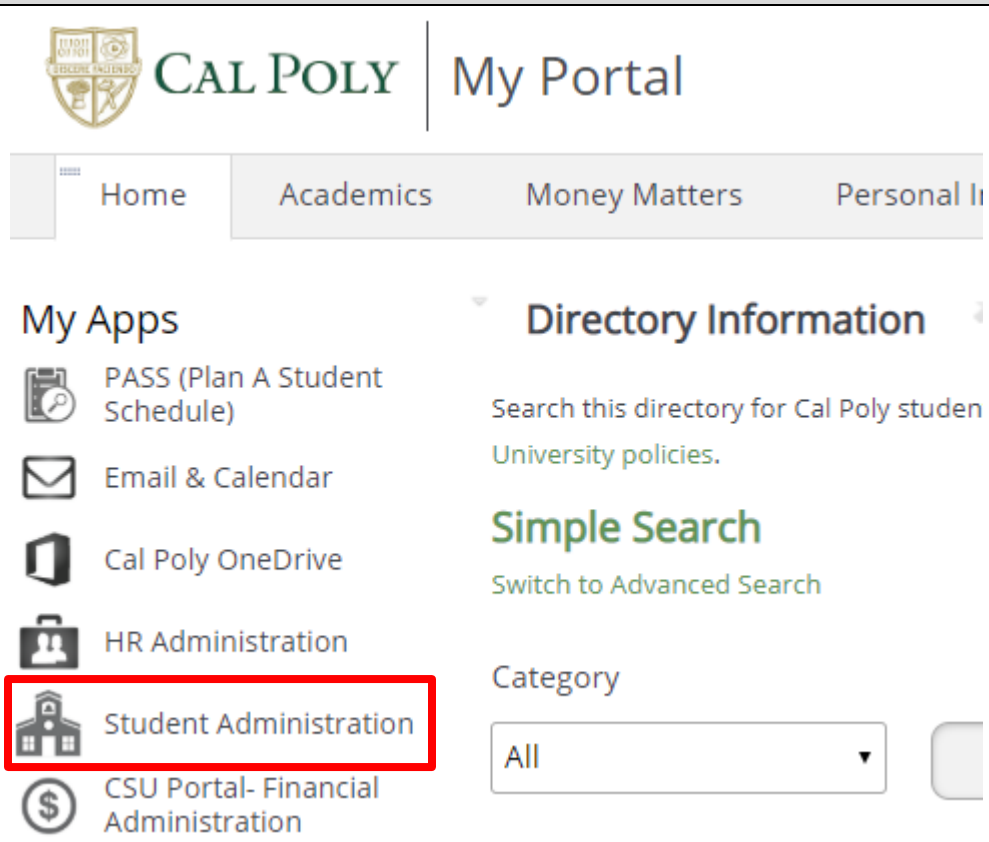
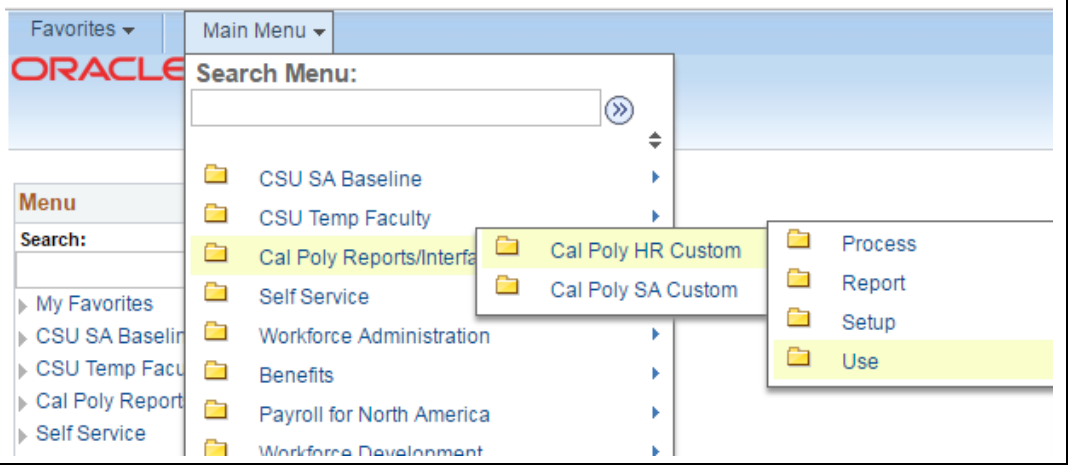
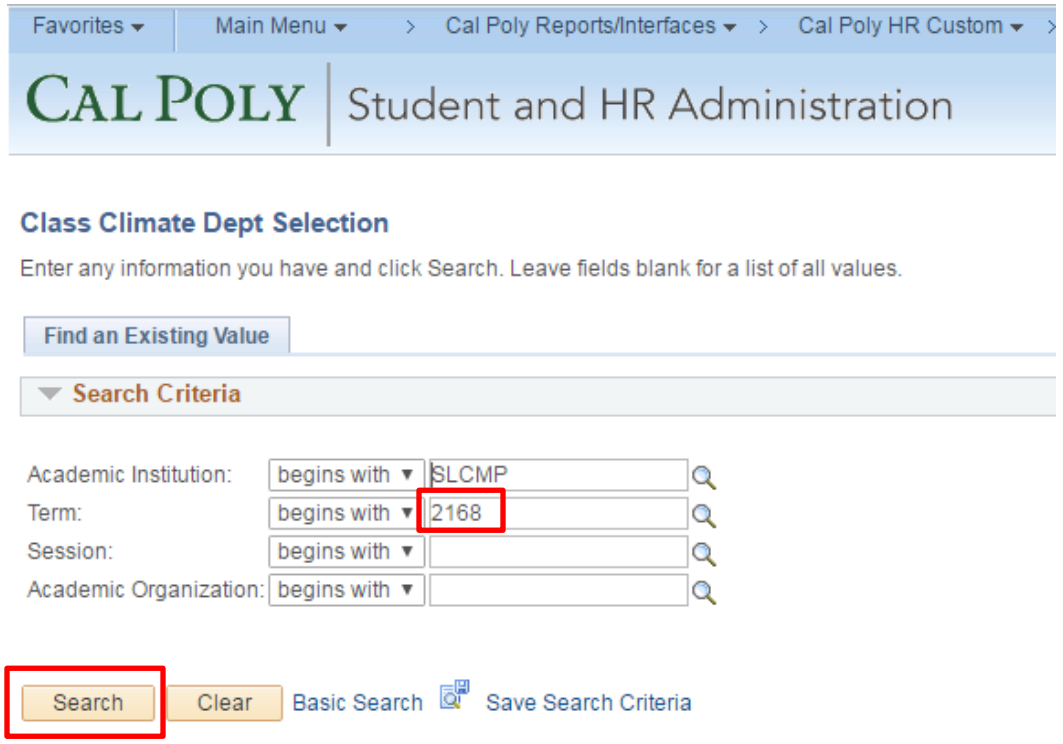
Instruction	Screenshot/Details
Class Climate Dept Selection	
1) Log in to your Cal Poly Portal. **2)** Under the "My Apps" select **Student Administration.**	
3) Use the following navigation: **Main Menu >** **Cal Poly Reports/Interfaces >** **Cal Poly HR Custom >** **Use >** **Class Climate Dept Selection**	

