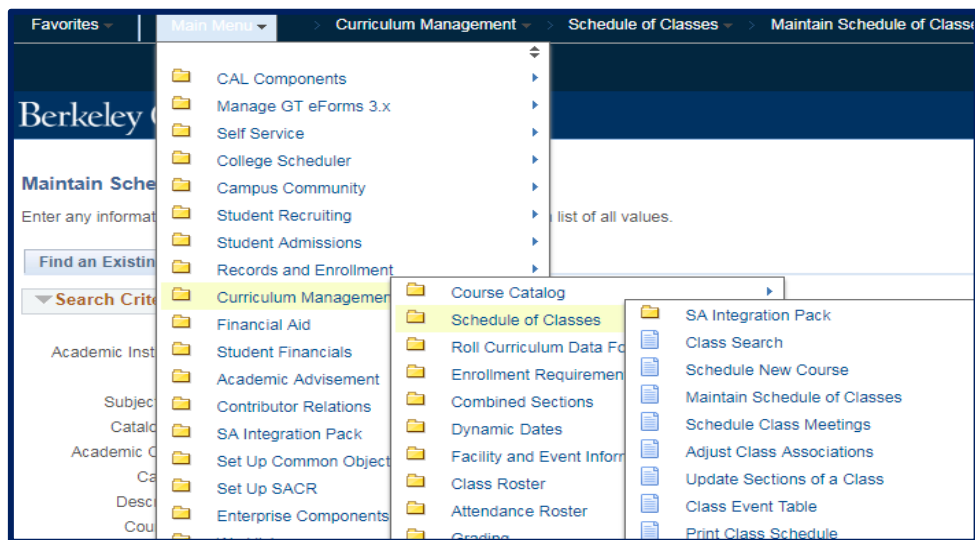


How to Add Term-Specific Titles, Class Descriptions and Class Notes

This job aid describes the process for adding term-specific titles, class descriptions and class notes. 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.

1. 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** tab 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.

- Navigate to the **Notes** tab.
- If necessary, scroll through the Class Sections until you arrive at the correct section.
- Clicking “+” and “-” boxes on far right allows you to add and delete sequence rows. Each note type requires two rows.

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 “+” box 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.)

- Click **View All** to expand sequences.

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

Academic Institution = UCB01

Term = 2188

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 Clear Basic Search Save Search Criteria

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data

Course ID: 119987 Course Offering Nbr: 1

Academic Institution: UC Berkeley

Term: 2016 Fall Undergrad

Subject Area: PUBPOL Public Policy

Catalog Nbr: 190 Spec Topics Pub Pol

Class Sections Find View All First 7 of 12 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

*Print Location: After Even If Class Not in Schedule

Note Nbr: Copy Note

Free Format Text: Clear Note

Save Return to Search Notify

- 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.

- In the sequence that immediately follows, locate the lower text box. Enter the information.

- Repeat for additional notes you would like to enter.
NOTE: New sequences always appear directly under the sequence from which you clicked the “+” box sign. If your sequence numbers appear out of order, renumber the sequences beginning with 1 for the first sequence.

- Click **Save**.

The screenshot displays the 'Class Notes' interface with six sequences. Each sequence has the following fields:

- *Sequence Number:** A numeric input field (1-6).
- *Print Location:** A dropdown menu set to 'After'.
- Note Nbr:** A search field with a magnifying glass icon. In sequence 1, '0003' is entered and highlighted.
- Free Format Text:** A large text area. In sequence 2, 'Public Sector Economics' is entered and highlighted.
- Buttons:** 'Copy Note' and 'Clear Note' buttons are present for each sequence.

At the bottom of the interface, there are three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'.

IMPORTANT

- Do not add, delete or alter any Note **Nbr 001** or Note **Nbr 002** sequences.
- 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.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS Resources:

- <http://sis.berkeley.edu/training>

