9.2 Class Topics

Purpose: Use this document as a reference for adding class topics in ctcLink.

Audience: Class Scheduling staff.

Topics can be added to Classes using previously created topic IDs from the Course Catalog Creating Course Topics OR they can be added on the Class Meetings tab. Instructions for both and how they display is detailed below.

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.

Class Topics

Adding to a Newly Scheduled Class: NavBar > Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

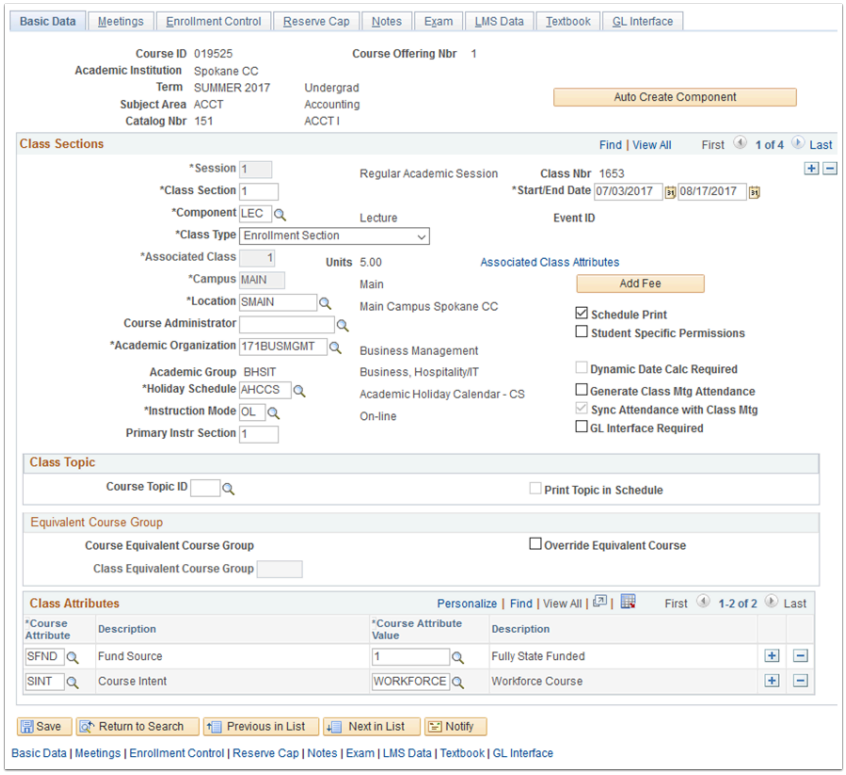
Adding to a Previously Scheduled Class: NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

If multiple topics are needed for a single class section, users **CAN** use one topic on the Basic Data tab **AND** one topic on the Meetings tab.

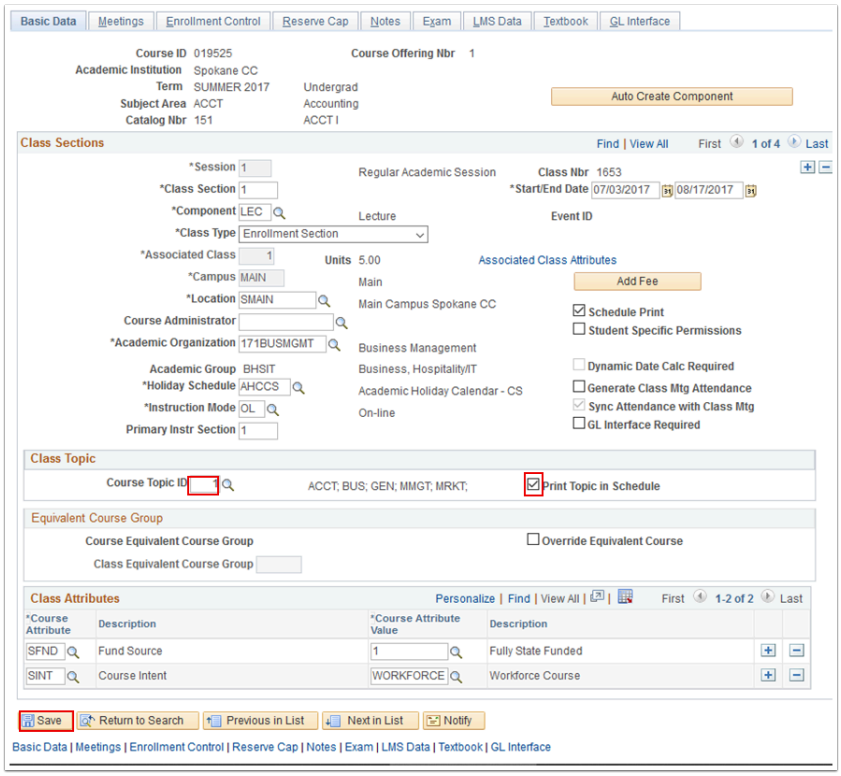
Adding Topics using Course Topic ID on the Basic Data tab

Course Topics using a **Course Topic ID** must be built on the **Catalog Data** tab of the **Course Catalog** prior to using them on classes.

1. Search for an existing class using **Maintain Schedule of Classes** or Add a New class section to the schedule by using **Schedule New Course.** (navigations above)
2. The **Basic Data** tab displays.



3. Select a **Course Topic ID** to link course topics to class sections. Topic ID values are defined on the Catalog Data page.
4. After you enter a topic ID, the **Print Topic in Schedule** check box becomes available for entry. The system selects this check box by default. You can uncheck this box if you do not want the topic to appear when searching for classes.
5. If scheduling a new class, additional fields may be needed prior to saving the class. Complete all required fields prior to saving.
6. Select **Save**.