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.



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 1-68 of 68 Last

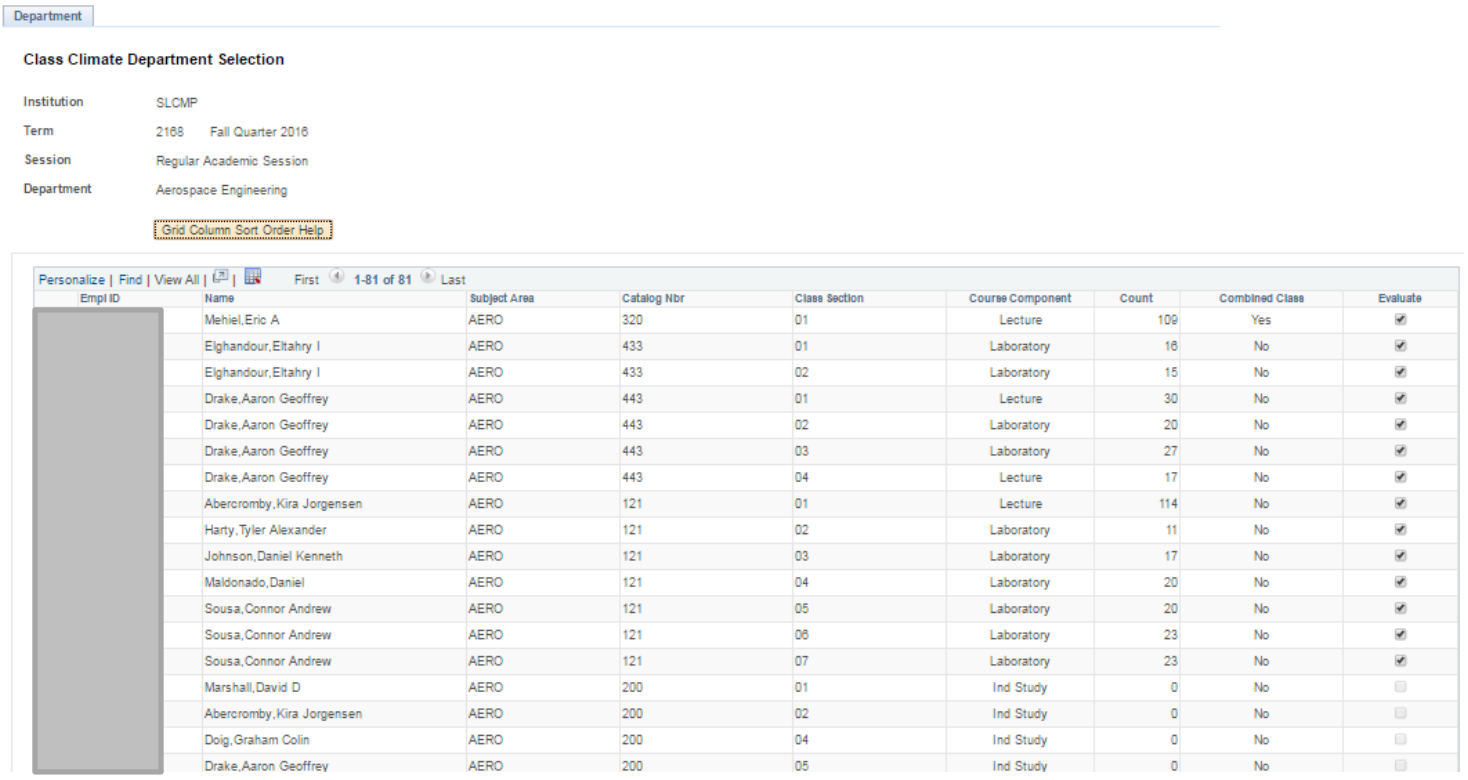
Academic Institution	Term	Session	Academic Organization
SLCMP	2168	1	101-BUSA
SLCMP	2168	1	108-ARCE
SLCMP	2168	1	112-AERO
SLCMP	2168	1	122-AG
SLCMP	2168	1	124-AGED
SLCMP	2168	1	125-BRAE
SLCMP	2168	1	127-AGB
SLCMP	2168	1	131-ACPG
SLCMP	2168	1	132-EDES
SLCMP	2168	1	135-ARCH
SLCMP	2168	1	136-ART
SLCMP	2168	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

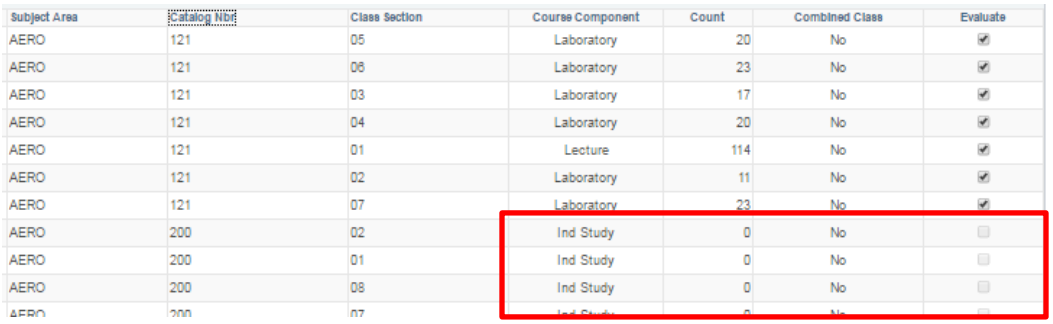
Institution SLCMP
Term 2168 Fall Quarter 2016
Session Regular Academic Session
Department Aerospace Engineering

