

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.



- 2. 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.
- 3. Click Search.

The Basic Data page for the class will appear next.

NOTE: If a list of classes appears below the Search button, click the link for 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: v							
Academic Institution:	= 🔻		UCB01	Q			
Term:	= v		2168	Q			
Subject Area:	= v		PUBPOL	Q			
Catalog Nbr:	begin	s with 🔻	190				
Academic Career:	=	▼		▼			
Campus:	begin	s with 🔻		Q			
Description:	begin	s with 🔻					
Course ID:	begin	s with 🔻					
Course Offering Nbr:	=	▼					
Academic Organization:	begin	s with 🔻					
Case Sensitive							
Search Clear	Basi	c Search	Save Search Criteri	a Delete Saved Search			

- 4. Navigate to the Notes page.
- 5. If necessary, cycle through the Class Sections until you arrive at the correct section.

One row already exists when you first use the Notes Tab. Thus, to enter only one of either Special Title, Class Descriptions or Class Notes, click 🔹 one time. Because one row always exists, this should total to two rows.

To enter a combination of Special Title, Class Description and Class Notes, add enough rows so that there are two per note type. (Either 2, 4 or 6 rows.)

7. Click View All to expand the sequences.

Basic Data Meetings	Enrollment Cntrl Reserve Cap Notes Exam LMS Data
Course ID: Academic Institution:	119987 Course Offering Nbr: 1 UC Berkeley
Term:	2016 Fall Undergrad
Subject Area:	PUBPOL Public Policy
Catalog Nbr:	190 Spec Topics Pub Pol
Class Sections	Find View All First ④ 7 of 12 ④ Last
Session:	1 Regular Academic Session Class Nbr: 29171
Class Section:	007 Component: Lecture Event ID: 000124429
Associated Class:	7 Units: 4.00
Class Notes	Find View All First 🚯 1 of 1 🕑 Last
*Sequence Number:	1 Even if Class Not in Schedule
*Print Location:	
Note Nbr:	Copy Note
Free Format Text:	Clear Note
Save Return to	o Search

Class Notes		Find View All	First 🕚 6 of 6 🕟 Last
*Sequence Number: *Print Location:	6 After •	Even if Class Not in Schedule	+ -
Note Nbr:	Q Copy Note		
Free Format Text:	Clear Note	h	

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.

NOTE: 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.

Class Notes	Find View 1 First 🕥 1-6 of	6 🕑 Last
*Sequence Number:	1	+ -
*Print Location:	After V Even if Class Not in Schedule	
Note Nbr:	0003 Q Class Subtitle	
Note NDI:	Copy Note	
Free Format Text:		
	Clear Note	
*Sequence Number:	2	+ -
*Print Location:	After V Even if Class Not in Schedule	
Note Nbr:		
noto non	Copy Note	
Free Format Text:	Public Sector Economics	
	Clear Note	
*Sequence Number:	3	+ -
*Print Location:	After v Even if Class Not in Schedule	
Note Nbr:	0004 Q Class Description	
	Copy Note	
Free Format Text:		
Flee Folliat lext.	Clear Note	
*Sequence Number:	4	+ -
*Print Location:	After Even if Class Not in Schedule	
Note Nbr:		
	Copy Note	
Free Format Text:	This course examines major issues in American	
	Clear Note economic policy, including taxation, low-income assistance, health care, Social Security, education, the	
	environment_government_deficits_and the distribution of	
	5	+ -
*Sequence Number:	After Even if Class Not in Schedule	
*Print Location:	0005 Class Notes	
Note Nbr:	Copy Note	
	//	
Free Format Text:		
	Clear Note	
*Sequence Number:	6	+ -
*Print Location:	After Even if Class Not in Schedule	
Note Nbr:		
	Copy Note	
Free Format Text:	This course is for undergraduates only. Also, Tax and Budget Policy is not a prerequisite for Public Sector	
	Clear Note Economics. If someone has already taken Tax and Budget Policy. s/he can also take Public Sector	
🔚 Save 🛛 💽 Return to	Search F Notify	