Office of the Registrar
Schedule of Classes – 9.0

Contents

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Introduction

How the schedule build works . . .

Enterprise Reporting "Schedule of Classes (SoC) Planning" spreadsheets for Summer, Fall, Winter, and Spring terms will be submitted to SoC by academic units at designated dates over the summer and through the very early fall. Units will be notified of due dates at the end of each March. Refer to the SoC Planning spreadsheet guide found on Schedule of Classes webpage under the heading, *Additional Resources*. The spreadsheets need to be complete and accurate, since they represent unit's schedule builds for each term.

Classes that have been built for the Summer, Fall, Winter, and Spring terms are published about a month prior to the start of enrollment. Students can enroll in these upcoming 4 terms once enrollment begins in March of each year. Refer to the early enrollment appointment and open enrollment dates on the Registrar's webpage.

Once classes have been built for Summer, Fall, Winter, and Spring terms, academic units should begin planning classes that will be offered for the next four terms. For reference, once class builds are complete for Summer 2020, Fall 2020, Winter 2020 and Spring 2021, units should start planning for Summer 2021, Fall 2021, Winter 2021 and Spring 2022.

The timeline for schedule builds can be found on the Schedule of Classes webpage under the heading, *Quick Links.*

Schedule of Classes

Navigation: *Curriculum Management > Schedule of Classes*

The scheduling features within the Student Records module include the following:

- Maintain Schedule of Classes
- Schedule New Course
- Update Sections of a Class

The difference between these components is the search view.

- Maintain Schedule of Classes component displays only classes that have already been scheduled for the term and classes that rolled forward.
- Schedule New Course component displays all classes available to be scheduled in the term.
- Update Sections of a Class component displays a snapshot summary of all scheduled sections of a course and can be used to view and make changes to schedule print, consent, and enrollment capacities.

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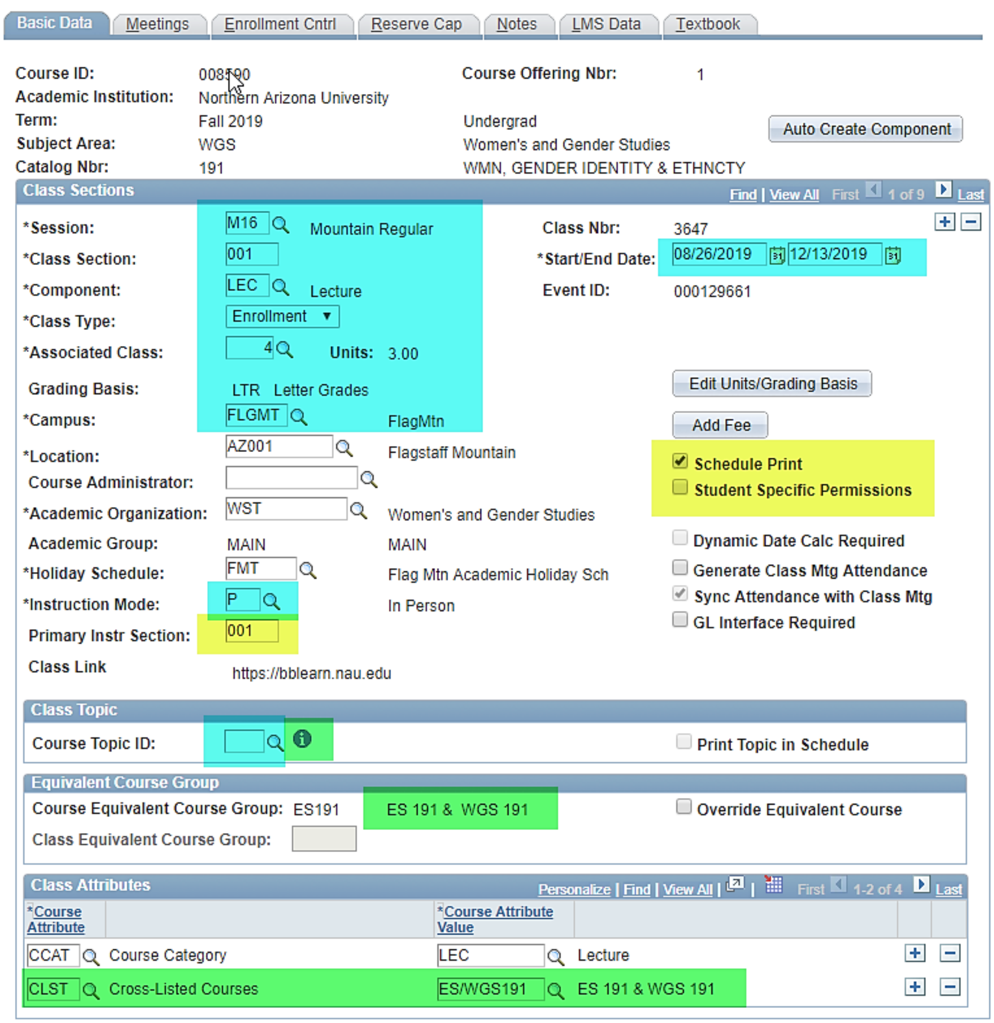
Basic Data Page

Defines all basic class data such as session/dates, section number, component, class type, campus, units, grading basis, instruction mode, primary instruction section, schedule print and topic title.

The snapshot hot below highlights the details on the Basic Data page:

- Yellow designates class details that academic units have access to input
- Light blue designates class details that SoC will enter based on either the ERS SoC Scheduling form submitted for class builds or on the SoC Request forms
- Green designates details that are informative

The Class Sections heading provides the ability for schedulers to “View All” sections, “Find” a section number and to scroll through sections by clicking the arrow.



Academic Units Data Field Entry

- Primary Instruction Section:
  - When an instructor teaches multiple sections of the same course and the session, units, grading basis, mode of instruction, and topic are consistent for each section, the instructor may request to roll the sections into one primary instruction section. This will create one Learning Management System (LMS) BbLearn shell, so the instructor will not need to repeat the same class content for each BbLearn shell.
  - The process for rolling up sections of a course into one BbLearn shell is as follows:
    - change all the primary instruction section numbers to match one of the section numbers. For example, if an instructor is teaching sections 001, 002 and 004. Change sections 002 and 004 to 001, so all three numbers are the same.
  - Remind instructors it is very important for them to let you know if any of the rolled up sections need to be unrolled or if another section is added. Rolled up sections cannot be changed once the class begins, because student work cannot be moved from the BbLearn shell, only content can be moved. If any changes are necessary to sections that are rolled up, prior to the start of the class, send an email to elc-help@nau.edu with the changes detailed. **The initial request for rollups feeds automatically to BbLearn, but changes do not.**

- Student Specific Permissions:
  - The box for student specific permissions should be checked when an academic unit prefers to assign permission numbers to specific students, rather than generating generic permission numbers to give to students as needed. Refer to the Permission Number chapter for further details.

- Schedule Print:
  - Only uncheck Schedule Print if a class should NOT be viewable in the class search. Advisors will still see the class; however, students and guests will not. For example, departments may prefer to not print an Independent Study class in the class search, since these classes are requested by a student to meet their specific needs.

Schedule of Classes Data Field Entry

- Session:
  - Sessions are listed on the Registrar webpage, https://in.nau.edu/registrar/important-dates/.
  - If the class is dynamically dated (DD), the class start and end dates must be identified. Based on the dates, the SoC team will determine the correct DD session, calculate the rule for add/drop/withdraw, and add the rule to the class.
    - A class note with the add/drop/withdraw dates will populate so students are aware what dates will apply. These dates will differ from add/drop/withdraw dates for regular sessions.
    - If a class begins within the first week of a regular session start date and ends within the last week of the regular session end date (M16, M8A, M8B, M5A, etc.), the class is not a DD session. It should be scheduled as a class with a regular session.

- Section numbers:
  - Section numbers should be selected based on the next consecutive number shown in the "Class Section" heading. If deemed necessary, section numbers may be changed *until* the schedule build has ended. Changing section numbers after classes are fed to BbLearn will result in the class having different section numbers in BbLearn than in LOUIE.
    - Single digit numbers should be 001, 002, 003...
    - Double digit numbers should be 010, 011, 012…
    - If the numbers are not 3 digits, a list of section numbers for reports will not be in sync and will read 1, 11, 12… 100, 101, 102 and 2, 21, 22… 200, 201, 202, etc.
    - If all section numbers aren't three digits, there is a possibility that 01 and 001 may exist for the same class, which creates issues. Keep in mind that the system will not prohibit entry of an 01 or 001, since they are not duplicate numbers, *nor will it prohibit the entry of the identical section number for different sessions,* and this is very problematic.
    - Lab sections of lecture/zero-unit lab component classes will be labeled A, B, C, etc. Stand-alone labs, which are designated as L, e.g.., 251L, will be input as 3 digit numbers. This numbering system is important for reporting, eLearning, etc.

- Component:
  - When offering lecture/zero unit lab classes, the component for the lab class must be changed to LAB. The class type must be identified as Non-Enrollment, and the association of 9999 will populate once SoC enters this data.
  - Zero-unit lab section numbers should not be numbers, but instead - letters of the alphabet: A, B, C. This will distinguish these classes from standard classes that are assigned units and grading bases. Once the data input for zero-unit labs is saved, no units or grading basis will populate.

- Grading Basis:
  - BTH/BIP (Both and Both In-Progress) grading basis classes require a selection of the appropriate grading basis, such as Letter or Pass/Fail. The class will remain tentative until a grading basis is selected. Once published, the grading basis should not be changed, so be units need to be thoughtful when selecting the grading basis for a class.

- Variable Units:
  - Classes may be offered as variable unit, if approved as variable at the course level; however, a topic class should be offered for a specified unit. If the units will vary from the approved minimum and maximum units (but within the parameters of the units), or if all the students must enroll in the class for the same number of units, the units need to be identified at the time of the class build and should not be changed once the class is published. Note 108 should be added to the Notes page for variable unit classes, reminding students they need to select the number of units or the units will revert to 1.

- Campus:
  - DISLN campus is selected for O (online) classes. FLGMT and other campuses are selected for P (in-person) or BL (blended) classes.

- Instruction Mode:
  - There are three instruction modes:
    - In-person classes provide a face-to-face learning experience. In-person classes meet at a regularly scheduled time. The class meeting times will need to be identified and should be standard meeting patterns.
    - Blended classes meet at a regularly scheduled time, but twenty-five percent or more of the conventional class time is replaced with out-of-class activities, which may include use of technology. Only the class meeting time will be identified. For example, if a W meeting pattern is replaced with out-of-class activities for a standard M/W meeting pattern – only the M in-person portion of the class will be identified.
    - Online classes are delivered via the Internet. There will be no meeting pattern identified for online classes, unless they are synchronous (real time). If students are required to meet online at the same time, the classes will need to have a meeting pattern identified, and academic units will request the synchronous classroom, CS1074-SYN.
  - The International Blended/Online note will populate on the Notes page for online classes once the class is saved and exited. The Blended and International Blended/Online notes will populate on the Notes page for blended classes once the class is saved and exited. Do not remove these class notes.

- Holiday Schedule:
  - FMT populates as the holiday schedule and will be input for FLGMT in-person and blended classes, as well as online classes built by FLGMT schedulers.
  - STW holiday schedule will be used for STW campus classes and online classes built for STW campuses.

- Topic ID:
  - If a class requires a topic, the topic title and ID number need to be identified.
  - The print check mark will default after the topic ID is added, and the topic will be present in the class search and on the student's transcript.
  - Academic units will copy and paste the topic description into the Notes page in the free format note box. This will provide students with a better understanding as to what the class will encompass, which has the added benefit of increasing interest and enrollment.
  - If the topic needed is not present in the list after clicking the magnifying glass to search for the class topics, the academic unit will submit a New Topic Request form for processing. The form is found on the Schedule of Classes webpage under the Forms heading. Units should keep a copy of the signed form for reference. This will also allow units to easily find the topic description, since LOUIE doesn't provide a place to save the description.

Informative Details

- Class Link:
  - The class link displays the URL when content exists in the LMS (BbLearn) shell. Classes are generally fed to BbLearn within a month after classes are published. Once content exists in the BbLearn shell, units can begin adding Designer access to instructors, other than Primary Instructors, who require access to add, change, etc. content.

- Topic Icon:
  - Click on the icon next to the Topic ID box to see the topic titles that are available because they have been requested and added to the course.

- Equivalent Course Group and Class Attributes:
  - If courses are approved to be co-convened or cross-listed, they will be identified in the Equivalent Course Group block and with a CNVN or CLST attribute. If units wish to combine classes that are not approved, they will require a one-time approval, prior to being requested to be built to meet together. Refer to the One-Time Cross-listed/Co-convened on the Schedule of Classes webpage, under the heading, Additional Resources.

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Meetings Page

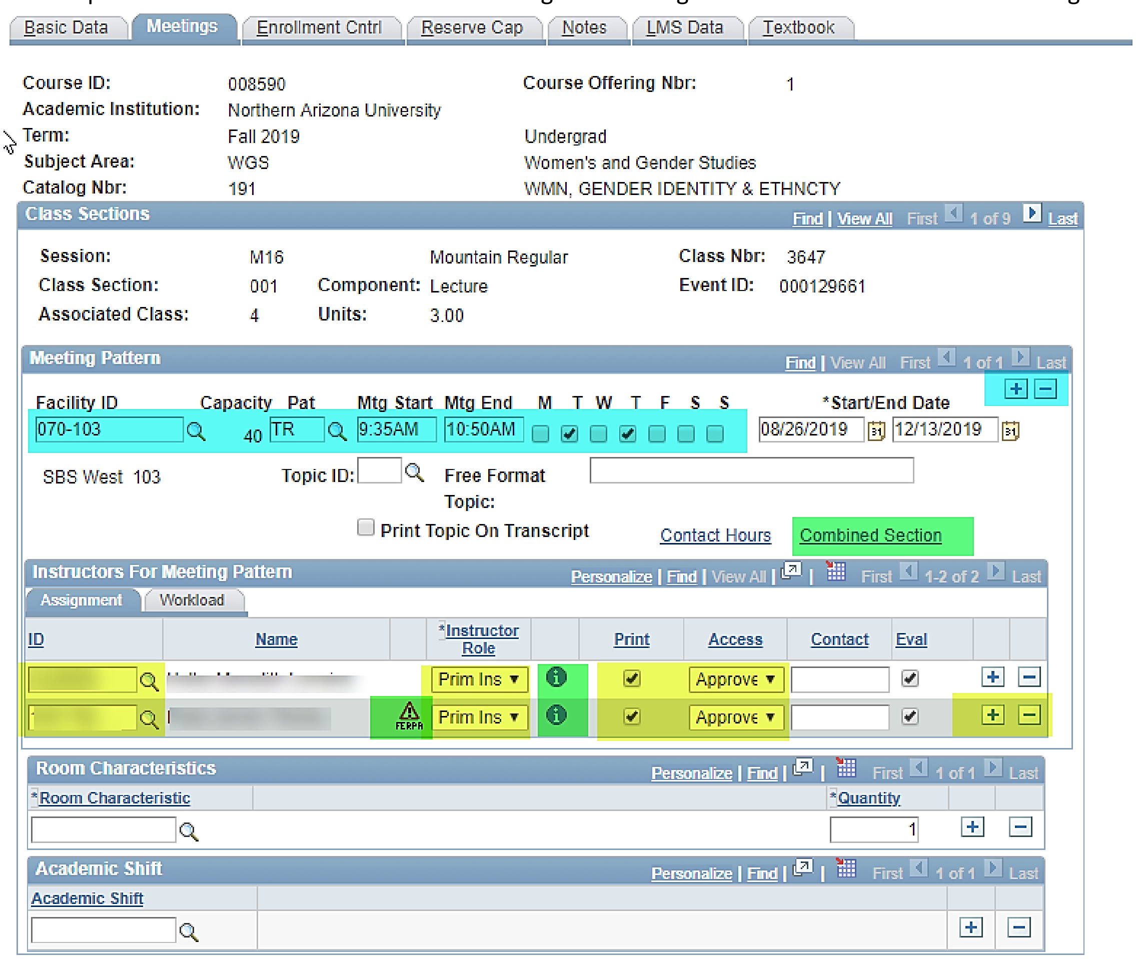
Specifies when, where, and the instructor information.

