AUDIENCE

Personnel whose job duties include building departmental class schedules and assigning meeting spaces to those classes.

SUMMARY

The **Basic Data** tab reflects each class section's essential attributes. The best practice for building class sections is to create the course container on the **Basic Data** tab first, and then do everything else from the **Maintain Schedule of Classes** interface.

TIPS & TRICKS

– Click the **Return to Search** button to quickly refer to a previous search in the **Maintain Schedule of Classes**, **Schedule New Course** or **Course Catalog interfaces**.

– To perform a search, click the **New Window** link at the top-right of any window.

– While saving, do not reactivate any field by clicking in it or trying to alter data. Overriding the save command in this way can trap the system in a saving "loop." If this happens, you must close out and re-log on.

CLICKS

STUDENT CENTRAL > MAIN MENU > CURRICULUM MANAGEMENT > SCHEDULE OF CLASSES > SCHEDULE NEW COURSE > BASIC TAB

1. In the **Class Sections** container, verify the **Session** value is accurate. (The default is **1—Regular Academic Session**.)

2. The **Class Type** field's default value is **Enrollment**. Leave it set to **Enrollment** when you're building a basic, one section course.

3. In the **Campus** field, select the campus.

4. If necessary, edit the **Location** field. (This value always represents where the instructor is located.)

5. In the **Class Attributes** title bar, click the **View All** link.

6. In the **Course Attribute Value** column, edit the **Physical Location** value if necessary. (This value always represents where the students are located.)

7. In the **Delivery Mode** field, type or select a value. (Face-to-face classes are delivery mode 00.)

8. If necessary, edit the **Funding** field. (The default is **State Fundable**.)

9. <u>Never</u> change the **IAF Reportable** field's value.

10. If necessary, edit the **Course Type** field. (The default is **Standard**.)

11. If you need to add service learning attributes to your class, do so by clicking the **Plus (+)** button to add a new attribute row in the **Class Attributes** area.

12. Click **Save**.

HELP

Access expanded instructions on curriculum management tasks:

Go to **registrar.fsu.edu**. Under **Registrar's Reminders**, click **Scheduler Resources**.

Request assistance by logging a ticket with the FSU Service Center:

– Log on to OMNI. Click **FSU Service Center**. Click **Create New Case**. From the **Category** drop-down menu, select **Registrar-Curriculum Management**. Fill in the form. Click **Submit**.

NOTES