

# Academic Scheduling Tool

## User Manual



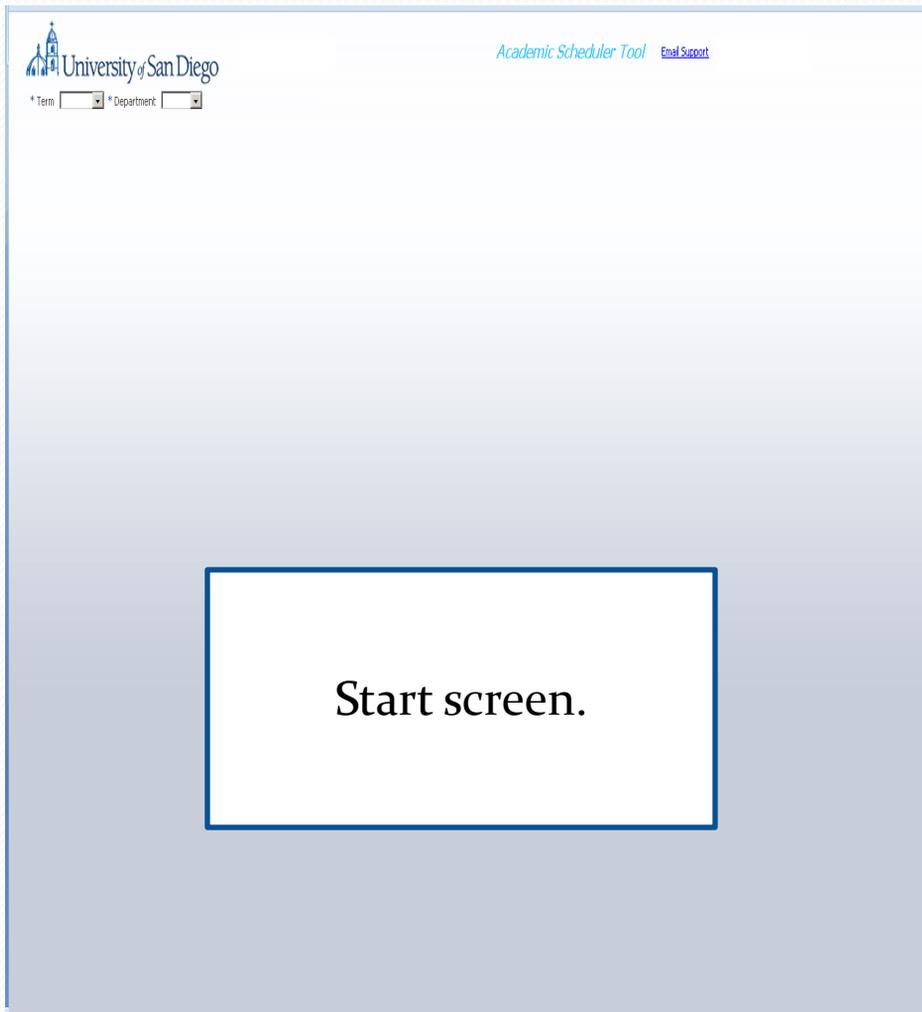
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# Common

This Academic Scheduling Tool has been designed for all people involved in the scheduling process from classroom instructors to the Lead Academic Scheduler. There are many features that are common to all types of users and those will be explained in this first section. The following sections will be divided based on the type of user, such as an Executive Assistant or a Department Chair, and will discuss the functionalities that are particular to each.

# Getting Started



\* Term  Department

- Spring 2011
- Summer 2011
- Fall 2011
- Interession 2012
- Spring 2012
- Summer 2012
- Fall 2012
- Interession 2013
- Spring 2013

Select a term.

