Course Component	Count	Combined Class	Evaluate
AERO	121	05	Laboratory	20	No	<input checked="" type="checkbox"/>
AERO	121	06	Laboratory	23	No	<input checked="" type="checkbox"/>
AERO	121	03	Laboratory	17	No	<input checked="" type="checkbox"/>
AERO	121	04	Laboratory	20	No	<input checked="" type="checkbox"/>
AERO	121	01	Lecture	114	No	<input checked="" type="checkbox"/>
AERO	121	02	Laboratory	11	No	<input checked="" type="checkbox"/>
AERO	121	07	Laboratory	23	No	<input checked="" type="checkbox"/>
AERO	200	02	Ind Study	0	No	<input type="checkbox"/>
AERO	200	01	Ind Study	0	No	<input type="checkbox"/>
AERO	200	08	Ind Study	0	No	<input type="checkbox"/>
AERO	200	07	Ind Study	0	No	<input type="checkbox"/>

11) During the 4th week of instruction, you will be able to check and uncheck courses. After making any changes, make sure to select the "Save" button before exiting the page.

Sorting the Grid

Temporarily Sort Order - The information in the grid can be sorted by clicking on any of the column headings such as "Name" or "Catalog Nbr" in the grid. This action sorts the column in ascending order. You can toggle between ascending and descending order by repeatedly clicking the column heading link. The last column heading link that you click becomes the primary sort for the grid. Note that this type of sorting is only temporary. When you exit the transaction, the system does not save the sort order that you just performed.

Permanent Sort Order - You may also personalize your sort order by using the "Personalize" link. If you get stuck, you may use the instructions provided in the "Grid Column Sort Order Help" information or use the instructions on page 5 of this document.

Department

Class Climate Department Selection

Institution SLCMP
Term 2172 Winter Quarter 2017
Session Regular Academic Session
Department Women's and Gender Studies

[Grid Column Sort Order Help](#)

Personalize Find View All First 1-16 of 16 Last		
Empl ID	Name	Subject Area
1		WGS
2		WGS
3		WGS
4		WGS
5		WGS
6		WGS
7		WGS
8		WGS
9		WGS
10		WGS
11		WGS
12		WGS
13		WGS
14		WGS
15		WGS
16		WGS

Save

Return to Search

Previous in List

Next in List

Personalize Column and Sort Order

Personalize Column and Sort Order

- 1) Select “Personalize” link in the top left corner of the grid.

Department

Class Climate Department Selection

Institution SLCMP
Term 2168 Fall Quarter 2016
Session Regular Academic Session
Department Aerospace Engineering

Grid Column Sort Order Help

Personalize Find View All First 1-81 of 81 Last
Empl ID Name

- 2) Under Column Order, select the column on which you want to sort

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order		Sort Order	
Empl ID			
Name			
Subject Area			
Catalog Nbr			
Class Section			
Course Component			
Count			
Combined Class			
Evaluate			

Hidden Frozen Descending

OK

Cancel

Preview

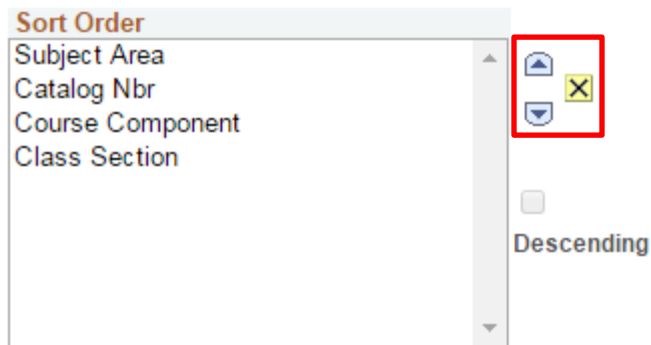
Copy Settings Share Settings Delete Settings

- 3) Click the right arrow to add that column under Sort Order.

Hint: To select multiple adjacent columns, press and hold the Shift key as you select additional column names. To select multiple nonadjacent columns, press and hold the Ctrl key as you select additional column names.

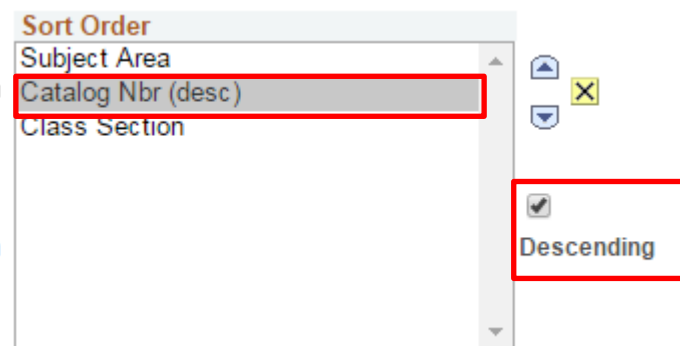
- 4) After moving the columns of your choice to the sort order, you may adjust their order/sort hierarchy by using the up and down arrows. The yellow X will delete a column from the sort order.

Hint: You can sort multiple columns at one time. The system considers the first column in the list the primary sort, the second the secondary sort, and so on.

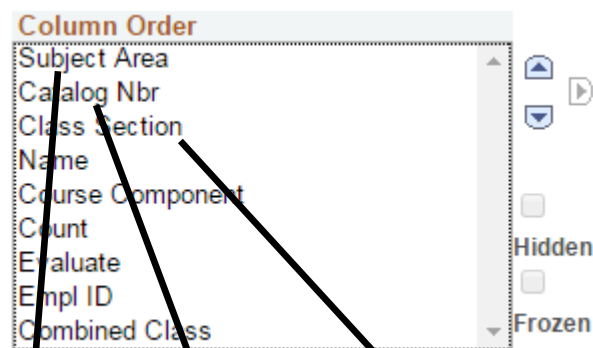


- 5) To sort columns in descending order (instead of ascending order, which is the default), select the column that you would like to appear in descending order then check box for the highlighted column.

Note: The (desc) text appears next to the column name to indicate which columns are sorted in descending sort order.



- 6) On the "Personalize Column and Sort Order" page, you may also adjust the Column Order by using the up and down arrows. Adjusting the Column Order changes the column order (left to right) on the grid.



Personalize Find View All 1-81 0 01 First Last						
	Subject Area	Catalog Nbr	Class Section	Name	Course Component	Count
1	AERO	121	02		Laboratory	11
2	AERO	121	03		Laboratory	17

7) Click OK to save your changes and return to the transaction page.

[Help](#)

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order	Sort Order
Subject Area	Subject Area
Catalog Nbr	Catalog Nbr (desc)
Class Section	Class Section
Name	
Course Component	
Count	
Evaluate	
Empl ID	
Combined Class	

Hidden ☐ Frozen ☐

Descending ☒

OK

Cancel

Preview

[Copy Settings](#) [Share Settings](#) [Delete Settings](#)

Note: The system saves your sort settings until you change them again or until you click the Restore Defaults button in the Personalization page.