Class Search Display for Topics Defined on Basic Data tab

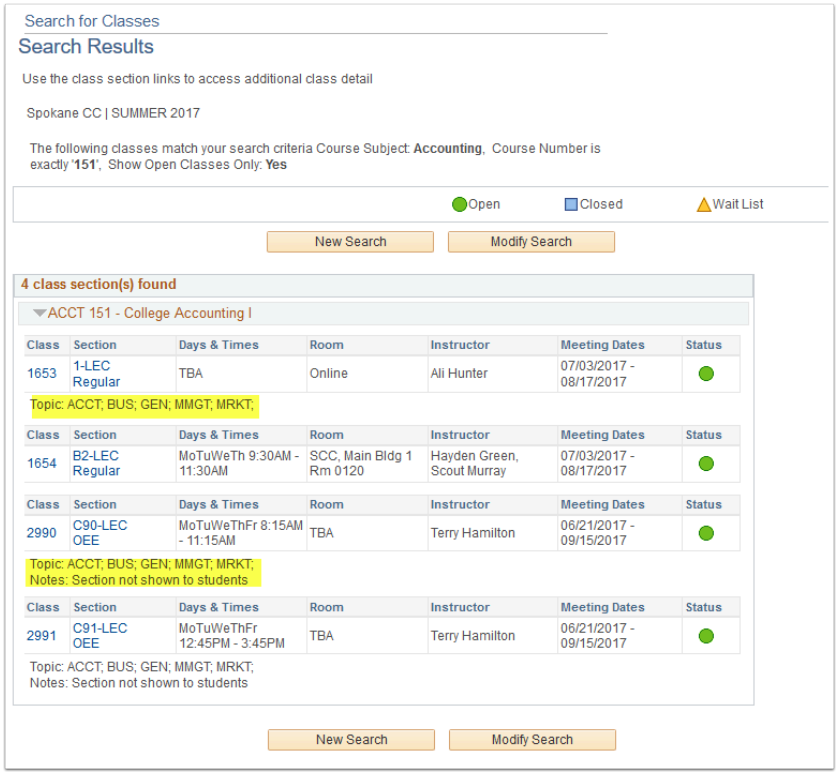
You must have at least one of these local college managed security roles:

- ZC CM Course Catalog
- ZD CM Course Catalog
- ZD CM Course and Class Inquiry
- ZD CM Local Configuration
- ZD SR Enroll Students
- ZD SR Super User
- ZZ CM Course Catalog
- ZZ CM Local Configuration
- ZZ CS Search Class Cat Faculty
- ZZ SR Enroll Students

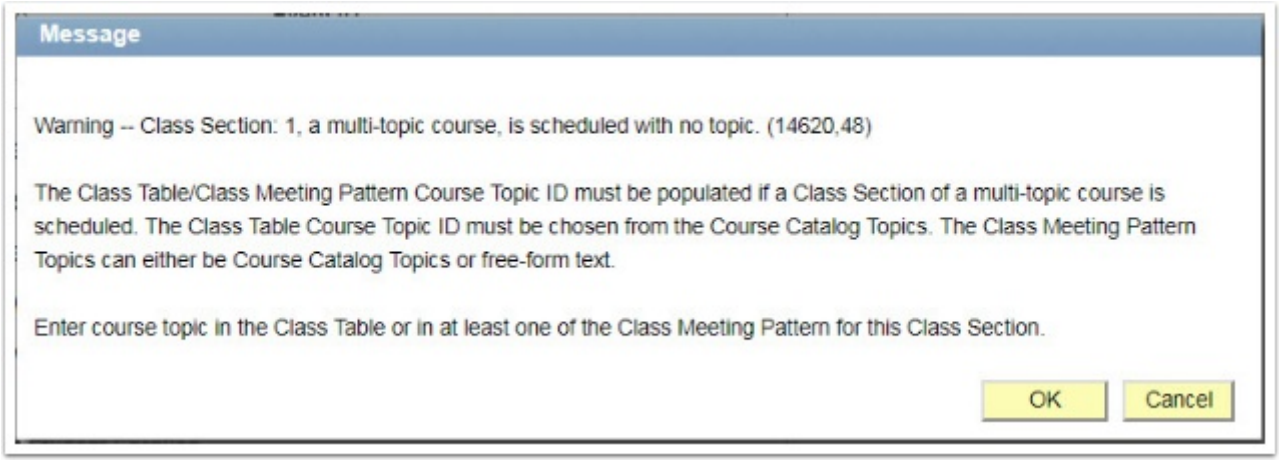
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Topics Added on the Basic Data tab in the Class Schedule will appear to students when using Class Search on the Main Search Results page, **if** the Print Topic in Schedule box is selected.