\* Term  Department

- Accounting/Business ACCT
- Ahlers' Center - Int'l Business AHLR
- Anthropology ANTH
- Art ART
- Arts & Science Dean's Office ASDO
- Biology BIOL
- Business BUSN
- Catholic Studies CATH
- Chemistry & Biochemistry CHEM
- Communication Studies COMM
- Corporate and Professional Ed BUCE
- Counseling/SOLES COUN
- Decision Science/Business SDCl
- Doctoral Nurs Practice/Nursing DNP
- Dramatic Arts DRAM
- Economics/Business ECON
- Electrical Engineering ELEC
- Engineering ENGR
- English ENGL

Select your department.

The system will automatically display any previous work you have saved. If this is the first time working in the department, an empty table is presented.

# Core Values

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\* Term: Spring 2011 \* Department: Biology BIOL

Lower Division %: 52 Upper Division %: 48 Primetime %: 99 Non-Primetime %: 0

Pre-Populate Save **New!** Add Course Delete Download Check Schedule Spread

Last Modified By	Modified Status	OK	Subj Code	Course No	Section	Part Term Code	Part Term Start	Part Term End	SP	Title	X-List	P	Attributes	Approval	Meeting Pattern
06-Apr-2	jonpilarsl	IW	<input checked="" type="checkbox"/>	BIOL	104	01	C	4/5/2011	4/7/2011	<input type="checkbox"/>	Topics in Human Biology		<input type="checkbox"/> c <input type="checkbox"/> b <input type="checkbox"/> h <input type="checkbox"/> s <input type="checkbox"/> w		

Scroll bars.

The columns to the left of the dotted line are your core values. These will stay fixed on the left side of the screen so that you may see which specific course section you are working with. There are too many columns on the right side of the dotted line to fit on one screen so they may be scrolled in to view when needed via the scroll bar on the bottom.

# Buttons

To add a new course, place cursor on the row just after you wish the new row to appear and then click the Add Course button. This creates a new course, or row, with empty default values.

To delete a course, click anywhere within the row you would like to delete to highlight it and then click the delete button.

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\* Term: [201102] \* Department: [BIOL] Biology

Pre-Populate Save **New! Add Course** Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval	Meeting Pattern	Days	Start	End	Buildi
	BIOL	110	01	Life Science for Educators							M	1325	1625	
	BIOL	110	02	Life Science for Educators							MW	1115	1210	
	BIOL	110	02	Life Science for Educators							M	1325	1625	
	BIOL	110	01	Life Science for Educators							MW	1115	1210	
	BIOL	113	01	Plants and People					Chair			1325	1625	
	BIOL	113	01	Plants and People					Chair			1010	1105	
	BIOL	113	02	Plants and People					Chair			1325	1625	
	BIOL	113	02	Plants and People					Chair			1010	1105	

No courses are displayed until you click the Pre-Populate button.

Only available for Department Chairs. Submits the saved schedule to Academic Scheduler.

Clicking the Save button produces a message once the changes have been saved successfully.

If you would like your work to be exported to a Microsoft Excel spreadsheet, just click the Download button.

# Helpful Features

## Help Pop-ups Information:

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\* Term 201102 \* Department BIOL Biology

Pre-Populate Save New! Add Course Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval	Mex
	BIOL	110	02	Life Science for Educators						
	BIOL	113	02	Plants and People					Chair	
	BIOL	113	01	Plants and People					Chair	
More...	BIOL	110	01	Life Science for Educators						
	BIOL	113	01	Plants and People					Chair	
	BIOL	110	02	Life Science for Educators						
	BIOL	110	01	Life Science for Educators						
	BIOL	113	02	Plants and People					Chair	

Clicking on any of the orange squares will provide help information about the specific column.

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Download Submit Schedule

X-List	P	Attribute	SP	Approval	Level	Layout
					Level 2	
					Level 2	
					Level 2	
					Level 2	
					Level 2	
					Level 2	
					Level 2	
					Level 2	

Check this box if you want the course title to change for this section.