The snapshot below highlights the details on the Meetings page:

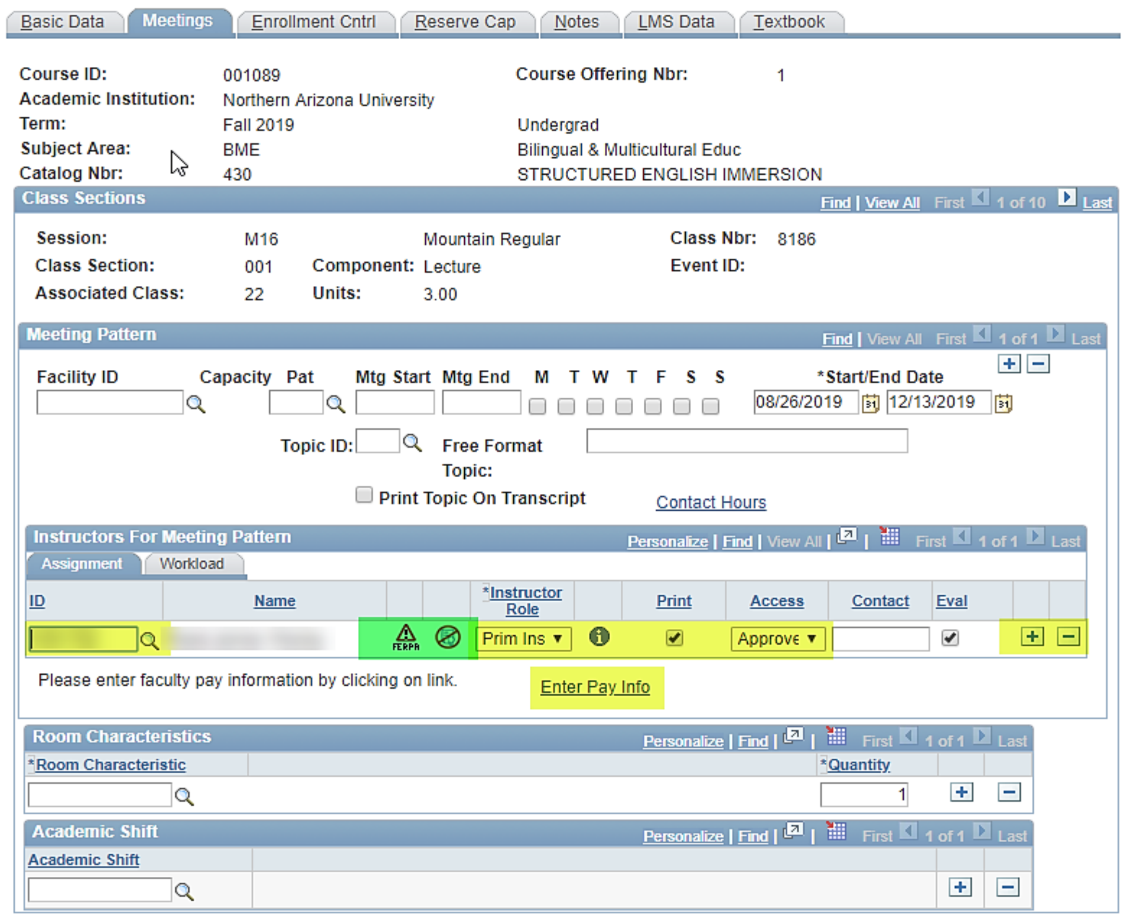
- Yellow designates class details that academic units have access to input
- Light blue designates class details that SoC will enter based on either the ERS SoC Scheduling form submitted for class builds or on the SoC Request forms
- Green designates details that are informative

The Class Sections heading provides the ability for schedulers to "View All" sections, "Find" a section number and to scroll through sections by clicking the arrow.

These options are also available under the headings of Meeting Pattern and Instructors for Meeting Pattern.



The snapshot below displays an online class. No meeting pattern is entered for online classes. If the instructor hasn't completed the online tutorial, the icon will display. Finally, pay questions will need to be answered for instructors who teach online classes, so the link "Enter Pay Info" displays.



Academic Units Data Field Entry

- Instructor ID:
  - Input the instructor ID or click on the magnifying glass to look up an instructor's name. Once the instructor ID populates, hit the tab key and the instructor's name will appear. It is not uncommon to have the same or similar instructor names, so be certain to select the correct ID and, if necessary, verify this information with the instructor. An instructor must be input for each meeting pattern.
    - Click "View All" whenever adding multiple instructors for a meeting pattern. This will avoid duplicating instructors and ensure all the instructors have been added.
    - Click the plus (+) button to add another instructor.

- Instructor Role:
  - Select the instructor role. It is very important this information is correct for reporting purposes. The roles, as well as how they correspond to roles in LMS (BbLearn) are defined below. Hovering over the icon next to the instructor role will populate the definition for each instructor role.
    - Primary Instructor:
      - Every class must have a primary instructor.
      - The primary instructor is the instructor of record who is ultimately responsible for providing instruction and grading for the class. Use this role to indicate the instructor with primary responsibility for the class even when this instructor is a Graduate Teaching Assistant.
      - The primary instructor may have no grading access (i.e. 699 and 799 classes), grade access, or approve access. At least one instructor listed on a class must have approve access.
      - S/he may also be checked to print in the class search and show as the contact person for the class. Students should be provided with a contact for each class.
      - The check mark will automatically populate in the EVAL check box for all primary instructors and may be removed at the discretion of the department.
      - In LMS (BbLearn), the primary instructor may view the grade center, grade assignments, assessments and discussions, use messages and discussions, change tool and course properties. S/he may add/delete/change course content, which differentiates a primary instructor role in LMS (BbLearn) from all other roles.
      - Instructor workloads may be adjusted/overridden by an authorized individual in FAAR.

    - Secondary Instructor:
      - The secondary instructor role should be used if a class has an instructor or faculty member who is not ultimately responsible for providing instruction and grading for the class, but s/he co-teaches the class. Teaching assistants should never be placed in this role. They will either be primary instructors if they are responsible for the class or identified as TA. Planning and institutional Research (PAIR) can only pull TA information from the primary and TA roles.
      - The secondary instructor may have no grading access, grade access, or approve access.
      - S/he may also be checked to print in the class search and show as a contact person for the class if appropriate.
      - The check mark will not populate in the EVAL check box for secondary instructors but may be checked at the discretion of the department.
      - In LMS (BbLearn), the secondary instructor may view the grade center, grade assignments and discussions use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
      - The instructor workloads may be adjusted/overridden by an authorized individual in FAAR

- Teaching Assistant:
  - The teaching assistant role should be used to indicate a Graduate Teaching Assistant (GTA) or undergraduate student who is assisting a primary or secondary instructor
  - If a TA is the primary instructor, they should be placed in that role, rather than the TA role.
  - Anyone other than a primary or secondary instructor who determine a valuation of performance of assignments in terms of grading, should be placed in the TA role.
  - The teaching assistant may have no grading access, grade access, or approve access.
  - S/he may also be checked to print in the class search and show as a contact for the class.
  - The check mark will not populate in the EVAL check box for teaching assistant but may be checked at the discretion of the department.
  - In LMS (BbLearn), the teaching assistant may view the grade center, grade assignments and discussions, use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
  - Teaching assistants should not have instructor workloads reported to FAAR.
- Steward:
  - The steward role should be used by anyone who needs to be identified as having an association with the class and does not fit into the roles of primary instructor, secondary instructor, TA, or grader. Examples are supervisors, coaches, administrators, etc.
  - Steward should not be grading student work in terms of determining a valuation of performance of assignments, but may access the grade book to assist the instructor or department. If s/he is not teaching a class but is determining a valuation of performance, enter them as a TA.
  - Steward may have no grade access or approve access.
  - S/he would most likely not be checked to print in the class search and show as a contact for the class.
  - The check mark will not populate in the EVAL check box for steward and there would probably not be a reason to evaluate a steward; however, it may be checked at the discretion of the department.
  - In LMS (BbLearn), the steward may view the grade center, grade assignments and discussions use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
  - Stewards should not have instructor workloads reported to FAAR.
- Grader:
  - The grader role should only be used to indicate an individual who is responsible for the data entry of student grades into LOUIE.
  - Grader may have grade access or approve access.
  - Grader has no responsibility for the administration of the class or for determining a valuation of performance of assignments and should never be given any other role.

    - S/he should never be checked to print in the class search and show as a contact for the class.
    - The check mark will not populate in the EVAL check box for grader and s/he should never be checked to receive an evaluation.

- If appropriate, click on the same icon you can hover over to see the instructor definitions, to request Designer build access for secondary, teaching assistant, or steward instructor roles in LMS (BbLearn). Access can be requested once classes have fed to BbLearn (generally a few weeks after the schedule is published). Click the link, http://tinyurl.com/nau-bb-designer. The class link displays the URL on the Basic Data page when content exists in the LMS (BbLearn) shell.
- **There must be at least one Primary Instructor assigned to each class prior to the class start date.** Input instructor information as soon as the instructor is identified.

➢ Print:
- Print populates if the primary instructor role is selected. If the instructor is checked to "Print", they will be viewable in Class Search as the contact for the class. If the primary instructor should not be the contact, uncheck Print and check Print for the appropriate instructor.

➢ Access:
- Select Approve or Grade Access from the drop down box. Access controls mid-term and final Grade Roster access.
- Approve access will allow the instructor to both input grades and approve the grades to be sent to Registrar Grades.
- Grade access will only allow the ability to enter grades.
- **There must be one instructor with approve access for each class, prior to the start of the class**.
- 699 and 799 classes will be built with Karina Collentine and Kelly Janecek from the Graduate College as graders with approve access. The primary instructor will have no grade access. These classes are exceptions.

➢ Eval:
- The Eval checkbox is used to map an instructor to receive a student evaluation. All primary instructors are automatically checked to be evaluated. If a primary instructor should not be evaluated, uncheck the box. Secondary instructors and TAs are not automatically checked to be evaluated. Check the Eval box if they should receive an evaluation. A steward should most likely not be checked to be evaluated. A grader should never be checked to be evaluated. Be sure to map evaluations prior to the start of the term or as soon as an instructor is identified. This will ensure instructor evaluations are set up prior to the date the data is batched and sent to CoursEval.

➢ Enter Pay Info:
- This hyperlink will display for all summer, winter, online, or statewide classes under the heading, Instructors for Meeting Pattern.

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Please enter faculty pay information by clicking on link. Enter Pay Info

FOR 310	Class Nbr: 1004
TEST TITLE	Section: 02
Winter 2012	Flagstaff Mountain
1-6 units	Winter 4 Week
Pending	In Person
Tentative Section	

Reset Course

Estimated total rent for facilities: 0.00 OK

		EmplId	Instructor	Role	EC Pay	Paid Crhr	Salary	Custom Salary
PAY INFO	Incomplete	1017907	Theresa Rogers Unknown Unknown	Primary Instructor	N	0	$	N

Total number of paid credit hours distributed is currently 0 of 6 available credit hours.

This class has one or more instructors with unanswered pay questions, it will not be made active until all pay questions have been answered

- Instructions are as follows:
  - Select the hyperlink “Enter Pay Info” to enter compensation information for instructors of the class.
  - Select “Pay Info” and enter the instructor’s primary affiliation, as well as how the instructor will be paid and the credit hours for which they will be compensated.

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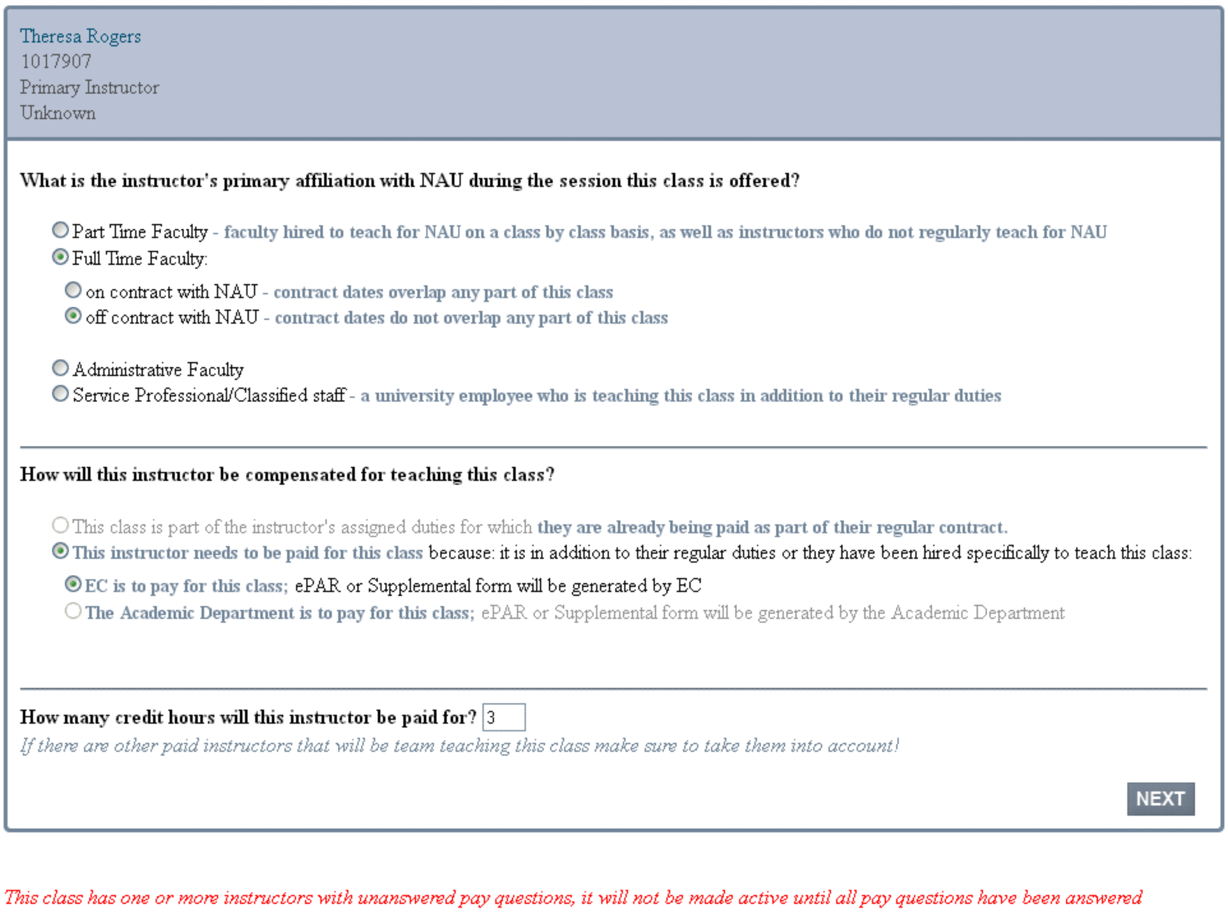
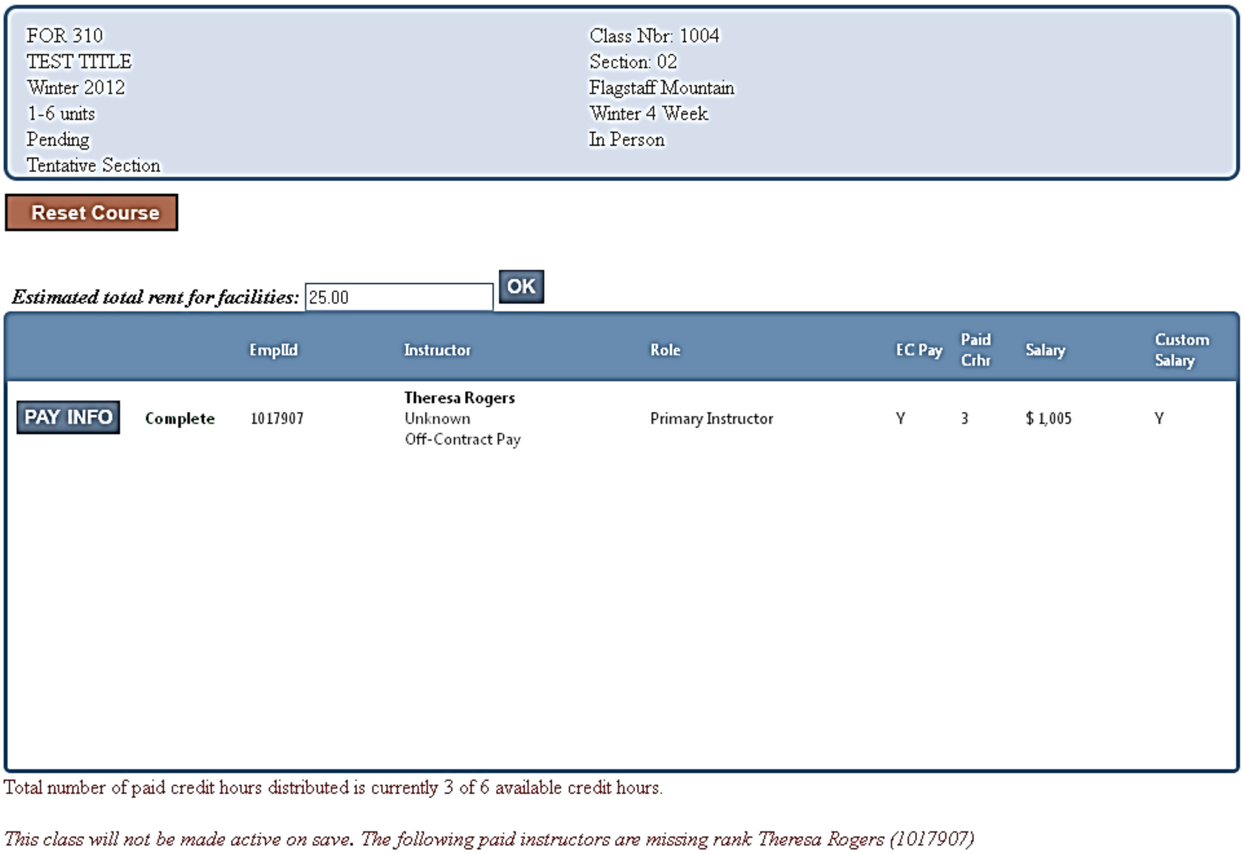


