

INFOSILEM USERS MANUAL

RUTGERS-CAMDEN CAMPUS

(Version 1.0, 01/04/2021)

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INFOSILEM COURSE STRUCTURE:

Infosilem organizes the course information a little differently than in our home system (IMS/CSS) and uses slightly different terms in some cases.

In IMS/CSS

UNIT: example – 50

SUBJECT: example – 120 (Biology)

COURSE NUMBER: example – 101 (General Biology I)

SECTION CODE: example – 01

INDEX NUMBER: example – 51423

The course DAY and TIME are determined by **BLOCKS**, based on the available scheduling blocks in the campus scheduling grid. Example: A2 = Monday and Wednesday (or Friday) 8:00am-9:20am.

The course location is defined by three fields – the **CAMPUS** (6=Camden, A=Atlantic Cape Community College, etc.), the **BUILDING** (Armitage, Business and Science, Fine Arts, etc.), and the **ROOM** (121, 201, etc.)

The **MODE** refers to the format of the course. This can be 02 LEC(ture), 04 LAB, 19 INDIVIDUAL STUDY, etc.

The **INSTRUCTOR** is added in the area called “Instructor of Record” and is added by their NetID, which populates their name into the appropriate fields.

In INFOSILEM

The data is organized a little differently, and has some different terms used to describe each.

UNIT and **SUBJECT** are combined into a single code called **DEPARTMENT**. Example: Undergraduate Biology would be 50:120 – Biology. The displays of data in Infosilem are generally driven by the department code, so you can see all the courses in a department, but only one department at a time. It is not possible to display more than one department simultaneously (you cannot display, for example, all Unit 52 courses, only all Department 52:390 courses).

COURSE NUMBER: is referred to as **NAME** on the main grid, or as **COURSE NUMBER** as a field. It contains the entire string of Unit:Subject:Course, so the field is not 101, but 50:120:101. So if you list the Department and Course number for a course in Infosilem, it will display as “50:120 50:120:101”.

SECTION CODE: is just Section – this is the same in both.

INDEX NUMBER: does not exist in Infosilem. IMS generates the index numbers for courses when the information is transferred from Infosilem to IMS/CSS. You will not see the index number displayed anywhere in Infosilem. Infosilem then has two more layers of substructures for each course section.

COMPONENT: refers to the MODE (lecture, lab, studio, recitation, etc.) of a Section. A Section can have multiple Components (for example, Section 01 can have a lecture and a recitation). The Component Name is exactly the same as the Component Type. Component Type is directly equivalent to the Mode.

DELIVERY: Each component then has a **DELIVERY**, which consists of the **Time Request**, **Room Request**, and **Instructor**.

Time Request: contains four pieces of information.

Term Dates – these should auto-fill in for the current term. You should not attempt to edit these.

Time Request Type – there are four options:

1. **Forced Time:** scheduling off of the normal grid, where you would need to manually enter each day and the start and end time of the course.
2. **Pattern:** This is a new concept. The Pattern is the number of days per week the course meets followed by the number of minutes of each meeting. A pattern of “2x80” means that the course meets two days in the week, and for 80 minutes each day. A “D” before the pattern means that the pattern can only occur during the day (7:00am-5:50pm), an “E” before the pattern means that the pattern can only occur during the evening (6:00pm-10:00pm). If you select the option “pattern” then Infosilem will select the specific days and times within that structure rather than you selecting that information. So if you select Pattern type and “D 2x80” as the pattern, the course could be scheduled in any normal scheduling block that meets two times a week for 80 minutes during the day (MW, WF, MF, TuTh, morning or afternoon, etc.).
3. **Forced Pattern Time:** Means that you are selecting a specific pattern (a specific Block in the Camden grid) rather than letting Infosilem pick the Block for you. When we scheduled in CSS, this was method we used. If you want to specify the time for the class, then use this option.
4. **No Time Requested:** indicates a course that is Time By Arrangement, and otherwise leaves the remaining information blank. You will also need to set the “By Arrangement Indicator” toward the bottom of the page to “Yes.”

Pattern – refers to the pattern (D 2x80, E 1x160, 1x55, etc.), selected from a drop down menu.

Pattern Time – refers to specific values within the selected pattern, selected from a drop down menu. (2x80-001 M,W 8:00am-9:20am). If left blank, then Infosilem will assign this value.

Room Request: has three pieces of information –

Room Type - refers to the kind of room being selected from a drop down menu–

- General Purpose: regular classrooms
- Priority Computer Lab: computer labs with one computer per student
- Restricted Rooms : specialized usage rooms such as science labs, art studios, etc.
- Off Campus Rooms: which are anything that is not on campus, including online

If you select anything other than General Purpose, you **MUST** specify a Pavilion and a Room.

Pavillion - basically equates to Building, though also equates to off-campus location (example: Off Campus –ACC) or a fictive “online” space. If left blank, Infosilem will decide based on an algorithm associated with the Department.

Room - the specific location within the Pavilion. There are fictive “rooms” for off-campus locations and online.

The drop down menus for each of the fields will only allow you to select options available based on the previous selections. For example, if you select Priority Computer Lab, then you will not be able to select a room in Pavilion Fine Arts, because that Pavilion does not have any rooms of that category. Likewise, if you select General Purpose Classroom and Armitage Hall, then you will not be able to select Room 102, because that room does not exist in that building.

If you do not need a room at all (for example, for an independent study, internship, Matriculation continued, etc.) this is left entirely blank as no room request.

Instructor: is the same as in CSS/IMS. You select the instructor name. Their Staff ID is their NetID, and the Course Role equates to the same value in CSS.

