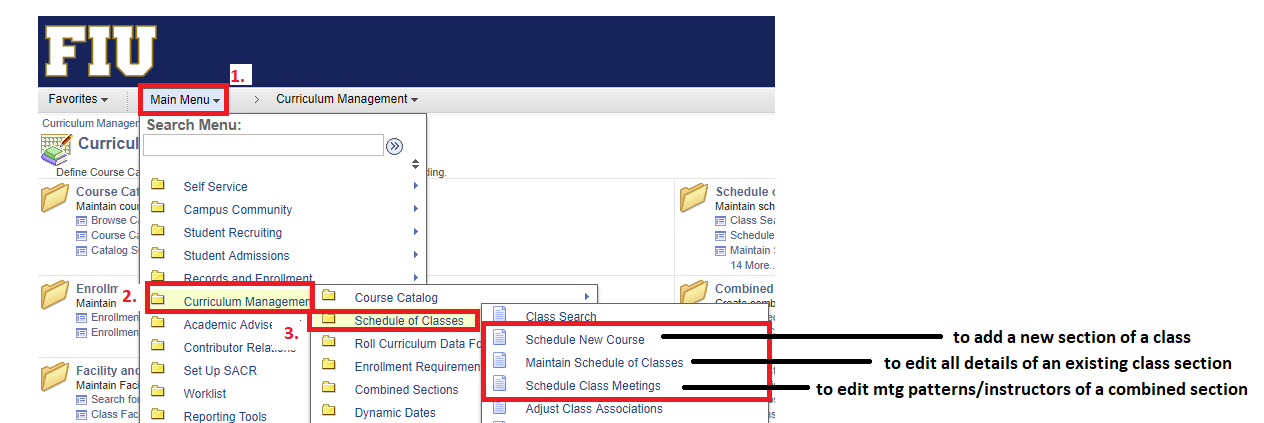
CASE

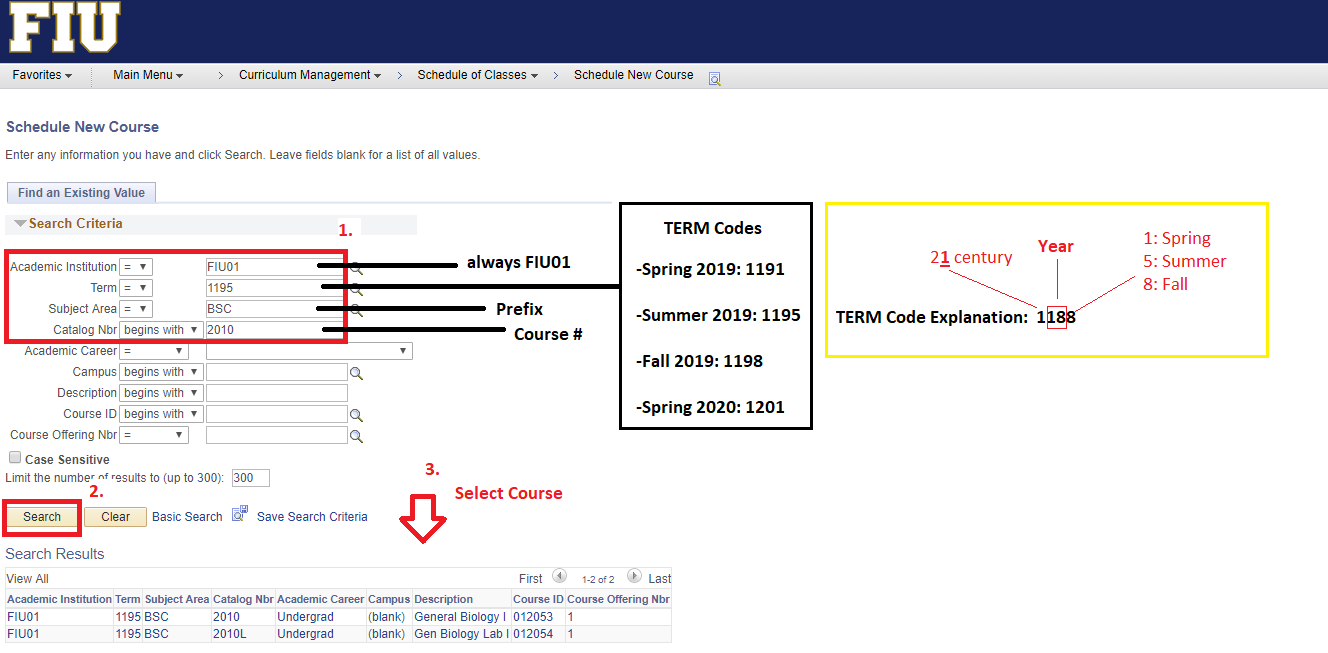
Panthersoft Scheduling

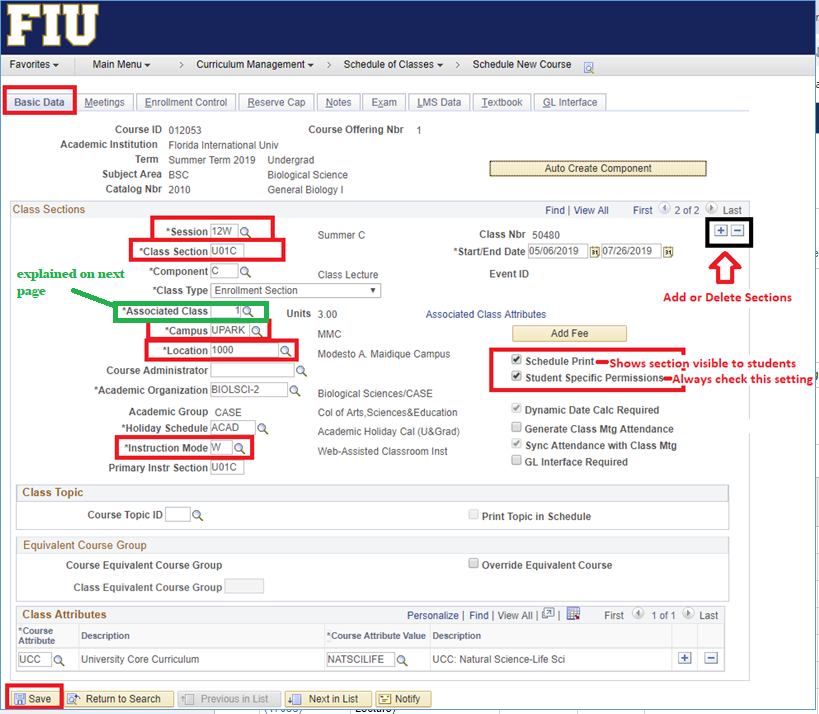
Quick Overview

****Email: [casesched@fiu.edu](mailto:casesched@fiu.edu)

**Navigating to a Specific Class Section**

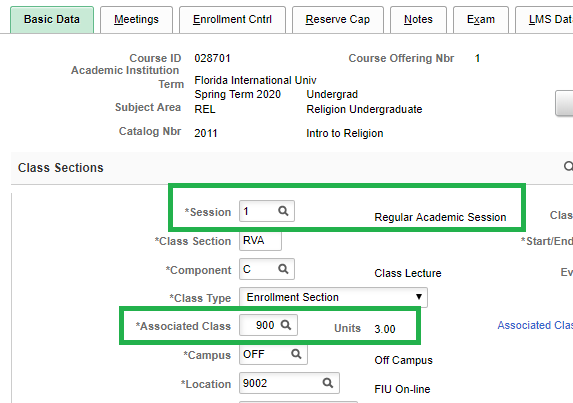






**Basic Data Tab**

* **Session**
* **Section Number**
* **Associated Class Number**
* **Campus**
* **Location**
* **Instruction Mode**
* **Visibility of Section to Students**
* **Students Specific Permission Setting**
* **Add/delete sections**

