

On Line Class Scheduling

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Run Online Class Schedule Validation Report (print format)	Error! Bookmark not defined.

Terminology List:

Class Fee	A fee set at the section level and applies only to a specific section of a class
Course Fee	A fee associated with a course that is in the course catalog, fee applies to all sections of a course that are set up
Course Attribute Filter	A filter check box that allows the user to choose a course attribute
Course Attribute	The location where the user would choose a course attribute, primarily used by Extended Studies to narrow report results
Meeting Pattern	The date(s) and time(s) a class is scheduled to be taught

Website Link to Access Online Scheduling: <https://hrcs.boisestate.edu/psp/EPRD/?cmd=login&languageCd=ENG&>

Find an Existing Course

Extended Studies Personnel will continue to utilize Back Office to complete the new or initial assignment of sections after the roll of classes, prior to the first proof being opened up for editing.

BSU Pages and Reports> Student Records Menu> Use> Online Class Scheduling>Online Class Scheduling

1. Enter Search Criteria
 - a. Term must be selected
 - b. Choose Either Academic Organization or Subject
2. Choose **“Find Existing Courses”** button

The screenshot shows the 'Online Class Scheduling' page. At the top, there is a navigation breadcrumb: 'Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling'. On the right side, there are links for 'Related Content', 'New Window', 'Help', and 'Personalize Page'. The main heading is 'Online Class Scheduling'. Below this, there are three search criteria fields: 'Term' (a dropdown menu), 'Academic Organization' (a dropdown menu), and 'Subject' (a dropdown menu). To the right of these fields are two buttons: 'Add New Class/Section' and 'Find Existing Courses'.

This is a close-up of the search criteria fields. The 'Term' dropdown is set to 'Spring 2010'. The 'Academic Organization' dropdown is set to 'Chemistry and Biochemistry'. The 'Subject' dropdown is empty. To the right of these fields are two buttons: 'Add New Class/Section' and 'Find Existing Courses'. A red arrow points to the 'Find Existing Courses' button.

3. Locate the Applicable Course
4. Choose **“Review this class”** button

Term:

Academic Organization: [Add New Class/Section](#)


Subject: [Find Existing Courses](#)

BIOCHEM 510 Advanced Protein Chemistry [Review this class](#)

▶ [Class Sections](#)

BIOCHEM 512 Intermediary Metabolism [Review this class](#)

▶ [Class Sections](#)

CHEM 100 Concepts of Chemistry [Review this class](#) 

Edit a Section

1. Choose “Edit this Section” button

BOISE STATE UNIVERSITY

Navigation: [Favorites](#) | [Main Menu](#) > [BSU Pages and Reports](#) > [Student Records Menu](#) > [Online Class Scheduling](#) > [Online Class Scheduling](#)

ARTHIST Art History Review 1 for spring 2019 will close at 9:00am on Tuesday, August 28, 2018.

ARTHIST 356 Art of India

Prerequisite: ARTHIST 103 or permission of instructor. Term: Spring 2019 Course ID: 102877

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
13534	ARTHIST	356	001	Art of India	3	LEC	Enrollment	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 25 Previous Year Enrl Total: 7 Location: Boise Campus

Dates	Time	Days	Room	Capacity
01/14/2019-05/03/2019	1:30pm-2:45pm	MoWe		

Room Characteristics

Instructors
Dinkar,Niharika

Requirement Designations

Instr. Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 0.00

Notes to Student

Special Instructions-Note to Registrar:

Last Updated: ** Changes are not final until approved by the Registrar's Office.

[Edit This Section](#) [Delete This Section](#)

[Return to Search](#) [Add a New Section](#)

2. Modify the **Session** drop down if needed

BOISE STATE UNIVERSITY

Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

ARTHIST Art History

ARTHIST 356 Art of India

Review 1 for spring 2019 will close at 9:00am on Tuesday, August 28, 2018.