CSS FIELDS AND WHERE TO FIND THEM IN INFOSILEM

50 :080 :102 :01 VISUAL FUNDAMENTALS | Last updated 07/30/2020 22:23:14 by pbutler

1A 1B SAVE SUBMIT SM SUBMIT RA APPROVE ALL DELETE BACK TO LISTING

Check here if the approval process for this section is complete (you may still change it later)

Index	Sect *	Prefix	Cred	Exam Cd	Prior Enroll	Proj Enroll	Stop Point *	Final Stop Pt	Status Cd
00977 / 00977	01 01		030	C - Class Hour	020 020	016	018 018		1 1 - Active/

Print Sess. Print Spec Perm Add Spec Perm Drop Instructor 1 Instructor 2

Yes Yes No No - Please select... - Please select... CARTIER CARTIER

Instructor Assignments (no Scheduling Office approval needed)

Instructor Name	Net Id	Mode of Instruction/Component	Course Role	SIRS	Class time	Show on SOC	EAB/SSC	Display Name
CARTIER, DANIELLE	dc1252	AL - All clas	IN - Instru	Y	100.0 %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CARTIER, DANIELLE

Course Description

Course synopsis link (applies to all courses for 50:080)

Subtitle: Type: 04 04 - Approved in-person LMS: - Please select

Pattern Requests

Mode/Component *	Pattern ***	BA *	Room Type ***	Campus/Pavilion/Room ***	Comment	Delete/Copy
- Select	Select a pattern...	No	Select			<input checked="" type="checkbox"/>
- Select	Select a pattern...	No	Select			<input checked="" type="checkbox"/>
- Select	Select a pattern...	No	Select			<input checked="" type="checkbox"/>
- Select	Select a pattern...	No	Select			<input checked="" type="checkbox"/>
- Select	Select a pattern...	No	Select			<input checked="" type="checkbox"/>

***Please choose a pattern, room type, pavilion/building, and room unless the pattern meets by arrangement. Specify any additional requests in the comment field.

Requested Time/Building/Room/Campus

Ovr.	Campus **	BA	Day/Period/Time**	Bldg-Room **	Cap	Alt. cap	Budget cd (off-campus only)	Mode/Component *	Weeks	Pattern	Del./Cp.
1	CAM	N	M C1 1230P - 0320	FA-238	0040			07 - St	15	1	<input checked="" type="checkbox"/>
	6 - CA	N	M C1 1230 PM - 0320	FA - 238	0040			07 - St	15	1-First	<input checked="" type="checkbox"/>
2	CAM	N	W C1 1230P - 0320	FA-238	0040			07 - St	15	1	<input checked="" type="checkbox"/>
	6 - CA	N	W C1 1230 PM - 0320	FA - 238	0040			07 - St	15	1-First	<input checked="" type="checkbox"/>
3											<input checked="" type="checkbox"/>
4											<input checked="" type="checkbox"/>
5											<input checked="" type="checkbox"/>

Enter lead section, if mult. sections: Contact time: Summer Session Dates: Summer session id is not applicable for this term

Room attributes: Submit RA Room Search Temporary RA Enhanced Classroom

Course Information

Open Class Level	Unit and Major	Print Comments	Class Restriction Codes
- Please select...		- Please select...	- Please select...
- Please select...		- Please select...	- Please select...
- Please select...		- Please select...	- Please select...
		- Please select...	- Please select...
		- Please select...	- Please select...

Cross-Listed Sections

Cross-listing type: 0 - Not cross-listed

Unit	Subj	Course	Section	Supl

Open Major/Unit Open Minor

Honor Codes: Students with a Disability Ind: Remedial: N

Honors College Ind: Residential College Code Non-traditional Indicator - Open to all

Prerequisites EDIT PREREQS **Corequisites** ADD COREQ

Approver Memo (Scheduling Office use only, visible to all)

REVIEWED

SAVE SUBMIT SM SUBMIT RA APPROVE ALL DELETE BACK TO LISTING

CSS FIELDS AND WHERE TO FIND THEM IN INFOSILEM:

IN CSS	IN INFOSILEM
1A. COURSE NUMBER (Unit:Subject:Course Number)	Department Course List page – under “Name”
1B. COURSE TITLE (long title from MCL)	Course Editing page – under “Course Title”
2. INDEX NUMBER	Does not appear in Infosilem
3. SECTION CODE	Section Editing page – under “Section”
4. CREDIT VALUE (from MCL, not editable)	Course Editing page display – not editable.
5. EXAM CODE	Section Editing page, in Section Attributes area, as “Exam Code”
6. STOP POINT (active) and FINAL STOP POINT (room size)	Component Editing page, as “Actual Enrollment” (stop point) and “Max Enrollment” (final stop point)
7. STATUS (course active or inactive)	Course Editing page – upper right Check/Minus Sign toggle button.
8. PRINT (whether course shows up on Schedule)	Section Editing page, in Section Attributes area, as “Print”
9. SESSION PRINT (no longer used)	Section Editing page, in Section Attributes area, as “Session Print”
10A. SPECIAL PERMISSION ADD	Section Editing page, in Section Attributes area, as “Special Permission Add”
10B. SPECIAL PERMISSION DROP	Section Editing page, in Section Attributes area, as “Special Permission Drop”
11. INSTRUCTOR (Instructor of Record)	Component Editing page, in Deliveries area, at very bottom as “Instructor”
12. SUBTITLE (for Special Topics courses)	Section Editing page, in Section Attributes area, as “Subtitle”
13. COURSE TYPE (Online, Hybrid, Remote, In Person)	Section Editing page, in Section Attributes area, as “Type (for online only)”
14. LMS (formerly CMS, online system used)	Section Editing page, in Section Attributes area, as “CMS”
15. CAMPUS (course location)	Component Editing page, in Deliveries area, as part of Room Request, defined as part of the Pavilion.
16. TIME BY ARRANGEMENT INDICATOR (yes/no)	Component Editing page, in Deliveries area, as Delivery Attributes “By Arrangement Indicator”
17. DAY/TIME (includes block information)	Component Editing page, in Deliveries area, as Time Request (Type, Pattern, Pattern Time)
18. BUILDING AND ROOM	Component Editing page, in Deliveries area, as Room Request (Type, Pavilion, Room)
19. MODE (Lecture, lab, studio, individual study, etc.)	Component Editing page, as “Type” and name of component.
20. OPEN CLASS LEVEL (Frosh, Soph, Jun, Sen, Grad)	Section Editing page, in Section Attributes area, as “Open to Class Level”
21. OPEN UNIT AND MAJOR (BOTH unit and major)	Section Editing page, in Section Attributes area, as “Unit and Major”
22. PRINT COMMENTS (pre-defined comments)	Section Editing page, in Section Attributes area, as “Print Comment”
23. CLASS RESTRICTION (Class of 2021, 2022, 2023, etc.)	Section Editing page, in Section Attributes area, as “Class Restrictions”
24. SECTION NOTES (manually entered text notes)	Section Editing page, in Section Attributes area, as “Section Notes”

