

COURSE SCHEDULING WORKCOPY

Course Scheduling Workcopy is used to add, delete, and change course information for the On-line and Printed Class Schedule.

- Logon to Faculty/Staff Tools at <http://my.isu.edu/fstools>
- Select “Course Scheduling Workcopy” under My Tools.

Course Scheduling Menu Options:

- **FALL/ SPRING/ SUMMER** – Semester you would like to change
- **DEPARTMENT CODE** – Four letter dept code (i.e. English=ENGL)
- **WORK ON COURSES** – Lists first 5 classes sorted by course number. Shows all course information and allows adds, deletes, and changes. Once you mark ok, change, or delete the course does not show on this list, you will need to then choose list courses to make a change.
- **ADD A NEW COURSE** – Allows courses to be added to schedule
- **LIST COURSES** – Reports course information (50 per page). Courses can be selected individually and deleted or changed. Click on the course to bring it up on the change screen.
- **REPORT COURSES** – Reports course information when Course Scheduling Workcopy is closed (no changes allowed).
- **STATUS** – Type of change you would like to make to the course.
 - OK – No changes needs to be made to the class

Delete – Flags the course to be deleted before the schedule goes to print. After the class schedule is printed it flags the course to be canceled. Course will remain on List Courses until the file is rebuilt.

Change – use if changing any course information

- **DEPT COURSE SECTION** – Displays the department, course number, and section. The course number and/or section cannot be changed. Please delete the course and add a new course if this information needs to be changed.
- **CLASS DESCRIPTION** – Course title (28 characters)
- **DAYS TAUGHT** – Click on the day(s) the course is going to be taught. Mark TBA if you do not know the days taught. Use Day 2 for labs that included with a course and are taught at different days and times.
- **START/STOP TIMES** – Enter start time and stop time using numbers only (no characters). Click the appropriate am or pm. Leave these fields blank if you selected TBA as the days taught. Use Day 2 for labs that included with a course and are taught at different days and times.
- **LENGTH/DATES** – Use the drop down box to select a session length. Choose other if your dates do not fit within one of the session lengths listed. Type start date in the left hand box and stop date in the right hand box.
- **BLDG/ROOM** – Type building code in the top box and room number in the bottom box. Use [Bldg Code Lookup](#) link at the top of the screen to view a list of building codes.
- **LOCATION** – Use the drop down box to select the location of the course. Choose other if the location is not listed and type location in the box below.

- **CREDITS** – Type the number of credits in the box. If the course is variable type the lowest number, hyphen, highest number (i.e. 1-3).
- **LIMIT** – Type the maximum number of students allowed to register for the course. Fire code seating is listed below the box for the bldg/room that was entered above.
- **AUDIT** – Click on the box to make the course auditable.
- **DELIVERY** – Use the drop down box to choose the appropriate delivery method.
 - Fully Online** – Courses that are taught via the web and do not meet in a classroom.
 - EssTech** – Courses that are taught in a classroom, but require the students to use the web (i.e. email, online syllabus, visiting websites)
 - VICC** – Courses that are broadcasted to other locations (i.e. televised, distance learning)
 - VICC & EssTech** – Courses that are broadcasted to other locations and require students to use the web.
 - Clear** – Removes currently selected delivery method.
- **FEES/CODES** – Display field that lists current Class Fee, Goals, and Registration Permit Codes.
- **INSTRUCTORS**
 - Primary** – Type the instructor code of the instructor that will be doing web grading. The instructor code is usually first 4 letters of the last name and the first 4 letter of the first name (i.e. kaulmand). Only the primary instructors name will display on the class.
 - 2nd** – Type the instructor code of the second instructor. If only one instructor is teaching leave this field blank. Only 2 instructors can be listed on a course.
 - Printed Name** – Display name that will show in the class schedule.

- **COMMENTS** – This field will only be seen by the scheduler. Information will not show anywhere in the class schedule
- **FOOTING/HEADING NOTES** – Information line about the course that shows in the schedule. Click either footing or heading, only one can be used per course. Click appropriate action, add, delete, or change. Type information in box.
 - Footing** – Information that pertains to only one section of the course. Information shows below the course.
 - Heading** – Information that pertains to all the sections of the course. Information shows above the course.
 - Add** – Click to add information.
 - Delete** – Click to delete information.
 - Change** – Click to change information.
- **PROFESSIONAL DEVELOPMENT COURSE INFORMATION**
 - Account Number** – Account number where fees will be deposited. Use only numbers, no hyphens.
 - Class Fee** – The fee you want to charge for the course. Use only numbers, no periods or dollar signs.
 - Fixed/per Credit Fee** – Type F for a fixed credit fee or a P for per credit fee. Per credit fees will be multiplied by the number of credits the course is being taught.