

Adding Term-Specific Special Titles, Class Descriptions, and Class Notes

IMPORTANT

- Do not add, delete or alter any **Note Nbr 0001** or **Note Nbr 0002** sequences in the Notes Tab.
- The **30-character “Free Format Topic”** field in the Meetings Tab is no longer available and existing entries will be deleted. All special titles should be entered using the method outlined in this job aid. (Exception: The P.E. Department will continue to use the Free Format Topic field for their unique purposes.)

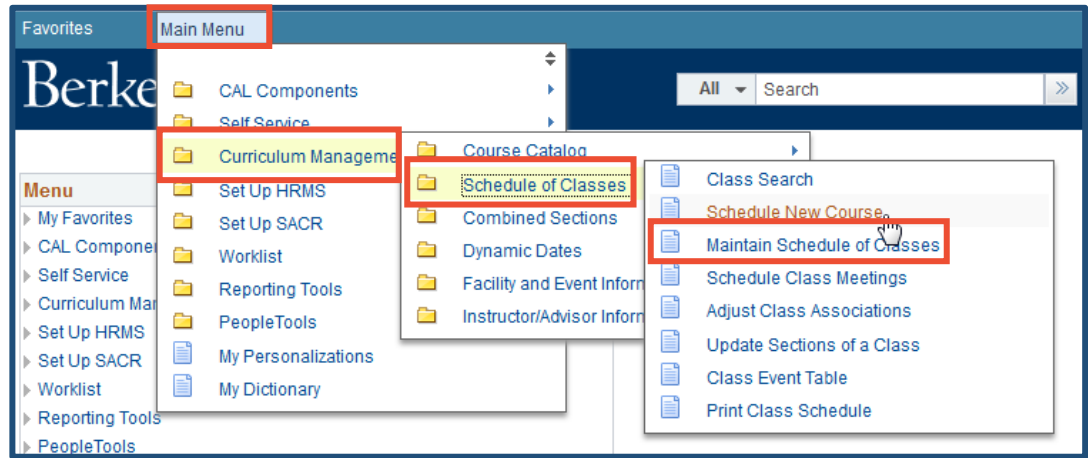
Campus Solutions has been configured to collect three important areas of class data in **separate, specially designated class notes**.

1. **Special Title:** A term-specific, class title used in most Special Topics, R&C, 97s, 98s, 99s, 197s, 198s, 199s, 298s, 299s, Freshmen & Sophomore Seminars, and other courses where the department would apply a Special Title that differs from the COCI-approved course title.
2. **Class Description:** A term-specific description applied in the same context as the Special Title. Class descriptions are historically published on the department websites. They provide more detail than the generic, COCI-approved course description, and provide insight into specific content that will be covered within individual sections.
3. **Class Notes:** Notes pertaining to course materials and/or special information or logistics that the department wants to import to students prior to enrollment.

The campus will benefit greatly by using Campus Solutions to collect Special Titles, class descriptions and class notes separately, rather than lumping them all within one rambling field. Collecting this information in separate fields will enable campus users to store this data discretely, and to display it more clearly in central campus systems and also on departmental websites.

To this end, a vastly improved schedule of classes will be released this summer, allowing students to search for classes using keywords and filters against the **Special Title** and **class description** fields in CS. The Registrar’s Office is also working in conjunction with the CIO’s of several colleges to create a **feed of course and class data that can be automatically imported to your department website** with the explicit objective of saving schedulers time. To accomplish these goals, we ask that you adhere to the following steps as you set up classes in Campus Solutions.

- From the **Main Menu**, navigate to:
Curriculum Management >
Schedule of Classes >
Maintain Schedule of Classes.



- Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.
- Click **Search**.

The **Basic Data** page for the class will appear next.

TIP: If a search is made without a Catalog Nbr, a list of classes offered under the requested Term and Subject Area will populate. Select the intended class to get to the **Basic Data** page.

Maintain Schedule of Classes

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

[Find an Existing Value](#)

▼ **Search Criteria**

Use Saved Search:

Academic Institution: = ▼ UCB01 🔍

Term: = ▼ 2168 🔍

Subject Area: = ▼ PUBPOL 🔍

Catalog Nbr: begins with ▼ 190

Academic Career: = ▼

Campus: begins with ▼ 🔍

Description: begins with ▼

Course ID: begins with ▼ 🔍

Course Offering Nbr: = ▼ 🔍

Academic Organization: begins with ▼

Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

4. Navigate to the **Notes** page.
5. If necessary, cycle through the Class Sections until you arrive at the correct section.
6. Clicking **+** and **-** allows you to add and delete sequence rows. **Each note type requires a set of two sequences.** Add enough sequences until there are two sequences per note type. (Either 2, 4 or 6 rows.)
7. Click **View All** to expand the sequences.

WARNING

Attempting to save both the **Note Nbr** and **Free Format Text** in the same sequence, as demonstrated by the picture at right, will result in an error message. There must always be two sequences per note type.

To resolve this, click OK. Then, add an additional sequence row following the instructions in Step 6. Finally, cut and paste the **Free Format Text** into its new, dedicated sequence row.

Message

Both Note ID and Text have been entered & are mutually exclusive for Section 007, Notes Sequence 7. (14620,19)

Either Note ID should have a valid value or the Note message should be entered but not both. Correct by either deleting the value in Note ID or in the Message Text.

OK

8. Use the look up table (🔍) to select the correct **Note Nbr.**

- 0003 for Class Special Title
- 0004 for Class Description
- 0005 for Class Notes

Alternatively, you can enter the **Note Nbr** directly into the field. Then, press tab on your keyboard; the text will populate in the upper text box.

9. In the sequence that immediately follows, locate the lower text box.

Enter the information.

10. Repeat for additional notes you would like to enter.

TIP: New sequences always appear directly under the sequence from which you clicked +. If your sequence numbers appear out of order, renumber the sequences beginning with **1** for the first sequence.

11. Click **Save**.

The screenshot shows a 'Class Notes' form with six sequences. Each sequence has a 'Sequence Number' (1-6), a '*Print Location' dropdown (set to 'After'), and a checkbox for 'Even if Class Not in Schedule'. The 'Note Nbr' field is used to look up text for the 'Free Format Text' box. Sequence 1: Note Nbr 0003, text 'Class Subtitle'. Sequence 2: text 'Public Sector Economics'. Sequence 3: Note Nbr 0004, text 'Class Description'. Sequence 4: text 'This course examines major issues in American economic policy, including taxation, low-income assistance, health care, Social Security, education, the environment, government deficits, and the distribution of...'. Sequence 5: Note Nbr 0005, text 'Class Notes'. Sequence 6: text 'This course is for undergraduates only. Also, Tax and Budget Policy is not a prerequisite for Public Sector Economics. If someone has already taken Tax and Budget Policy, s/he can also take Public Sector...'. At the bottom, the 'Save' button is highlighted with a red box.