25. CROSS-LISTINGS	Done in the SECTION GROUPS area (main menu item on left)
26. OPEN MAJOR/UNIT (open to major OR unit, not both)	Section Editing page, in Section Attributes area, as "Open Major/Unit"
27. HONORS COLLEGE INDICATOR	Section Editing page, in Section Attributes area, as "Honor Code"
28. PRE-REQUISITES (from MCL, not editable)	Course Editing page, not editable.
29. CO-REQUISITES	Does not appear in Infosilem
30. MEMO FIELD (department notes to scheduling)	Memo fields exist on the Course Edit page, Section Edit page, and Component Edit page (Time Requirements notes and Room Requirements notes)

EDITING COURSES IN INFOSILEM:

When you log into the system, this is the screen you will see (the message will change depending on the term and point in the process).

Rutgers University - TT_RUT_CAM_2021_9A username -

Home
MESSAGE BOARD

Message

WELCOME TO INFOSILEM!
Infosilem is currently open for Fall 2021 scheduling until February 5, 2021.
 Please review all classes for all departments in your group.

1. Verify all sections you want to offer are listed and any sections that are inactive are completely empty (all section and delivery information deleted). When you are done with a section editing, please click the "done" box.
2. Make sure every section either has a day/time indicated by pattern, forced pattern, or forced time, or has the "Time by arrangement" button checked off
3. Make sure all courses have either a room request indicated, or "Time by arrangement" button checked off. Note for computer rooms and restricted rooms, you must select the specific room. If you have chosen a specific general classroom and need that particular classroom, please leave a note to that effect with reasons so the room does not get bumped.
4. Make sure Online/Hybrid/Off-campus courses are indicated and have been assigned to the appropriate "room"
5. Make sure Instructors are included where known (note, no new faculty will be in the database, so do not worry about them). If you need a currently active instructor added or moved to a different department code, contact Paul Butler
6. Verify in SECTION properties that "Print Session" is "Y" so the course will display on the schedule of classes.
7. **Make sure stop points are set to the appropriate room capacity.**
8. Check all Section Groups ("cross-listings") to verify that any cross-listed courses have your approval, and that any cross-listings you want have been set up. If you have any questions, or encounter any problems, please let us know. Thank you for your work on this!

Departments: 00:000

Left sidebar menu: Programs, Courses, Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, Last External Changes

Select your department and set up screen view

In the left hand menu, go the item called "Courses" and click on it. In the Departments drop down menu, select the Department you wish to edit. Note that the departments are listed as Unit:Department code in order. You should be able to see all of the departments you can edit in that list. If you cannot see your department, please contact Paul Butler or Priscilla McCoy to have that department added to your permissions list. Once you select your department, you will see the Course List Display Page.

Rutgers University - TT_RUT_CAM_2021_9A pbutler -

Home > Course List : 50:080
COURSE LIST : 50:080

Departments: 50:080 - Art - Visual

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Done
<input type="checkbox"/> 50:080:101	-	<input checked="" type="checkbox"/> 90	20219	<input checked="" type="checkbox"/> 90-ONLINE	-	25	01	09/01/2021	12/13/2021	1	ρ	ρ	ρ	<input type="checkbox"/>
<input type="checkbox"/> 50:080:101:CM	-	<input checked="" type="checkbox"/> 92	20219	<input checked="" type="checkbox"/> 90-ONLINE	-	25	01	09/01/2021	12/13/2021	1	ρ	ρ	ρ	<input type="checkbox"/>
<input type="checkbox"/> 50:080:101:W	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/> 50:080:102	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 07-STUDIO	-	18	01	09/01/2021	12/13/2021	1	ρ	-	ρ	<input type="checkbox"/>
<input type="checkbox"/> 50:080:102:W	-	<input checked="" type="checkbox"/> 02	20219	<input checked="" type="checkbox"/> 02-LEC	-	18	01	09/01/2020	12/10/2020	1	⚠ ρ	⚠ ρ	ρ	<input type="checkbox"/>
<input type="checkbox"/> 50:080:103	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	18	01	09/01/2020	12/10/2020	1	⚠ ρ	⚠ ρ	ρ	<input type="checkbox"/>
<input type="checkbox"/> 50:080:105	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/> 50:080:105:W	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/> 50:080:106	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/> 50:080:195	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>

172 records

The course list page shows a list of all of the courses, active and inactive, that are currently on the Master Course List for that department. It starts off with the contracted, abbreviated view, showing only up to 10 courses.

