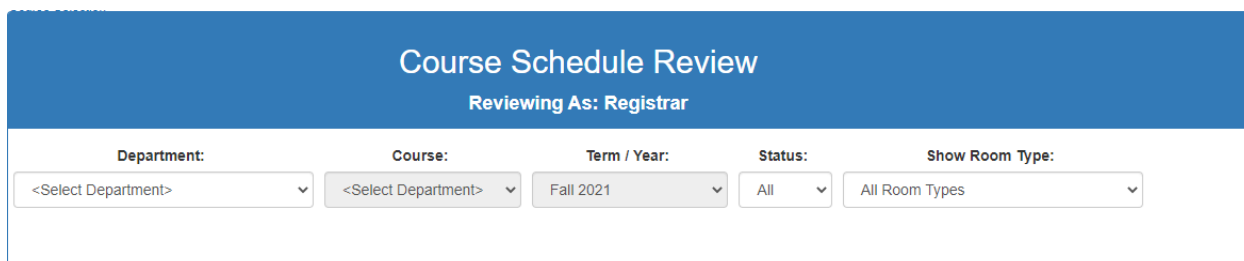# Instructions for Using the Schedule Builder

Course schedules for the upcoming academic year are submitted by academic departments to their Deans for approval. Deans subsequently submit the schedules to the Office of the Registrar for publication on the Course Search. The upcoming fall and spring schedules are based on sections offered in the previous academic year. Section details reflect who last taught the course, days and times met, etc.

The Schedule Builder is available to department course schedule editors on myDU.

1. Login to myDU.
2. Navigate to Resources on the top menu bar.
3. Select "Registrar's Office" under the Student Services column on the left.
4. Select "Schedule Builder" from the left navigation bar.

Course Schedule Review
Reviewing As: Registrar

Department:	Course:	Term / Year:	Status:	Show Room Type:
<Select Department>	<Select Department>	Fall 2021	All	All Room Types

1. Editors are assigned to departments and subject codes applicable to their department. If the department is responsible for multiple subject codes, choose a **Department** from the drop-down menu at the top left. If an editor is responsible for multiple subjects, choose the subject from the "**Course**" drop-down menu at the top.
2. Select the appropriate **Term/Year**.
3. **Status** refers to whether or not a class was open or cancelled in the last semester offered. The default setting is to display "**All**"
4. **Show Room Type** refers to the type of room that was assigned when last offered. Editors can filter sections by **Room Type** from the drop-down menu.
5. Only parent sections are displayed and available for editing.

6. The section data that editors view in the Schedule Builder can be exported to an Excel format. Click the "**Export**" button in the upper right-hand corner of the Builder.

7. Information about **removing** sections is available below under the heading **Course Status.**
8. Information about how to **add additional sections of existing courses** is available below under What you can edit in the Schedule Builder.

Editing Sections in Schedule Builder

To modify existing sections, click on the blue **Modify** button.

		Course Schedule Review								
		Reviewing As: Registrar								

Department:	**Course:**	**Term / Year:**	**Status:**	**Show Room Type:**
Biological Sciences ⌄	BIOL ⌄	Fall 2021 ⌄	All ⌄	All Room Types ⌄

Add New Course   Export

Modify Course	Course Number	Course Title Start/End Dates	Instructor	Location Room Type	Cr. Hrs.	Enrollment: Projected/Max Class Status	Days	Time	Update Meeting	Review Staus
Modify	BIO	GENERAL BIOLOGY I -	Calin-Jageman, Irina	Online Classroom	3.00	47 / 48 Open	MWF	09:30-10:20	Update	→
Modify	BIOL 111 01 L	GENERAL BIOLOGY I LAB -	Buber, Carissa	Main Campus Biology Lab	1.00	22 / 24 Open	M	01:30-04:20	Update	→

Course Status: determine whether or not the course is to be included in the schedule for the selected semester

  o To remove a course from the indicated year and term, click on the **Modify** button (left-most column) and click on **Remove Course**. The course will be marked cancelled. It will still be viewable on the list of courses, but will show as **CNCLD** in the Enrollment: Projected/Max|Class Status column. To view only Open (available) courses on your list, choose "Open" from the drop-down list at the top right.