# Instructor Lookup:

The screenshot shows the 'Academic Scheduler Tool' interface. At the top, there are four progress bars: 'Lower Division %' at 53, 'Upper Division %' at 47, 'Primetype %' at 99, and 'Non-Primetype %' at 1. Below these is a 'Schedule Spread' section. The main table has columns for Room, Units, Max, Tech Level, Layout, Wait List, Fees, Primary Instructor, and Secondary Instructor. The Primary Instructor column contains 'Ward, Jamie, P', 'Darby, Marcelle, M', and 'Darby, Marcelle, M'. Each entry has a magnifying glass icon to its right. A blue arrow points from the text box below to the magnifying glass icon for 'Darby, Marcelle, M'.

If you would like to search for an instructor by using part of his/her name, click the magnifying glass icon.

The screenshot shows a popup window titled 'Enter Instructor last name (or part of) in Name\_String field then press Search button.' The window has a 'Search' section with a 'Match' dropdown set to 'All' and a 'NameString' field containing 'Smith'. Below the field is a list of search results: 'Smith, James K', 'Smith, Jayne E', 'Smith, Lisa B', 'Smith, Michelle S', 'Smith, Neal W', 'Smith, Richard Charles', 'Smith, Steven D', 'Smith, Thomas A', 'Smith, Warren L', and 'Staff'. A blue arrow points from the text box on the right to the 'NameString' field.

Inside the popup, only type in the third field labeled "Name\_String." You may select "Staff" as a placeholder if your instructor is not found.

# Column Re-ordering:

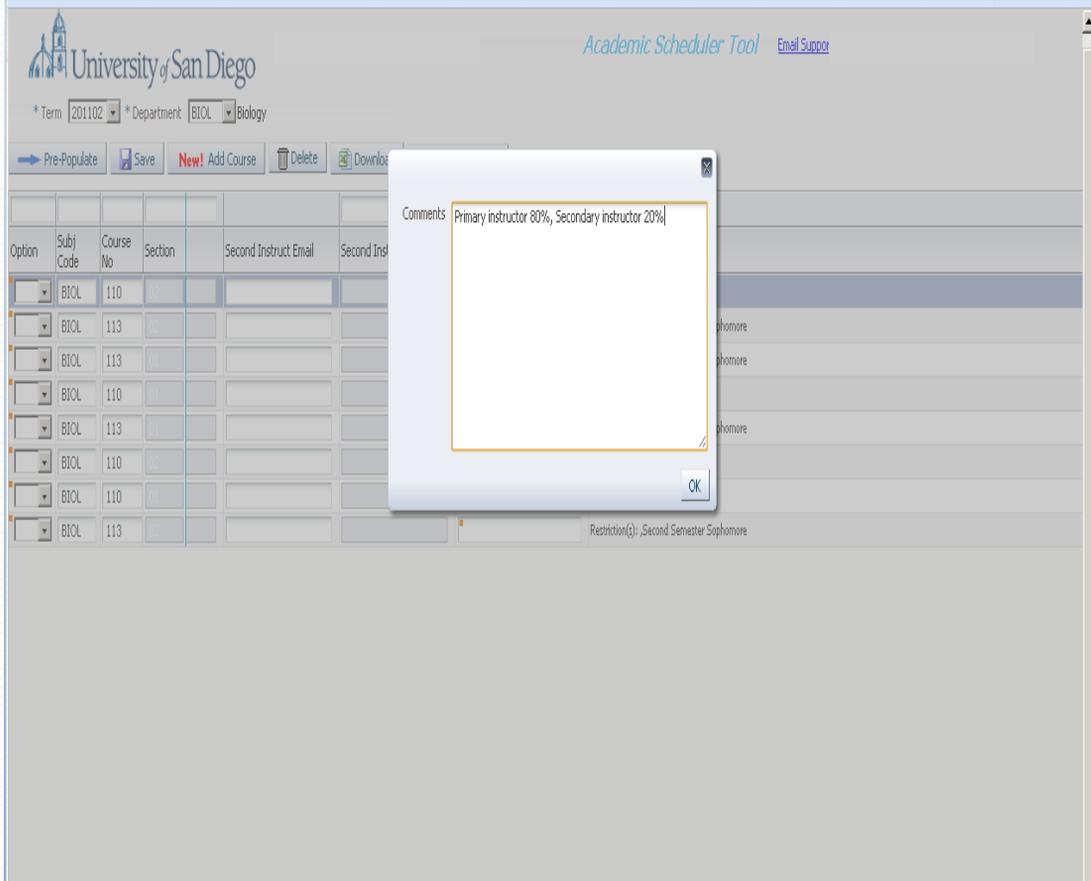
The screenshot shows the 'Academic Scheduler Tool' interface for the University of San Diego. At the top left is the university logo. The top right contains the text 'Academic Scheduler Tool' and a link for 'Email Support'. Below this, there are filters for '\*Term' (201102) and '\*Department' (BIOL - Biology). A toolbar includes buttons for 'Pre-Populate', 'Save', 'New! Add Course', 'Delete', 'Download', and 'Submit Schedule'.