There are three easy toggles you can use to change the display to make it easier to work with, as indicated in the image above.

1. **EXPANDED VIEW:** Expanded view displays ALL the information for each course section, including the course title, day and time, room assignment, and instructor. When you click in this box, it toggles the view between the fully expanded view (checked) and the reduced contracted view (unchecked). You can still see the contracted data in the reduced view where there are magnifying glass icons. If you hover your mouse over those icons, it will display the data in them. But generally speaking, it is easier to work in the Expanded view if possible, as that makes it easier to see all the data for each section at once.

2. **EXCLUDE DISABLED COURSES:** Clicking on this toggle box causes any disabled COURSES (marked by a red circle with a white horizontal line) to be viewable or not viewable. The box checked removes the courses from view, and shows only active courses. The box unchecked means all courses are viewable. Checking this box is useful once you have completed your scheduling to view only the active courses for final review. Checking this box before you have a completed schedule will remove the ability to activate courses that you want to offer that are not currently active, and will not let you see any “garbage” data left in deactivated courses.

3. **SHOW:** sets the limit on how many courses (not sections, but courses) are displayed on the screen at one time. This can be set to 10, 15, 20, 25, 50, 100, or All by selecting from the drop down menu. If you have a small department, then selecting “All” is the best option. If you have a large department, then it might be easier to limit the display to only a few courses at a time. You can move to the next page of display by using the arrows on the top center of the display. If all courses are currently visible, there will be only one page. The Total number of courses (items) will be visible as a number in the lower right hand corner of the chart.

For general editing, it is best to use the Expanded View and to include disabled courses, at least initially.

The screenshot shows the Rutgers University Course List interface. The top navigation bar includes the Rutgers University logo, the term 'TT_RUT_CAM_2021_9A', and the user 'pbutler'. The main content area is titled 'COURSE LIST : 50:080'. On the left, there is a sidebar with navigation options like Programs, Courses, Departments, Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, and Last External Changes. The main table displays course sections with the following columns: Name, Course Combinations, Section, Term, Component, Academic Blocks, Max Enrol, Delivery, Start Date, End Date, Frequency, Time, Room, and Instructor. The table contains several rows of data, including sections for 'INTRO STUDIO ART' and 'VISUAL FUNDAMENTALS'. Some sections are marked as disabled with a red circle and a white horizontal line. The 'Expanded View' toggle is checked, and the 'Exclude disabled courses' toggle is unchecked. The 'Show' dropdown is set to 10.

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Staff ID	Done
<input checked="" type="checkbox"/> 50:080:101 Description: INTRO STUDIO ART	-	<input checked="" type="checkbox"/> 90	2019	<input checked="" type="checkbox"/> 90-ONLINE	-	25	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Rooms:5-OC6-998	<input checked="" type="checkbox"/> GARRITY, BRUCE	bgarity	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:080:102 Description: INTRO STUDIO ART	-	<input checked="" type="checkbox"/> 92	2019	<input checked="" type="checkbox"/> 90-ONLINE	-	25	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Rooms:5-OC6-998	<input checked="" type="checkbox"/> GARRITY, BRUCE	bgarity	<input type="checkbox"/>
<input type="checkbox"/> 50:080:101:CM Description: INTRO STUDIO ART	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input type="checkbox"/> 50:080:101:W Description: INTRO STUDIO ART I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:080:102 Description: VISUAL FUNDAMENTALS	-	<input checked="" type="checkbox"/> 01	2019	<input checked="" type="checkbox"/> 07-STUDIO	-	18	01	09/01/2021	12/13/2021	1	No time requested	-	<input checked="" type="checkbox"/> CARTIER, DANIELLE	dc1252	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:080:102 Description: VISUAL FUNDAMENTALS	-	<input checked="" type="checkbox"/> 02	2019	<input checked="" type="checkbox"/> 02-LEC	-	18	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 2x160 Mon 8:00 AM-10:50 AM 2x160 Wed 8:00 AM-10:50 AM	6 - Fine Arts Building-Restricted Room:6-FA-236	<input checked="" type="checkbox"/> AMDUR, MARGERY	mamdur	<input type="checkbox"/>
<input type="checkbox"/> 50:080:102:W Description: INTRO STUDIO ART	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:080:103 Description: SCULPTURE FOUNDATION	-	<input checked="" type="checkbox"/> 01	2019	<input checked="" type="checkbox"/> 02-LEC	-	18	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 2x160 Mon 12:30 PM-3:20 PM 2x160 Wed 12:30 PM-3:20 PM	6 - Fine Arts Building-Restricted Room:6-FA-236	<input checked="" type="checkbox"/> CABRY, PATRICK	pc666	<input type="checkbox"/>

All of the columns are described briefly below:

NAME: includes the icon for whether the course is active (green check is active, red circle is inactive), the Course Number (Unit:Subject:Course), and the Course Title (Description: course title). Clicking on the Course Number will take you to the Course Edit page.

COURSE COMBINATIONS: indicates whether that course is included in a Course Combination, and if it is, what Course Combinations. Very few departments are currently using Course Combinations, so this most likely will be blank.

SECTION: includes the icon for whether the course is active (green check is active, red circle is inactive), and the Section Code. Clicking on the Section Code will take you to the Section Edit page.

TERM: indicates which term the course is in. We only have one term, so all of them will display the current term in the format YEAR-TERM CODE (YYYYT). The Term Code for Fall is 9, the Term Code for Spring is 1, so for Fall 2021 the Term would be 20219. There is nothing to edit here – it is just a display.

