

## Quick Reference Guide SCHED 011: Reading and Research & Tutorial Setup

For Reading & Research and Tutorial courses you will create a class section for each individual faculty who leads the course.

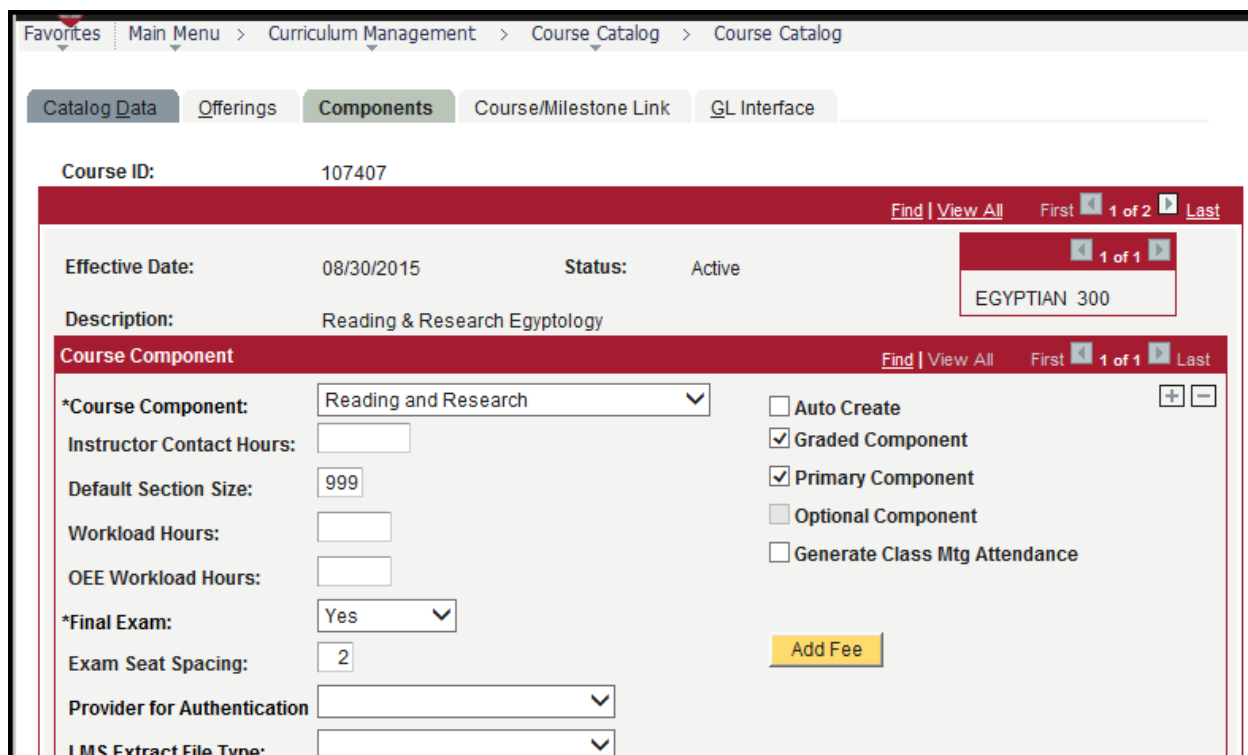
**If your department has many faculty members, it is advised that you only set up those faculty members with whom students will be actively working in a given semester.** New sections may be created to add affiliated faculty on an ongoing basis. Unlike the *Courses of Instruction* publication, setup of these courses is not meant to advertise teaching faculty in a particular department; rather, setting up individual sections for each active faculty member will allow for a greater increase in functionality and control around student enrollment permissions, individual course rosters, grading sheets, and evaluations.

### Step 1: Create Course or Confirm Course Setup at Catalog Level

Go to: Curriculum Management > Course Catalog > Course Catalog > Search for a particular course, or create new value.

If setting up a new course: create the single component in Curriculum Management>Course Catalog>Course Catalog Components tab.

In an existing catalog record: There should be a single course id and a single component categorized as either 'Reading and Research' or 'Tutorial'.



The screenshot shows the 'Components' tab in the Course Catalog for Course ID 107407. The page includes navigation tabs (Catalog Data, Offerings, Components, Course/Milestone Link, GL Interface) and a breadcrumb trail (Favorites, Main Menu > Curriculum Management > Course Catalog > Course Catalog). The main content area displays course details: Effective Date (08/30/2015), Status (Active), and Description (Reading & Research Egyptology). Below this is the 'Course Component' section, which includes a dropdown menu set to 'Reading and Research', a list of checkboxes for component types (Auto Create, Graded Component, Primary Component, Optional Component, Generate Class Mtg Attendance), and a text input for 'Exam Seat Spacing' set to '2'. There is also an 'Add Fee' button.



**Credits:** Appropriate credit depends upon the particular department. If graduate students may enroll for more than 4.0 units of credit with an individual faculty member; or, 4.0 units of credits with two or more faculty members: Set the maximum credit value to 16.0; Set Total Units Allowed=999.0; Check off the Repeat for Credit and Allow Multiple Enroll in Term boxes.

**Grading Basis:** Courses should be set up as Sat/Unsat. Departments may request an exception.

**Repeat for Credit & Allow Multiple Enroll in Term:** These courses should also be set with “99” multiple enroll during term. Exception: Tutorials and R/R courses with 2.0 credits may not be set up as repeatable for credit; hence they may not be taken multiple times during a single term.