Prerequisite: ARTHIST 103 or permission of instructor. Term: **Spring 2019** Course ID: **102877**

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
13534	ARTHIST	356	001	Art of India	3	LEC	Enrollmer	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 25 Previous Year Enrl Total: 7 Location: Boise Campus

Add or Update a Meeting Pattern

1. Choose Edit Meeting Pattern/instructors link

BOISE STATE UNIVERSITY

Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

ARTHIST Art History

ARTHIST 356 Art of India

Review 1 for spring 2019 will close at 9:00am on Tuesday, August 28, 2018.

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Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
13534	ARTHIST	356	001	Art of India	3	LEC	Enrollmer	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 25 Previous Year Enrl Total: 7 Location: Boise Campus

Dates	Time	Days	Room	Capacity	Edit Meeting Pattern/Instructors
01/14/2019-05/03/2019	1:30pm-2:45pm	MoWe			

Room Characteristics Add Delete

Instructors Dinkar,Niharika

Requirement Designations

Instr. Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 0.00

[Edit Course Fees](#) [Edit Class Fees](#)

Notes to Student + -

Special Instructions-Note to Registrar:

Last Updated: **** Changes are not final until approved by the Registrar's Office.**

[Delete This Section](#) [Save Changes](#)

[Return to Search](#) [Add a New Section](#)

2. Update the applicable fields
 - a. The location drop down defaults to Boise Campus and will be utilized mostly for extended studies course locations off campus

Adding multiple meeting pattern dates

3. Choose the “Add another meeting pattern” link
4. Enter all additional meeting pattern data
5. Choose the “**Save Changes**” button
6. Message will display requesting if you would like to make further changes to the class/section

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

7. Choose “No” to continue saving
8. If further changes are needed Choose “Yes” and system will direct you back to the data entry page

Deleting a meeting pattern date

9. Choose the "Delete this meeting pattern" link

BOISE STATE UNIVERSITY

Home | Add to Favorites | Sign out

Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

ARTHIST Art History Review 1 for spring 2019 will close at 9:00am on Tuesday, August 28, 2018.

ARTHIST 356 Art of India

Prerequisite: ARTHIST 103 or permission of instructor. Term: Spring 2019 Course ID: 102877

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
13534	ARTHIST	356	001	Art of India	3	LEC	Enrollme	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 25 Previous Year Enrl Total: 7 Location: Boise Campus

Meeting Pattern 1 of 1

[Delete this meeting pattern](#)

Room	Capacity	Days	Start Time	End Time	Start Date	End Date
		Monday, Wednesday	PM 01:30	PM 02:45	01/14/2019	05/03/2019

Instructors for Meeting Pattern 1 of 1

ID	Name
112102649	Dinkar,Niharika

Last Up: [Redacted]

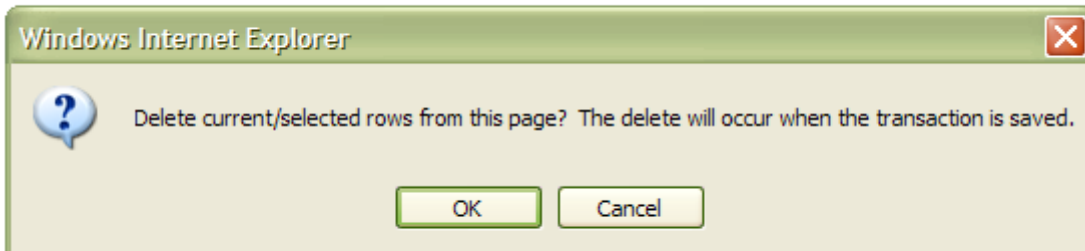
** Changes are not final until approved by the Registrar's Office.