COMPONENT: includes the icon for whether the course is active (green check is active, red circle is inactive), and the Component label (should be identical to the MODE). Clicking on this takes you to the Component Edit page, which is also where the Delivery information is located.

ACADEMIC BLOCKS: are blocks of students associated with Course Combinations. We do not use this at all, so this column will be blank.

MAX ENROL: is the same as “Stop Point”. That cannot be edited from here directly, but must be done from the Component Edit page.

DELIVERY: is just the label for the Delivery for display. It will “01” in almost all cases.

START DATE/END DATE: indicates the term start and end dates. The end date is the last day of regular classes, not the last day of exams. These are for display only, and are not editable.

FREQUENCY: refers to the delivery, and in what order they go. We can only have one delivery per component, so this will always be just 1.

TIME: Lists the Time Request information from the Delivery. It displays the Pattern, Day, Start/End Time. If there is no time requested, it states that. If it is blank, then there is no information in the delivery.

ROOM: Lists the Room Request information from the Delivery, including the Pavilion, Room Type, and individual Room (if selected). If there is a blank room request, then the field will be blank.

INSTRUCTOR: Lists the name and NetID of the instructor for the section. If there are multiple instructors for one section (example, if there is an instructor and a TA), then all names will be listed. Clicking on the instructor name will take you to the Instructor Edit page.

DONE: is a check box. This is for your own use to mark which courses you have finished editing vs. which ones you haven’t completed yet. You can sort the courses by clicking on the “Done” column head, which will sort the courses by the checked vs. unchecked boxes. This can be used as a quick way to sort out the ones that have not yet been finished.

Once you have the page laid out the way you want to work with it, you can start now editing the information in the Department.

ADDING A COURSE

This starts off assuming the course is Inactive. If you already have an active section and are just adding another section to an active course, skip down to Step 3 below.

STEP 1: SELECT THE COURSE

From the Course List screen, scroll to the Course Number you want to work on. Click on the Course Number to get to the Course Edit page.

STEP 2: ACTIVATE THE COURSE

- 1 - Click on the check box next to the Red Circle in the upper right corner. That will change it to a Green Check mark.
- 2 – Click on SAVE, which will change the course status from Inactive to Active.

STEP 3: ADD A SECTION

The screenshot shows the 'COURSE EDITING' page for course 50:580:101. The left sidebar contains navigation options: Programs, Courses, Departments (50:580:101, 50:580:102), Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, and Last External Changes. The main content area includes 'Course Information' (Department: 50:580 - Latin, Course Number: 50:580:101, Course Title: ELEMENTARY LATIN I), 'Course Attributes' (Course Prefix, Credits: 030, Expanded Title, Prerequisite, Prerequisite Format), 'Scheduling Groups' (No Records), 'Demand' (Summary, Course Combinations), and 'Sections' (No Records). A blue arrow points to a '+' icon in the 'Sections' tab's toolbar.

From the Course Editing page, go to the bottom of the page in the area labeled “Sections”. Click on the little “+” sign icon on the left. That will bring you to the Section Edit page.

Note: if there are already existing sections, they will be displayed in this area already. To add a new section, you would still click on the “+” sign.

STEP 4: CREATING THE SECTION INFORMATION

1 – Add the Section Code. This is a two character field, and there are some conventions that are followed for naming sections as below:

Regular Sections, including in-class, labs, independent studies, research courses, etc. – 01, 02, 03, 04, 05, etc.

Evening Sections (in class) – 40 series (40, 41, 42, 43)

Online Courses – even 90 series (90, 92, 94, 96, 98)

Hybrid Courses – odd 90 series (91, 93, 95, 97, 99)

Off-Campus Courses – Campus site code followed by number (Example, A1, R3, etc). Site codes are A=ACCC, C=Camden County College, D=Mercer County College, L= Brookdale Community College, Lincroft, R=Raritan County College

Honors College – H1, H2, H3, etc.

Note: other codes may be used to designate cohorts, lab associations, or other specialized usages.

2 – Select the term from the drop down menu. There will be only one option.

3 – Enter any of the SECTION ATTRIBUTES. The MINIMUM that must be done here is to enter an Exam Code and the Print Code. Also found in this area are:

Class Restrictions (by year, class of 2022, 2023, etc.)

CMS/LMS

Honors Codes

Open to Major or Unit

Open to Class Level (Frosh, Soph, Junior, Sen, Grad)

Unit AND Major restriction

Print Comments

Section Notes

Special Permission Add/Drop

Subtitle (for Special Topics Courses)

Type (Online, Hybrid)

4 – After all Section Attributes have been coded, click on SAVE in the upper left.

STEP 5: ADD THE COMPONENT

Home > Course List : 50:580 > Course Editing : 50:580:101 > Section Editing : 50:580:101 01

SECTION EDITING

Section Information

Department: 50:580 - Latin
 Course Number: 50:580:101
 Section: 01
 Term: 20219
 Description:

Section Attributes

Type	Value
Class Restriction Code (1)	
Class Restriction Code (2)	
Class Restriction Code (3)	
Class Restriction Code (4)	
Class Restriction Code (5)	
CMS	
Co-Requisite	(Max. 0 char.)
Course Note (1)	(Max. 255 char.)
Exam Code	S - Single day exam
Honor Code (1)	
Honor Code (2)	
Honor Code (3)	
Honor Code (4)	
Honor Code (5)	
Non-trad Indicator	

Components

Component	Type	Component Groups	Max Enrollment	Done
No Records				

Section Maximum Enrollment: 0

Go down to the bottom of the page to the section titled COMPONENTS. Click on the little “+” sign icon to go to the Component Edit page.

Note: It is possible for a section to have more than one Component, such as having a Lecture and Recitation. If you are adding multiple Components, simply repeat from this step to add each additional component.

