College of Arts and Sciences
PantherSoft Scheduling Manual
(Updated Fall 2012)

Contact: CASsched@fiu.edu for any questions or concerns
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Maintain Schedule of Classes Screen

Follow the breadcrumbs to Maintain Schedule of Classes

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Academic Institution: FIU01
Term: 1128
Subject Area: REL
Catalog Nbr: 2011

Academic Career: Undergrad
Campus: BBAY
Description: Rel Analysis
Course ID: 028701
Course Offering Nbr: 1

How does the Term code work?
Term: is a 4 digit number
1st digit: always 1
2nd and 3rd digit: year, example: 12 for 2012
4th digit: 1 for Spring or 5 for Summer or 8 for Fall

Example: Fall 2012 is Term Code 1128
Spring 2013 is Term Code 1131
Summer 2013 is Term Code 1135

Subject Area is the three letter prefix of a course.
Example: SYP, PSY, REL, BSC, BOT

Catalog Nbr is the 4 digit number that follows the subject area prefix.
Example: SYP 4937

Search Results

View All

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Academic Career</th>
<th>Campus</th>
<th>Description</th>
<th>Course ID</th>
<th>Course Offering Nbr</th>
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</thead>
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<tr>
<td>FIU01</td>
<td>1128</td>
<td>REL</td>
<td>2011</td>
<td>Undergrad</td>
<td>BBAY</td>
<td>Rel Analysis</td>
<td>028701</td>
<td>1</td>
</tr>
<tr>
<td>FIU01</td>
<td>1128</td>
<td>REL</td>
<td>2011</td>
<td>Undergrad</td>
<td>OFF</td>
<td>Rel Analysis</td>
<td>028701</td>
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<tr>
<td>FIU01</td>
<td>1128</td>
<td>REL</td>
<td>2011</td>
<td>Undergrad</td>
<td>UPARK</td>
<td>Rel Analysis</td>
<td>028701</td>
<td>1</td>
</tr>
</tbody>
</table>

Never select Course Offering Nbr 40 - this has different tuition rates for Business Online Students
Select any other line EXCEPT 40
Adding courses to the schedule that were not offered in the previous semester

Step 1 - if you are adding a new section of a course that was not offered in the previous semester, it will not show under Maintain Schedule of Classes. You must add it through the following screen: Curriculum Management > Schedule of Classes > Schedule New Course

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

the only information you need to fill out is: Term, Subject Area, and Catalog Nbr

1. 
2. 
3. 
4. 
5. Select the course from the search results.
6. On the next screen, start with Basic Data Tab, then Meetings Tab, then Enrollment Cntrl Tab to build the course.
### The Basic Data Tab

**Class Section Codes**
- For Fall and Spring Keying-In:
  - MMC Classes are coded U01, U02, U03, etc
  - BBAY Classes are coded B51, B52, B53, etc
  - Pines Classes are coded P80, P81, P82, etc
  - Online Classes are coded RVC, RVD, RVE, etc
- For Summer Keying-In:
  - All sections must end in A, B, or C - depending on Summer A, Summer B, and Summer C
  - MMC Classes are coded U01A, U02A, U01B, U01C, etc
  - BBAY Classes are coded B51A, B52A, B51B, B51C, etc
  - Pines Classes are coded P80A, P81A, P82B, P80C, etc
  - Online Classes are coded RVAA, RVBB, RVCC, etc

**Campus and Location Codes**
- Select the magnifying glass to search for the campus and matching location code

**Associated Class**
- Each section should have a different number assigned - start with 1, 2, 3, etc.
- This allows us to change any section to Pass/Fail at the end of the semester, if a professor asks for it. If all classes have the same number, then the change cannot be done.

**Schedule Print Box and Student Specific Permits Box**
- Always check Schedule Print Box - this is what displays the class to students on the schedule.
- If this box is not checked, it is not visible to students.
- Always check the Student Specific Permits Box so that you can assign individuals special permission to enroll in the class when Registration open. Sometimes students need special permission to enroll in a class.

**Instruction Mode**
- If the class is In-Person - the code is P
- If the class is Fully Online - the code is O
- If the class is Hybrid (meeting half in person and half online) - the code is H
- If the class is Web-Assisted (it uses Moodle or Blackboard) - the code is W

---

**Always press save after you make any changes**
The Meetings Tab

This is the Meetings Tab - where you will key-in the professor, the class meeting times and the room characteristics of the classroom needed (if special technology is required).

You only have to worry about editing the Red Boxes in the Meetings Tab.

Use the Free Format Topic Box if the class has a special title.

Make sure to also check the Print Topic On Transcript Box so that students have a record of the topic title on their transcript.

If the class meeting requires a second meeting pattern, for example if the class meets on MW at 9am-9:50am, and Fridays at 9am-10:50am, then use the Plus sign to add the Friday meeting pattern.

Use the Minus sign if there are two or more meeting patterns and you only need one meeting pattern this semester.

Remember to Save when you make any changes on any page.