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Class Search



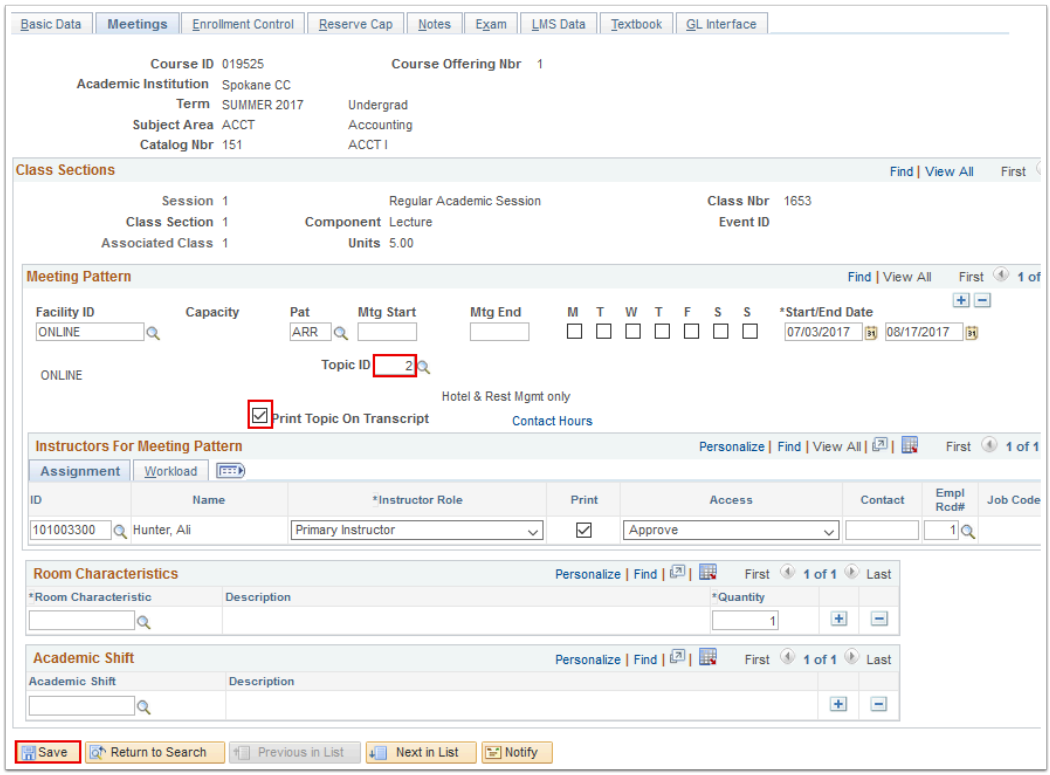
If Topics have been added to the course at the catalog level and no topics are used on the Basic Data tab when scheduling a class, a warning message will display to users notifying them that topics are available. Topics are optional and are not required even if available. This message will display for **EACH** section that a class is scheduled without a topic assigned.



Attaching Class Topic IDs to a Specific Class Meeting Pattern

Topics added to the Meetings tab can be done using a Topic ID or as a Free Format Topic. Free Form topics are best to be used when the topic is a one time offering or if it is past a catalog change deadline for a specified term. It is not recommended to make effective dated changes to the course catalog that would by date impact the term after classes have been scheduled. It is best practice to always forward effective date catalog changes to the next term.

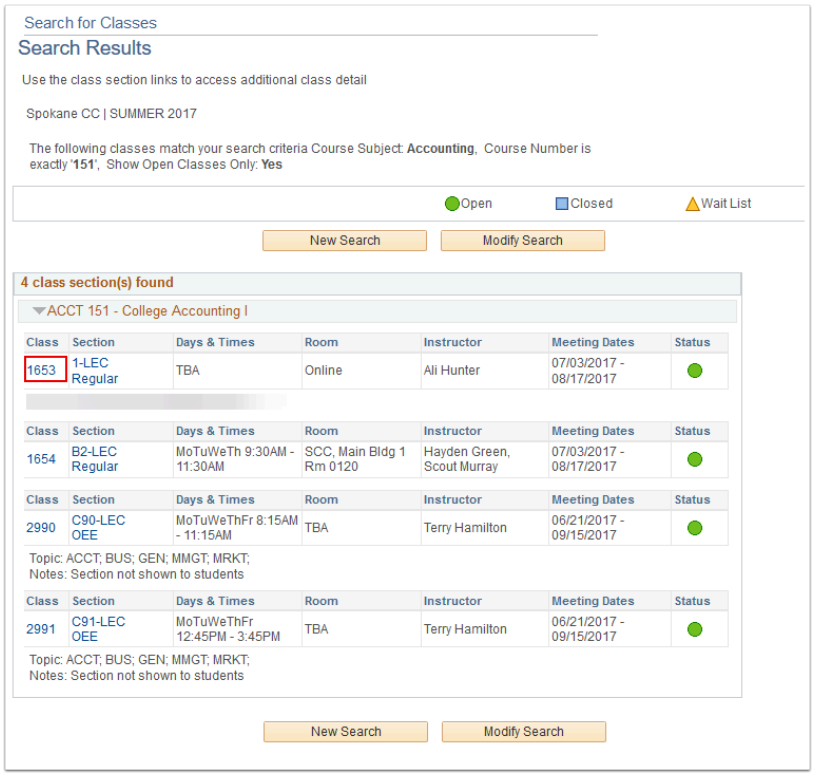
1. To attach a topic to a specific class meeting pattern, go to the **Meetings** tab on the **Maintain Schedule of Classes**. Select a class **Topic ID** for this class meeting pattern. Topic IDs are defined on the Catalog Data Page.
2. The **Print Topic on Transcript** check box can be selected to allow class topics to appear on the advisement report and transcripts. **Class Topics** defined at the class meeting pattern must have this check box selected, as well as the **Display Topics in AA Reports** check box on the **Transcript Type – Basic Data page**, for the class meeting topic to appear. **Note:** Selecting the **Print Topic on Transcript** check box allows the class meeting pattern topic to be printed on both transcripts and advisement reports. To allow the topic to print on only one of the reports, correctly set the option to print topics on the transcript type for each report type.
3. Select **Save**.