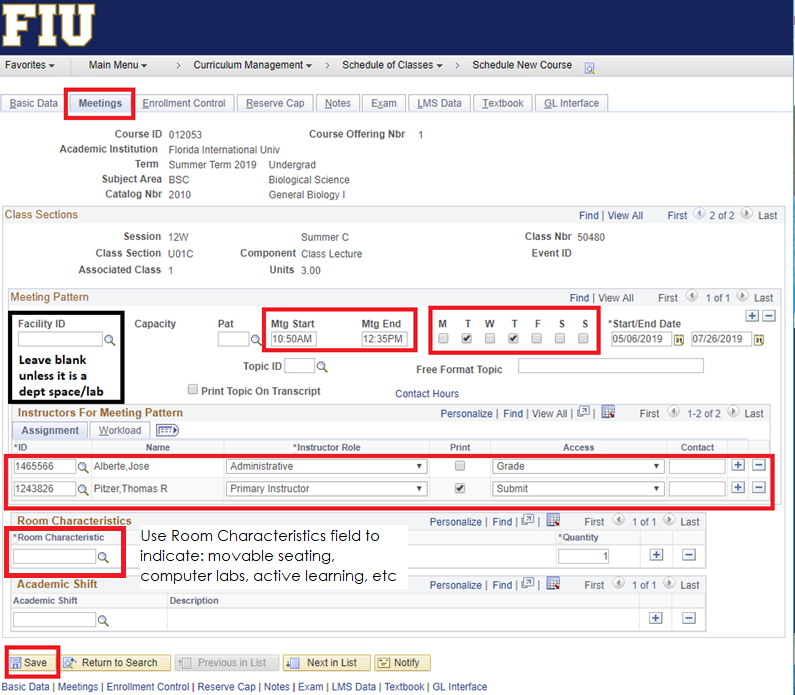


Sessions and Associated Class Numbers

* **Session Codes and Description:** 
  + Session A: 7W1 (Fall/Spring A) and 6W1 (Summer A)
  + Session B: 7W2 (Fall/Spring B) and 6W2 (Summer B)
  + Session C: 1 (Regular) and 12W (Summer C)