Grid Column Sort Order Help

Personalize | Find | View All | First 1-81 of 81 Last

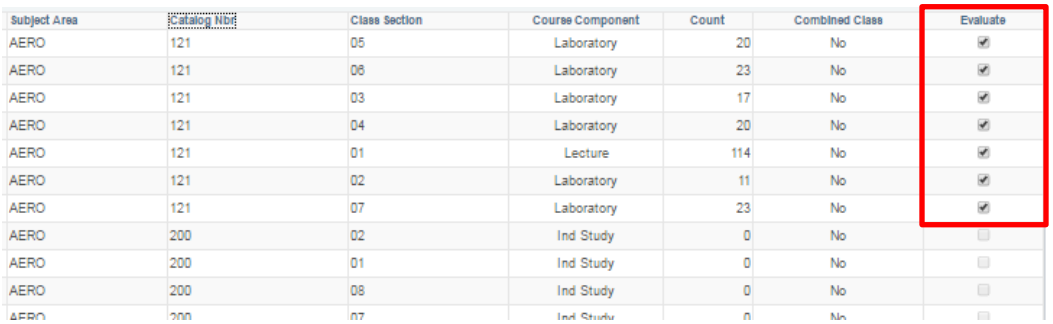
Empl ID	Name	Subject Area	Catalog Nbr	Class Section	Course Component	Count	Combined Class	Evaluate
	Mehiel,Eric A	AERO	320	01	Lecture	109	Yes	☑
	Elghandour,Eltahry I	AERO	433	01	Laboratory	16	No	☑
	Elghandour,Eltahry I	AERO	433	02	Laboratory	15	No	☑
	Drake,Aaron Geoffrey	AERO	443	01	Lecture	30	No	☑
	Drake,Aaron Geoffrey	AERO	443	02	Laboratory	20	No	☑
	Drake,Aaron Geoffrey	AERO	443	03	Laboratory	27	No	☑
	Drake,Aaron Geoffrey	AERO	443	04	Lecture	17	No	☑
	Abercromby,Kira Jorgensen	AERO	121	01	Lecture	114	No	☑
	Harty,Tyler Alexander	AERO	121	02	Laboratory	11	No	☑
	Johnson,Daniel Kenneth	AERO	121	03	Laboratory	17	No	☑
	Maldonado,Daniel	AERO	121	04	Laboratory	20	No	☑
	Sousa,Connor Andrew	AERO	121	05	Laboratory	20	No	☑
	Sousa,Connor Andrew	AERO	121	06	Laboratory	23	No	☑
	Sousa,Connor Andrew	AERO	121	07	Laboratory	23	No	☑
	Marshall,David D	AERO	200	01	Ind Study	0	No	☐
	Abercromby,Kira Jorgensen	AERO	200	02	Ind Study	0	No	☐
	Doig,Graham Colin	AERO	200	04	Ind Study	0	No	☐
	Drake,Aaron Geoffrey	AERO	200	05	Ind Study	0	No	☐

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	☑
AERO	121	06	Laboratory	23	No	☑
AERO	121	03	Laboratory	17	No	☑
AERO	121	04	Laboratory	20	No	☑
AERO	121	01	Lecture	114	No	☑
AERO	121	02	Laboratory	11	No	☑
AERO	121	07	Laboratory	23	No	☑
AERO	200	02	Ind Study	0	No	☐
AERO	200	01	Ind Study	0	No	☐
AERO	200	08	Ind Study	0	No	☐