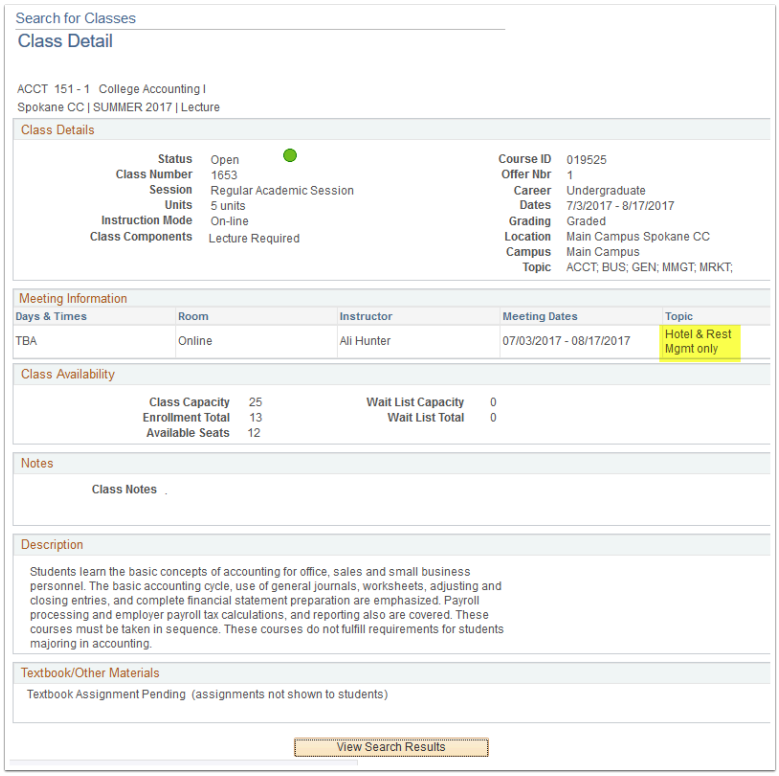
Note: You cannot assign **class meeting pattern topic IDs** to **combined sections**. This would cause data integrity problems. For this reason, after sections are combined, the system makes the Topic ID field unavailable on the Meetings page. Instead, **only assign free format topics to combined sections.** In addition, if you combine sections that already have class meeting pattern topic IDs assigned to them, the system deletes the topic IDs.

Class Search Display for Topic IDs Defined on Meeting tab

1. Topics Added on the **Meetings** tab in the Class Schedule will **NOT** appear to students when using Class Search on the Main Search Results page. Select the Class Section number to view the Class Details information to view these topics.



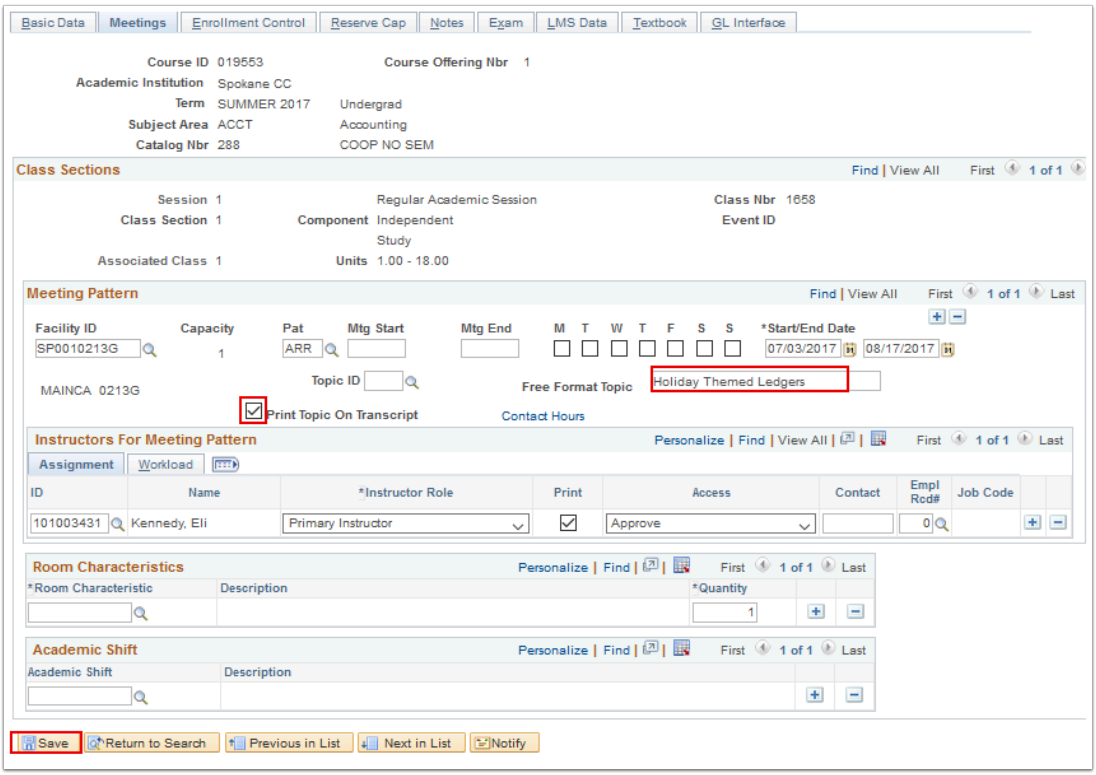
2. Class Topics added to the Meetings tab **WILL** appear when looking at the class detail for the class.