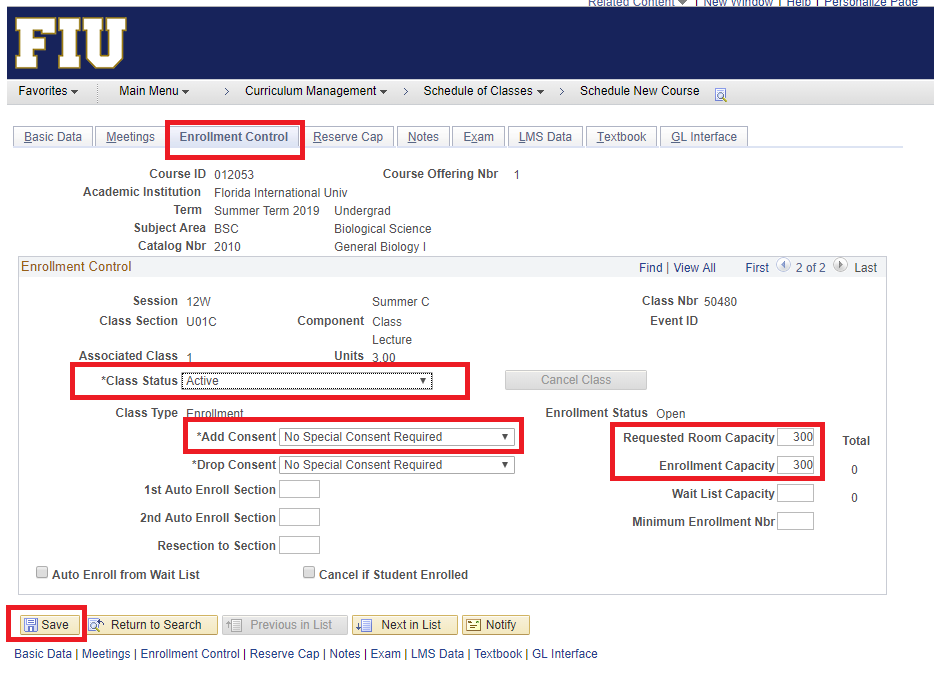
**Associated Class Numbers**

* Online Classes
  + 900 – Fully Online Classes in Sessions C /Regular (e.g. 1, 12W)
    - Allows fully online students to enroll in the section
  + 400- Fully Online Classes in Sessions A (e.g. 7W1, 6W1)
    - Allows online students to enroll in sequential courses in the same semester
  + 420- Fully Online Classes in Sessions B (e.g. 7W2, 6W2)
    - Allows online & face to face students to enroll in sequential courses in the same semester
* On-Campus Classes
  + 1 – Face to Face Classes in Sessions C /Regular (e.g. 1, 12W)
    - Blocks fully online students from enrolling in the section
  + 300 – Face to Face Classes in Session A (e.g. 7W1, 6W1)
    - Allows face to face students to enroll in sequential courses in the same semester
  + 320 – Face to Face Classes in Session B (e.g. 7W2, 6W2)
    - Allows face to face students to enroll in sequential courses in the same semester



**Meetings Tab**

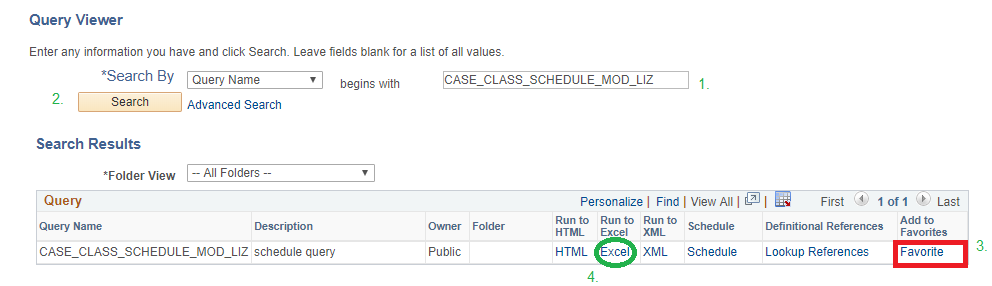
* **Time**
* **Days**
* **Instructors**
* **Instructor Grading Access**
* **Room Characteristics**



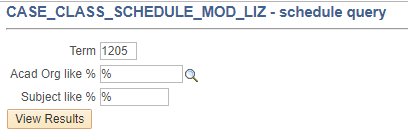
**Enrollment Control Tab**

* **Class Status**
* **Consent to Add**
* **Requested Room Capacity**
* **Enrollment Capacity**

