Maintain Schedule of Classes (Fluid)

Purpose: Use this document as a reference for maintaining the schedule of classes via Fluid navigation in ctcLink.

Audience: Curriculum Management staff.

This page can be used to add additional class sections or to modify existing class sections. Changes can be made to an existing section without inserting a new row, for the purpose of this QRG the steps will review adding a new section. For updating an existing section, you can go to the Class element to be updated and make changes there.

Maintain Schedule of Classes

Navigation: ctcLink CS Staff Homepage > Curriculum Management Tile

1. The **Curriculum Management** page displays.
2. Expand the **Class Scheduling** folder on left.
3. Select the **Maintain Schedule of Classes** list item.
4. The **9.2 Maintain Schedule of Classes** search page displays.
5. Enter **Search Criteria** to identify your class-includes **Academic Institution**, **Term** and **Course ID**.
6. Select **Search**.
7. The **Basic Data** tab displays.
8. Select the **Add a New Row [+]** icon to add a new class section.
9. Select the applicable **Session** for each component.
10. The **Class Section** field represents a unique alphanumeric designator for a class section. Enter the desired value in the **Class Section** field for each class.
11. The **Component** field is automatically populated based on catalog data.
12. Select the **Auto Create Component** button to have the system automatically create each component for multi-component courses.
13. The **Class Type** indicates which component is the primary section at enrollment. Within a class, only one component can possess the **Class Type** of **Enrollment.**
14. Select the applicable **Class Type** for each component.
15. The **Associated Class** number is automatically assigned at component creation. Multi-component classes are automatically associated to each other to constitute a single class. This value can be changed as necessary.
16. The system populates the **Campus** field by default from the **Course Catalog - Offerings** page, indicating the campus that offers the course. **This default value cannot not be changed.**

17. The **Location** field is automatically populated at component creation based on **Course Catalog** data. This value can be changed as necessary.
18. The **Academic Organization** field is automatically populated at component creation based on **Course Catalog** data. This value can be changed as necessary.
19. Select the applicable **Holiday Schedule.**
20. The **Instruction Mode** field is automatically populated at component creation. This value can be changed as necessary.
21. **Start/End Date** fields are automatically populated based on the term/session calendar dates. These values can be overridden for an individual class section.
22. Select the **Add Fee** button to define individual class section fees charged in addition to or instead of course fees.
23. The **Schedule Print** box is automatically checked based on Course Catalog data. This can be unchecked if the class should not be searchable on the Class Schedule.
24. As necessary, check the **Student Specific Permissions** box to make this class section's **Permission Numbers** generate by student emplID only.
25. Colleges not yet live on ctcLink who are working on Curriculum Management tasks in production should provide a Legacy Item Number in the Attribute field. All other colleges should leave the Attribute set to zero.
26. **Course Attributes** are automatically populated at component creation based on **Course Catalog** data. Add additional attributes as necessary.
27. Select the **Meetings** tab.

28. The **Meetings** tab displays.
29. Select/Enter the desired data in these fields:
    - **Facility ID**
    - **Pat**
    - **Mtg Start**

- **Mtg End**
- **Instructor ID** in **Instructors For Meeting Pattern section**

30. Select a value from **Access** drop-down list to allow instructors access to their grade roster--**Approve**, **Grade**, or **Post**. *(Required for each component)*
    a. **Approve**: Instructor can enter grades and approve the grade roster.
    b. **Grade**: Instructor can only enter grades for the class.
    c. **Post**: Instructor can enter grades, approve the roster, and post the grades.

> ℹ **Query:** CTC_SR_NO_GRADE_APPROVAL identifies instructors without a value in the Access field.

31. Select the **Enrollment Control** tab.
32. The **Enrollment Control** tab displays.
33. The **Add Consent** and **Drop Consent** fields are automatically populated based on **Course Catalog** data. These values may be changed to require different levels of permission to add or drop an individual class.
34. As necessary, enter the applicable section to be automatically enrolled in when this section is selected in the **1st Auto Enroll Section** field.
35. Select/Enter the desired data in these fields:
    - **Requested Room Capacity**
    - **Enrollment Capacity**
    - **Wait List Capacity**

36. Select the **Reserve Cap** tab (optional).
37. The **Reserve Cap** tab displays.
38. As necessary, enter a **Start Date** and select the applicable **Requirement Group** to assign reserved capacity for a particular class section.
39. Select the **Note**s tab (optional).
40. The **Notes** tab displays.
41. Enter **Class Notes** as needed.
42. Select **Save**. ctcLink assigns a unique and permanent **Class Nbr**.

Process complete.