9.2 Adding or Changing Course Attributes and Values on Classes

Purpose: Use this document as a reference for adding or changing course attributes and course attribute values on classes in ctcLink.

Audience: Class Builders.

- You must have at least one of these local college managed security roles:
 - ZC CM Class Builder
 - ZD CM Class Attributes
 - ZD CM Class Builder
 - ZD FWL View Cnt Calc
 - ZZ CM Class Attributes
 - ZZ CM Class Text Book
 - ZZ CM Local Configuration
- ZZ FWL Contract Calc

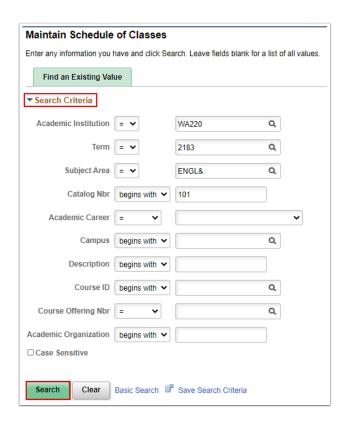
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use course attributes for institutional research purposes, reporting, and to print repetitive text in the schedule of classes, for example, *Offered in Fall Only*. Course attributes are attached to classes on the Basic Data page. Unlike requirement designations, Course Attributes do not transfer to the ctcLink Academic Advisement application. An example of a course attribute used on classes is Course Intent (SINT) with course attribute values of: Academic, Personal Enrichment, or Workforce.

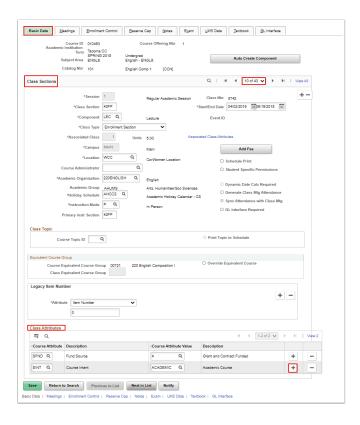
Adding Course Attributes and Values in the Schedule of Classes

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

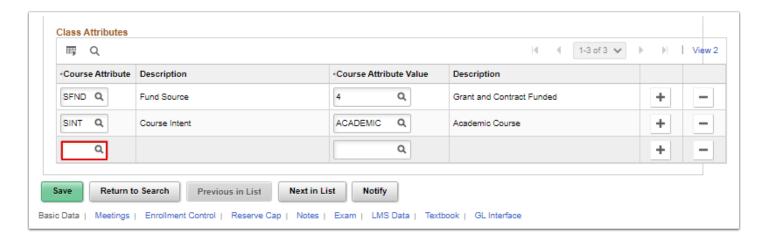
- 1. The **Maintain Schedule of Classes** search page displays.
- 2. Enter Academic Institution.
- 3. Enter **Term**.
- 4. Enter additional **Search Criteria** to identify the class.
- 5. Select **Search**.



- 6. The **Basic Data** tab displays.
- 7. In the **Class Sections** section, scroll through the class sections until you find the section you want to change.
- 8. In the **Class Attributes** section at the bottom of the page, select the plus sign **{+}** to add a new record (row).

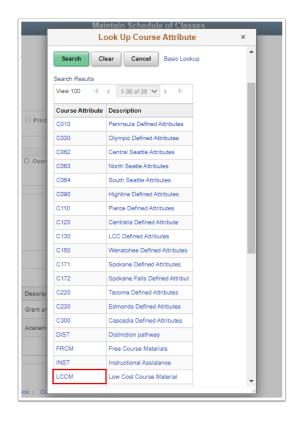


- 9. A new, blank row displays.
- 10. Select the magnifying glass next to the **Course Attribute** field.

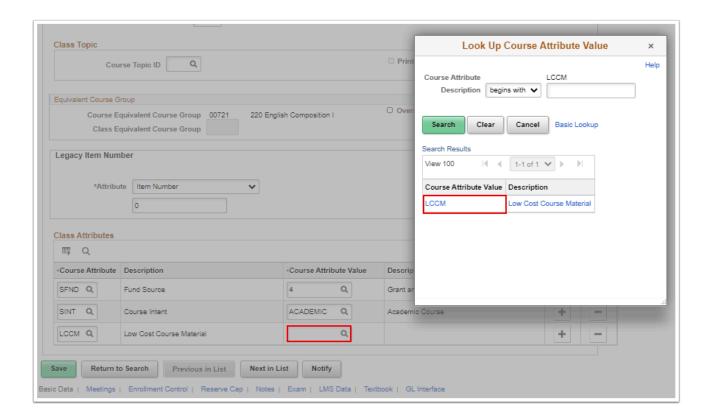


- 11. The **Look Up Course Attribute** window displays.
- Select the desired Course Attribute.
 - Note: Course Attribute Codes beginning with S are reserved for SBCTC-Olympia use. Many of these "S" codes will be used for reporting purposes, for example, SFND-Fund Source, and SBST- I-Best.

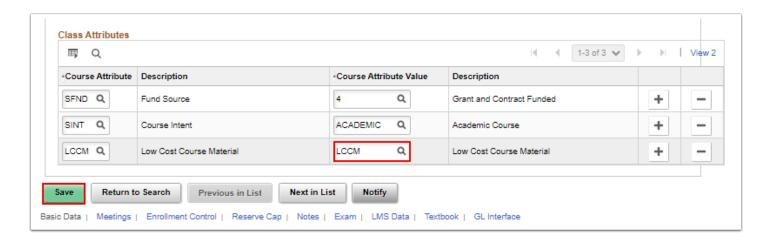
For more information, see the <u>Student and Course Coding Manual</u> v1.5 on the SBCTC website.



- 13. The **Look Up Course Attribute** window disappears. The updated **Basic Data** page displays. Note that the new **Course Attribute** is populated.
- 14. Select the magnifying glass next to the Course Attribute Value field.
- 15. The **Look Up Course Attribute Value** window displays.
- 16. Select the desired Course Attribute Value.



- 17. The updated **Basic Data** page displays.
- 18. Note that the new **Course Attribute Value** is populated.
- 19. Select Save.



Changing Course Attributes and Values in the Schedule of Classes

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. To change a **Course Attribute** on a class, follow steps 1 through 8 for Adding Course Attributes and Values, with the following change:

• Use the minus sign [-] instead of the plus sign [+] to remove unneeded information; then add correct information following the same protocol as in steps 1 through 8.

2. Select **Save**.

Note: Course Attribute Codes beginning with S are reserved for SBCTC-Olympia use. Many of these "S" codes will be used for reporting purposes, for example, SFND-Fund Source, and SBST-I-Best.

For more information, see the <u>Student and Course Coding Manual</u> v1.5 on the SBCTC website.

- if colleges would like additional attributes added to courses, a request would need to be made with the Change Advisory Board.
- 3. Process complete.