**Running the Schedule Query**

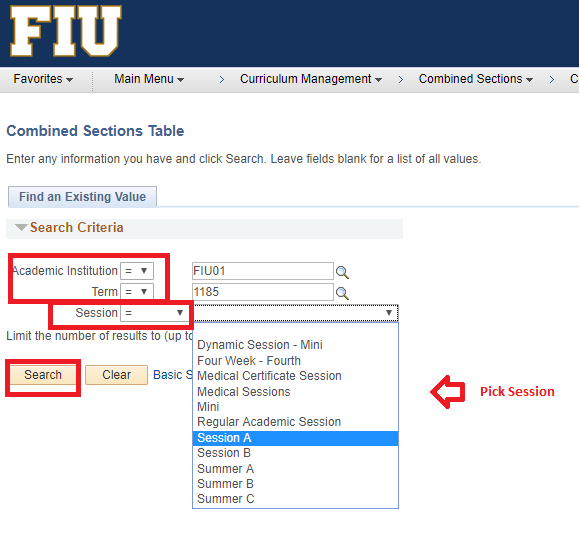
****

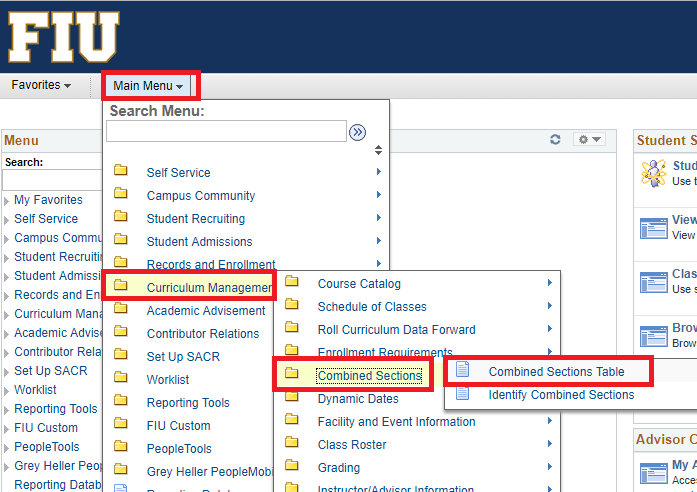
* Log into PantherSoft: Main Menu>Query Viewer
* Search Query Name: CASE\_CLASS\_SCHEDULE\_MOD\_LIZ
* Run to Excel

****

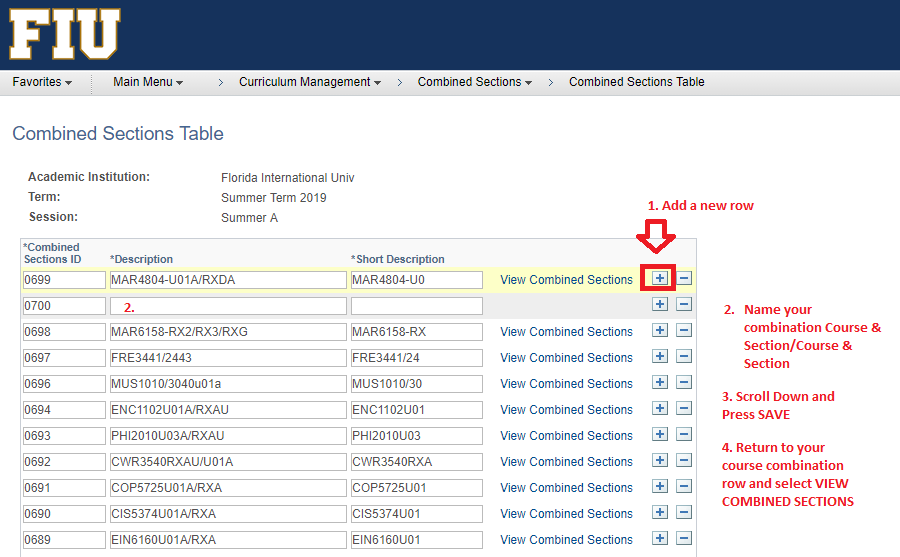
* Prompts:
  + TERM: 1205
  + Acad Org: %
  + Subject: %

**New Combined Sections**

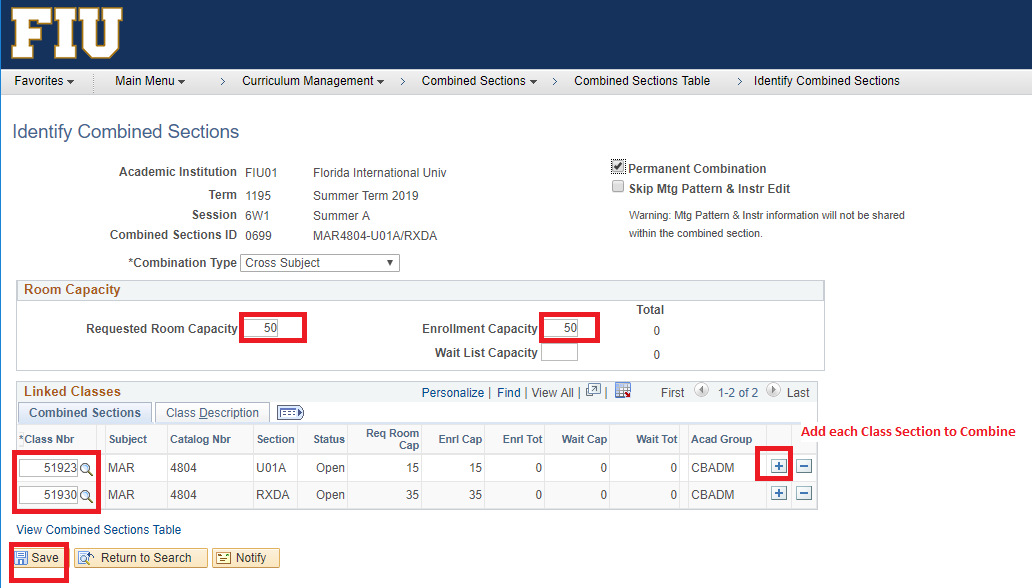
****Create each individual class section through **Maintain Schedule of Classes** prior to combining them