[Edit other details](#) [Delete This Section](#) [Save Changes](#)


[Return to Search](#) [Add a New Section](#)

10. Select **Ok** on the delete verification message

11. Choose the "Save Changes" button



Update or Edit the Instructor

1. Choose the magnifying glass  for the instructor search option
2. Search for the instructor by Empld **OR** name
3. Locate and Choose the correct instructor
 - a. The system allows for more than one instructor to be assigned if needed by choosing the + symbol
 - b. If you choose any of the column headings the system will sort the data by that column, i.e. choose last name and system will sort in alphabetical order

Look Up ID

EmplID:

Last Name:

First Name:

[Basic Lookup](#)

Search Results

[View All](#)

First 1-100 of 119 [Last](#)

EmplID	Name	Last Name	First Name
	Smith,James F	SMITH	JAMES
	Shadle,Susan E	SHADLE	SUSAN
	Dufty Jr,Alfred M	DUFTY	ALFRED
	Russell,Dale Dorsett	RUSSELL	DALE
	Jorcyk,Cheryl	JORCYK	CHERYL
	Bammel,Brad P	BAMMEL	BRAD
	Long,James A	LONG	JAMES

Update Enrollment Capacity

1. Update the enrollment capacity by choosing "Edit other details" (if needed)
2. Choose the "Save Changes" button

MUS Music, General
MUS 101 Survey of Western Art Music

Review 1 for the new Online
Class Scheduling tool will be
open for use beginning April 26.

Term: Fall 2010 Course ID: 100607

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
70139	MUS	101	001	Survey of Western Art Music	3	LEC	Enrollment	REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010

Enrollment Capacity: 25 Previous Year Enrl Total: 37 Location: Boise Campus

Meeting Pattern 1 of 1 [Delete this meeting pattern](#)

Room	Days	Start Time	End Time	Start Date	End Date
MCB213	Monday, Wednesday, Friday	AM 09:40	AM 10:30	08/23/2010	12/10/2010

Instructors for Meeting Pattern 1-2 of 2

ID	Name		
1	Jeanne Belfy	+	-
		+	-

[Add another meeting pattern](#)

Last Updated: **** Changes are not final until approved by the Registrar's Office.**

[Edit other details](#) [Delete This Section](#) [Save Changes](#)

[Return to Search](#) [Add a New Section](#)

Delete an Instructor

1. Choose the symbol beside the instructor name you would like to remove
2. Choose **OK** on the delete validation message
3. Choose the "Save Changes" button
4. Message will display requesting if you would like to make further changes to the class/section

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

5. Choose "No" to continue saving
6. If further changes are needed Choose "Yes" and system will direct you back to the data entry page

Add/Edit a Class Fee

Once all information entered above has been submitted the ability to add/edit class fees function becomes active

1. Choose **"Edit This Section"** button

Deadline message stored in message catalog entry 21610, 2, testing deadline message

BIOCHEM Biochemistry
BIOCHEM 512 Intermediary Metabolism

Prerequisite: CHEM 322 and CHEM 432 or permission of instructor.

Course ID: 123424

Class Sections Find First 1-2 of 2 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
18966	BIOCHEM	512	001	Intermediary Metabolism	3	LEC	Enrollment	REGULAR

Session: Regular Academic Session Start Date: 01/19/2010 End Date: 05/07/2010

Capacity: 35 Enrollment Capacity: 35 Location: Boise Campus

Dates	Time	Days	Room
01/19/2010-05/07/2010	1:00pm-4:00pm	Fr	

Room Characteristics

Instructors
Edward Matjeka

Instr. Mode: In Person

Consent: No Consent

Course Fee: 0

Class Fee: 0

Broncweb Notes

Special Instructions-Note to Registrar:

Last Updated: 8SONISTARR
01/07/10 2:28:57.000000PM

** Changes are not final until approved by the Registrar's Office.

Delete This Section

Edit This Section



2. Choose the "Edit Class Fees" link

BIOCHEM Biochemistry

BIOCHEM 512 Intermediary Metabolism

Deadline message stored in message catalog entry 21610, 2, testing deadline message

Prerequisite: CHEM 322 and CHEM 432 or permission of instructor.

