

Define Class Notes

Purpose: To create a pre-defined note selected on the notes tab in the class schedule building pages.

Audience: Class Builder

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

- ZC CM Class Builder
- ZD CM Class Builder
- ZZ CM Local Configuration

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

Define Class Notes

Navigation: Menu > Curriculum Management > Schedule of Classes > Class Notes Table

1. The **Class Notes Table** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Academic Institution**.
4. **Note Nbr** defaults to all zeroes. *After you've created and saved your new Note Nbr, the system will assign a unique Note Nbr.*
5. Select **Add**.
6. The **Class Notes Table** page displays.
7. Enter **Effective Date**.
8. Select a **Status--Active**. Select **Inactive** if your college no longer will use the class note.
9. Enter a short **Description** (*max 30 characters*).
10. Enter a detailed **Long Description** for the note. *The text will appear on the Notes page when assigned to a class.*
11. Select **Save**. *Note Nbr is generated.*
12. Once saved, select **Notes** tab and add class note to the appropriate class(es).

Class Notes Table

Find | View All First 1 of 1 Last

Academic Institution WA220

Tacoma CC



Note Nbr 0401

7 *Effective Date 05/22/2020 5

*Status Active 8

*Description Traditional Online Class 9

10 *Long Description This is an Online Course. There are no required scheduled meetings. You will interact with the instructional materials online on your own time. There may be supplemental meetings offered, but these will be optional.

11

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)**Process complete.**