Modify Course Information

AMST 200 01 - INTRO TO AMERICAN STUDIES

Course Status	Open
Location	Main Campus
Course Capacity	- 25 +
Maximum Enrollment	- 35 +
Credit Hours	3.00
Modality	F2F - Fact-to-Face - scheduled on cam
CBL Course:	✖ No
Lead Instructor	Assigned, Not

Tip: start typing last name, comma, first name

Remove Course   Duplicate this Course

Close   Save Changes

- **Location of the course***
  - **Main:** sections that are completely face-to-face or hybrid with a face-to-face meeting on the Main campus
  - **Priory:** sections that are located at the Priory campus
  - **Online:** sections that are fully online, synchronous or asynchronous.

  *there are other options for off-campus locations including Triton College and Grayslake
  - Click on the **Modify** button (left-most column) and choose a new value.
- **Course Capacity:** the maximum number of students that can be enrolled
- **Maximum Enrollment:** enrollment beyond the Course Capacity that requires instructor's consent, e.g. waitlist, over-rides.
- **Credit Hours** (only available for courses with variable credit hours)
  - Click on the **Modify** button (left-most column) and choose the new value from the drop-down menu. Remember to save changes.

- **Modality**: instructor's chosen method of instruction

  ARR- By Arrangement-time and setting arranged by student and instructor
  F2F-Face to Face-scheduled on campus at set meeting times
  HYB- Hybrid-combination of online and on-campus meeting times
  OSM-Online w/one or more scheduled meetings- NO on campus meetings
  OWM-Online without set meeting time-NO on campus meetings

- **CBL Course**: Defaults to "No". If the section incorporates community-based learning hours, click on the **X-No** button to change the value to **Yes**.
  - This will flag the course as CBL for student searching in myDU and will result in the course being noted as CBL in the student's record. Community-based learning sections will no longer carry the course section designation of 70.
  - A list of CBL sections will be made available to the director of community-based learning for review.
- **Lead Instructor:** click in the field and enter the primary instructor's Last Name
  - This option is only available for persons who have already been hired and validated in the HR system.
  - If the instructor has not yet been confirmed by HR, or if the instructor name is not yet available in the Lead Instructor field, type in "Assigned" and choose **Assigned, Not – 67907**.

SAVE CHANGES!

Modify Course Information

BIOL 111 01 - GENERAL BIOLOGY I

Course Status	Open
Location	Online
Course Capacity	− 48 +
Maximum Enrollment	− 50 +
Credit Hours	3.00
Modality	OSM - Online w/ one or more scheduled
CBL Course:	✕ No
Lead Instructor	Calin-Jageman, Irina

Tip: start typing last name, comma, first name

Remove Course   Duplicate this Course

Close   Save Changes

Add a New Course

To add a new course section from the active course catalog. Click on **Add New Course**

Click on **Select a Course.** Select a course from the drop down options. The options include active courses in the Catalog. If you need to add a course that has never been offered, please contact registrar@dom.edu to request to have the course added to the active catalog.
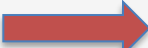

Click on **Create Course.** A pop-up window will appear indicating the course was "**Created!**" Click on "**Return**" in the bottom right hand corner to close the window and return to the course section list to **Modify** and **Update** the details of the course section.

Update Meeting Details
To complete the meeting details of the section, scroll to the added section in the list and click, "**Update**". Sections that require meeting details will read, "**No room type**" in the "**Location/Room Type**" column.

Location: Main, Priory, Online

Classroom Type: Editors must select an option in order to select a meeting pattern.

- **Classroom** - request a standard classroom to be assigned by the Registrar
- **Online** courses do not need a classroom type (Online is indicated in the Location)
- **By Arrangement** - courses that meet by instructor arrangement (no set meeting times)

Start Date: defaults to the first day of the full semester

End Date: defaults to last day of the full semester

- For courses that do not meet the full term, enter the appropriate start and end dates.
- For hybrid courses with an irregular meeting pattern, see Adding New Sections and Meetings below.