Course ID: 123424

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
18966	BIOCHEM	512	001	Intermediary Metabolism	3	LEC	Enrollme	REGULAR

Session: Regular Academic Session Start Date: 01/19/2010 End Date: 05/07/2010

Capacity: 35 Enrollment Capacity: 35 Location: Boise Campus

Dates	Time	Days	Room
01/19/2010-05/07/2010	1:00pm-4:00pm	Fr	

[Edit Meeting Pattern/Instructors](#)

***Room Characteristics** [Add](#) [Delete](#)

Instructors
Edward Matjeka

Instr. Mode: In Person Consent: No Consent Course Fee: 0 Class Fee: 0

[Edit Course Fees](#) [Edit Class Fees](#)

Broncweb Notes [+](#) [-](#)

Special Instructions-Note to Registrar:

Last Updated: 8SONISTARR 01/07/10 2:28:57.000000PM

**** Changes are not final until approved by the Registrar's Office.**

[Delete This Section](#) [Submit Changes](#)

[Return to Search](#) [Add a New Section](#)

3. Update charge method (only if needed)

- a. Screen shot below displays two fees attached to one section


Online Class Sched Class Fees

To find item types associated with your department ID, run the query: **BSU_SF_ITEMTYPE_GL_DEPTID** (entering your department ID at the prompt).

Course ID: 123512 Section: 4036 Component: Lecture

Class Fees		Find	First	1-2 of 2	Last
*Charge Method:	Always				
Account Type:	FEE				
*Item Type:	000000139017	Department ID:	295L101008		
Flat Amount:	30.00				
	or				
Amount Per Unit:					
Adjustment Code:	CLASS				
Due Date Code:	FEE				
Delete this class fee					
*Charge Method:	Always				
Account Type:	FEE				
*Item Type:	000000145082	Department ID:	013L101015		
Flat Amount:	40.00				
	or				
Amount Per Unit:					
Adjustment Code:	CLASS				
Due Date Code:	FEE				
Delete this class fee					
Add another class fee					

OK Cancel



4. Enter item type, (if you do not know your correct item type, run the report **BSF_ITEM_TYPE_BY_DEPT_ID**) flat amount OR amount per unit.
5. Choose **OK**
6. Message will display requesting if you would like to make further changes to the class/section

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

Yes

No

7. Choose "No" to continue saving
8. If further changes are needed Choose "Yes" and system will direct you back to the data entry page

Entering Multiple Class Fees

1. Choose Add another class fee link shown above

Delete a Class Fee

1. Choose the "Delete this class fee" link

Online Class Sched Cls Fee Sec

SF contact info
message catalog entry 21610, 3

Course ID: 123424 Section: 001 Component: Lecture

Class Fees Find First 1 of 1 Last

*Charge Method: Always

Account Type: FEE

*Item Type: Department ID:

Flat Amount:

or

Amount Per Unit:

Adjustment Code: CLASS

Due Date Code: FEE

[Delete this class fee](#)

[Add another class fee](#)

OK Cancel

2. Choose **OK** on the delete verification message
3. Choose "Save Changes" button

Windows Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

Add/Edit a Course Fee

Note: Information that can be modified is restricted to the "Item Type"

1. Once all information entered above has been submitted the ability to add/edit class fees function becomes active
2. Choose the "**Edit Course Fees**" link

Term: Fall 2010 Course ID: 103369

Class Sections Find First 1 of 1 Last

Class Nbr Subject Catlg Nbr Sect Description Units Comp Class Type Grading Basis
71197 MUS-PRV 134 001 Voice Private Lessons 4 LAB Enrollment REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010

Enrollment Capacity: 10 Previous Year Enrl Total: 0 Location: Boise Campus

Dates	Time	Days	Room	
08/23/2010-12/10/2010	-		MCC313	Edit Meeting Pattern/Instructors

*Room Characteristics Instructors
Add Delete Lynn Berg

Instr. Mode: In Person Consent: No Consent Course Fee: 300.00 Class Fee: 0.00

[Edit Course Fees](#) [Edit Class Fees](#)

Broncweb Notes
+ -

Special Instructions Note to Registrar:
↑

Last Updated:

** Changes are not final until approved by the Registrar's Office.

Delete This Section Save Changes

Previous in List Next in List

Return to Search

Add a New Section

3. Enter **Item Type**

Online Class Sched Crs Fee Sec

SF contact info
message catalog entry 21610, 3

Course ID: 103330 Component: Laboratory

Course Fees		Find	First	1 of 1	Last
Charge Method:	Always				
Account Type:	FEE				
*Item Type:	<input type="text" value="000000125000"/>		Department:	022L101009	
Flat Amount:	<input type="text" value="150.00"/>				
	or				
Amount Per Unit:	<input type="text"/>				
Adjustment Code:	CLASS				
Due Date Code:	FEE				
Delete this course fee					

- 4. Choose OK
- 5. Message will display requesting if you would like to make further changes to the class/section

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

- 6. Choose "No" to continue saving
- 7. If further changes are needed Choose "Yes" and system will direct you back to the data entry page

Add a New Course Section that Didn't Exist in the Previous Term

BSU Pages and Reports> Student Records>Online Class Scheduling>Online Class Scheduling

9. Enter Search Criteria

Term must be selected

- a. Choose **Either** Academic Organization OR Subject
- b. Choose Add New Class /Section

BOISE STATE UNIVERSITY

Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

Related Content ▾ | [New Window](#) | [Help](#) | [Personalize P:](#)

Online Class Scheduling

Term: Spring 2019 ▾

Academic Organization: Civil Engineering ▾ **Add New Class/Section**

Subject: ▾ **Find Existing Courses**

- c. Locate the desired course and choose the **“Add a Section”** button

	Term	Spring 2010 <input type="button" value="v"/>	
Academic Organization		Chemistry and Biochemistry <input type="button" value="v"/>	<input type="button" value="Add New Class/Section"/>
	Subject	<input type="button" value="v"/>	<input type="button" value="Find Existing Courses"/>
BIOCHEM	510	Advanced Protein Chemistry	<input type="button" value="Add a section"/>
BIOCHEM	511	Nucleic Acid Metabolism	<input type="button" value="Add a section"/>
BIOCHEM	512	Intermediary Metabolism	<input type="button" value="Add a section"/>
BIOCHEM	513	Advanced Enzymology	<input type="button" value="Add a section"/>
CHEM	97	Special Topics	<input type="button" value="Add a section"/>
CHEM	99	Preparation for Chemistry	<input type="button" value="Add a section"/>
CHEM	100	Concepts of Chemistry	<input type="button" value="Add a section"/>



Modify a Session

If you need to modify a Session you must first delete the meeting pattern

i.e You want to change the session from 1st Eight Week to 2nd Eight week

BOISE STATE UNIVERSITY

Navigation: Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

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ARTHIST 356 Art of India

Prerequisite: ARTHIST 103 or permission of instructor. Term: Spring 2019 Course ID: 102877

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
13534	ARTHIST	356	001	Art of India	3	LEC	Enrollment	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 25 Previous Year Enrl Total: 7 Location: Boise Campus

Dates	Time	Days	Room	Capacity
01/14/2019-05/03/2019	1:30pm-2:45pm	MoWe		

Room Characteristics **Instructors** **Requirement Designations**

Instructors: Dinkar,Niharika

Instr. Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 0.00

Notes to Student **Special Instructions-Note to Registrar:**

Last Updated: ** Changes are not final until approved by the Registrar's Office.

[Edit This Section](#) [Delete This Section](#)

[Return to Search](#) [Add a New Section](#)

1. Choose the edit meeting pattern/instructors link

MUS-PRV Music, Private Lessons Perform
MUS-PRV 134 Voice Private Lessons

Review 1 for the new Online Class Scheduling tool will be open for use beginning April 26.