STEP 6: EDIT THE COMPONENT INFORMATION

The screenshot displays the 'Component Editing' page in the Infosilem system. The left sidebar lists various navigation options. The main content area is titled 'COMPONENT EDITING' and includes a 'Component Information' section with the following fields:

- Department: 50:580 - Latin
- Course Number: 50:580:101
- Section: 01
- Name: 02-LEC (indicated by arrow 2)
- Type: 02-LEC (indicated by arrow 1)
- Max Enrollment: 15
- Actual Enrollment: 15 (indicated by arrow 3)

Below these fields are sections for 'Component Attributes', 'Academic Blocks', 'Component Scheduling Groups', and 'Deliveries'. The 'Deliveries' section includes a 'Time Requests' table with columns for 'Start Date', 'End Date', and 'Every'.

1 – From the Component Edit page, select the TYPE of component from the Drop Down Menu provided.

2 – Enter the NAME of the Component. This must be EXACTLY the same as the Component Type. For example, if the Type is 02-LEC, then the Name must be “02-LEC”, NOT “02 Lec” or “2-LEC” or “Lecture”, etc. The translator program from Infosilem to IMS/CSS will reject any course section that has a name that does not exactly match the Component Type.

3 – Enter the Stop Point for the course. The MAX ENROLLMENT (also called the “Final Stop Point”) is used to determine the ROOM size. The ACTUAL ENROLLMENT (also called “Stop Point”) is what is used for registration. It is possible to have a smaller Actual Enrollment than Max Enrollment. If your Actual Enrollment exceeds your Max Enrollment, then the system will return an error when we attempt to do the Infosilem run.

Note – Infosilem will only place a course in a room if the MAX ENROLLMENT is equal or lower than the capacity of the room. Please pay particular attention to the Room Capacities (see Rooms below) so that you do not set your capacity beyond the capacity of the room or room category you select (for example, most regular classrooms in Armitage have a capacity of 32, NOT 35, so setting a stop point of 35 will reject rooms 105, 106, 108, 109, 205, 206, 207, 208, 219, 220, etc.).

STEP 7A: EDIT THE DELIVERY, TIME REQUEST (Course meets at a time)

This assumes the course is meeting at some time. If the course is meeting Time by Arrangement, see 7B below.

The screenshot shows the 'Time Requests' section of the Infosilem interface. It includes a table with columns for Pattern, Pattern Time, Day, Start Time, End Time, and Order. The selected request is 'D 2x80' with a pattern time of '2x80-008 - T 11:10 AM-12:30 PM (1:20), R 11:10 AM-12:30 PM (1:20)'. The interface also includes sections for 'Room Requests', 'Delivery Scheduling Groups', 'Delivery Attributes', and 'Instructors'.

PART 1: Adding a Time Request

If there is NO TIME REQUEST present at all, then click on “+” sign by arrow 1 to create a new one.

If there is a Time Request already present, but it is wrong, then click on the check box next to the time request (arrow 2), and then click on the little trash can icon (by arrow 1) to delete it. Then click on “+” sign by arrow 1 to create a new one

PART 2: Select the Type of Time Request (arrow 3).

There are four types:

1. **Forced Time(s):** This is used when you are trying to schedule off of the normal scheduling grid. It is normally only used for off-campus courses, courses meeting on Saturdays, or special circumstance courses. If you use this option for an on-campus course, you must include a note in the “Time Requirements” box to the right explaining why you require a time outside of the normal scheduling grid. Courses outside the grid require Dean’s approval.
2. **Pattern(s):** This means that you are only selecting a structural pattern and not a specific course time. If only a pattern is selected, then Infosilem will determine the days and times for the course from the normal scheduling grid.
3. **Forced Pattern Time(s):** This means you want to select a specific day and time from our normal scheduling grid.
4. **No Time Requested:** This means the course meets as “time by arrangement” – see 7B below for more information.

PART 3: Select the Pattern (arrow 4)

This option is only available if you selected 2. Pattern(s) or 3. Forced Pattern Time(s) above.

This is the number of days of the week the course meets times the minute duration of each meeting. If the pattern has a D at the start, it means that it is restricted to day times from 7:00am-5:50pm. If it has an E at the start, that means it is restricted to evening times from 6:00pm-10:00pm. If there is no letter in front, it can be any time of day. For example: D 2x80 means a daytime course that would meet two times a week for 80 minutes each meeting.

If you ONLY select a pattern and not a particular pattern, Infosilem will select the specific pattern for you.

PART 4: Select the Specific Pattern (arrow 5)