- Click "Next" to enter suggested salary, if any. When all pay information has been entered, the instructor will show as "Complete." The red text at the bottom provides information on progress toward pay setup completion.
- Once pay information is complete for all the class instructors, the class will move from tentative to active by a process that runs hourly. Check on the hour to be sure the class changed to active status.



- Click the Reset Course button to erase all pay answers if necessary.
- Department chairs should refer to the EC Instructor Approval page if the message states "missing rank", https://admin.extended.nau.edu.

Schedule of Classes Data Field Entry

➢ Facility ID:
- CollegeNET's 25Live classroom scheduling system will assign facility IDs, unless the class has been approved to be pre-assigned to a specific classroom/s. In these scenarios, add the approved classroom to the facility ID data field on the ERS SoC Worksheet. It is important that units verify there are no conflicts.
- If the class has a meeting pattern, but won't meet in a classroom, academic units must input 999-TBA in the facility ID data field on the ERS SoC Worksheet. An example of this situation is a class will meet in a faculty's research lab, rather than a classroom.
- If a class is online and students will meet online at the same time (synchronously), the academic unit will input the facility ID, CS 104-SYN, on the ERS SoC Worksheet.

- Failure to input a pre-assigned classroom, 999-TBA or CS 104-SYN will result in a general use classroom being assigned to the class. This means that a classroom that was likely needed for a class, won't be available when 25Live assigns classrooms because it is assigned to a class that doesn't need a general use classroom. Keep in mind that academic units have to change meeting patterns when classrooms aren't available for a requested meeting pattern, so this can be a significant oversight.

➢ Meeting Pattern:
- In-person and blended classes should have a meeting patterns, unless they are course lines, such as Independent Study, Fieldwork, Thesis, etc. Blended classes will have a meeting pattern identified for the in-person meeting/s only.
- Online synchronous classes should have a meeting pattern identified. Online classes that do not meet at the same time will not have a pattern.
- Academic units should refer to the Standard Meeting Time Policy when determining the meeting pattern for a class. Only classes that cannot legitimately be scheduled within standard meeting times should be exceptions. Scheduling outside standard meeting times often:
  - limits student's ability to maximize their schedules
  - limits the maximization of classroom usage
  - impacts the ability of other units to effectively use classrooms
  - doesn't allow adequate passing time between classes
  - creates conflicts relating to the scheduling of final exams.
- In-person and blended classes must meet for adequate contact hours. Review the Course Credits / Units of Credit Policy.

Informative Details

➢ Combined Section Link:
- The "Combined Section" link will populate in the meeting pattern block if combined classes have been added to the Combined Section Table. Click on the link to verify the combined section details. When making changes to a class, always check to see if the link is present. If the class is combined, remember that changes made to one class in the combination are likely required to be made to the other class/es in the combination.

➢ FERPA icon:
- The FERPA icon displays to the right of an instructor's name if they have not completed the FERPA tutorial. Ask the instructor to promptly complete the ferpa tutorial. Instructors, as well as anyone associated with a class who has access to student information, *must* complete FERPA prior to the class start date. Run the Enterprise Report "Scheduled Instructors Who Need Ferpa Training" several weeks prior to the start of the term to verify all instructors have completed the tutorial.

➢ Online Certification icon:
- This icon populates if an instructor hasn't completed the online certification. Click on the icon to connect to eLearning link that provides further details.

➢ Instructor Role "i" icon:
- Hovering over the icon next to the instructor role will populate the definitions for each instructor role.

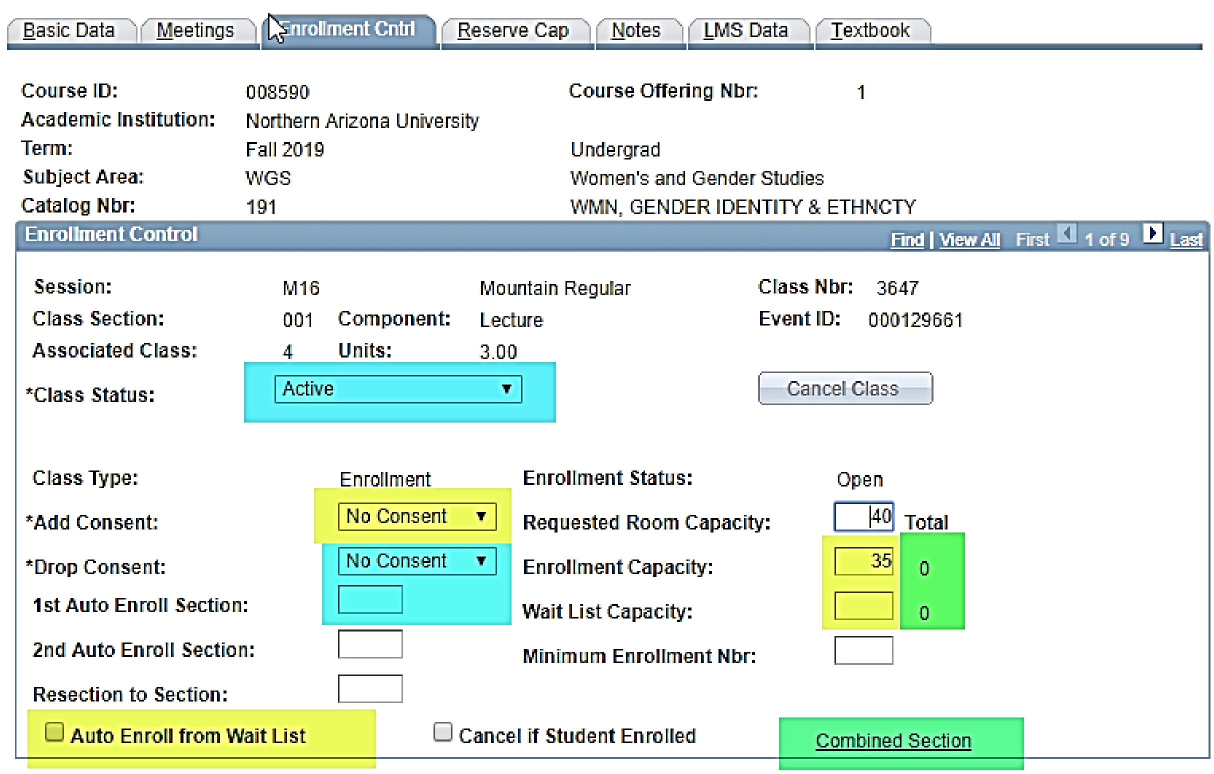
Enrollment Control Page

Defines the status of the class, consent, enrollment capacity, wait list capacity and auto enroll section.

The snapshot below highlights the details on the Enrollment Control page:

- Yellow designates class details that academic units have access to input
- Light blue designates class details that SoC will enter based on either the ERS SoC Scheduling form submitted for class builds or on the SoC Request forms
- Green designates details that are informative

The Enrollment Control heading provides the ability for schedulers to "View All" sections, "Find" a section number and to scroll through sections by clicking the arrow.



The snapshot below displays an online class with the appropriate "Cancel Class Request" link that populates for all online, summer, winter and statewide classes. Flagstaff Mountain and Phoenix Biomedical classes are cancelled via a request form, rather than by selecting the link.

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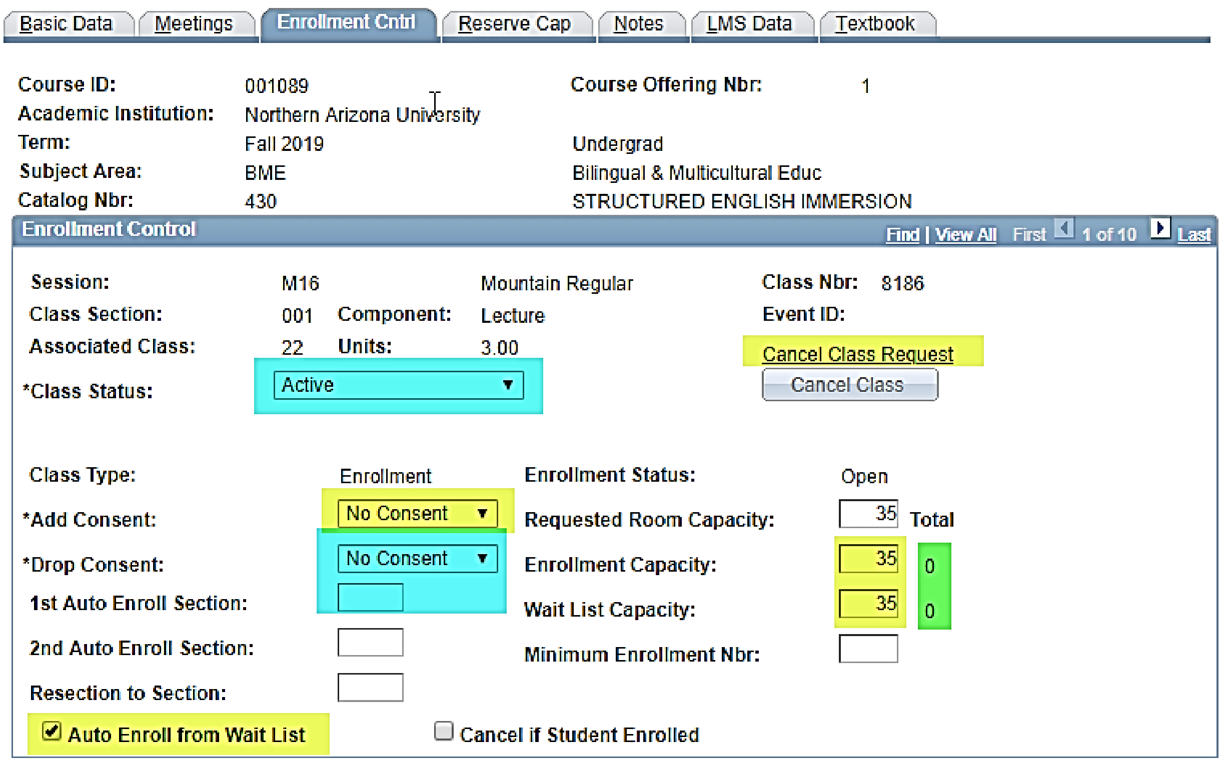


Academic Units Data Field Entry

- Enrollment Capacity:
  - Input the enrollment capacity. This should be completed before the schedule build is final. The enrollment capacity should be thoughtfully assessed and reflect the anticipated enrollment in the class. If the enrollment capacity isn't input and a facility ID is required, no room will be assigned because a room can't be assigned to a class with no capacity.
  - Refer to the Course Demand and Projections Report sent by the Provosts Office. The report will serve as a guide for the number of sections required for specified classes.
  - The enrollment capacity should never be changed to zero, unless the class will be cancelled.
  - The enrollment capacity should never be increased beyond the layout capacity of the classroom, even if you feel the room can accommodate more students. The layout capacity for a classroom populates next to the facility ID, once the room is assigned. Refer to the Layout Capacities by Location report on the Schedule of Classes webpage to verify a classroom's layout capacity.
  - If there is a need to view the Class Roster, navigate to Curriculum Management>Class Roster>Class Roster and input the class details. Find the correct section and click on Enrollment Status and select Enrollment.

- Wait List Capacity:
  - Wait list capacity and enrollment capacity should always be the same.

- **Do not set up wait list for the following classes:**
    - dynamically dated
    - lecture/zero-unit lab
    - co-requisites
    - combined sections, with the exception of a regular class combined with an honors class with an enrollment of 1 or 2 students
- If there is a need to view the Wait List Roster, navigate to Curriculum Management>Class Roster>Class Roster and input the class details. Find the correct section and click on Enrollment Status and select Wait List to view the Wait List Roster.

➢ Auto Enroll from Wait List:
- The Auto Enroll from Wait List box should be checked for any class that will allow students to wait list.

➢ Consent:
- If the class is approved at the course level to require consent, select Instructor Consent or Department Consent in the Add Consent drop down box.
    - A note should be added to the Notes page providing direction for students – phone number, office – details about how to obtain consent.
- Do not use consent required to abridge the add deadline. Remember that classes should allow enrollment until the add deadline. An academic unit must receive approval from the Vice Provost of Academic Affairs before a class can shorten the add deadline date. SoC needs to be copied on email requests because the approval documentation is monitored by this office.

➢ Cancel Class Request:
- The Cancel Class Request hyperlink will populate for summer, winter, online and statewide classes. Select this hyperlink if a class that meets the criteria needs to be cancelled, and an email will be sent to Online/Off Campus for cancellation processing. If the link isn't working, please send your request to Info.Statewide@nau.edu

Schedule of Classes Data Field Entry

➢ Enrollment Status:
- Enrollment Status is derived based on enrollment capacity, compared to the enrollment total. If there are open seats, the enrollment status should state open rather than closed.

➢ Class Status:
- Class Status is selected as:
    - Active
    - Cancelled Section
    - Tentative Section
        - Tentative Section may be selected if, for example, it is questionable whether an instructor will be hired who is qualified to teach the class. Please note the class will not be viewable in class search, to advisors, etc.

