9.2 Rolling Course Catalog Changes to Schedule of Classes

Purpose: Use this document as a reference for rolling data from the course catalog to schedule of classes in ctcLink.

Audience: Class Scheduling staff.

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
- ZZ CM Course Catalog
- 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.

You also need to set the following SACR Security permission:

<u>CS 9.2 SACR Security: Basic Requirements for Staff</u>

Navigation: NavBar > Navigator > Curriculum Management > Roll Curriculum Data Forward > Course Roll

Rolling Course Catalog to Schedule

Use the **Course Roll** page to select a course offering that is already scheduled, and if necessary to synchronize the sessions with the latest course catalog information.

- 1. The **Course Roll** search page displays. Enter the appropriate search criteria:
 - a. Academic Institution institution code (e.g. WA171 for Spokane Community College).
 - b. Term enter or look up (e.g. 2147 for Fall 2014).
 - c. Subject Area- enter or look up (e.g. ENGL for English).
 - d. Enter additional search criteria to narrow results.

2. Select **Search**.

Course Roll			
Enter any information yo	u have and click	Search. Leave fields blank	for a list of all values.
Find an Existing Value			
Search Criteria			
Academic Institution	= ~	WA171	þ.
Term	= ~	2147	Q
Subject Area		ENGL&	Q
Catalog Nbr	begins with \checkmark	101	
Academic Career	= ~	Undergraduate	~
Campus	begins with \smile		٩
Description	begins with \smile		
Course ID	begins with \smile		٩
Course Offering Nbr	= ~		٩
Academic Organization	begins with \smile		
Case Sensitive			
Search Clear	Basic Search	Save Search Criteria	3

- 3. The **Course Roll** page displays.
- 4. Compare the course catalog information on the top of the page with the Institution, Career, Term, Academic Group, Subject, Catalog, and Description (course title) values for the scheduled class sections listed in the **Class Sections** grid.
- 5. If these values are different, select **Course Roll** to synchronize the scheduled class sections with the latest course catalog offering information. The system rolls the course catalog data down to the schedule of classes for each class section that is scheduled for the course during the term and session specified. The system processes the request and immediately displays the prospective changes to the schedule of classes results in the **Class Sections** grid.
- 6. Review the results of the roll process. If the results are not as expected, do not save the page. Simply exit the page, and no update to the schedule of classes occurs. If the results are as expected, select **Save** to confirm and update the schedule of classes.

Course ID 014753 Institution WA171 Term 2147 Subject Area ENGL&		Engl Comp I Spokane CC 2014 FALL English &		[CCN]		Status	Active				
						Eff Date		07/01/2014			
				Term Begin Date:			09/22/2014				
						-					
				Career UGRD Academic Course Roll							
Catal	og Nbr 1	101					Acad Group	ARTSC Ar	tsSci	oodi se rtoir	
Class Se	ctions						Personalize	Find 🗖	🔣 🛛 First 🔮	🔍 1-43 of 43 🕑 L	
nstitution	Career	Term	Session	Academic Group	Class Nbr	Subject	Catalog	Section	Description		
WA171	UGRD	2147	1	ARTSC	1394	ENGL&	101	1	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1410	ENGL&	101	10	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1411	ENGL&	101	11	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1417	ENGL&	101	12	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1419	ENGL&	101	13	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1423	ENGL&	101	14	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1425	ENGL&	101	15	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1426	ENGL&	101	16	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1433	ENGL&	101	17	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1504	ENGL&	101	31	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1514	ENGL&	101	32	Engl Comp I AH	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1523	ENGL&	101	33	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1527	ENGL&	101	34	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1532	ENGL&	101	35	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1537	ENGL&	101	36	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1542	ENGL&	101	37	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1548	ENGL&	101	38	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1552	ENGL&	101	39	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1400	ENGL&	101	4	Engl Comp I	[Ccn]	
NA171	UGRD	2147	1	ARTSC	1558	ENGL&	101	40	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1564	ENGL&	101	41	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1568	ENGL&	101	42	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1573	ENGL&	101	43	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1401	ENGL&	101	5	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1402	ENGL&	101	6	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1404	ENGL&	101	7	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1405	ENGL&	101	8	Engl Comp I	[Ccn]	
WA171	UGRD	2147	1	ARTSC	1408	ENGL&	101	9	Engl Comp I	[Ccn]	

From the Course Roll page, you can update the following:

- Course Description (the class title)
- Subject
- Catalog Number
- Academic Group
- Career

Change units on the <u>Adjust Class Associations</u> page.

7. Process complete.