The main area is a table with the following columns: Option, Subj Code, Course No, Section, SP, X-List, P, Attribute, Approval, Meeting Pattern, Days, Start, End, Building, Room, Units, Max, Tech Level, and Layout. A context menu is open over the 'Meeting Pattern' column header, showing a list of course titles: 'Title', 'Plants and People', 'Plants and People', 'Life Science for Educators', 'Life Science for Educators', 'Plants and People', 'Life Science for Educators', 'Life Science for Educators', and 'Plants and People'. The table rows show various course sections with their respective attributes and meeting patterns.

Option	Subj Code	Course No	Section	SP	X-List	P	Attribute	Approval	Meeting Pattern	Days	Start	End	Building	Room	Units	Max	Tech Level	Layout
	BIOL	113	02					Chair		W	1325	1625			3		Level 2	
	BIOL	113	01					Chair		MW	1010	1105			3		Level 2	
	BIOL	110	02							M	1325	1625			3		Level 2	
	BIOL	110	01							MWF	1010	1105			3		Level 2	
	BIOL	113	01					Chair		W	1325	1625			3		Level 2	
	BIOL	110	02							MW	1115	1210			3		Level 2	
	BIOL	110	01							M	1325	1625			3		Level 2	
	BIOL	113	02					Chair		MW	1010	1105			3		Level 2	

To rearrange columns, simply click on the column title and drag right or left.

# Comment Editor:



A pop-out box is presented when you click on the orange help square in the Comments column.

# Filters:

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\* Term: 201102 \* Department: BIOL Biology

Pre-Populate Save **New!** Add Course Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval
	BIOL	110	02	Life Science for Educators					
	BIOL	113	02	Plants and People					Chair
	BIOL	113	01	Plants and People					Chair
	BIOL	110	01	Life Science for Educators					
	BIOL	113	01	Plants and People					Chair
	BIOL	110	02	Life Science for Educators					
	BIOL	110	01	Life Science for Educators					
	BIOL	113	02	Plants and People					Chair

This is the filter row. This filter for class title will display only the classes which have a title that starts with “Plants and People.”

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\* Term: 201102 \* Department: BIOL Biology

Pre-Populate Save **New!** Add Course Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval
	BIOL	113	02	Plants and People					Chair
	BIOL	113	02	Plants and People					Chair
	BIOL	113	01	Plants and People					Chair
	BIOL	113	01	Plants and People					Chair

# Column Sorting:

For appropriate columns, if you hover over the column title, two arrows will appear that will allow you to sort the records in either ascending or descending order.