- Tentative Section may also populate if more information is needed for instructor EC pay. Remember the class will not change to active status until the top of the hour after the pay information is input. Always follow up to ensure the class status changed from tentative to active.
- Classes with BTH or BIP grading basis will remain in tentative status until a grading basis is selected.
- Prior to the publish date, and at selected intervals through the start of the term, check all classes with a tentative status to verify if EC pay information or the grading basis are the reason the class is in tentative status.

- 1st Auto Enroll Section:
  - This may be used if students in a zero-unit lab section should be enrolled in a matching lecture section of a lecture/zero-unit lab component course. This will enroll students into both sections the lecture and the matching zero-unit lab classes.

Informative Details

- Combined Section Link:
  - Click on the link to view the Combined Section Detail, which is covered later in this manual. Be sure that any changes made to one class on the SoC Meetings page are made to the other class or classes in the combination. In addition, changes to the enrollment and wait list capacities must be adjusted in the Combined Section Table for the overall enrollment and wait list capacity totals.

Reserve Capacity Page

Defines any number of reserve capacity groups for a class.

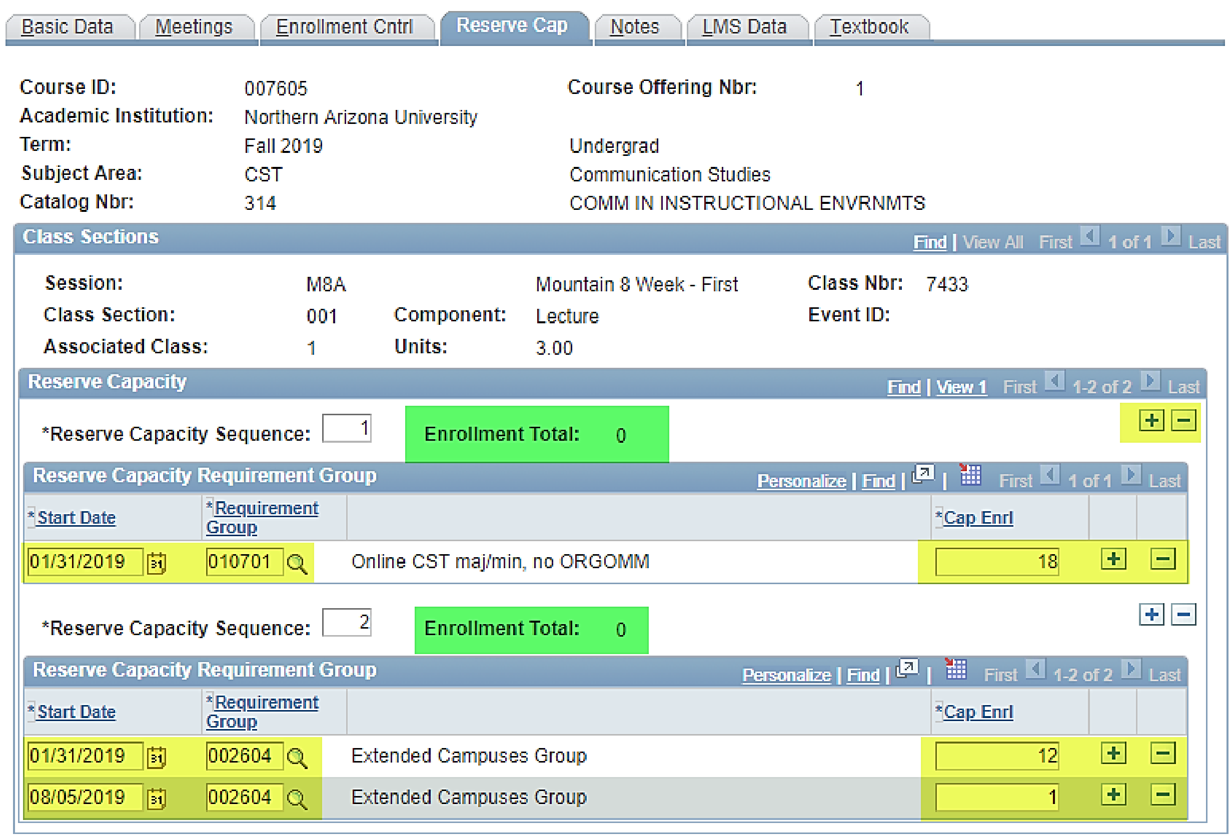
Academic units have access to the entire page. The snapshot below highlights the details on the Enrollment Control page:

- Yellow designates class details that academic units have access to input.
- Green designates details that are informative

The Class Sections heading provides the ability for schedulers to "View All" sections, "Find" a section number and to scroll through sections by clicking the arrow.

These options are also available in the Reserve Capacity heading.

The second Reserve Capacity Sequence provides an example of how to release a reserve, using the number 1.



Academic Units Data Field Entry

- Start Date:
  - Insert the start date for the reserve requirement group (generally the day it is entered).

- Requirement Group:
  - Input the requirement group. Refer to the list of the most commonly used requirement groups, which is found under the heading, Additional Resources, on the Schedule of Classes webpage.

- Capacity Enrollment:
  - Insert the capacity enrollment (the number of students for whom seats will be reserved).
    - If the enrollment capacity needs to be changed or if a release date needs to be added, click on the plus (+) button to add another row. Input the effective date for the change or release, using the identical reserve requirement group number. Input the new capacity enrollment. If releasing a reserve, input the number 1. All changes to the capacity enrollment for a specific requirement group will be made within the same reserve capacity sequence.
  - If a class has multiple reserve groups, click the plus (+) button in the reserve capacity heading to add another requirement group number. Each requirement group that is added has a different reserve capacity sequence number.
  - When a student enrollment request is processed, the system automatically searches through the reserve capacities in sequential order and places the student in the first group with an available spot for which the student qualifies, based on the reserve capacity group rules.

Informative Details

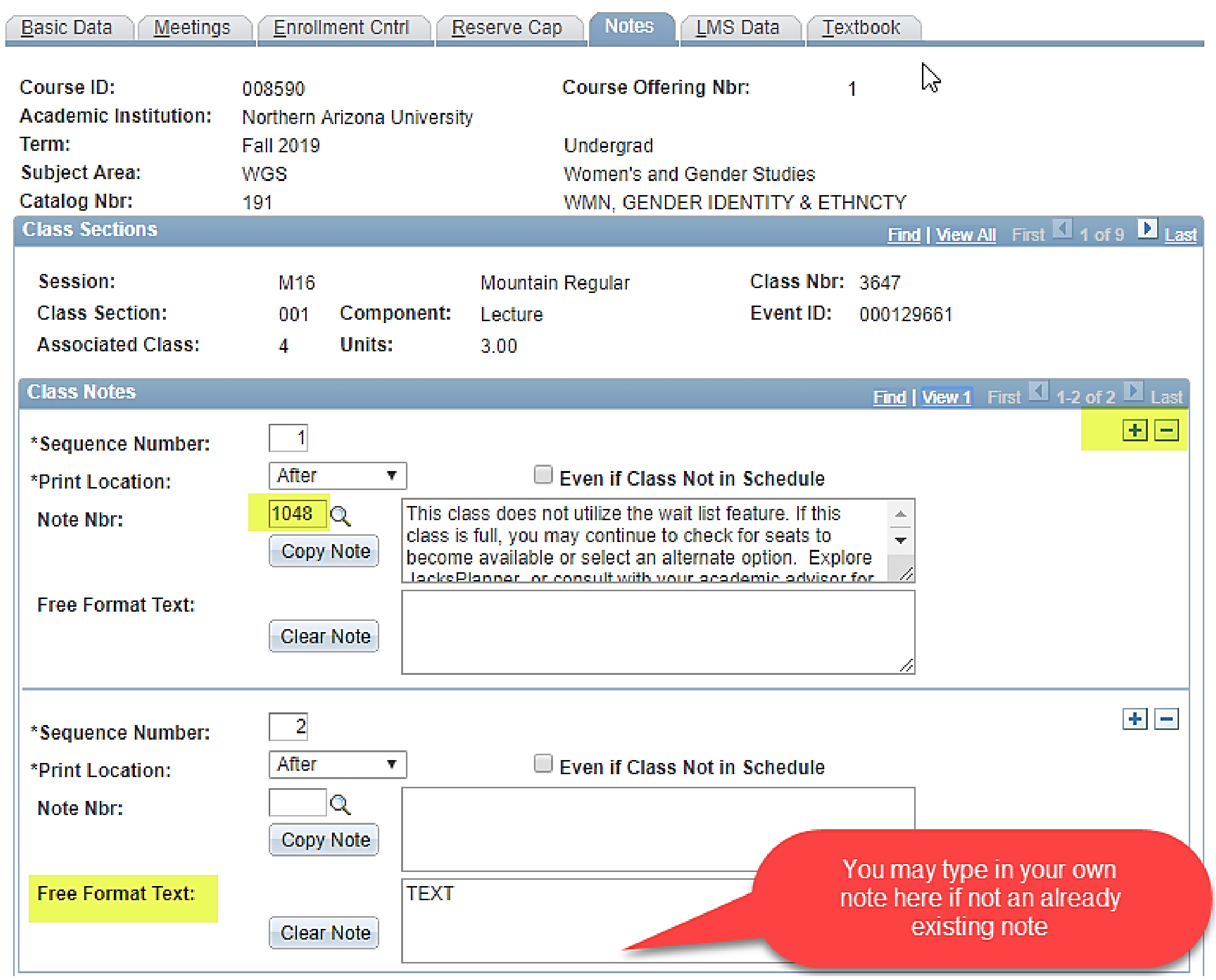
- Enrollment Total:
  - The Enrollment Total found in the Reserve Capacity block tracks the students who have met the reserve requirement and enrolled in the class.

Notes Page

Defines one or more notes that may be added to a class. Notes can be predefined, modified, or completely free format. Notes will show to all populations via the class search when drilling into the class section detail page. Students can also view the notes in My Class Schedule and Study List when they click on the class link.

Academic units have access to the entire page. The yellow highlights the exact class details that academic units have access to input.

The Class Sections heading provides the ability for schedulers to “View All” sections, “Find” a section number and to scroll through sections by clicking the arrow. The Class Notes heading allows these same options. Click “View All” when adding notes to avoid duplications and to identify all the class notes.



Academic Units Data Field Entry

- Pre-defined Notes:
  - Click on the magnifying glass for a list of pre-defined notes and select the appropriate note number.
  - If verbiage needs to be added to an existing note, click on Copy Note, and the existing note will copy in the free format text box, where the note can be customized.

- Free Format Text:
  - Add a free format note by typing in the free format text box.
  - Topic descriptions do not populate in LOUIE – only the title is present. To assist students in better understanding the topic offered, copy and paste the topic description into the free format text box on the Notes page.
  - If a free format note is used on a regular basis, request a permanent, pre-defined, note. Once built, select the note ID number, rather than typing the note for each applicable class.

- Multiple Notes:
  - Click the plus (+) button to add more than one note. You cannot add both a pre-defined note and a free format note in the same block. The plus button will duplicate another blank block and select either a pre-defined note or write a free format note.

- Dynamically dated, blended, and online classes:
  - These classes require predefined class notes. The notes will populate once the class is saved and exited. Do not remove these notes from classes.

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Update Sections of a Class

Navigation: *Curriculum Management > Schedule of Classes > Update Sections of a Class*

Provides a quick way to change schedule print, status, consent, and/or update enrollment/wait list capacity on multiple sections of the same course.

The snapshot below highlights the details on the Update Sections of a Class page:

- Yellow designates class details that academic units have access to input
- Green designates details that are informative

The Class Sections heading provides the ability for schedulers to "View All" sections, "Find" a section number and to scroll through sections by clicking the arrow.

Update Sections of a Class

Course ID:	010945	Course Offering Nbr:	1
Academic Institution:	Northern Arizona University		
Term:	Fall 2019	Undergrad	
Subject Area:	NAU	Northern Arizona University	
Catalog Nbr:	120	STUDY SKILLS & COLLEGE SUCCESS	

Class Sections Personalize | Find | View All | First 1-3 of 3 Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Mtn Reg	001	5700	Lecture	Open	E	A	1				N	D	✔
Mtn Reg	002	5701	Lecture	Closed	E	X	2				N	D	✔
Mtn Reg	003	5702	Lecture	Open	E	A	3				N	D	✔

Save | Return to Search | Previous in List | Next in List | Notify

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The snapshot, below, shows the Class Enrollment Limits tab. This tab will also note if the class is part of a combined section by populating a link to view the combined section table.

Update Sections of a Class

Course ID:	008590	**Course Offering Nbr:**	1
Academic Institution:	Northern Arizona University		
Term:	Fall 2019	Undergrad	
Subject Area:	WGS	Women's and Gender Studies	
Catalog Nbr:	191	WMN, GENDER IDENTITY & ETHNCTY	

Class Sections Personalize | Find | View All | First 1-8 of 9 Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Auto Enrol	Min Enrl	
Mtn Reg	001	3647	Lecture	35	2					Combined Section
Mtn Reg	002	3648	Lecture	60	2					Combined Section
Mtn Reg	003	3649	Lecture	35						
Mtn Reg	004	3650	Lecture	100	1					Combined Section
Mtn Reg	005	3651	Lecture	35						
Mtn Reg	006	7698	Lecture	35	7					Combined Section
Mtn Reg	007	4651	Lecture	35	3					Combined Section
Mtn Reg	008	4572	Lecture	60	3					Combined Section

Save | Return to Search | Notify

Academic Units Data Field Entry

- Combined Section Link:
  - Clicking Combined Section provides details for the classes included in the combination. If making changes to the enrollment capacity for one, or more than one class, that is identified as part of a combination, the total enrollment capacity must be adjusted in the Combined Section Table/Identify Combined Sections.

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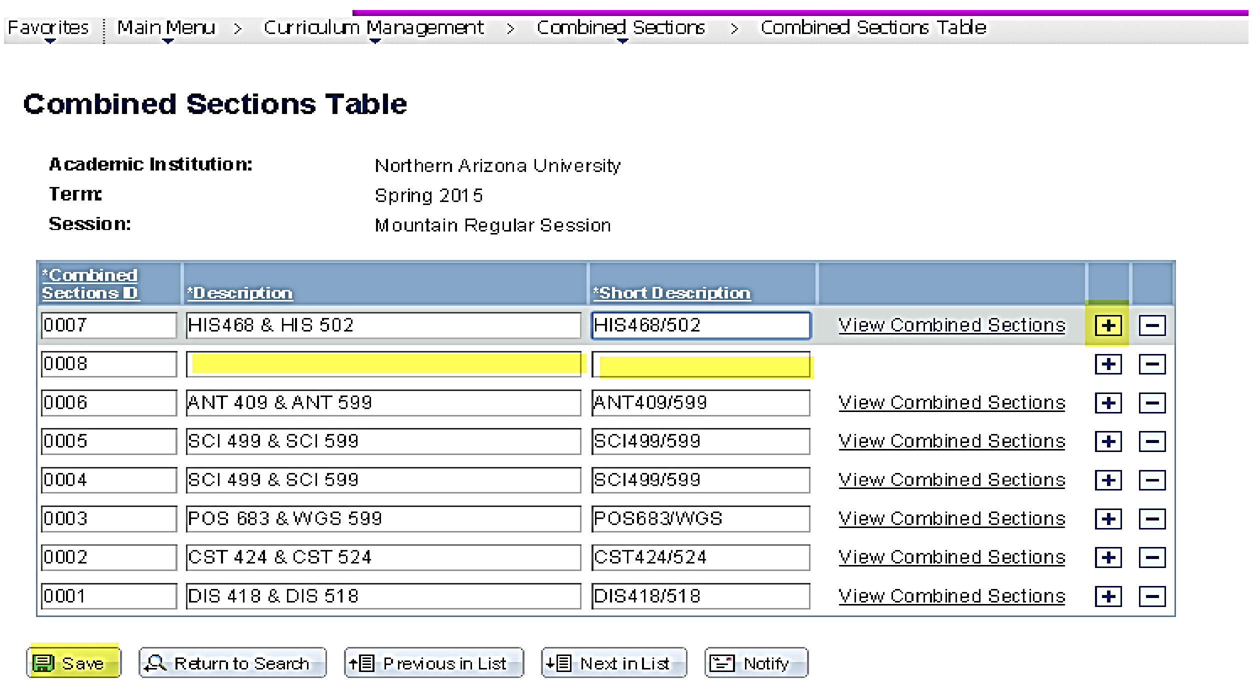
Combined Sections Table

Navigation: *Curriculum Management > Combined Sections > Combined Sections Table*

Defines courses that are combined.