Using Free Format Class Topics

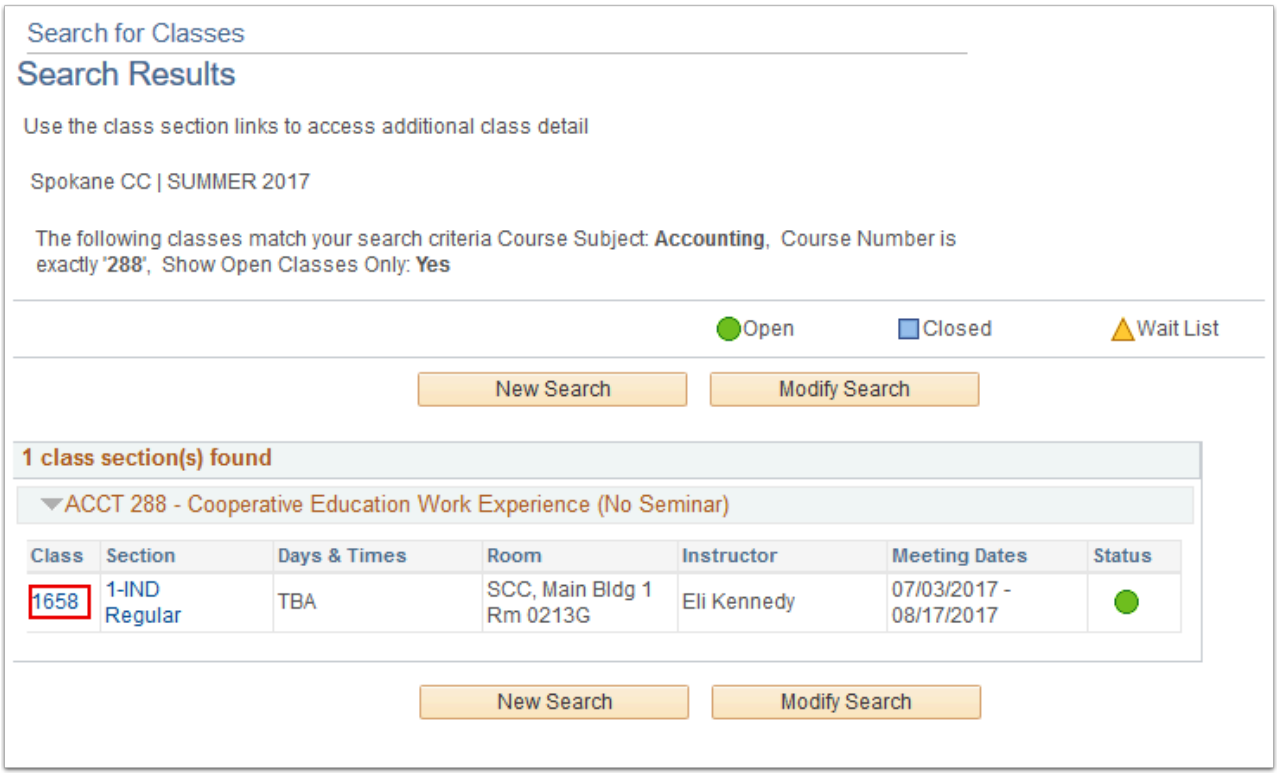
Free Form topics are best to be used when the topic is a one time offering, if it is past a catalog change deadline for a specified term, or when the class will be included as a Combined Section. It is not recommended to make effective dated changes to the course catalog that would by date impact the term after classes have been scheduled. It is best practice to always forward effective date catalog changes to the next term.

1. To attach a Free Format topic to a specific class meeting pattern, go to the **Meetings Tab** on the Schedule of Classes.
2. Enter a **Free Format Topic** if a predefined topic ID is not suitable. For example, if an instructor wants to teach ENGL 299 as "19th Century Novelists," but the topic has not been set-up as a **topic ID**, you could enter a free format topic**. You can only link free format topics to class meeting patterns.**
3. The **Print Topic on Transcript check box** can be selected to allow course topics to appear on the advisement report. **Course Topics** defined at the class meeting pattern must have this check box selected, as well as the **Display Topics in AA Reports check box** on the **Transcript Type – Basic Data page**, for the class meeting topic to appear. **Note:** Selecting the **Print Topic on Transcript check box** allows the class meeting pattern topic to be printed on both transcripts and advisement reports. To allow the topic to print on only one of the reports, correctly set the option to print topics on the transcript type for each report type.
4. Select **Save**.