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



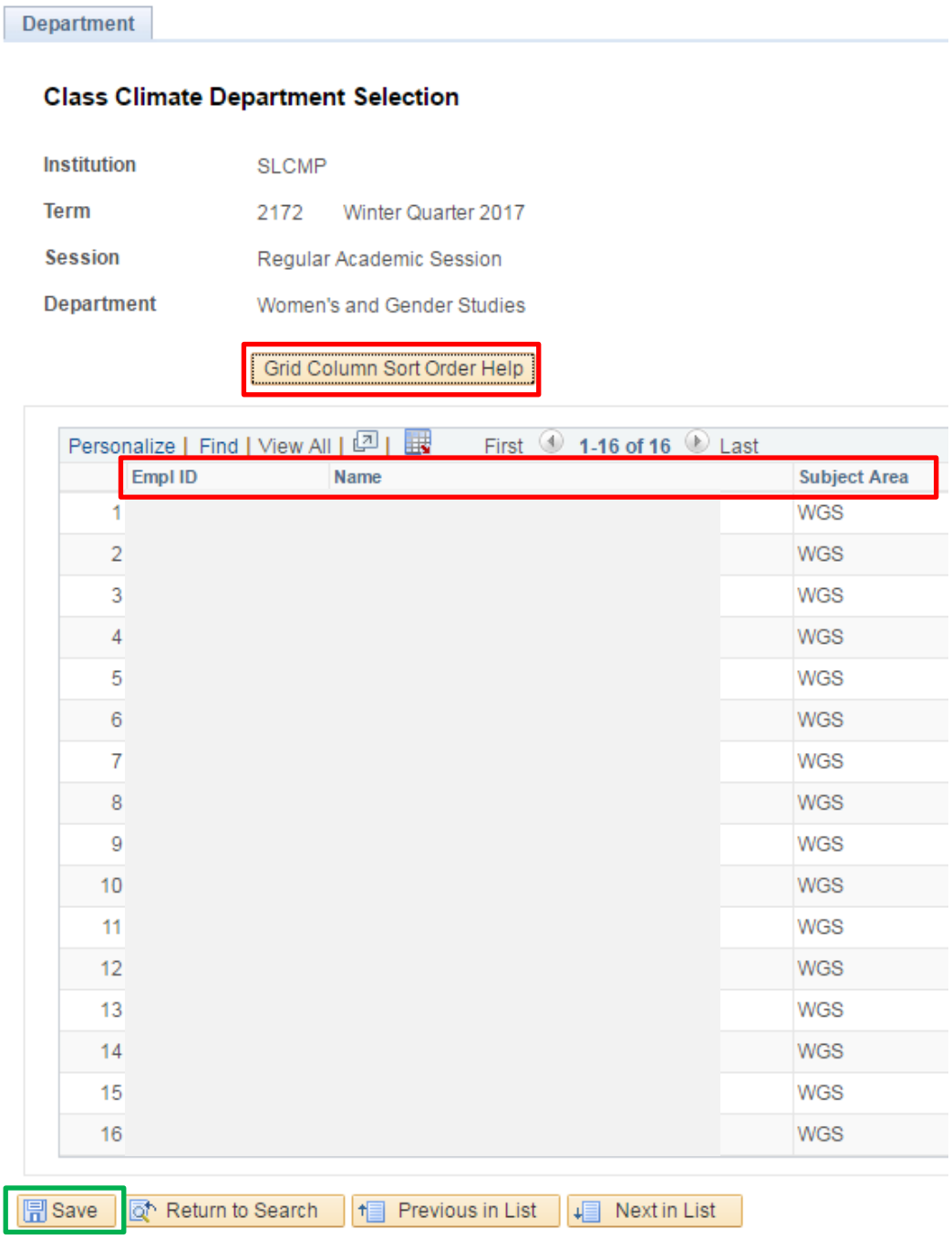
Subject Area	Catalog Nbr	Class Section	Course Component	Count	Combined Class	Evaluate
AERO	121	05	Laboratory	20	No	☑
AERO	121	06	Laboratory	23	No	☑
AERO	121	03	Laboratory	17	No	☑
AERO	121	04	Laboratory	20	No	☑
AERO	121	01	Lecture	114	No	☑
AERO	121	02	Laboratory	11	No	☑
AERO	121	07	Laboratory	23	No	☑
AERO	200	02	Ind Study	0	No	☐
AERO	200	01	Ind Study	0	No	☐
AERO	200	08	Ind Study	0	No	☐