Term: Fall 2010 Course ID: 103369


Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg	Nbr Sect	Description	Units	Comp	Class Type	Grading Basis
71197	MUS-PRV	134	001	Voice Private Lessons	4	LAB	Enrollmen	REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010

Enrollment Capacity: 10 Previous Year Enrl Total: 0 Location: Boise Campus

Dates	Time	Days	Room
08/23/2010-12/10/2010	-		MCC313

[Edit Meeting Pattern/Instructors](#) 

*Room Characteristics Add Delete

Instructors
Lynn Berg

Instr. Mode: In Person Consent: No Consent Course Fee: 300.00 Class Fee: 0.00
[Edit Course Fees](#) [Edit Class Fees](#)

Broncweb Notes + -

Special Instructions-Note to Registrar: + -

Last Updated: **** Changes are not final until approved by the Registrar's Office.**

Previous in List Next in List Delete This Section Save Changes

Return to Search Add a New Section

2. Choose the "delete this meeting pattern" link

MUS-PRV Music, Private Lessons Perform

MUS-PRV 134 Voice Private Lessons

Review 1 for the new Online Class Scheduling tool will be open for use beginning April 26.

Term: Fall 2010

Course ID: 103369

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
71197	MUS-PRV	134	001	Voice Private Lessons	4	LAB	Enrollmer	REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010

Enrollment Capacity: 10 Previous Year Enrl Total: 0 Location: Boise Campus

Meeting Pattern 1 of 1 [Delete this meeting pattern](#)

Room	Days	Start Time	End Time	Start Date	End Date
MCC313				08/23/2010	12/10/2010

Instructors for Meeting Pattern 1 of 1

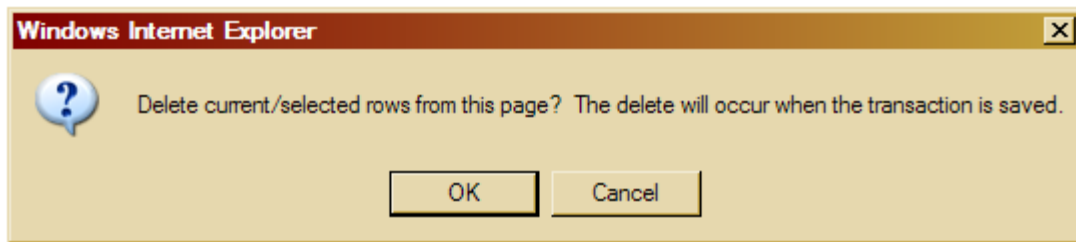
ID	Name
111110424	Lynn Berg

[Add another meeting pattern](#)

Last Updated: **** Changes are not final until approved by the Registrar's Office.**

[Edit other details](#) [Delete This Section](#) [Save Changes](#)

3. Choose "OK"



4. Choose "Yes"

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

- Choose the new session from the Session drop down
- Select the "Save Changes" button

MUS-PRV Music, Private Lessons Perform
 MUS-PRV 134 Voice Private Lessons

Review 1 for the new Online Class Scheduling tool will be open for use beginning April 26.

Term: Fall 2010 Course ID: 103369

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
71197	MUS-PRV	134	001	Voice Private Lessons	4	LAB	Enrollmen	REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010
 Enrollment Capacity: 10 Previous Year Enrl Total: 0 Location: Boise Campus

Dates	Time	Days	Room
Edit Meeting Pattern/Instructors			

*Room Characteristics Add Delete

Instr. Mode: In Person Consent: No Consent Course Fee: 300.00 Class Fee: 0.00

[Edit Course Fees](#) [Edit Class Fees](#)

Broncweb Notes + -

Special Instructions-Note to Registrar:

Last Updated: 8SONISTARR 03/24/10 4:35:40.000000PM

[Previous in List](#) [Next in List](#)

**** Changes are not final until approved by the Registrar's Office.**

7. Choose "Yes"

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

- 8. Choose "edit meeting pattern/instructor" link again
- 9. Enter New Days and Start and End times (if needed)

ART Art
ART 100 Introduction to Art

Testing is complete and OCS will be moved to production next week.