****

**New Combined Sections (continued)**

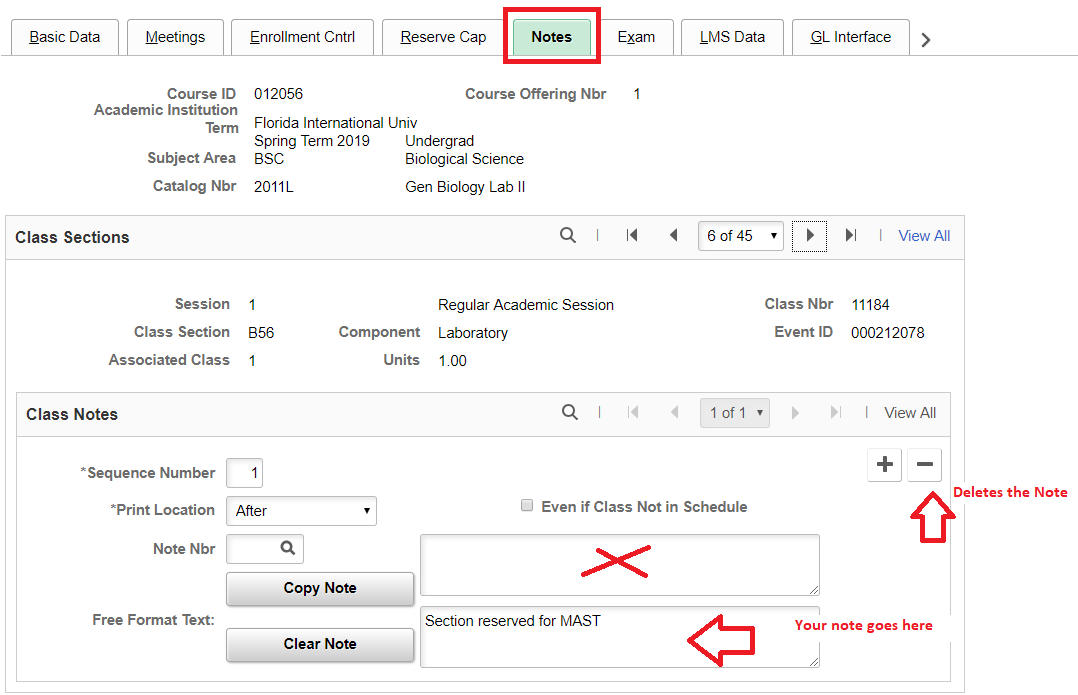
****

**New Combined Sections (continued)**

****

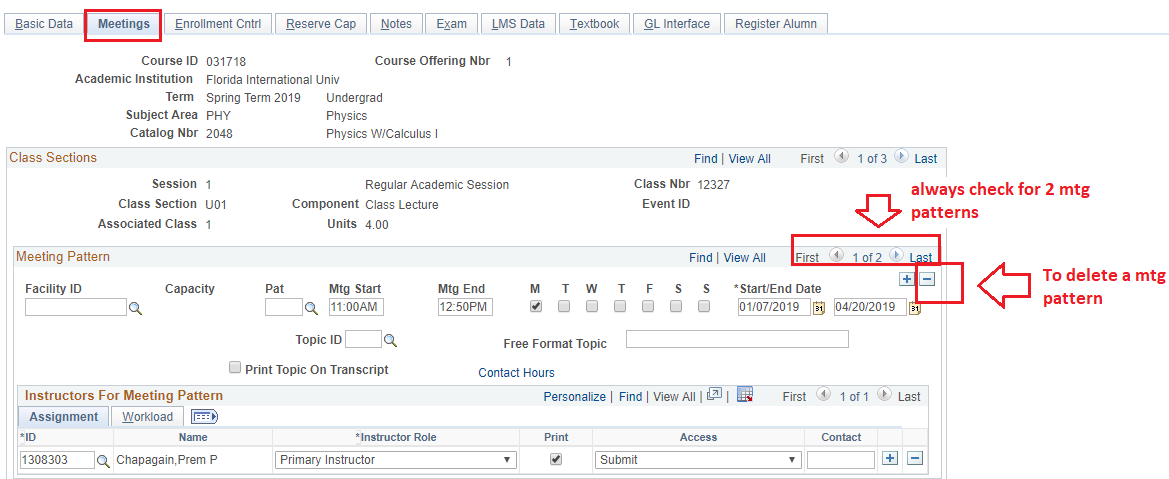
Note: If error occurs stating that sections have different mtg patterns/instructors, then return to one of the sections under Maintain Schedule of Classes and erase the mtg pattern, SAVE, then attempt to combine again.

**Class Notes**

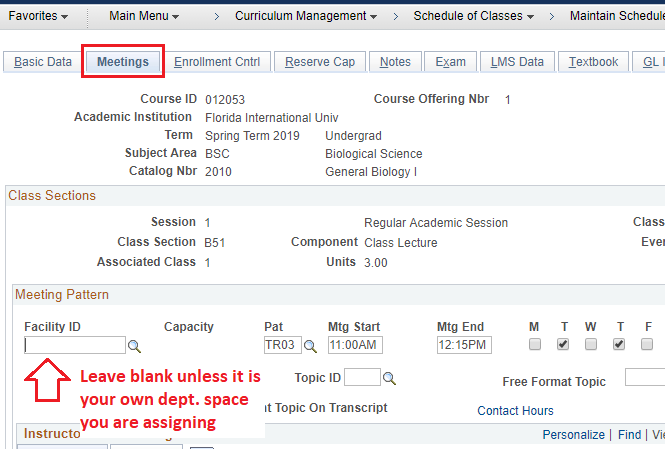
****

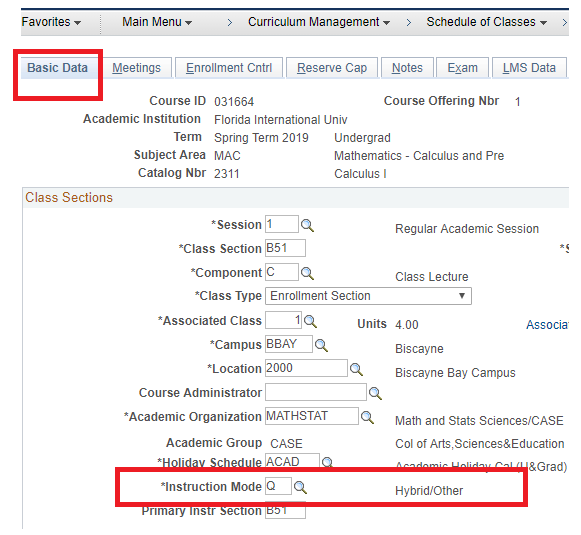
Tips for Scheduling Success

**Check for 2nd mtg patterns as you key-in your schedule**

* + Consolidate mtg patterns into one mtg pattern if multiple rooms were assigned last semester
  + Delete duplicate mtg patterns

**Assign lab and dept. spaces only** to your classes before key-in ends

-For general assignment rooms, please leave facility id blank

Instruction Mode: **H: Hybrid/Certified** vs. **Q: Hybrid/Other**

Effective 1185 and going forward

**What changed?**

In the past, all Hybrids were coded as “H”. Now a Hybrid Course is either:

**H – Certified Hybrid** or **Q – non-certified Hybrid**

**How do you know who is a Certified Hybrid Instructor?**

[Click here for Certified Hybrid Instructor List](https://analytics.fiu.edu/)