The snapshot below highlights the details on the Combined Sections Table:

- Yellow designates class details that academic units have access to input



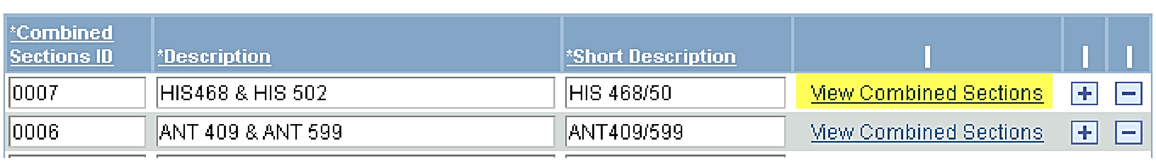
Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Academic Institution: Northern Arizona University
Term: Spring 2015
Session: Mountain Regular Session

*Combined Sections ID	*Description	*Short Description			
0007	HIS468 & HIS 502	HIS468/502	View Combined Sections	+	−
0008				+	−
0006	ANT 409 & ANT 599	ANT409/599	View Combined Sections	+	−
0005	SCI 499 & SCI 599	SCI499/599	View Combined Sections	+	−
0004	SCI 499 & SCI 599	SCI499/599	View Combined Sections	+	−
0003	POS 683 & WGS 599	POS683/WGS	View Combined Sections	+	−
0002	CST 424 & CST 524	CST424/524	View Combined Sections	+	−
0001	DIS 418 & DIS 518	DIS418/518	View Combined Sections	+	−

Save | Return to Search | Previous in List | Next in List | Notify



*Combined Sections ID	*Description	*Short Description			
0007	HIS468 & HIS 502	HIS 468/50	View Combined Sections	+	−
0006	ANT 409 & ANT 599	ANT409/599	View Combined Sections	+	−

Academic Units Data Field Entry

- Click the plus (+) button in the Combined Sections Table to add a new line and insert the description (subject/catalog number) for each of the classes that will be combined. Add a short description as well. Hit Save. Then, as shown in the second snapshot, above, click “View Combined Sections”.

- Combined sections consist of either:

- cross-listed classes - the same class offered with different prefixes to meet requirements for each major, i.e. WGS 191 & ES 191
- co-convened classes - the same class offered as an undergraduate class and a graduate class within the same subject, with additional work required for the graduate students, i.e. CST 424 & CST 524

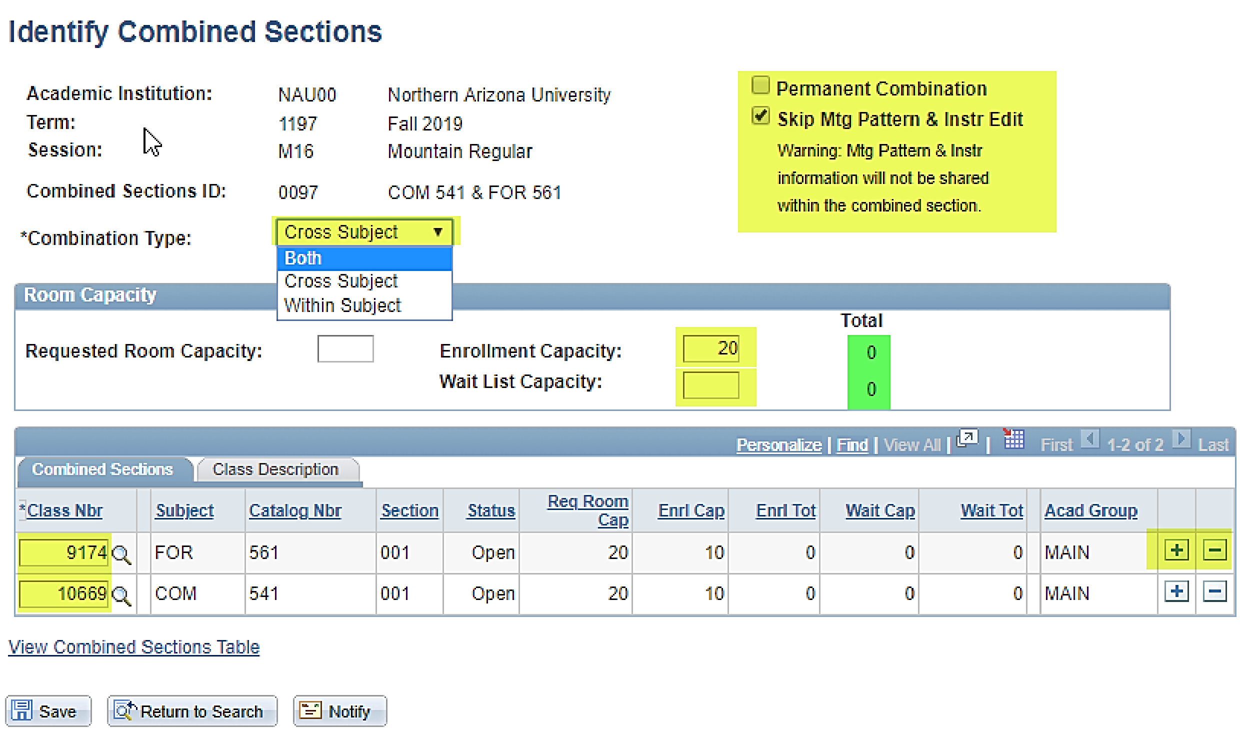
Identify Combined Sections

Navigation: *Curriculum Management > Combined Sections > Combined Sections Table*

Defines the combination type, whether this is a permanent combination, if units will skip meeting pattern and instructor edit, enrollment capacity, wait list capacity and class numbers of the combined classes.

Academic units have access to the entire page. The snapshot below highlights the details on the Enrollment Control page:

- Yellow designates class details that academic units have access to input.
- Green designates details that are informative



- ➢ Once "View Combined Sections" is clicked on the Combined Sections Table page, the Identify Combined Sections page will populate.
- ➢ Combination Type:

- Select the correct combination type. (In the snapshot, above, both classes are within the same subject of HIS, so "Within Subject" is selected).

➢ Permanent Combination:
- Only check Permanent Combination if the combination has been approved through the curriculum committee. If approved, the course attribute on the SoC Basic Data page will state CLST (cross-listed) or CNVN (co-convened), and the course attribute values will be identified (the courses will be listed).

➢ Skip Meeting Pattern and Instructor Edit:
- Always check Skip Mtg Pattern and Instructor Edit to ensure you will be able to make any necessary changes in Maintain Schedule. Remember, any meeting pattern or instructor changes made to one class must be made to the combined class/es as well, so always check to see if classes are combined whenever changes are made. The combined sections link will populate on the SoC Meetings page and on the SoC Enrollment Ctrl page if the class is combined with another class or classes.

➢ Class Number:
- Add the first class number under the Combined Sections heading, hit tab to populate the class information, and then click on the plus (+) button to add the next row. Repeat the process as necessary.

➢ Enrollment Capacity:
- Insert the total enrollment capacity for each class in the enrollment capacity box, which encompasses the enrollment capacity for both/all classes in the combination. Hit Save.
- If the total is too low, it will limit the number of students allowed to enroll and will override the enrollment capacities set for the classes. So, if the total enrollment capacity is set to a lower value than the enrollment capacity of each class, once the total limit is reached, a closed class message will populate, despite the fact the enrollment capacity for each class may not have been met.

➢ Wait List Capacity:
- Combined sections cannot be wait listed, with the exception of a regular class combined with an Honors class that has an enrollment of 1 or 2 students. In these cases, insert the total wait list capacity for each class in the wait list capacity box.

➢ Removal of a combination:
- If a combination needs to be removed, click the minus (-) button. **The set-up of combinations feeds to LMS (Bb Learn) shells; however, changes do not.** Be sure to contact elc-help@nau.edu with class details if a combination is changed or removed. Do not change or remove a combination after the class start date or work completed by students will be lost.

➢ Rollups versus cross-listed/co-convened:
- Do not confuse rollups with other course combinations (cross-listed/co-convened classes). Remember a rollup may be created when an instructor teaches multiple sections of the same course and the following is consistent: session, units, grading basis, mode of instruction, and topic. Rollups are not entered in the combined sections table. Sections of a course are rolled up by changing the

primary instructional section's number to the same section number. If classes are unrolled, follow the process covered under the Basic Data Page chapter.

- One-time approval policy:
  - Any combination, other than one that includes an honors class, which hasn't received approval to be combined at the course level, needs to receive a one-time approval *prior* to scheduling the classes to meet together. Refer to the policy for cross-listing and co-convening courses.
  - Classes with topics, such as 199, 299, etc. that are part of a combination, must receive approval each time they are combined, unless the same topics were approved to be combined within the last two terms. Once a topic has been used 3 times, it should be submitted to the College Curriculum Committee to be approved as a new course. **Combinations that require approvals should NEVER be scheduled to meet together/same instructor or entered in the combined sections table until they have received approval to be combined.**

Rollups, Combined Sections, and (LMS) Blackboard Learn

- Bb Learn makes the management of class shell content for multiple sections easy by allowing sections to be joined and managed in one place.

- **All rollups or combinations (cross-listed/co-convened) must be set up prior to the class start date** since doing so after the class start date results in lost student work.

- **Rolled up or combined sections (cross-listed/co-convened) should not be removed after the class start date**. **This includes classes that have been cancelled**. Contact elc-help@nau.edu for guidance.

- Some departments may interpret the enrollment rollup as something that could impact faculty load. For example, there are times when an instructor may be paid for only one of two rolled up sections. If this is the case, it is important that the individual responsible for departmental faculty load decisions be made aware. Remember, the e-Learning Center is able to manipulate instructor roles apart from the Schedule of Classes (SoC) with a written request from a department chair IF appropriate. Academic Scheduling will be notified of changes or combinations requested outside SoC.

- There are three ways to allow sections to share a LMS (Bb Learn) shell:
  - Primary Instructional Section – Rollups

    One method of "rolling up" multiple class sections of the same course is through the use of a Primary Instructional Section set up through the SoC Basic Data page. During class creation, each section automatically defaults to itself as its own Primary Instructional Section. For example, section 001 automatically populates its Primary Instructional Section with "001." When multiple sections are identified to be joined, one must become the primary instructional section for all. If section 001 is determined to be the primary instructional section for sections 002, and 003, then the primary instructional section fields for sections 002 and 003 will be changed to 001. The following criteria must be equal when using the Primary Instructional Section to roll up multiple sections:
      - Term

- Session
- Instructor
- Topic
- Class Components
- Instructor Role

➢ Combined Sections Table and Combined Sections:

- Refer to the Combined Sections Table chapter.

➢ Letter from Departmental Chair or Dean:

- Unique class combinations that cannot be rolled up or combined using one of the options above require a letter from the Department Chair or Dean authorizing the e-Learning Center at elc-help@nau.edu to manually roll up classes. **This is only reserved for those classes that cannot be rolled up or combined through the Primary Instructional Section or the Combined Section Table.** The request will also be viewed by the Academic Schedule Coordinator prior to processing.

Class Permissions

Navigation: *Records and Enrollment > Term Processing > Class Permissions > Class Permissions*

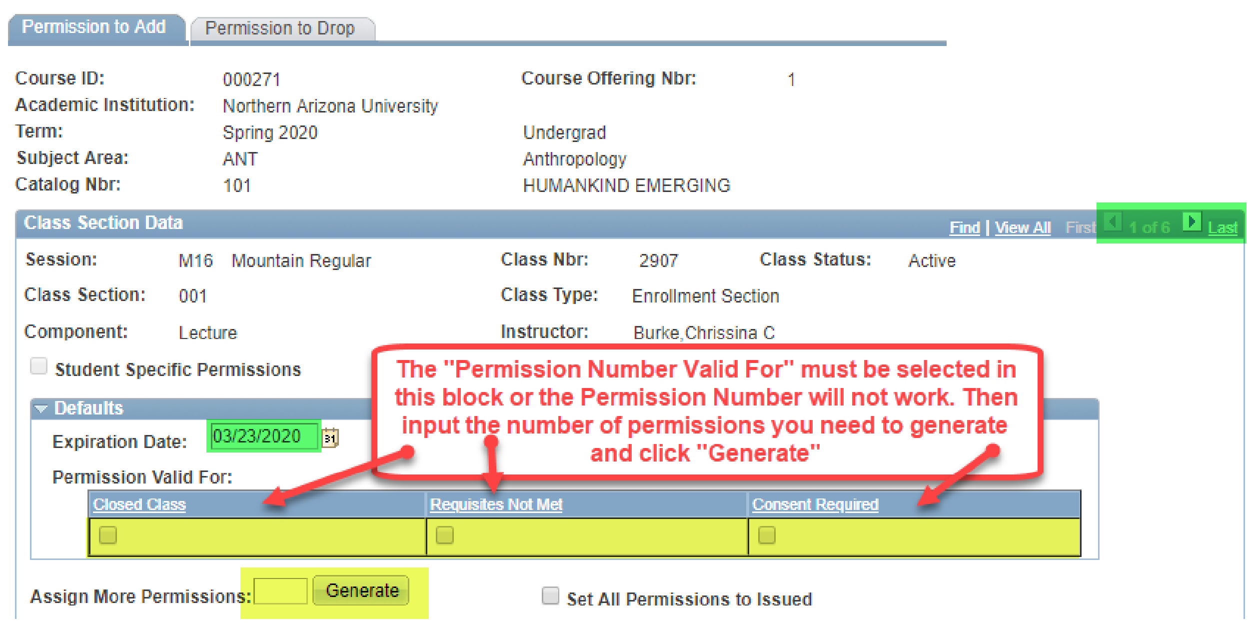
Defines permission reasons, and undergraduate/graduate permissions. These pages are dynamic. If the class is an undergraduate course, then the option to override the course career is not available. If the class is a graduate course, then there is the ability to override the student's career.

Academic units have access to the entire page. The snapshot below highlights the details on the Class Permissions page:

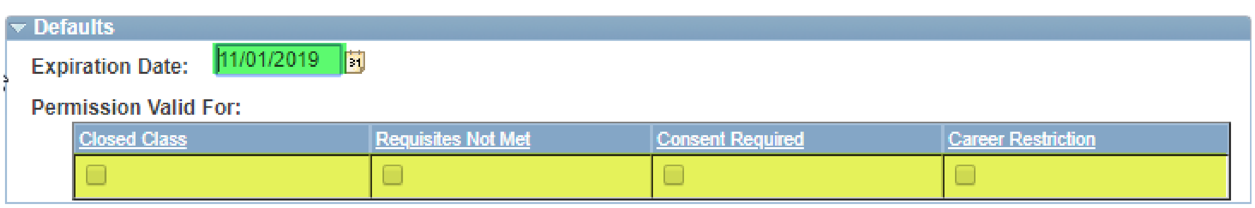
- Yellow designates class details that academic units have access to input.
- Green designates details that are informative

The Class Section Data heading provides the ability for schedulers to "View All" sections.

Generic Permission



The snapshot above shows permissions that may be requested for an undergraduate class.



