

# Setting up a Course Section Schedule— Global Reference

Non Unit Specific Training

*Material updated July 2020*



Streamlined View

## Section Schedule

Distance Section: N

Max Enrollment Size: 150

Max Course Hours : 20.0

### Hours & Meetings

	Calc.	Override
Meetings	1	N/A
Hours	2	N/A
Hours per meeting	2	

### Meetings

Distance Learning Session

Public

TBA Dates and Times

Known Dates and Times

# Setting up Course Section Schedules

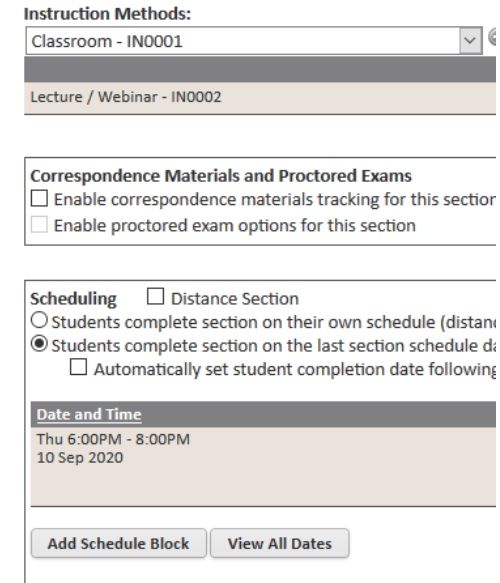
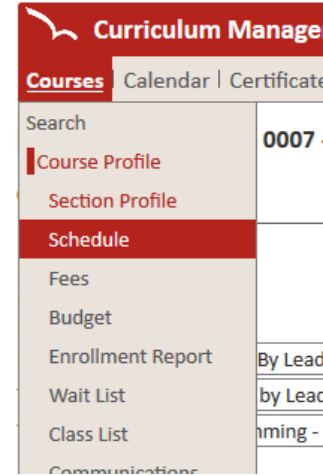
**Section Scheduling** - Course Section schedules will allow you to set various schedules for a section. It can be accessed from the Course Section profile in 2 locations.

Location 1 – From the Courses Menu option, under Course Profile, Section Profile as Schedule

Location 2 – Located on the Section profile page between Correspondence Materials and Proctored Exams and Section Notes



One thing to note – You will correspond your section schedule type with the Instruction method selected for the section



# Setting up Course Section Schedules

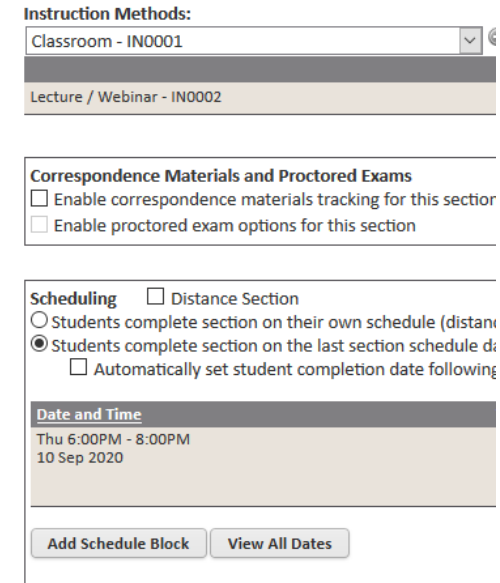
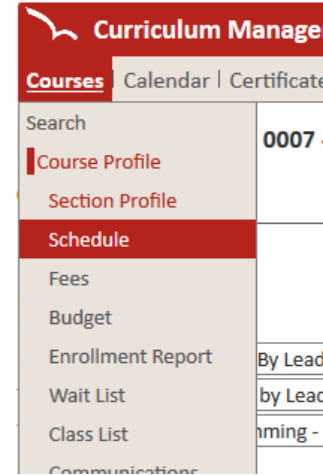
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## Setting up Course Section Schedules

Distance Learning Option– If this option is selected, you will not be required to set start and end date/time pairs. It will only require a Start and End date



- Asynchronous Self paced course settings can be defined in the section profile schedule box to override end dates if needed

Public– This selection indicates if this is a public schedule or internal schedule.

Type – This option will allow you to classify in depth the instruction method for the section schedule. Your course may have a Lecture/Webinar Delivery method, but you can choose in person or virtual at the schedule level

TBA/Known Dates – This will allow you to create a placeholder for your section or set a defined date and time.



- Please note, if you choose TBA, then the course can not be put into a final approval status. You must have a known Date and Time for Final Approval

### Meetings

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Type:

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# Setting up Course Section Schedules

Start Date– This is the date of the meeting or 1<sup>st</sup> meeting of the course section

Time Blocks– This fields allow you to set the start and end times for the day(s) within this meeting schedule block. You can also assign break hours for the session.

End – This section will allow you to set a schedule that ends after one or many meetings that span specific days of the week over specific weeks or end after a single meeting.

- Date – Allows you to set a specific end date
- After – Allows you to set how many meetings will occur with the time block settings from above.
- Every X week – allow you to say how often the meetings will occur
- Days of the week – Allow you to set what days of the week the course will meet.

Example of a Complicated Schedule – We have a course that meets M, W, and F from 1pm -3 pm for 2 weeks.



To set this I would choose the start day for a Monday. I would choose to end after 6 Meetings ( 2 weeks, 3 days per week), select Every 1 week, and then highlight Mon, Wed, and Fri in the days of the week box.

If you have sessions that meet at different times, you would repeat this process for each different time block

Start Date:

Time:    To:    Break(hrs):

End:  Date:   After:  Meeting

Every:  Week

Days of the week: 

Mon	^
Tue	
Wed	
Thu	
Fri	▼

## Setting up Course Section Schedules

Comments– This optional field can be used for commenting on the schedule block

Save – By saving you create the schedule block. You can now create additional schedule blocks or return to the course profile.

Search For Available Rooms – A potential useful tool if your unit only schedules courses in building you control and you do not offer your facilities for events or meetings that will be scheduled outside of the registration system. This is a tool that your unit my review, but will not be use by all PSO units.



Comments For Internal Use

### Schedules

<u>Date and Time</u>	<u>Type</u>
Thu 6:00PM - 8:00PM 10 Sep 2020	In Person

## Setting up Course Section Schedules

### Once your Schedule Block(s) are set

On the Section Profile page, in the Scheduling section, you can change the settings to distance learning and allow for students to complete on set or open ended schedules.

This covers all areas of setting a schedule for a Course Section.

#### Instruction Methods:

Classroom - IN0001

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Lecture / Webinar - IN0002

#### Correspondence Materials and Proctored Exams

- Enable correspondence materials tracking for this section
- Enable proctored exam options for this section

#### Scheduling Distance Section

- Students complete section on their own schedule (distance learning)
- Students complete section on the last section schedule date
  - Automatically set student completion date following last section schedule date

Date and Time	Type	Public	Lo
Thu 6:00PM - 8:00PM 10 Sep 2020	In Person	Y	St Ge Bo Vi

## Conclusion – Recommended next Steps for Course Section Creation

### Recommended Topics Related to Course Section Schedules

- Review Section Creation Document
- Review Location Setup



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