Term: Fall 2010 Course ID: 105308

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
70025	ART	100	001	Introduction to Art	3	LEC	Enrollmen	REGULAR

Session: 2nd Eight Week Session Start Date: 10/18/2010 End Date: 12/10/2010

Enrollment Capacity: 175 Location: Boise Campus

Meeting Pattern 1 of 1 [Delete this meeting pattern](#)

Room	Days	Start Time	End Time	Start Date	End Date
				10/18/2010	12/10/2010

Instructors for Meeting Pattern 1 of 1

ID	Name

[Add another meeting pattern](#)

Last Updated: 8SONISTARR 03/12/10 1:14:37.000000PM **** Changes are not final until approved by the Registrar's Office.**

- 10. Choose the "Save Changes" button
- 11. Choose "NO"

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

Add a New Class/Section

Choose "Add Class" button

ART Art
 ART 107 Art Foundations I

Prerequisite: Art majors and minors only. Term: Fall 2010 Course ID: 122562

Review 1 for the new Online Class Scheduling tool will be open for use beginning April 26.

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
0	ART	107	002	Art Foundations I	3	LEC	Enrollmen	REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010

Enrollment Capacity: 35 Previous Year Enrl Total: 0 Location: Boise Campus

*Room Characteristics
 Add Delete

Instr. Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 0.00

Broncweb Notes Special Instructions-Note to Registrar:

Last Updated: **** Changes are not final until approved by the Registrar's Office.**

Add Class

Meeting Patterns and Fees will be available for edit after the class is added.

[Return to Search](#)

Note: If the course is a "special topic" additional fields (shown below) will be available for edit/entry: grading basis, enrollment capacity, consent, min/max units, course topic, and instruction mode.

IPT Instructional & Performance
 IPT 595 Reading and Conference

Term: Spring 2011 Course ID: 105202

Deadline message stored in message catalog entry 21610, 2, testing deadline message

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Comp	Class Type	Grading Basis
0	IPT	595	001	Reading and Conference	DIS	Enrollme	PASS/FAIL/

Session: Regular Academic Session Start Date: 01/18/2011 End Date: 05/06/2011

Enrollment Capacity: Location: Boise Campus

*Room Characteristics
 Add Delete

Instr. Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 0.00

Course Topic: Minimum Units: 1.00 Maximum Units: 4.00

Edit Grading Basis

Edit the Meeting Patterns or Instructor(s)

1. Choose the **edit meeting pattern/instructor** link

BIOL Biology
BIOL 510 Pathogenic Bacteriology
Prerequisite: BIOL 301 and BIOL 303. Term: Spring 2010 Course ID: 101471

Deadline message stored in message catalog entry 21610, 2, testing deadline message

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
19619	BIOL	510	001	Pathogenic Bacteriology	4	LEC	Enrollme	REGULAR

Session: Regular Academic Session Start Date: 01/19/2010 End Date: 05/07/2010
Enrollment Capacity: 35 Location: Boise Campus

Dates	Time	Days	Room
-------	------	------	------

[Edit Meeting Pattern/Instructors](#)

*Room Characteristics Instructors


Instr. Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 0.00
[Edit Course Fees](#) [Edit Class Fees](#)

Broncoweb Notes Special Instructions-Note to Registrar:

Last Updated: 8SONISTARR 02/01/10 4:10:16.000000PM
[Previous in List](#) [Next in List](#)

Add or Modify a Room

Note: not everyone will have access to choose a room as outlined in training

2. Choose the magnifying glass 
3. Select the correct room link (if you need a general purpose classroom, use the room characteristics drop down as displayed on the screen shot above)
4. Choose the Days
5. Choose Start and End Time

Prerequisite: Art majors and minors only.

Term: Fall 2010

Course ID: 122562

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
78286	ART	107	002	Art Foundations I	3	LEC	Enrollment	REGULAR

Session: Regular Academic Session Start Date: 08/23/2010 End Date: 12/10/2010

Enrollment Capacity: 35 Previous Year Enrl Total: 0 Location: Boise Campus

Meeting Pattern 1 of 1 [Delete this meeting pattern](#)