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Welcome: mdarby  
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\* Term: 201102 \* Department: BIOL Biology

Pre-Populate Save New! Add Course Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval	Meeting Pattern	Days	Start	End	Building	Room	Units	Max	Tech Level	Layout
	BIOL	110	02	Life Science for Educators							M	1325	1625			3		Level 2	
	BIOL	113	02	Plants and People					Chair		W	1325	1625			3		Level 2	
	BIOL	113	01	Plants and People					Chair		MW	1010	1105			3		Level 2	
	BIOL	110	01	Life Science for Educators							MW	1115	1210			3		Level 2	
	BIOL	113	01	Plants and People					Chair		W	1325	1625			3		Level 2	
	BIOL	110	02	Life Science for Educators							MW	1115	1210			3		Level 2	
	BIOL	110	01	Life Science for Educators							M	1325	1625			3		Level 2	
	BIOL	113	02	Plants and People					Chair		MW	1010	1105			3		Level 2	

## Sorted Result

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Welcome: mdarby  
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\* Term: 201102 \* Department: BIOL Biology

Pre-Populate Save New! Add Course Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval	Meeting Pattern	Days	Start	End	Building	Room	Units	Max	Tech Level	Layout
	BIOL	110	01	Life Science for Educators							M	1325	1625			3		Level 2	
	BIOL	110	02	Life Science for Educators							MW	1115	1210			3		Level 2	
	BIOL	110	02	Life Science for Educators							M	1325	1625			3		Level 2	
	BIOL	110	01	Life Science for Educators							MW	1115	1210			3		Level 2	
	BIOL	113	01	Plants and People					Chair		W	1325	1625			3		Level 2	
	BIOL	113	01	Plants and People					Chair		MW	1010	1105			3		Level 2	
	BIOL	113	02	Plants and People					Chair		W	1325	1625			3		Level 2	
	BIOL	113	02	Plants and People					Chair		MW	1010	1105			3		Level 2	

# Meeting Patterns:

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\* Term: 201102 \* Department: BIOL \* Biology

Pre-Populate Save **New!** Add Course Delete Download Submit Schedule

Option	Subj Code	Course No	Section	Title	X-List	P	Attribute	SP	Approval	Meeting Pattern	Days	Start	End	Building	Room	Units	Max	Tech Level	Layout
51	biol	113		Plants and People w/Lab			W		Instructor									Level 2	
	BIOL	110	01	Life Science for Educators						MWF 0800 0855	M	1325	1625			3		Level 2	
	BIOL	113	01	Plants and People					Chair	MWF 1010 1105	W	1325	1625			3		Level 2	
	BIOL	110	02	Life Science for Educators						MWF 1145 1210	M	1325	1625			3		Level 2	
	BIOL	113	01	Plants and People					Chair	MWF 1220 1315	W	1325	1625			3		Level 2	
	BIOL	110	01	Life Science for Educators						MWF 1325 1420	W	1325	1625			3		Level 2	
	BIOL	110	02	Life Science for Educators						MWF 1430 1525	MW	1115	1210			3		Level 2	
	BIOL	113	01	Plants and People					Chair	MWF 1535 1630	MW	1115	1210			3		Level 2	
	BIOL	110	01	Life Science for Educators						MWF 1640 1735	MW	1115	1210			3		Level 2	
	BIOL	110	02	Life Science for Educators						MWF 1745 1840	MW	1010	1105			3		Level 2	
	BIOL	113	01	Plants and People					Chair	TR 0745 0905	MW	1010	1105			3		Level 2	
	BIOL	113	02	Plants and People					Chair	TR 0915 1035	MW	1010	1105			3		Level 2	
	BIOL	113	02	Plants and People					Chair	TR 1000 1150	MW	1010	1105			3		Level 2	
										TR 1030 1145									
										TR 1045 1205									
										TR 1300 1415									
										TR 1430 1545									
										TR 1430 1550									
										TR 1600 1720									
										TR 1730 1845									

Common meeting patterns are already supplied in this column which will populate the Days, Start, and End columns automatically. You may override these values by typing in specific Days or Start and End times.

## Column Titles and their meanings:

- Last Modified:  
Displays the date that the section was last changed in any way.
- Modified By:  
Displays the user ID who made the last modification.
- Status:  
Can be either “IW”(In-Work) or “SUBMITTED” and once the schedule has been submitted you may not make any changes.
- Option:  
Can be either “S1” (first choice), “S2” (second choice), or “S3” (third choice). This can be used to indicate to a superior preference over course section meeting patterns for instance.
- OK: (EA’s and Dept. Chairs only)  
Distinguishes between a course that should be considered in the Primetime and Level gauges. Also, only classes that have this value checked will be submitted when clicking the Submit Schedule button.