The snapshot above shows permission that may be requested for a graduate class.

- Permission numbers are generated to allow a student to add a class section that s/he is not able to enroll in for various reasons. They allow the department and/or instructor to set permissions that are valid for: closed class, requisites not met, consent required, career restrictions, or any combination of these five values.
  - Permissions allow a student to add a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

- Wait List Permission Numbers:
  - Permission numbers work the same for enrollment and wait list. A student must have a permission number in order to enroll in class when one of the restrictions identified applies. A student must also have a permission number to wait list for a class when one of the restrictions identified applies.

- Correct section number:
  - It is important to navigate to the appropriate class section for which permission numbers are to be generated (arrow to the correct page to find the section).

- Expiration Date:
  - The expiration date is the date after which the permission number is no longer valid. The system will default to the deadline to drop date for the session.

- Permission Valid For:
  - Select the reason for which the permission number is valid. **The reason MUST be checked under the Defaults heading or the number/s will not work.** Permission Numbers are valid for:
    - Closed Class:
      - By selecting this checkbox, the student will be able to enroll in the class if is closed.
    - Requisites Not Met:
      - By selecting this checkbox, the student will be able to enroll in the class if s/he does not meet requisite requirements.
    - Consent Required:
      - By selecting this checkbox, the student will be able to enroll in the class if it requires Instructor or Department Consent.
    - Career Restriction:
      - If this checkbox is selected, the student will be able to enroll in the class if it is outside her/his undergraduate academic career. Note: this not available for undergraduate classes.

- Assign More Permission Numbers:
  - Enter a numeric value. This number controls how many permission numbers are generated. This feature can be used as many times as necessary.

- Generate:
  - Press “Generate” and the permission numbers will populate below.

- Set All Permission to Issued:

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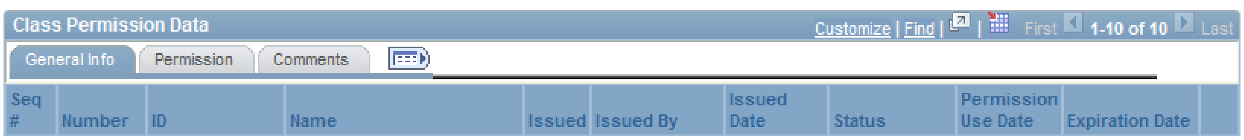
- You may check "Set All Permissions to Issued" to mark all permission numbers as issued. When the page is saved, the "Issued By" and "Date Issued" will be updated with the user ID of the individual saving the page and the current date.

➢ Wait List Class with Restrictions:

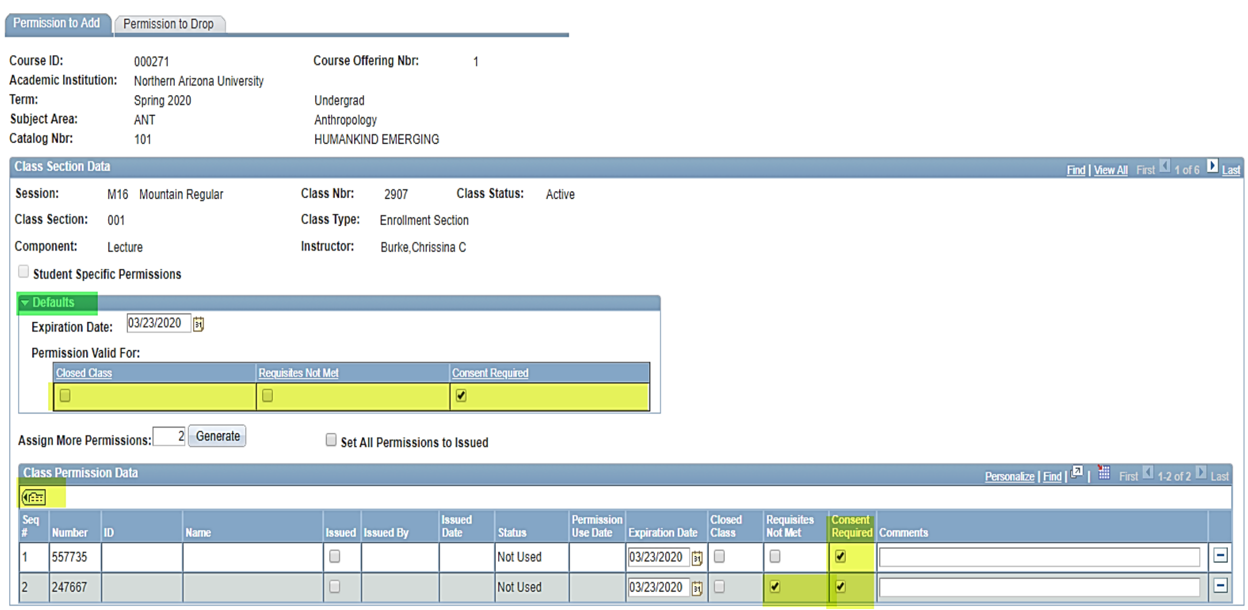
- If students choose to wait list a class with restrictions, they must obtain a permission number prior to adding themselves to wait list. Closed class will override students directly into a class before others on the wait list, so it should not be selected unless it has been determined there is a valid reason, such as a student who will not have the ability to remain on track and graduate on time.

➢ Icon :

- By pressing this icon , the sub-tab navigations disappear and a horizontal scroll bar is presented, which provides additional information as shown below.



➢ If the arrow icon is selected, you may check additional reasons for a permission number for an individual student. For example, if the permission numbers are generated for "Consent Required" and a student also hasn't met requisites, the "Requisites Not Met" box can also be checked.



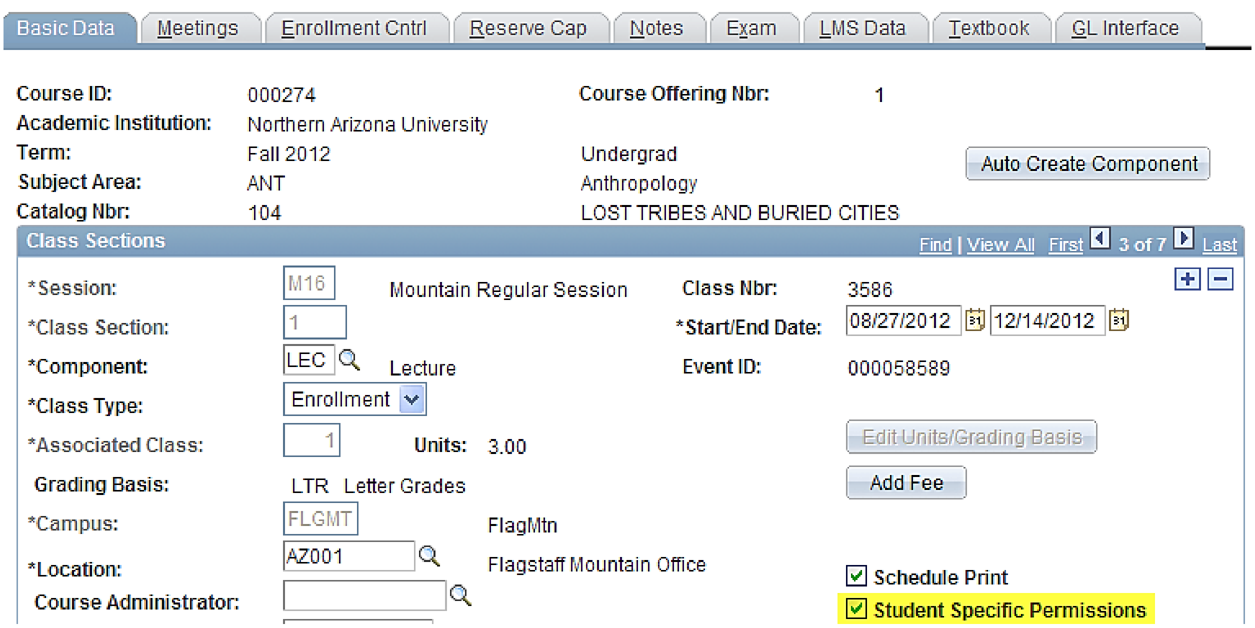
- Comments:
  - This is an optional field.

Number	ID	Issued	Issued By	Issued Date	Status	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Comments
357036		☑	ms2579_dv	08/15/2012	Not Used	10/26/2012	☐	☑	☐	Issued to Bilbo Baggins.

- Save:
  - Always press Save when finished or the Permission Number/s will not work.

- Issued:
  - Issue the permission number to the student/s and select the Issued checkbox.

Student-Specific Permission



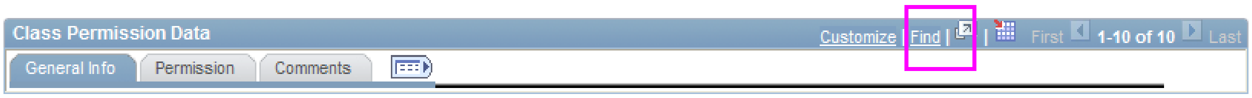
- In order to use student-specific permissions, the Student-Specific Permissions checkbox must be selected on the SoC Basic Data page.

- Use the same process as generic permissions, with one difference - input the student's ID once the numbers are generated.

- When the student attempts to enroll, the system checks to see if the ID exists on the class permissions record. If the ID does exist, then the system will process the enrollment request based on the override granted.

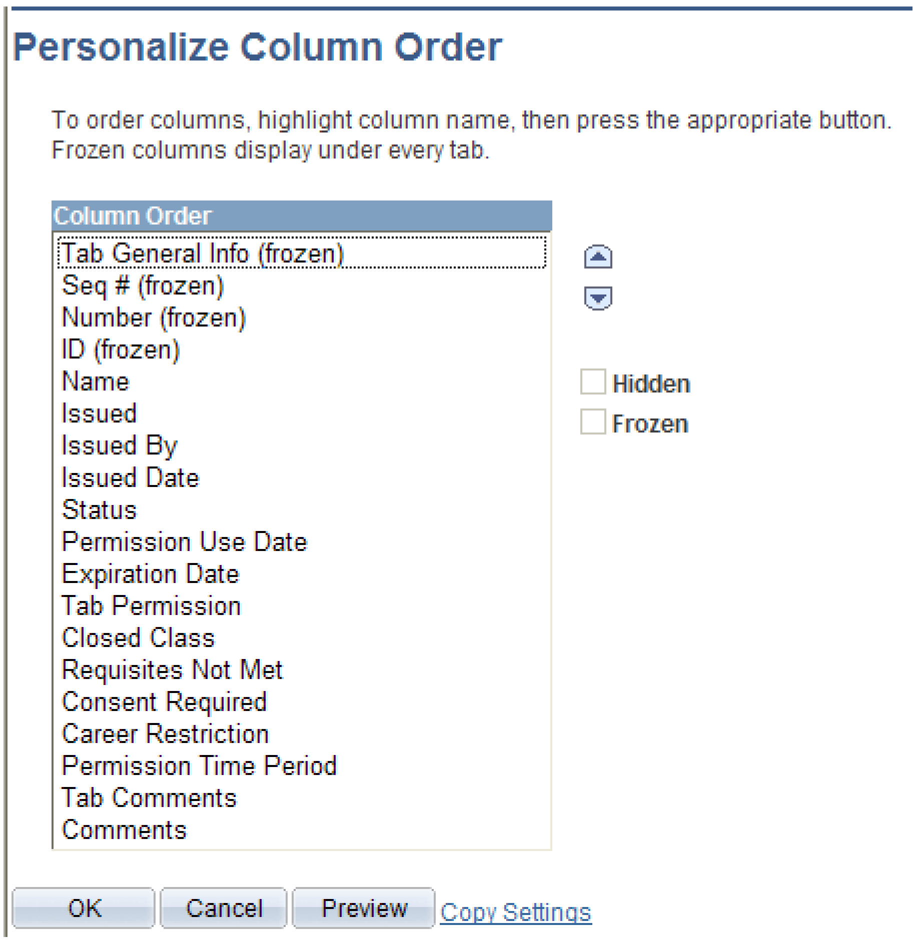
- Icon
  - This icon downloads the information in the grid to Excel. Depending on the browser, "Ctrl – click" may be required for Excel to open. To download all three (3) tabs to Excel, use the expand/collapse icon before clicking on the Excel icon. See the snapshot below.

Miscellaneous Information Regarding Permission Numbers



- Find:
  - Clicking "Find", as shown in the snapshot above, opens a text box that is used to search the data in the grid.

- Customize:
  - Select "Customize" to change the column order in which the fields are displayed.



Course Catalog

Navigation: *Curriculum Management > Course Catalog > Course Catalog*

Defines effective date, status, minimum/maximum units, grading basis, repeat for credit rules, course topics (if applicable), topic repeat for credit rules and components.

Academic units have access to the entire page. The snapshot below highlights the details on the Course Catalog:

- Yellow designates class details that academic units have access to input.
- Green designates details that are informative.

The “Class Section Data” heading provides the ability for schedulers to “View All” sections.

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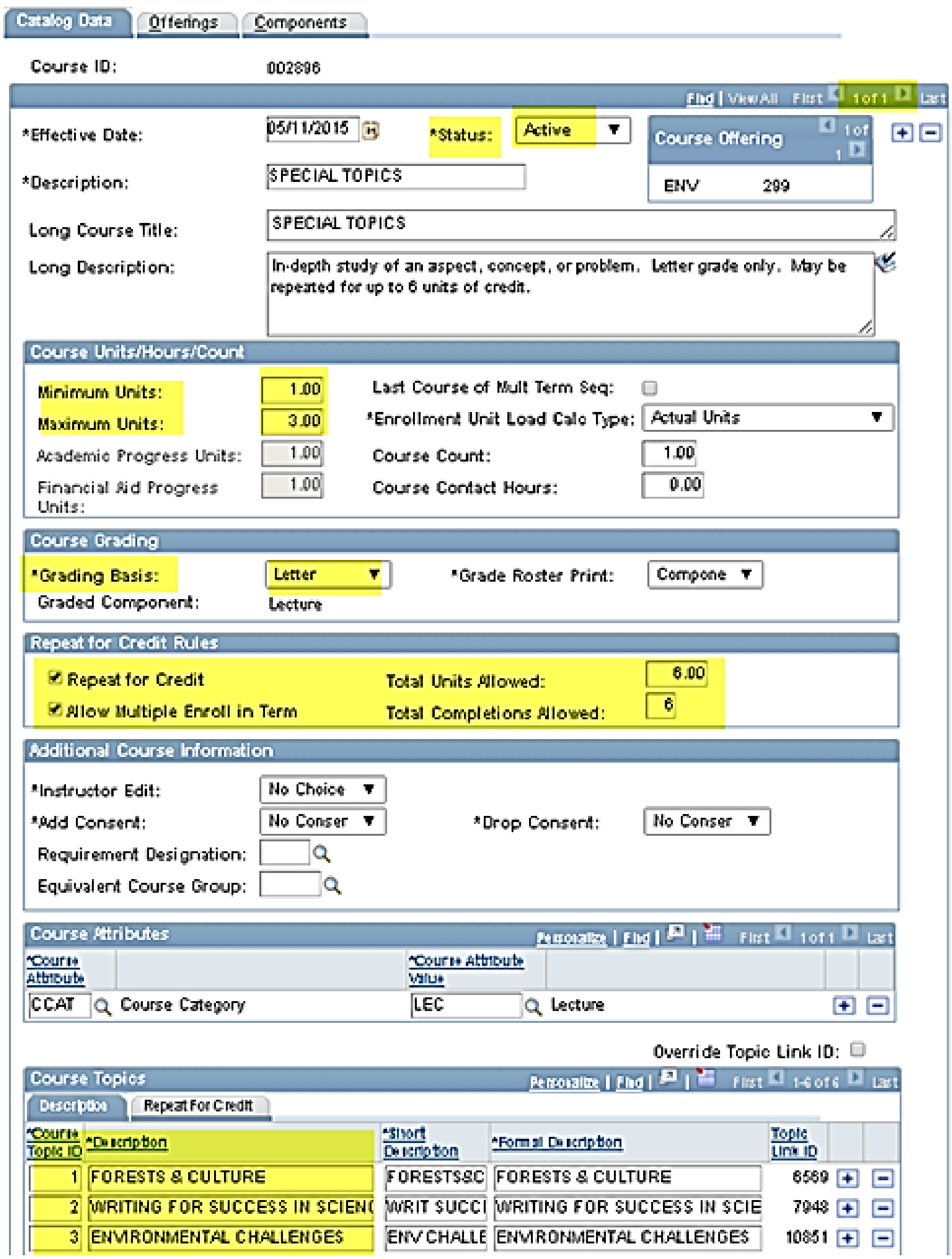
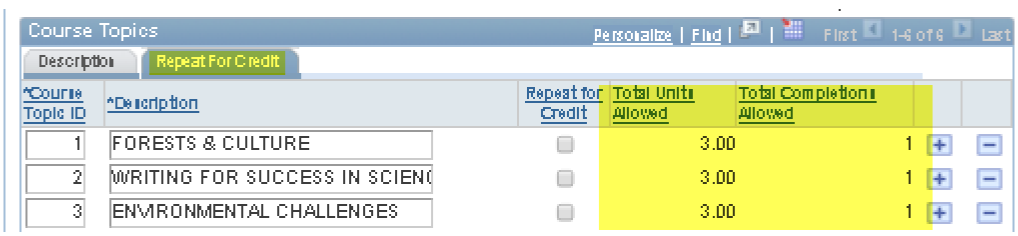


- Course versus Class:
  - The word "course" is used to identify a common topic or subject area. Each course will have class sections built that will share the course number (i.e. BIO 181). The word "class" is used to identify the days/times that a specific course meets. Class details are limited to the parameters set at the course level.