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

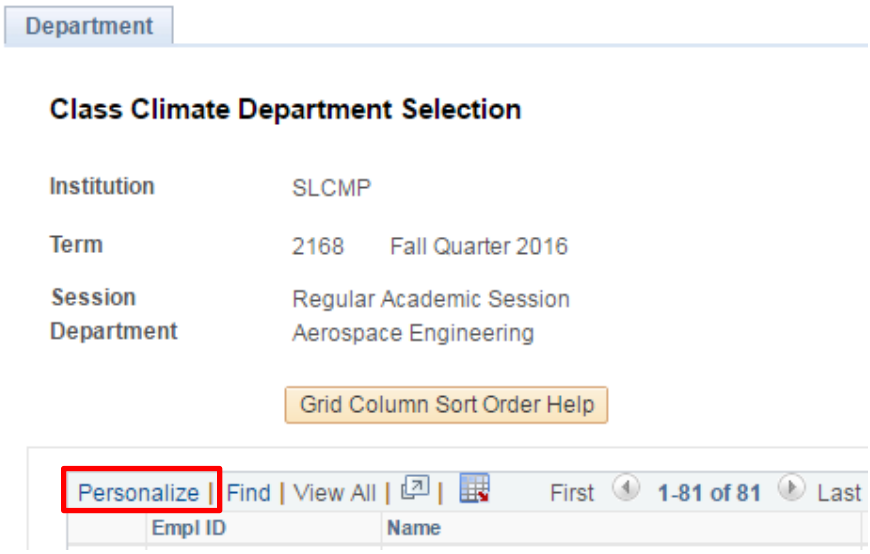
Temporarily Sort Order - The information in the grid can be sorted by clicking on any of the column headings such as "Name" or "Catalog Nbr" in the grid. This action sorts the column in ascending order. You can toggle between ascending and descending order by repeatedly clicking the column heading link. 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.



Personalize Column and Sort Order

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



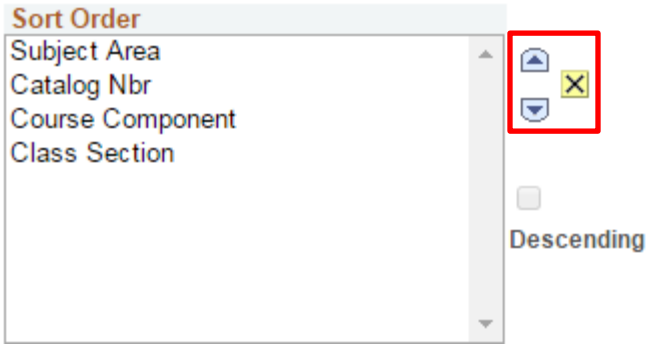
2) Under Column Order, select the column on which you want to sort

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.

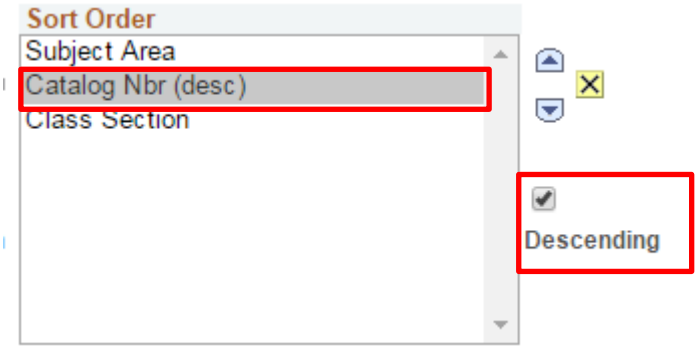
4) After moving the columns of your choice to the sort order, you may adjust their order/sort hierarchy by using the up and down arrows. The yellow X will delete a column from the sort order.

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.