- **Subj Code:**  
The Subject Code for the course. Ex: COMM
- **Course No:**  
The Course Number. Ex: 101
- **Section:**  
The Section of the course. Ex: 02
- **Part Term Code:**
- **Part Term Start:**
- **Part Term End:**
- **SP:**  
This value must be checked if you require the Course Title to change from its Banner catalog version.
- **Title:**  
Title of the course. Ex: Calculus I
- **X-List:**  
A space for entering another course that is to be cross-listed with the current course/section. Ex: COMP494

•P:

This value indicates a Preceptorial class.

•Attributes:

Can be “C” (Community Service Learning), “D” (Diversity), “H” (Honors), “I” (International), “L” (Lab), “S” (Law Professional Skills), or “W” (Writing). You may select multiple attributes.

•Approval:

This option shows the level of approval needed by a student to enroll in the class. Values are: Instructor, Chair, Faculty, Dean, Honors Adv, Honors Sect, Instr/Chair/Dean.

•Meeting Pattern:

All of the common time periods for classes to be scheduled are listed here. By selecting a meeting pattern the program will automatically fill in the subsequent three columns for you (Days, Start, and End).

•Days:

Days that the class meets (M, T, W, R, F, S, SU).  
Ex: M,W,F

•Start:

The starting time of the class in military time.  
Ex: 1400

- End:  
The ending time of the class in military time. Ex: 0900
- Building:  
The building in which the class should meet (Pre-assigned only). Ex: Serra
- Room:  
The room in which the class should meet (Pre-assigned only). Ex: 155
- Units:  
How many units a class is worth. Ex: 4
- Max:  
The maximum number of students this section is allowed. Ex: 35
- Tech Level:  
Signifies how much technology is needed to teach this class. The higher the number, the more technology. A more in-depth description of each level and its meaning can be found by clicking the orange help icon in the top left corner of this column.
- Layout:  
Describes the type of desks or classroom layout configuration needed for this class.

- Wait List:

The number of students allowed to be on the wait list for this class. Ex: 10

- Primary Instructor Lookup:

The primary instructor's name.

- Secondary Instructor Lookup:

The secondary instructor's name.

- Comments:

Additional comments such as a third instructor's name or extraneous information can be noted here. For example, list the percentage of time for primary and secondary instructors.

- Prerequisites/Restrictions:

All prerequisites or other restrictions for the class are displayed under this column (from the previous year).

## Check Schedule Spread Button

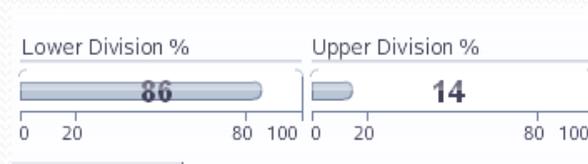
This feature is designed to remind you if too many classes are not evenly distributed throughout the day. There are two types of warnings. The first warning that is checked is if more than 80% of the classes are scheduled during Primetime (starts before 16:00). The second warning that is checked for is if a certain time block, such as MWF 7:45 to 9:05, is overloaded. This means that a significant chunk of your classes occur during this block. These are only warnings/guidelines and will not prevent you from submitting your schedule.

# Gauges

There are two different types of gauges to help evaluate the diversity of your classes: Upper/Lower Division and Primetime/Non-Primetime. The gauges will only factor in the classes that have a check mark in the OK column and have a specific Start time. If either of these values is missing, the course section will not be factored into the gauge.

## Upper/Lower Division

This gauge displays the percentage of classes that are considered lower division and upper division.



## Primetime/Non-Primetime

This gauge displays the percentage of classes that are considered primetime and non-primetime. Primetime classes have a start time before 1600. It is suggested that no more than 80% of your classes should occur in primetime.