- Course Catalog Pages:
  - Catalog Data
  - Offerings
  - Components

- Catalog Data page:
  - Effective Date
  - Status
  - Min/Max Units
  - Grading Basis
  - Repeat for Credit Rules
  - Course Attributes
  - Course Topics

- Course Topic "Repeat for Credit":
  - Click "Repeat for Credit" to see if a topic may be repeated. The repeats must fit within the parameters set at the course level. For example, the course allows 6 total units and 6 total completions, including multiple enrollments in a term. Topic repeat rules cannot exceed these limits.


Course Topics — Personalize | Find | First 1-6 of 6 Last

Description | Repeat For Credit

*Course Topic ID	*Description	Repeat for Credit	Total Units Allowed	Total Completions Allowed
1	FORESTS & CULTURE	☐	3.00	1
2	WRITING FOR SUCCESS IN SCIENC	☐	3.00	1
3	ENVIRONMENTAL CHALLENGES	☐	3.00	1

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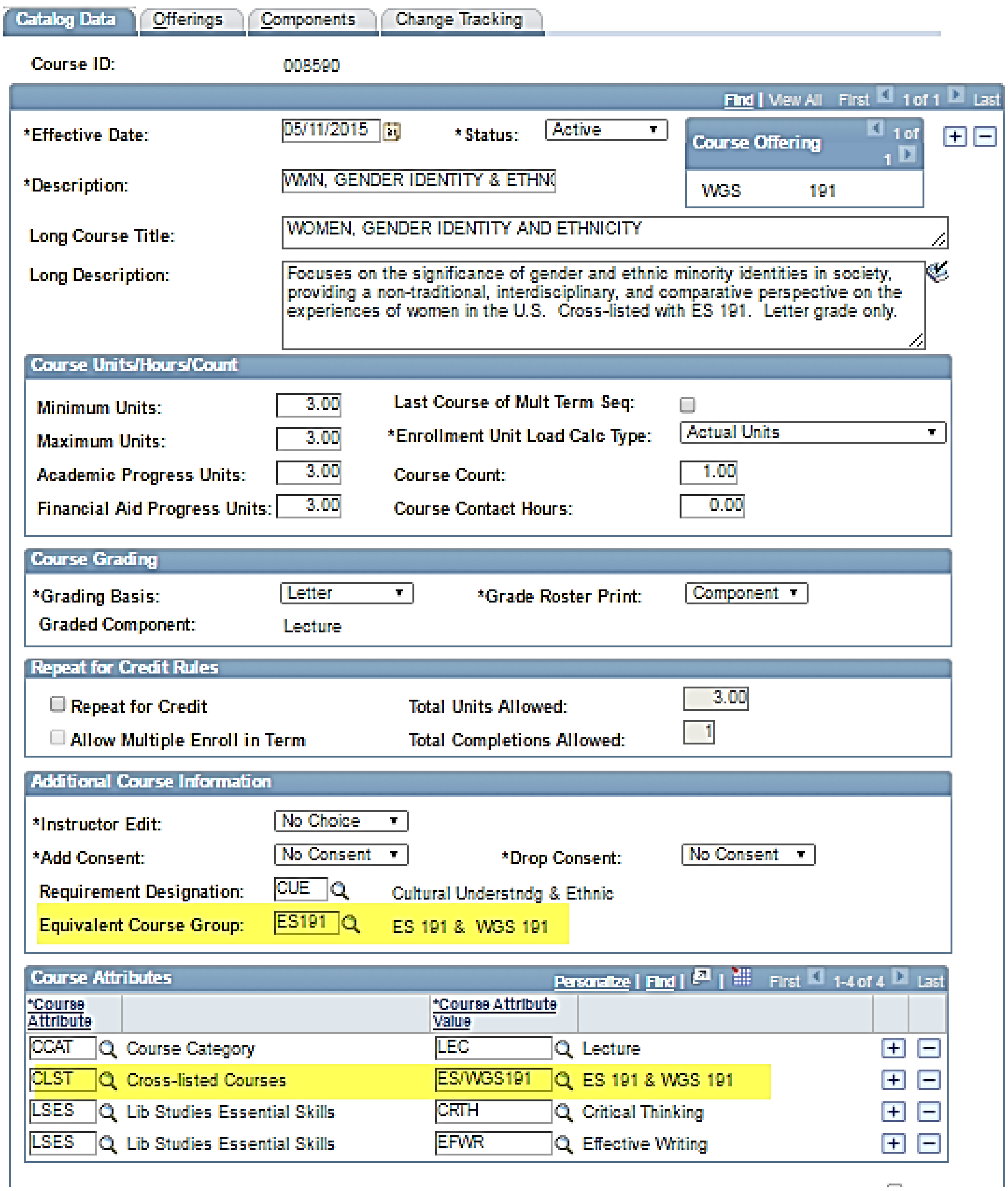
- "Additional Course Data" and "Course Attributes":
  - These fields will identify if a course is approved to be combined, and it will list the courses in the combination. Courses do not have to be combined each term, but they are approved to be combined if desired.



Catalog Data | Offerings | Components | Change Tracking

Course ID: 008590

Find | View All First 1 of 1 Last

*Effective Date: 05/11/2015 *Status: Active

Course Offering 1 of 1

WGS 191

*Description: WMN, GENDER IDENTITY & ETHNI

Long Course Title: WOMEN, GENDER IDENTITY AND ETHNICITY

Long Description: Focuses on the significance of gender and ethnic minority identities in society, providing a non-traditional, interdisciplinary, and comparative perspective on the experiences of women in the U.S. Cross-listed with ES 191. Letter grade only.

Course Units/Hours/Count

Minimum Units:	3.00	Last Course of Mult Term Seq:	
Maximum Units:	3.00	*Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	3.00	Course Count:	1.00
Financial Aid Progress Units:	3.00	Course Contact Hours:	0.00

Course Grading

*Grading Basis: Letter *Grade Roster Print: Component

Graded Component: Lecture

Repeat for Credit Rules

Repeat for Credit Total Units Allowed: 3.00

Allow Multiple Enroll in Term Total Completions Allowed: 1

Additional Course Information

*Instructor Edit: No Choice

*Add Consent: No Consent *Drop Consent: No Consent

Requirement Designation: CUE Cultural Understndg & Ethnic

Equivalent Course Group: ES191 ES 191 & WGS 191

Course Attributes

Personalize | Find | First 1-4 of 4 Last

*Course Attribute		*Course Attribute Value	
CCAT	Course Category	LEC	Lecture
CLST	Cross-listed Courses	ES/WGS191	ES 191 & WGS 191
LSES	Lib Studies Essential Skills	CRTH	Critical Thinking
LSES	Lib Studies Essential Skills	EFWR	Effective Writing

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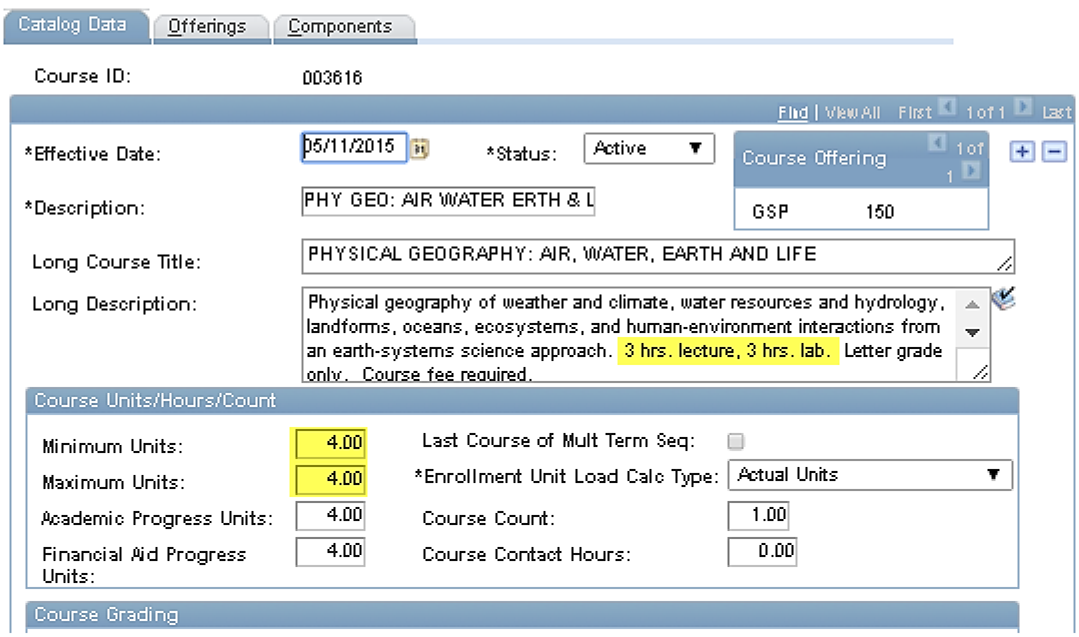
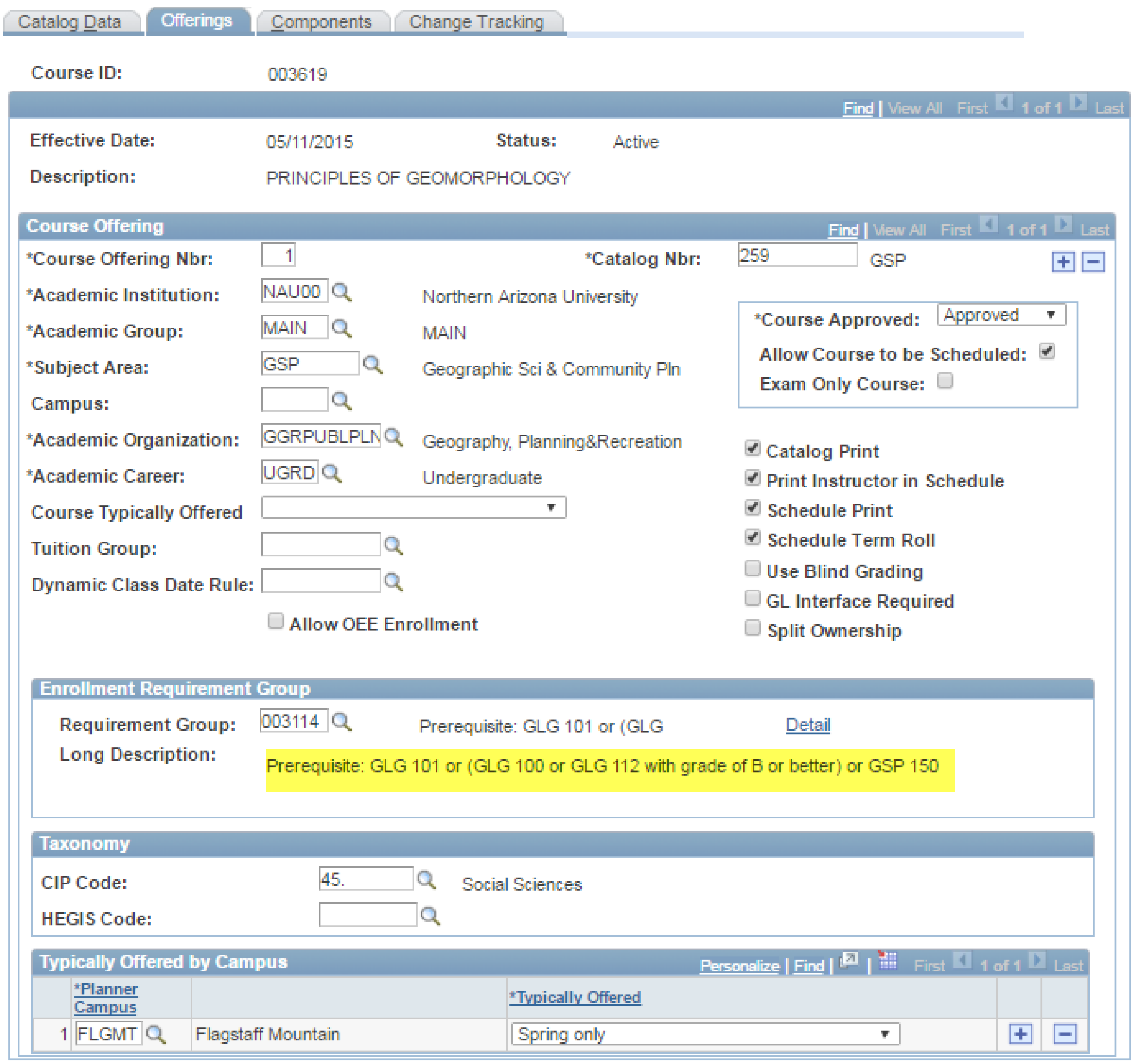
Schedule of Classes – 9.0

- Lecture/Zero-Unit Lab Component:
  - The course description, above, states 3 hours lecture and 3 hours lab. This indicates the course has multiple components. Three hours of lecture are equivalent to 3 units of credit, based on a 16 week session per ABOR policy. Three hours of lab are equivalent to 1 unit of credit, based on a 16 week session per ABOR policy. Three units of lecture and 1 unit of lab totals 4 units.