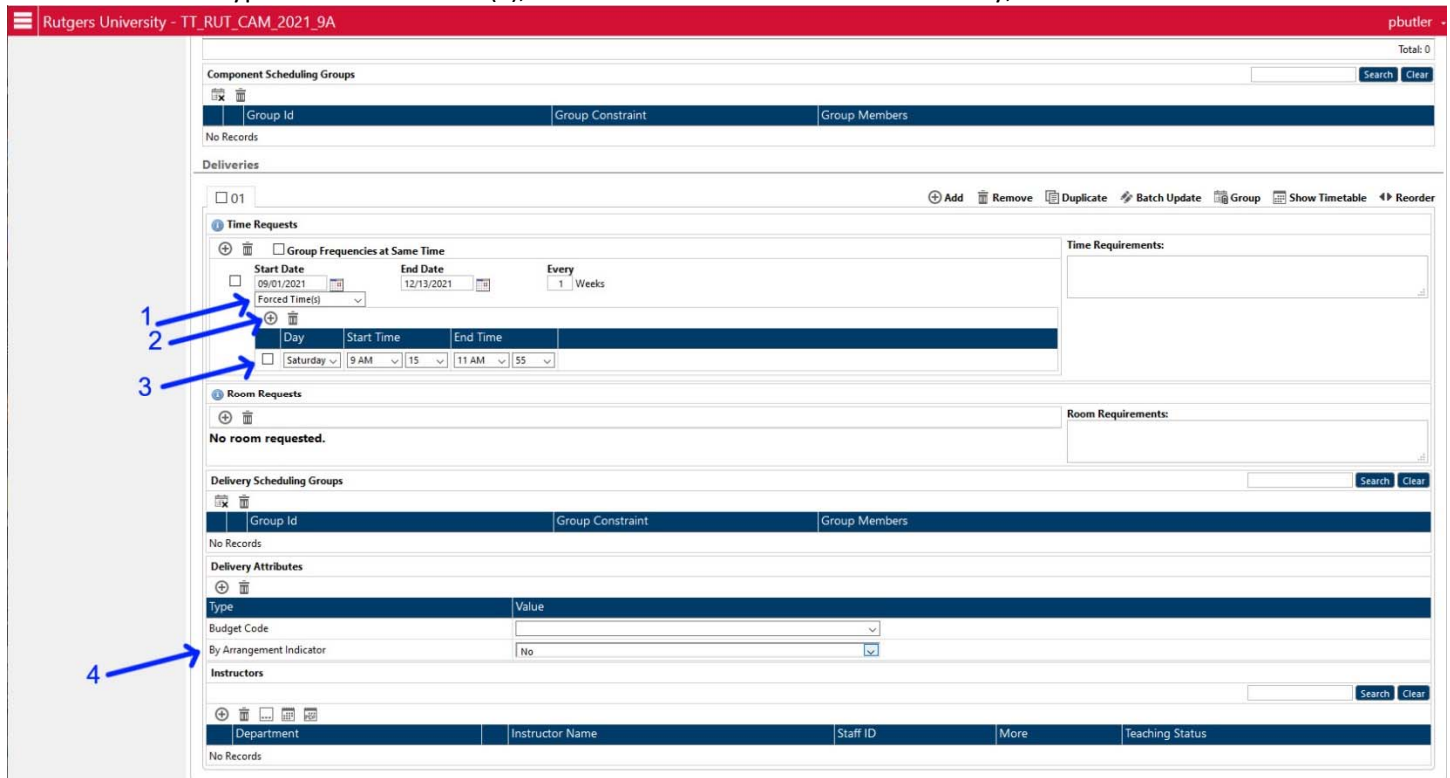
This option is only available if you selected the type 3.Forced Pattern Time(S).

Select the sub-set of the pattern you selected in Part 3 above. This will be a drop down menu that lists every scheduling Block that meets in that pattern. Be particularly careful with the M/F vs. M/W patterns. Once you've entered the pattern, the Day, Start Time, and End Time information will be displayed in those columns immediately to the right.

PART 5: Make sure that the "By Arrangement Indicator" box (Arrow 6) is set to either "No" or left blank.

From there, move on to Step 8 (Room Request) below.

IF YOU SELECTED Type 1 – FORCED TIME(S), the times are entered a little differently, as below:



If you selected Forced Times, you will get a secondary area below that with DAY, START TIME and END TIME as editable fields.

At Arrow 3 – change the Day, Start Time, and End Time to the desired values. The system will permit minute increments.

If you are meeting more than one day a week, then click the “+” sign at Arrow 2 to add another day. This will appear below the first day, and you will need to enter the Day, Start Time, and End Time for that day.

If you need to DELETE a day, check the box in front of the day (Arrow 3), and the click on the Trash Can Icon at Arrow 2. That will delete that individual day.

Again also make sure that the “By Arrangement Indicator” (Arrow 4) is set to “No” or left blank.

From there, move on to Step 8 (Room Request) below.

STEP 7B: EDIT THE DELIVERY, TIME REQUEST (Course meets Time By Arrangement)

The screenshot shows the 'Time Requests' section of the Infosilem interface. It includes a table for 'Component Scheduling Groups' with columns 'Group Id', 'Group Constraint', and 'Group Members'. Below this is the 'Deliveries' section, which contains a 'Time Requests' form. The form has a 'Start Date' of 09/01/2021, an 'End Date' of 12/13/2021, and a frequency of 'Every 1 Weeks'. The 'Time Requirements' box is empty. Below the 'Time Requests' section is the 'Room Requests' section, which shows 'No room requested.' and an empty 'Room Requirements' box. The 'Delivery Scheduling Groups' section is also empty. The 'Delivery Attributes' section has a 'Type' dropdown, a 'Budget Code' dropdown, and a 'By Arrangement Indicator' dropdown set to 'Yes'. The 'Instructors' section is empty. The footer of the interface shows '© 2020 - Powered by Infosilem' and 'Help About'.

PART 1: Adding a Time Request

If there is NO TIME REQUEST present at all, then click on “+” sign by arrow 1 to create a new one.

If there is a Time Request already present, but it is wrong, then click on the check box next to the time request (arrow 2), and then click on the little trash can icon (by arrow 1) to delete it. Then click on “+” sign by arrow 1 to create a new one.

If this is left entirely blank, the course will not appear on the Schedule of Classes as the course will appear entirely blank.

PART 2: Select the Type of Time Request (arrow 3).