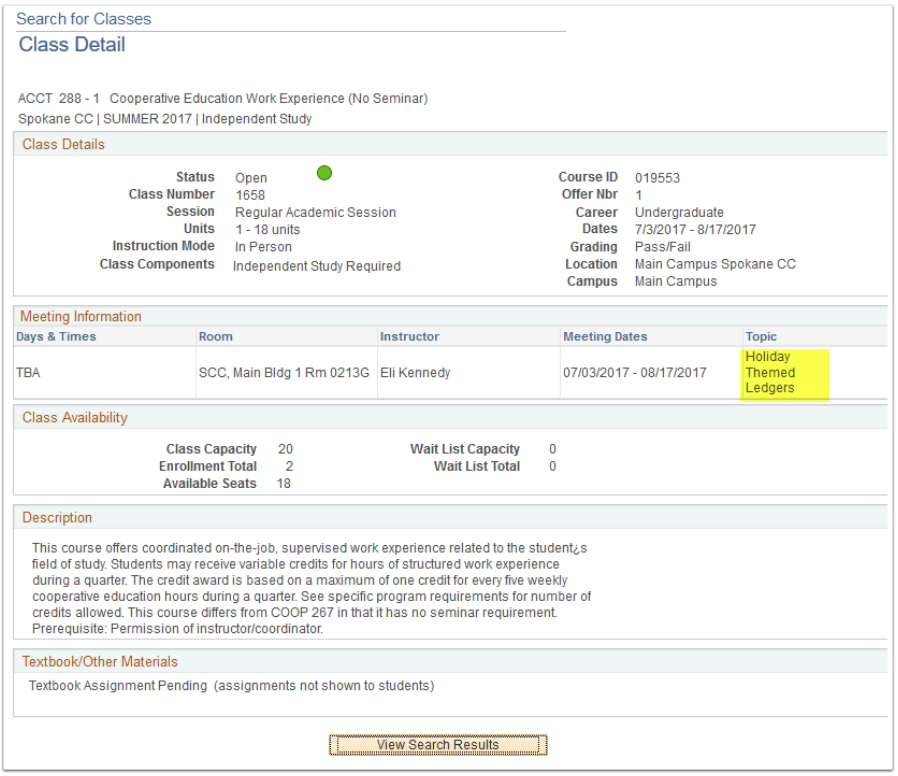


Class Search Display for Free Format Topics Defined on Meeting tab

1. Free Format Class Topics Added on the **Meetings** tab in the Class Schedule will **NOT** appear to students when using Class Search on the Main Search Results page. Select the Class Section number to view the Class Details information to view these topics.



2. Free Format Class Topics added to the Meetings tab **WILL** appear when looking at the class detail for the class.



Class Topics Display on Transcript

You must have at least one of these local college managed security roles:

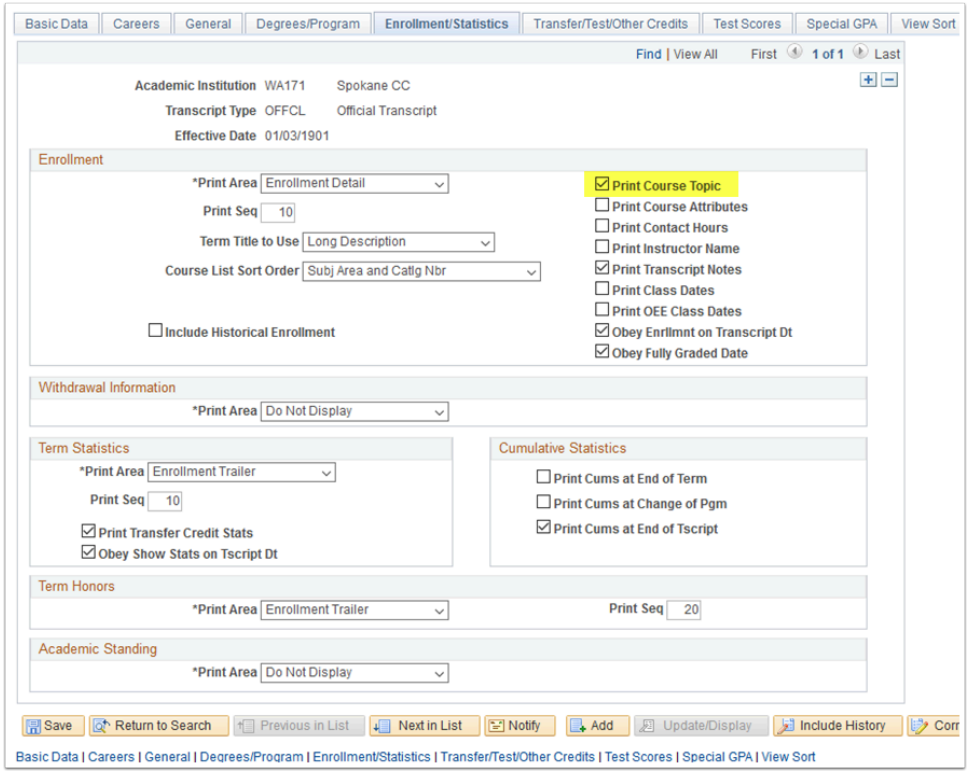
- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

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

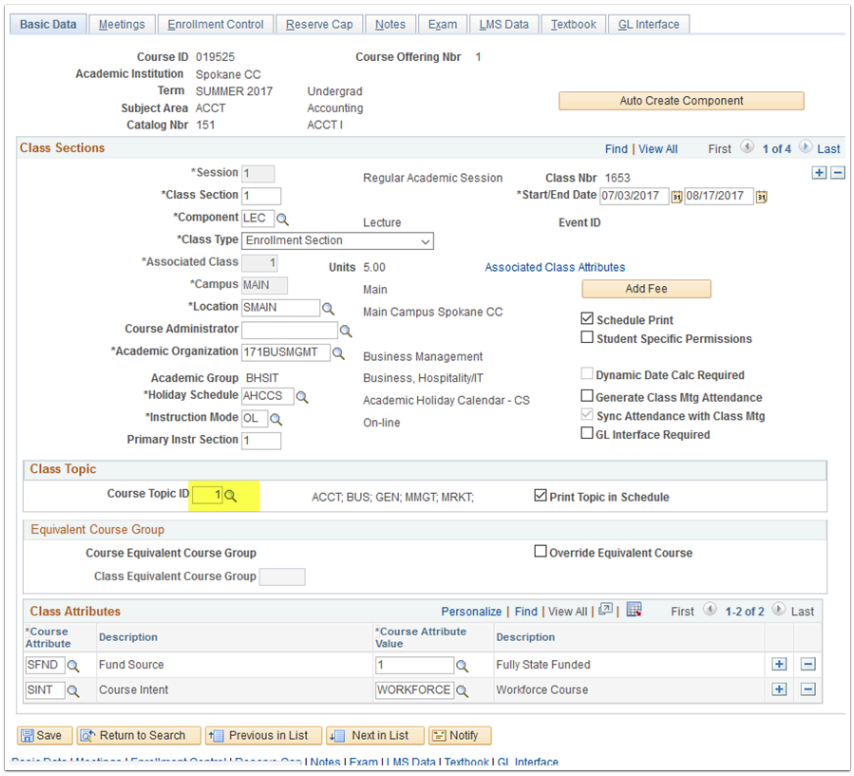
Navigation: NavBar > Navigator > Set Up SACR > Product Related > Student Records > Transcript > Define Transcript Type

There are a couple of settings that control Class Topic display on the transcript.