Room	Days	Start Time	End Time	Start Date	End Date
				08/23/2010	12/10/2010

Instructors for Meeting Pattern 1 of 1

ID	Name

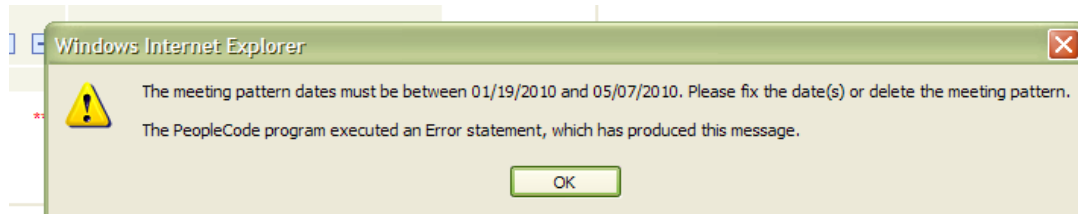
[Add another meeting pattern](#)

Last Updated: 8SONISTARR 03/29/10 10:54:05.000000AM

[Previous in List](#) [Next in List](#) [Edit other details](#) [Delete This Section](#) [Save Changes](#)

[Return to Search](#) [Add a New Section](#)

- a. The user will want to add instructor information at this time if available
- b. Choose "Save"



If the User Needs to add more than one meeting pattern

1. Choose the "Add Another Meeting Pattern" Link
2. When all Information on the screen has been completed
3. Choose "Save Changes" Button
4. After save, The user can add **Notes to Student** and **Special Instructions** notes at this time
5. Choose "Save Changes" Button

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ART Art
ART 107 Art Foundations I

Review 1 for spring 2019 will close at 9:00am on Tuesday, August 28, 2018.

Term: Spring 2019 Course ID: 122562

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
10859	ART	107	001	Art Foundations I	3	LEC	Enrollme	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 54 Previous Year Enrl Total: 53 Location: Boise Campus

Date	Time	Days	Room	Capacity
01/14/2019-05/03/2019	12:00pm-1:15pm	MoWe		

[Edit Meeting Pattern/Instructors](#)

Room Characteristics Add Delete

Instructors Blakeslee, Laurie J

Requirement Designations

Instr Mode: In Person Consent: No Consent Course Fee: 0.00 Class Fee: 8.00

[Edit Course Fees](#) [Edit Class Fees](#)

Notes to Student Choose from Labs A, B, C + -

Special Instruction - Note to Registrar:

Last Updated: ** Changes are not final until approved by the Registrar's Office.

[Delete This Section](#) [Save Changes](#)

[Return to Search](#) [Add a New Section](#)

6. Message will display requesting if you would like to make further changes to the class/section

Additional changes? (21610,18)

Would you like to make other changes to this class/section?

Yes No

7. Choose "No" if all data entry is complete
8. If further changes are needed Choose "Yes" and system will direct you back to the data entry page

Saved Information Display Window

BOISE STATE UNIVERSITY

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Favorites | Main Menu > BSU Pages and Reports > Student Records Menu > Online Class Scheduling > Online Class Scheduling

ART **Art** **Review 1 for spring 2019 will close at 9:00am on Tuesday, August 28, 2018.**

ART **334** **Assembled Form**

Prerequisite: ART 107, ART 108, ART 109, ART 231, ARTHIST 101, and ARTHIST 102. **Term: Spring 2019** **Course ID: 121397**

Class Sections Find First 1 of 1 Last

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Class Type	Grading Basis
13558	ART	334	001	Assembled Form	3	LEC	Enrollment	REGULAR

Session: Regular Academic Session Start Date: 01/14/2019 End Date: 05/03/2019

Enrollment Capacity: 12 **Previous Year Enrl Total:** 11 **Location:** Boise Campus

Dates	Time	Days	Room	Capacity
01/14/2019-05/03/2019	12:00pm-2:30pm	MoWe		

Room Characteristics **Instructors** **Requirement Designations**

Lee,Lily Combined Section

Instr. Mode: In Person **Consent:** No Consent **Course Fee:** 0.00 **Class Fee:** 193.00

Notes to Student **Special Instructions-Note to Registrar:**

Last Updated: **** Changes are not final until approved by the Registrar's Office.**

[Edit This Section](#) [Delete This Section](#)

[Return to Search](#) [Add a New Section](#)

From this page it is possible to add additional Sections to the Course you created by choosing the “Add a New Section” Button.