Instructors for Meeting Pattern Section

ID Box - panther id goes in the ID box - if the professor’s panther id does not work then put "1000000" as the TBA code - until the instructor is associated with your department.

Instructor Role - Primary Instructor should be selected for the credentialed instructor of the course. Secondary Instructor should be selected for graduate students/teaching assistants who are not credentialed to teach.

**For Thesis/Dissertation Courses - Primary Instructor should always be the committee chair, and everyone else on the committee should be listed as Secondary Instructors.

Print Box - When checked, it means the instructor’s name will be shown to students on the class schedule. If unchecked, the instructor’s name is hidden to students.

Access Box - Submit access should always be given to Primary Instructors because this allows them to Submit their grades at the end of the semester.

Secondary instructors should be given Grade Access, which allows them to grade students but not to submit their grades at the end of the semester.
This is the Enrollment Cntrl Tab.

You are only responsible for the red squares.

**Class Status Box:** The Class should be set to *Active* if you want it to be open for enrollment to students.

**Add Consent Box:** If the professor wants students to have his/her permission in order to enroll in the class, then place this box to *Instructor Consent*. If you want it open to all students, then place this box to *No Consent*.

**Requested Room Capacity:** This is the capacity of the classroom. OCM will assign a classroom according to the number that you key-in to this field.

**Enrollment Capacity:** This is the capacity of students that you want this section to enroll. It can be smaller than the Requested Room Capacity, but it cannot be bigger than the Requested Room Capacity.

Remember to save after each change on this page.
Adding Notes to a class

Under the Notes Tab under Maintain Schedule of Classes, add the note you want students to see when they are searching for a class. Always make sure to put the note in the Free Format Text Box and Save.

To delete a note, you have to click the minus sign. You cannot simply erase the note from the text box.

Your note goes in this box

to delete a note, you must press the minus sign

Plus sign adds another note

Always remember to save anything you edit on this page.
Step 1: If you need to edit a class that was combined in a previous semester, then you will not be able to edit the Meeting Tab through Maintain Schedule of Classes. You will need to edit the class using Schedule Class Meetings as shown below through Curriculum Management > Schedule of Classes > Schedule Class Meetings.

Step 2: Edit the individual sections first.

Provide the following information:
- Term
- Subject Area
- Catalog Nbr
- Academic Institution
- Academic Career
- Campus
- Session
- Class Nbr
- Class Section
- Description
- Course Offering Nbr

Select the section that you need to edit.
Editing combined classes that will remain combined

Part 2

Step 3 - Remember, when editing an existing combined section, to adjust the combined requested room cap and combined enrollment cap via the Combined Sections Table by going to Main Menu > Curriculum Management > Combined Sections > Combined Sections Table.

Step 4 - Select the semester and session, then search

Combined Sections Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Academic Institution: FIU

Term: Fall Term 2012

Session: Regular Academic Session

Search

Dynamic Session - Mini

Medical Session - Mini

Regular Academic Session

Step 5 - Find the combined class by pressing CTRL + F and searching for the class prefix.

- Select View Combined Section for the class you are looking to edit

Step 6 - Edit the requested room cap and the enrollment cap, according to your new caps and save.

Identify Combined Sections

Academic Institution: FIU

Term: Fall Term 2012

Session: Regular Academic Session

Combined Sections ID: 7342

Room Capacity: 15

Enrollment Capacity: 10

Requested Room Capacity: This is the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: This is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.

Combined Sections Table

<table>
<thead>
<tr>
<th>Combined Sections ID</th>
<th>Description</th>
<th>Requested Room Capacity</th>
<th>Enrollment Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7342</td>
<td>EEEL5620U01/EEEL5620U01</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>7341</td>
<td>EEE311U01/EEEE311U01</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>7340</td>
<td>EEE622U01/EEE622U01</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>7339</td>
<td>MGFT1106 RD/ MGFT1106 RD</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>7338</td>
<td>MGFT1106 RV/ MGFT1106 RV</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

View Combined Sections
How to combine classes that will meet at different times/days or on different campuses

**Step 1**
- Create each section to the schedule using Maintain Schedule of Classes or Schedule New Class under Curriculum Management > Schedule of Classes.

**Step 2**
- Go to Curriculum Management > Combined Sections > Combined Sections Table.
- Select the Term and Session.
  - For the Session, if it is a fall or spring course, select Regular Academic Session.
  - For the Session, if it is a summer course, select one of the following: Summer A, B, or C.
- Press Search.

**Step 3**
- Click one of the plus signs to make a new row appear.

**Step 4**
- In the new row, follow the naming convention "course-section/course-section.
- Scroll all the way down and press SAVE.
- Scroll back up to the row you created and select View Combined Sections List that would have appeared next to the box you just edited.

**Step 5**
- Search for the class you want to combine (use the magnifying glass if you do not know the class number).
- Press the plus sign to add the second combined section (again, use the magnifying glass if you do not know the class number).
- Check the box that says "Skip Item Pattern and Inst Edit". This will allow you to combine classes that have different meeting patterns or meet on different campuses.
- Press save when you are done.
- If you get an error that the two sections have different meeting patterns or instructors, then you need to go back to one of the sections and make sure you erased the meeting pattern/instructor of one of the sections, so that it will save.