Remove a supplemental class meeting (e.g. remove the Online meeting for a previously hybrid course that will meet only face to face in the coming semester).

- Click on the Update button (second column from the right) and click on the Remove Meeting button.

SAVE CHANGES

- **Update Day/Time:** saves changes to classroom type, dates, days, times
- **Return to List:** returns the editor to the full course section list

Data not viewable in sections for upcoming year:

- Particular room assigned to previous offering
- Individually scheduled class meetings from previous offering (see above)

Adding new sections and meetings for courses

Adding an additional section
- If you need to add an additional section of a course that already exists in Schedule Builder, use the **Duplicate this Course** button, which is accessed using the **Modify** button. When you click the button and confirm your request by clicking the Duplicate button on the pop-up screen, an identical section will be created (except for the section identifier, which will use the next available number), including the instructor assigned, location, all meetings, and the same meeting days and times. You can then edit the new section and its meetings as appropriate.

Adding an Additional Meeting to an Existing Section

- If you need to add an additional meeting to a section, use the **Duplicate this Meeting** button, which is accessed using the Update button. When you click the button and confirm your request by clicking the Duplicate button on the pop-up screen, an identical meeting record will be created, including the location, classroom type, days, times, and dates. You will need to update the new record as appropriate.

- To **convert a face-to-face section to hybrid**:
    - Note how many face-to-face hours the hybrid section will have and enter the data in the field accessed via the **Modify** button.
    - One meeting record will need a **Location** of **Online**.
    - At least one other meeting record will note the locations, days, and times of the face-to-face meeting.
        - For multiple, non-full-term face-to-face meetings (e.g. first Saturday of the month for three months; first three Thursday nights), update the Start Date and End Date fields as appropriate. Individual meetings should have the same value for Start Date and End Date.
- To **add an additional meeting for courses worth more than 3 credit hours**, duplicate the section row with the standard meeting pattern and update the meeting to note the day, time, and room type of the extra meeting. Be sure to follow the guidelines Four-Credit-Hours Meeting Patterns section of the Scheduling Parameters document.
- To indicate that **a meeting pattern does not run the full-length of the term**, update the Start Date and End Date fields to reflect the part of the

semester when the meeting does occur. For one-day meetings, use the meeting date for both the start date and end date.

What is not currently available in the Schedule Builder:
- If a second instructor needs to be added, this needs to be done through the Office of the Registrar. Please email registrar@dom.edu for assistance.

For Deans Only

| ▬ | ☑ | **Review Status** |

- Once you have finished making updates to a section and have confirmed that all data is accurate, click the orange **Review Status** icon in the right-most column, changing the icon from a dash to a check mark in a green box. This will help you track which sections have been reviewed and which sections still need review.
- When all sections have been updated to green status and ready for review by the Dean's office, click the **Accept all courses as complete** button in the upper right (to the right of the Course Schedule Review title at the top of the page).
  - The Submit to Dean button is only enabled when all sections with that prefix have been cleared/updated to green.
  - The Dean's office will receive notification that the sections are ready for review—no additional changes should be made at this point.
    - The update button will be greyed out at this point.
- The Dean's office will review all sections submitted. The sections submitted will have an orange **Review Status** icon in the right-most column; when the section information has been reviewed, clicking the orange icon will change it to green, helping the dean's office track which sections have been reviewed. Once all sections for a prefix have changed to green, click the **Submit to Registrar when Complete** button in the upper right to notify the Registrar.

Course Schedule Review
Reviewing As: Registrar

Department:	Course:	Term / Year:	Status:	Show Room Type:
American Studies	AMST	Fall 2021	All	All Room Types

Add New Course | Export

Modify Course	Course Number	Course Title Start/End Dates	Instructor	Location Room Type	Cr. Hrs.	Enrollment: Projected/Max Class Status	Days	Time	Update Meeting	Review Staus
Modify	AMST 200 01	INTRO TO AMERICAN STUDIES -	Not Assigned	Main Campus Classroom	3.00	8 / 25 Open	TR	03:30-04:45	Update	→