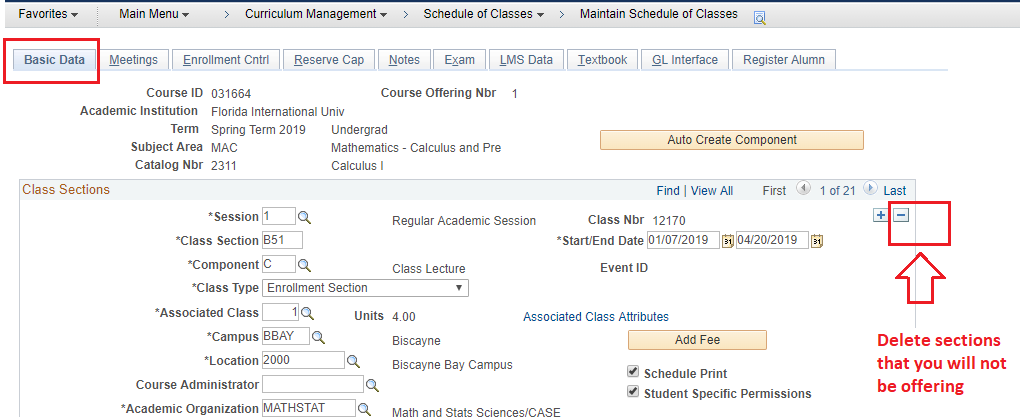
If you need access to list above, email [olanalytics@fiu.edu](mailto:olanalytics@fiu.edu)

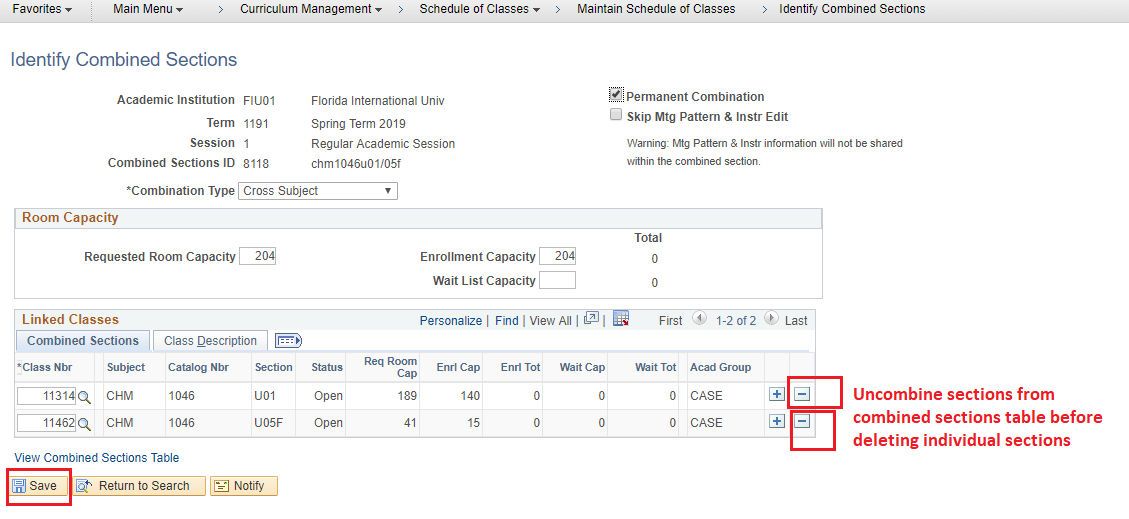
Certified Hybrid courses must schedule no more than half of their regular contact hours in the classroom. The other 50% of the contact hours are to be completed out-of-class/online.

See Certified Hybrid Contact Hours Sheet for guidelines.

Please direct any questions or concerns about how best to schedule certified hybrid courses that deviate from guidelines to Leanne Wells ([lwells@fiu.edu](mailto:lwells@fiu.edu)) and/or Patty Delgado ([pdelgado@fiu.edu](mailto:pdelgado@fiu.edu))

**DELETE (not cancel) class sections that will not be offered**

****

**UNCOMBINE sections from the Combined Sections Table prior to Deleting**