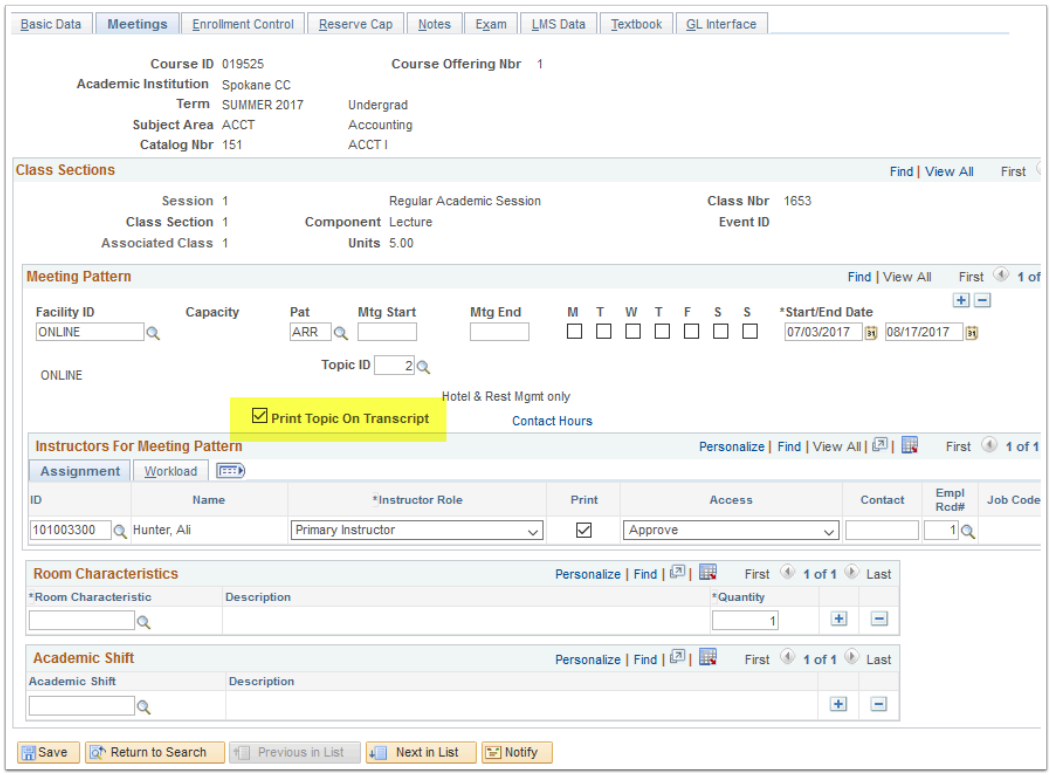
1. Class Topics must be selected to print by transcript type on the Enrollment/Statistics tab for each Transcript type.



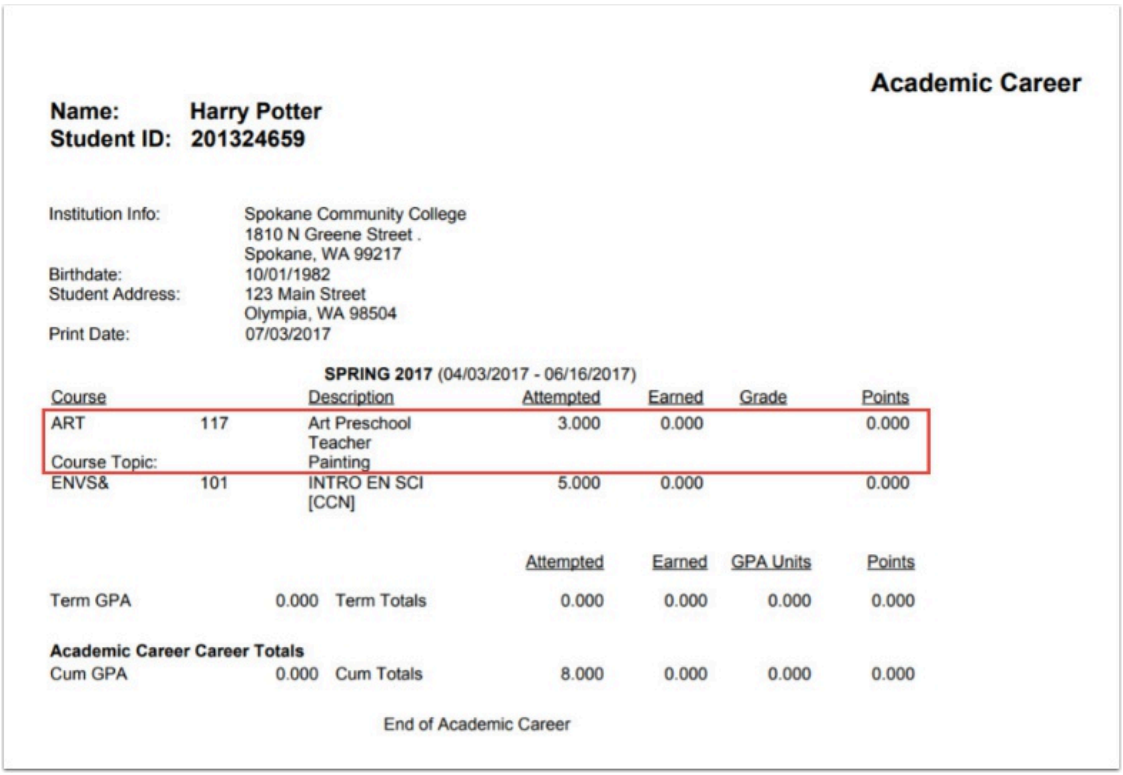
2. After this setting has been selected, any Class Topics set up on the Basic Data tab in the Class Schedule will print on the transcript.