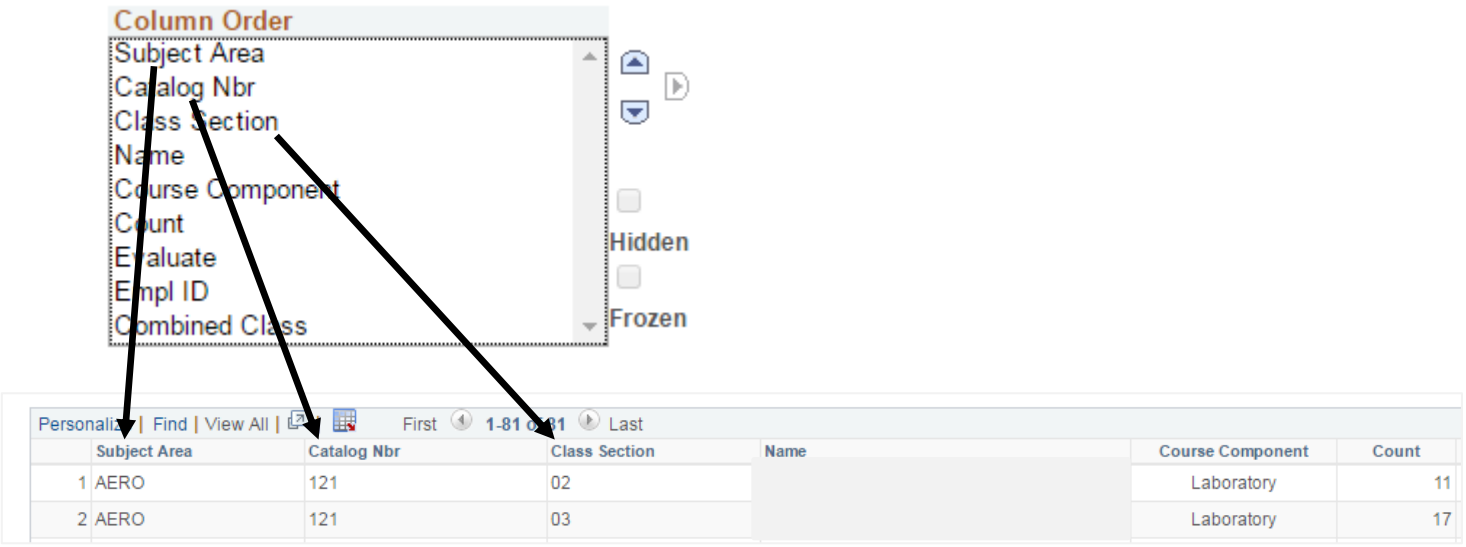


5) To sort columns in descending order (instead of ascending order, which is the default), select the column that you would like to appear in descending order then check box for the highlighted column.

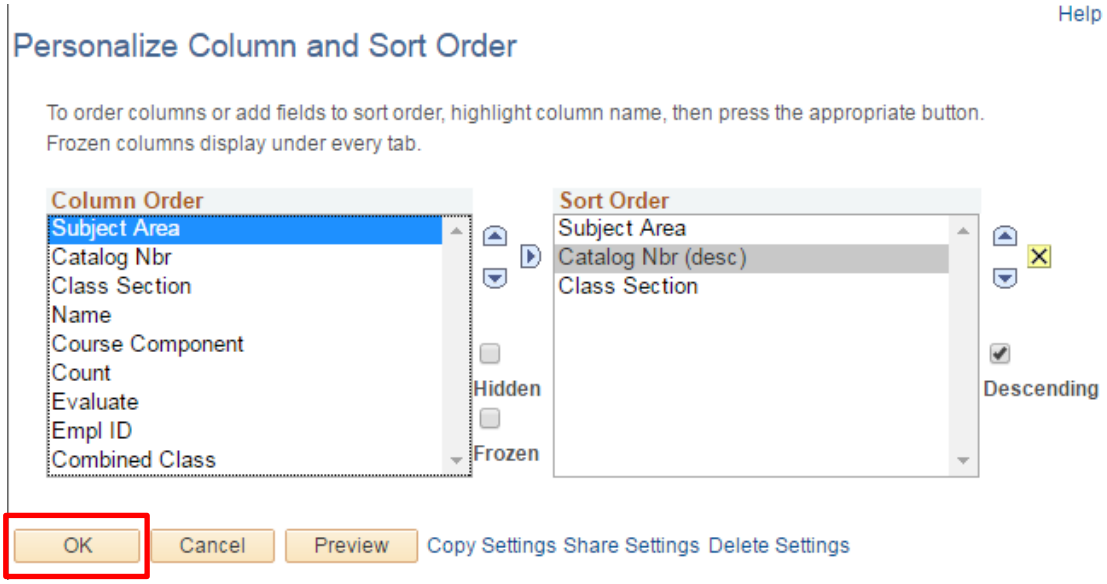
Note: The (desc) text appears next to the column name to indicate which columns are sorted in descending sort order.



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.



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



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