**Special Scenario--Retroactive Adjustment of Credit:** If you are adjusting the credits after the class has already been scheduled, you will need to also make the credit adjustment in the Schedule of Classes.

1. Navigate to Adjust Class Associations: Curriculum Management > Schedule of Classes > Adjust Class Associations.
2. Enter Term→Click Search.
3. On the Class Associations tab, locate Maximum Units and enter 16 in place of the 4.
4. If you have multiple faculty members listed for the course, you will need to adjust the units for each faculty member.
5. Save

## Step 2: Build out individual sections in Schedule of Classes

You will assign faculty to individual sections of the course at the class schedule level, since instructor information lives at the class level.

If the class already exists in Schedule of Classes: go to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

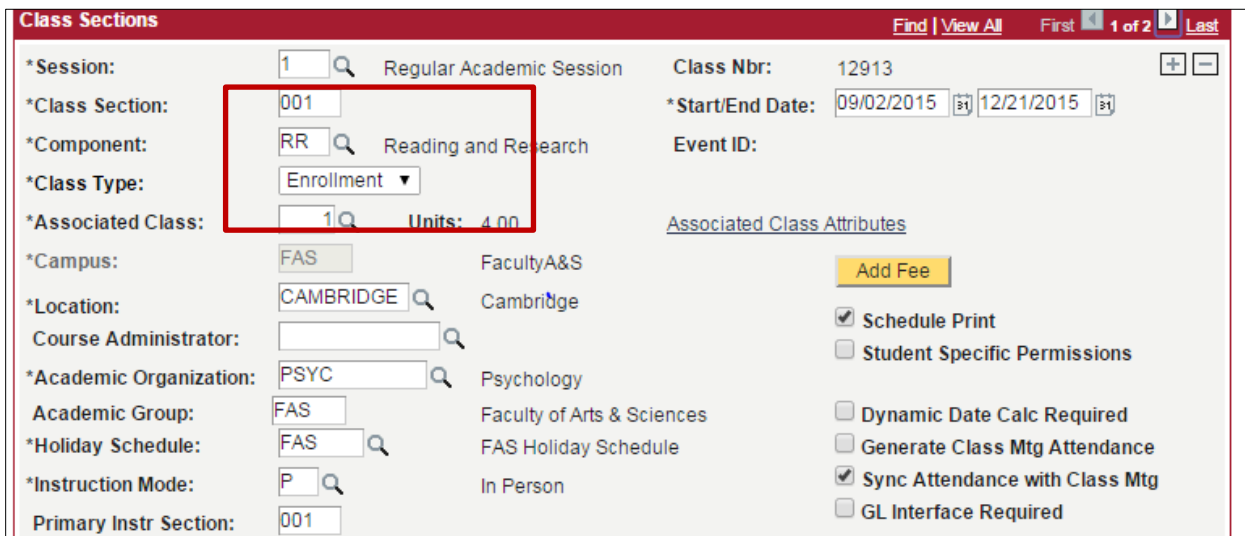
If you need to schedule the class in a specific term: go to Curriculum Management > Schedule of Classes > Schedule New Course

Maintain Schedule of Classes & Schedule New Course Search Criteria		
Field Name	Steps	Description/Notes
Academic Institution	1. Specify 'HRVRD'	<ul style="list-style-type: none"> <li>• HRVRD should default in or you may enter it manually or by look up with the magnifying glass.</li> </ul>
Term	2. Specify the terms to search for, for example '2162'	<ul style="list-style-type: none"> <li>• Specify the correct term(s) for the class to be modified.</li> </ul>
Subject Area	3. Specify the Subject Area for the course. For example, 'EGYPTIAN'	<ul style="list-style-type: none"> <li>• If you know the subject area you may enter it manually, if not you may use the magnifying glass to do a search.</li> </ul>
Catalog Nbr	4. Enter the Catalog Number for the	<ul style="list-style-type: none"> <li>• Enter the catalog number manually. If</li> </ul>

Maintain Schedule of Classes & Schedule New Course Search Criteria		
Field Name	Steps	Description/Notes
	course.	you do not know the number, search on the other criteria then select the appropriate row from the results.
	5. Click Search	<ul style="list-style-type: none"> <li>Based on the search criteria specified you will be directed into the page.</li> </ul>

If there will be multiple faculty serving as instructors for this course, create an individual section per instructor.

1. Add a new row on the Basic Data tab of the Maintain Schedule of Classes or Schedule New Class pages. Or, if a row already exists, skip to step 2.
2. On Basic Data tab: increment the Class Section number for each new row. Associated Class should be set to 1 for each section.



3. On Meetings tab, enter the appropriate instructor ID on the Meetings tab for each section. If you do not know the instructor's HUID, use the magnifying glass to initiate lookup of the instructor's name. Select the instructor role of "Head Instructor". Grade access must be set to "Post" for all head instructors.



Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 107407 Course Offering Nbr: 1  
 Academic Institution: Harvard University  
 Term: 2015 Fall FAS  
 Subject Area: EGYPTIAN Egyptian  
 Catalog Nbr: 300 Reading and Research in Egyptology

**Class Sections** Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 0  
 Class Section: 002 Component: Reading and Research Event ID:  
 Associated Class: 1

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
            09/02/2015 12/21/2015

Topic ID:  Free Format Topic:   
 Print Topic On Transcript [Contact Hours](#)

**Instructors For Meeting Pattern** Personalize | Find | View All First 1 of 1 Last

Assignment Workload

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1	<input type="text"/>		Prim In	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

4. Add in meeting pattern information if available.

5. Save record.