3. Class Topics set up on the Meetings tab in the Class Schedule will also need the **Print on Transcript** box selected in order for that topic to appear on a student's transcript.



4. Below is an example of how topics will display on a transcript.



Academic Career

Name: **Harry Potter**
Student ID: **201324659**

Institution Info: Spokane Community College
1810 N Greene Street .
Spokane, WA 99217
Birthdate: 10/01/1982
Student Address: 123 Main Street
Olympia, WA 98504
Print Date: 07/03/2017

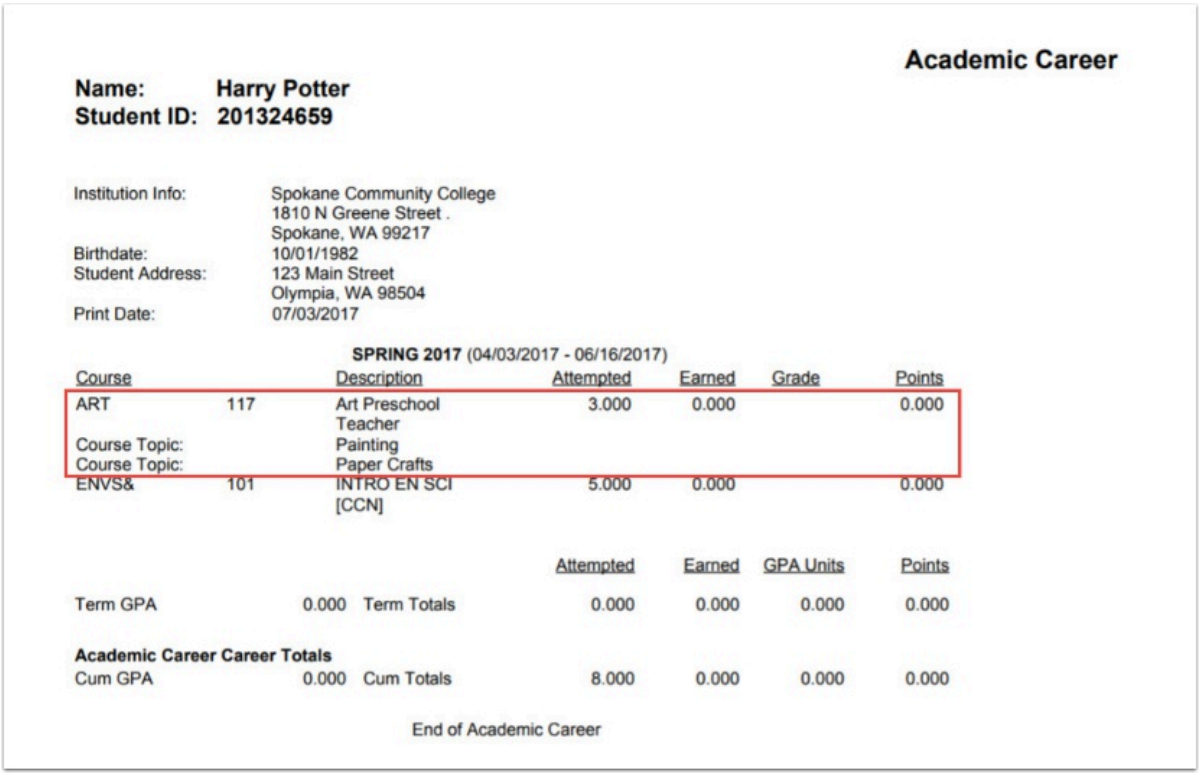
SPRING 2017 (04/03/2017 - 06/16/2017)

Course		Description	Attempted	Earned	Grade	Points
ART	117	Art Preschool Teacher	3.000	0.000		0.000
Course Topic:		Painting				
ENVS&	101	INTRO EN SCI [CCN]	5.000	0.000		0.000

			Attempted	Earned	GPA Units	Points
Term GPA	0.000	Term Totals	0.000	0.000	0.000	0.000
Academic Career Career Totals						
Cum GPA	0.000	Cum Totals	8.000	0.000	0.000	0.000

End of Academic Career

5. If topics have been added to both the Basic Data and the Meetings tabs in the class schedule and the topic on the Meeting tab has been set to Print Topic on Transcript, the transcript will display **BOTH** topics.



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ART	117	Art Preschool Teacher	3.000	0.000		0.000
Course Topic:		Painting				
Course Topic:		Paper Crafts				
ENVS&	101	INTRO EN SCI [CCN]	5.000	0.000		0.000

			Attempted	Earned	GPA Units	Points
Term GPA	0.000	Term Totals	0.000	0.000	0.000	0.000
Academic Career Career Totals						
Cum GPA	0.000	Cum Totals	8.000	0.000	0.000	0.000

End of Academic Career

6. Process complete.