Requested Room Capacity: this is the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: this is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.

Remember to save.
How to combine classes that will meet at the same time/days and in the same room with the same professor

Step 1
- Create each section to the schedule using the Maintain Schedule of Classes or Schedule New Class under Curriculum Management/Schedule of Classes.
- Leave the time/day and professor BLANK for one of the sections you are going to combine.

Step 2
- Go to Curriculum Management > Combined Sections > Combined Sections Table.
- Select the Term and Session.
  - For the Session, if it is a fall or spring course, select Regular Academic Session.
  - For the Session, if it is a summer course, select one of the following: Summer A, B, or C.
- Press Search.

Step 3
- Click one of the plus signs to make a new row appear.

Step 4
- In the new row, follow the naming convention "course-section/course-section".
- Scroll all the way down and press SAVE.
- Scroll back up to the row you created and select View Combined Sections Link that would have appeared next to the box you just edited.

Step 5
- Search for the class you want to combine (use the magnifying glass if you do not know the class number).
- Press the plus sign to add the second combined section (again, use the magnifying glass if you do not know the class number).
- Press Save when you are done.
- If you get an error that the two sections have different meeting patterns or instructors, then you need to go back to one of the sections and make sure you erased the meeting pattern/instructor of one of the sections, so that it will save.

Requested Room Capacity: This is the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: This is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.
How to uncombine classes that have rolled over from the previous term

**Step 1**
Navigate to the combined sections table

**Step 3**
- Press Control+F and type in the prefix of the course you wish to uncombine, in order to search for it.
- Once you find it, click "View Combined Sections" next to the description.

**Step 2**
- Go to Curriculum Management > Combined Sections > Combined Sections Table
- Select the Term and Session
  - For the Session, if it is a fall or spring course, select Regular Academic Session
  - For the Session, if it is a summer course, select one of the following: Summer A, B, or C
- Press Search.

**Step 4**
- Click the minus sign next to each combined section
- Press Save
- Click View Combined Sections Table link

**Step 5**
- Select the minus sign next to the combined section that will no longer be offered
- Scroll down and press save.
Important: You must have the professor's authorization to give permission numbers to students to enroll in a class that has reached its enrollment capacity.

You cannot give permission for a student to enroll in a classroom that has reached its maximum capacity. For example, if a classroom only holds 32 students and there are 32 students enrolled, you CANNOT give permission to anymore students to enroll in that class.

Step 1: You must check the capacity of the classroom first. In this screen:
- Look for the line with the title "Capacity":
  - Capacity: [Number]
  - Total: [Number]

Step 2: Change the Requested Room Cap ONLY to the number from Step 1.
- Go to the "Request Room Cap" section:
  - Requested Room Cap: [New Number]

Step 3: Go to Main Menu→Records and Enrollment→Term Processing→Class Permissions→Class Permissions:
- Find the section you want to give an override permission for:
  - Input the panther ID of the student, and under the Permission Tab, select the type of permission you are giving the student.

Step 4: Check if the class is closed for enrollment, but there is still space in the classroom for more students. Otherwise, the student will not be able to enroll in the closed class.

To add more permits:
- Check the box if the class is closed for enrollment, but there is still space in the classroom for more students.
How to assign override permission for Online Classes

Important: You must have the professor's authorization to give permission numbers to students to enroll in a class that has reached its enrollment capacity.

**FIU**

**Step 1:** If the class is closed for enrollment, change the Requested Room Capacity ONLY.

For example, you need to give 1 override for this class, change the requested room capacity ONLY to 72.

Sometimes increasing the requested room capacity by only 1 will not allow you to assign a permit, so always raise the capacity by one more than what you really need.

Remember to save after you make any changes on this page.

**Step 2:** Go to Main Menu>Records and Enrollment>Term Processing->Class Permissions

**FIU**

**Step 3:** Find the section you want to give an override permission for.

Input the panther id of the student, and under the Permission Tab, select the type of permission you are giving the student.

To add more permissions, check this box if the class is closed for enrollment. Otherwise, the student will not be able to enroll in the closed class.
Looking up Instructor Schedules

Step 1: Go to Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Step 2: Fill in the Term (e.g., 1128, 1131, 1135, 1138) and the Panther ID in the ID field and press search.

Instructor Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

1. Term:
   - begins with

2. ID:
   - begins with

3. Last Name:
   - begins with

4. First Name:
   - begins with

Search  Clear  Basic Search  Save Search Criteria
Viewing the schedule as it appears to students

To view the schedule the way that students see it go to the screen via Curriculum Management> Schedule of Classes>Class Search

Search for Classes

Enter Search Criteria

- **Institution**: Florida International Univ
- **Term**: Fall Term 2012

Select your department to view the schedule as students would see it

Select at least 1 search criteria. Click Search to view your search results.