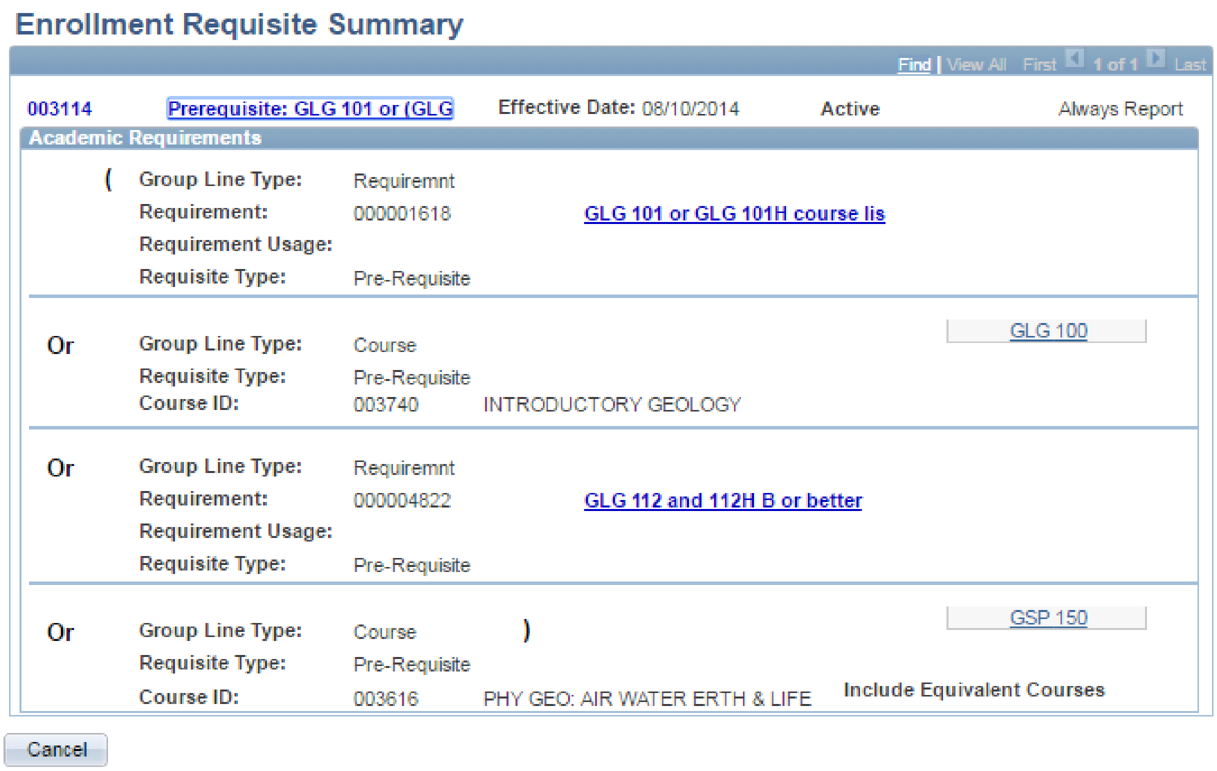


- Offerings tab:
  - Identifies the prerequisites required for the class. Click Detail for more information.



Office of the Registrar
Schedule of Classes – 9.0

- Details:
  - The prerequisite logic is displayed.



Enrollment Requisite Summary

Find | View All First 1 of 1 Last

003114 Prerequisite: GLG 101 or (GLG Effective Date: 08/10/2014 Active Always Report

Academic Requirements

(Group Line Type: Requiremnt
Requirement: 000001618 GLG 101 or GLG 101H course lis
Requirement Usage:
Requisite Type: Pre-Requisite

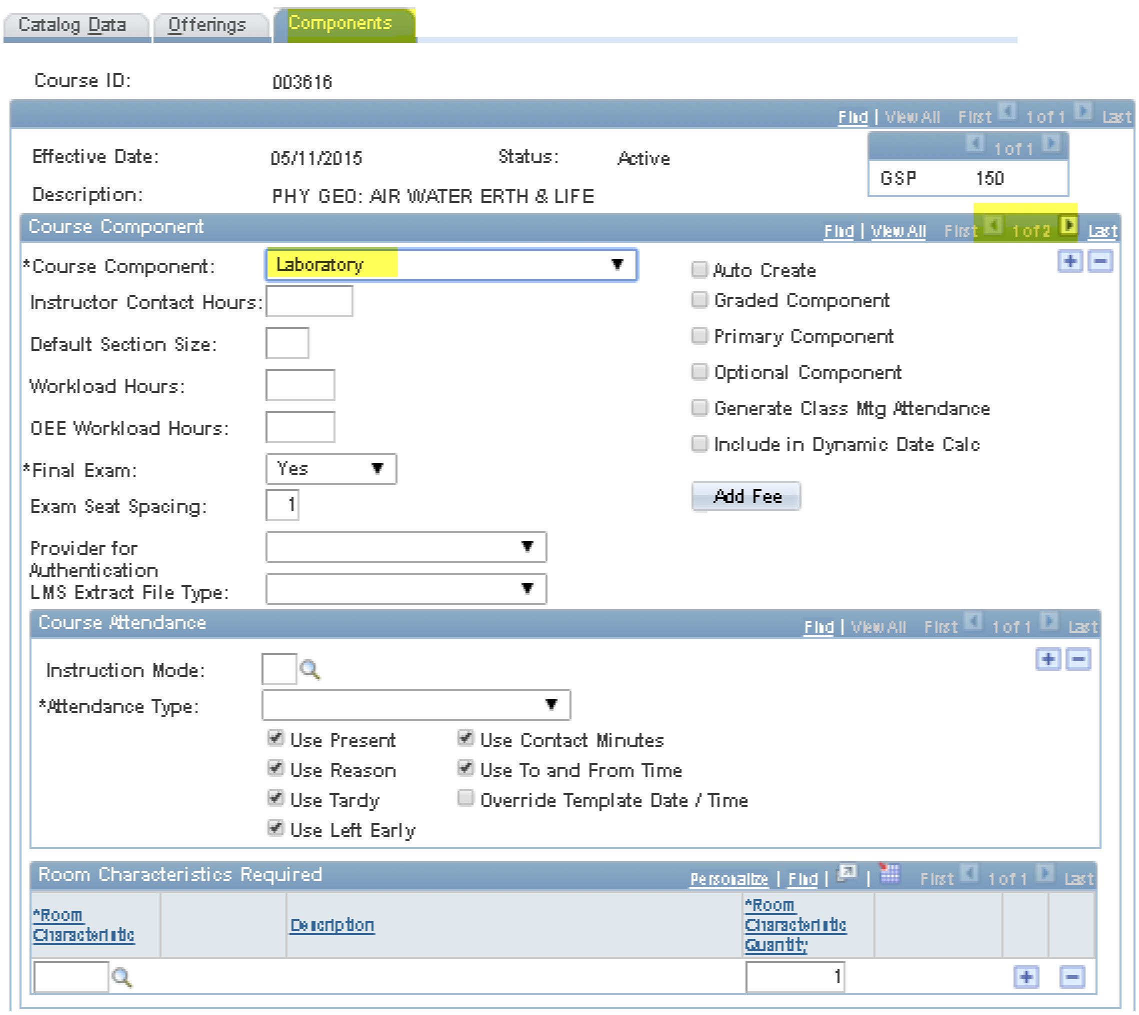
Or Group Line Type: Course GLG 100
Requisite Type: Pre-Requisite
Course ID: 003740 INTRODUCTORY GEOLOGY

Or Group Line Type: Requiremnt
Requirement: 000004822 GLG 112 and 112H B or better
Requirement Usage:
Requisite Type: Pre-Requisite

Or Group Line Type: Course) GSP 150
Requisite Type: Pre-Requisite
Course ID: 003616 PHY GEO: AIR WATER ERTH & LIFE Include Equivalent Courses

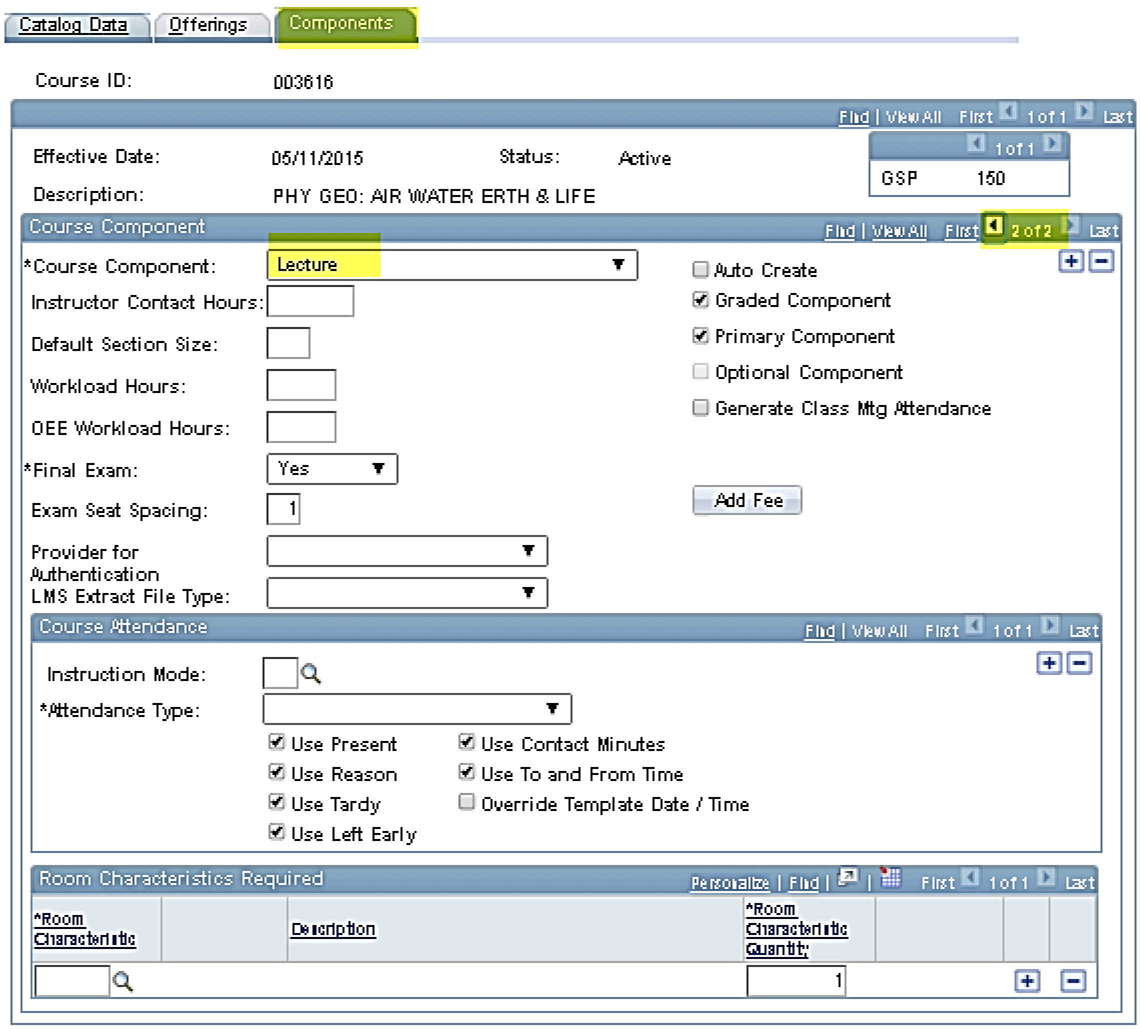
Cancel

- Components page:
  - If a course has one component, i.e., Lecture, the Course Component heading will state 1 of 1. If the course has multiple components, it will state 1 of 2. The course in the snapshot below is comprised of a zero-unit lab, as well as a lecture (shown in the snapshot on the following page).



NORTHERN ARIZONA UNIVERSITY

Office of the Registrar
Schedule of Classes – 9.0


Catalog Data | Offerings | Components

Course ID: 003616

Find | View All First 1 of 1 Last

Effective Date: 05/11/2015 Status: Active

Description: PHY GEO: AIR WATER ERTH & LIFE

1 of 1

GSP 150

Course Component — Find | View All First 2 of 2 Last

*Course Component: Lecture

Instructor Contact Hours:

Default Section Size:

Workload Hours:

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication

LMS Extract File Type:

Auto Create

Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Add Fee

Course Attendance — Find | View All First 1 of 1 Last

Instruction Mode:

*Attendance Type:

Use Present

Use Reason

Use Tardy

Use Left Early

Use Contact Minutes

Use To and From Time

Override Template Date / Time

Room Characteristics Required — Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Room Characteristic Quantity
		1

Reference and Assistance

Fall, spring, Flagstaff Mountain or Phoenix Biomedical in person and blended classes, as well as online, summer, and winter classes built by Flagstaff Mountain schedulers:
Registrar.ScheduleofClasses@nau.edu

Summer, winter, online or statewide classes:
Info.Statewide@nau.edu

Information regarding SoC business procedures, policies, and forms:
http://nau.edu/Registrar/Faculty-Resources/Schedule-of-Classes-Maintenance/

Appendix A – (LMS) Bb Learn Driving Factors

Blackboard Learn (AKA Bb Learn) is a program for managing class content on the web, within our Learning Management System (LMS). It can be used like a virtual classroom where students can access class content, submit assignments, and interact with other students. Information from the **Schedule of Classes** is used to manage some aspects of **Blackboard Learn.**

Data from the Schedule of Classes will be shared with Bb Learn *a few weeks after the schedule is published for each term.*

Schedule of Classes data will be used to:

- Store the class URL in the **class link** field.
- Manage the level of **access** instructors have to the class content.

Note: In order to access a Bb Learn web shell, instructors must have submitted all new hire paperwork and have received an employee ID from Human Resources as well as been issued a user ID and password from ITS.

- Allow management of content for **multiple class sections** provided the course, term, session, topic, instructor, and instructor role are the same for all sections.
- The official Bb Learn URL is: http://www.bblearn.nau.edu
- Students enrolled in classes taught in Bb Learn access their class at http://www.bblearn.nau.edu and log in with their user ID and password.
- Bb Learn shells are created for every class regardless of instruction mode. Consequently, an instructor teaching an in-person class will have the option of offering elements, such as the class syllabus and other handouts, including the electronic reserves, online. NAU policy states that online components for in-person classes are a supplement to the ABOR required in-person contact hours, NOT a replacement.
- If an online class is not being taught in Bb Learn, please have the instructor contact E-Learning.

Example: An instructor may choose to teach his/her online class using a Jan account instead of the Bb Learn shell.
Note: Cline Library Electronic Reserve materials will only be provided through the Bb Learn shell.

- Teaching Assistants should never be entered as Primary Instructors in order to obtain designer access. Schedulers can request designer access for instructors, other than primary instructors (schedulers now have an Add Designer site they can use to add TAs and Secondary Instructors as designers).
- There should never be more than one Primary Instructor assigned to a class for the sole sake of the Bb Learn Design role.
- If the instructor role in the Schedule of Classes does not reflect the role required in Bb Learn, the department may email e-Learning Center at elc-help@nau.edu to request the desired Bb Learn shell access.

Example: Department requests that a Teaching Assistant have *Designer Access* along with the Primary Instructor.

- Departments should keep work load reporting in mind when making these decisions.
- Departments are responsible for making sure anyone with access to the Grade Book or Roster completed the FERPA tutorial.

Instructor Shell Access: Approximately Two – Three Weeks prior to Early Enrollment

- Instructor has access to view and design Bb Learn Shells

Instructors who would like to access their Bb Learn shell prior to the above timeline should request a shell by emailing: elc-help@nau.edu

- **Instructors not utilizing a Bb Learn shell** are encouraged to notify e-Learning Center at elc-help@nau.edu two weeks prior to early enrollment so that the e-Learning Center and ITS may prevent enrollment from loading to the Bb Learn shell. (Courses utilizing Cline Library Electronic Reserves are not eligible.)
  - When enrolled students attempt to log into a class containing no online content, they will receive a message that "no content is available".
- The **class start date** determines when a class will become accessible to enrolled students. Students are NOT able to access the class until the start date, which begins at 12:01 am.

Notes Regarding Enrollment

- Students enrolled in LOUIE will also be enrolled in Bb Learn. Bb Learn receives an update from LOUIE every five hours.
- If a student drops a class taught in Bb Learn, his/her Bb Learn work will not be deleted in case the student re-enrolls.
- Students may continue to log into a Bb Learn class for two weeks after the end date.

Help Desks for Technical Web Issues

- Students should contact the Academic Computing Help Desk (ACHD): 928-523-9294 or 888-520-7215
- Faculty should contact ELC-Help: 928-523-5554 or 1-866-802-5256 or email elc-help@nau.edu