There are four types:

1. **Forced Time(s):** This is used when you are trying to schedule off of the normal scheduling grid. It is normally only used for off-campus courses, courses meeting on Saturdays, or special circumstance courses. If you use this option for an on-campus course, you must include a note in the “Time Requirements” box to the right explaining why you require a time outside of the normal scheduling grid. Courses outside the grid require Dean’s approval.
2. **Pattern(s):** This means that you are only selecting a structural pattern and not a specific course time. If only a pattern is selected, then Infosilem will determine the days and times for the course from the normal scheduling grid.
3. **Forced Pattern Time(s):** This means you want to select a specific day and time from our normal scheduling grid.
4. **No Time Requested:** This means the course meets as “time by arrangement.” It is used for Online courses, individual studies, internships, research courses, or any other course that does not have a fixed meeting day and time.

If you select “No Time Requested” then you will not have the option to enter a Pattern and Pattern Time or Forced Time information. The area will just display “No Time Requested.”

PART 3: Set the “By Arrangement Indicator”

You must set the “By Arrangement Indicator” (Arrow 3) to “Yes” to indicate that the course is time by arrangement.

STEP 8: EDIT THE DELIVERY: ROOM REQUEST

Rutgers University - TT_RUT_CAM_2021_9A pbutler

Group Id | Group Constraint | Group Members

No Records

Deliveries

01 Add Remove Duplicate Batch Update Group Show Timetable Reorder

Time Requests

Group Frequencies at Same Time

Start Date: 09/01/2021 End Date: 12/13/2021 Every: 1 Weeks

Forced Pattern Time(s):

Pattern	Pattern Time	Day	Start Time	End Time	Order
D 2x80	2x80-008 - T 11:10 AM-12:30 PM (1:20), R 11:10 AM-12:30 PM (1:20)	Tuesday Thursday	11:10 AM 11:10 AM	12:30 PM 12:30 PM	0

Time Requirements:

Room Requests

No room requested.

Room Requirements:

Delivery Scheduling Groups Search Clear

Group Id | Group Constraint | Group Members

No Records

Delivery Attributes

Type: | Value:

Budget Code:

By Arrangement Indicator:

Instructors Search Clear

Department	Instructor Name	Staff ID	More	Teaching Status
No Records				

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The Room Request will initially appear blank.

If you do not require a room (for example, independent study, Matriculation Continued, etc.), then you can leave this with “No Room Requested” and finish there – move on to Step 9. Note that Online and Off-Campus course DO require a room. **Do NOT leave the room request blank for online or off-campus courses.**

To add a new Room Request, click on the “+” sign just below Room Request in the Delivery Section (blue arrow).

The screenshot shows the 'Room Requests' section of the Infosilem interface. It includes a 'Room Type' dropdown menu (arrow 1) currently set to 'General Purpose Classroom'. Below it are dropdowns for 'Pavillon' (arrow 2) set to '6 - Armitage Hall - ATG' and 'Room' (arrow 3) set to '6-ATG-113'. To the right is a 'Room Requirements' text area (arrow 4) containing the text: 'Needs corner room for board space. Instructor requires chalk board.' Below these are sections for 'Delivery Scheduling Groups', 'Delivery Attributes', and 'Instructors'.

PART ONE: Select the ROOM TYPE

Choose the Room Type from the drop down menu (arrow 1). There are four room types available:

1. General Purpose Classroom: refers to the general use rooms in all buildings, from small seminar rooms to the large lecture halls. If you select General Purpose Classroom and do not care where the class actually occurs, you do not have to enter any additional information – Infosilem will select a room for you.
2. Priority Computer Lab: refers to computer labs that have one computer for each student in the room. This includes Armitage 101, BSB 134, BSB 335, BSB 336, BSB 416, and Campus Center NCR. Other computer rooms, such as the Discovery Rooms, are not one-to-one computers to students, and are classed as “Restricted Rooms” below. If you select Priority Computer Lab, you will be required to select the specific Pavilion and Room.
3. Restricted Room: refers to non-general use classrooms, such as science labs, department restricted rooms, art and music studios, Discovery rooms, etc. If you select this category, you will need to select the specific Pavilion and Room.
4. Off Campus Room: is used to designate what off-campus site is being used for the course. Online courses are also placed here so that a campus gets associated with them (otherwise they do not display on the Schedule of Classes).

PART TWO: Select the PAVILION

Choose the Pavilion from the drop down menu (arrow 2). If you selected General Classroom above and will take any room that accommodates the stop point of the course, you do not need to enter a Pavilion. In all other cases you will need to enter a Pavilion.

Each building on campus has its own Pavilion. You can select the building by selecting the Pavilion associated with it by name.

For Off-Campus courses, select the Off-Campus Pavilion associated with the off-campus site. For example, a course at ACCC would select “Off Campus – AC Mays Landing A”. If the site is not included in the list, use the generic off-campus site “Off Campus Off Campus”.

For Online courses, select the Off-Campus Pavilion called “Office Campus Online”.

PART THREE: Select the ROOM

Choose the specific Room from the drop down menu. If you selected General Classroom above and even selected a Pavilion, you have the option to leave the specific room blank (for example, "I want any room in Armitage" can be entered as Room Type=General, Pavilion=Armitage, and Room=blank). In all other cases, you should select a specific room. If you have particular requirements for a room, please indicate them in the text box next to the room request (arrow 4).

You can check for the availability of a room by checking the Room information on the left hand side. See ROOMS below for more information.

Please make sure when selecting a room that the stop point matches the capacity of the room. If the stop point exceeds the capacity of the room, Infosilem will not place the class in that room, and will return an error. In those cases, scheduling normally reduces the stop point to match the room capacity.

For Off-Campus and Online courses, there actually is a Room listed which you should select. It is a fictional space that is required for the translator program that goes from Infosilem to IMS/CSS to load the Off-Campus and Online courses. ACCC has "multiple" rooms to allow for several courses to take place at the same day/time and not create a conflict. Just select the first room in those cases – the scheduling office will sort out if any conflicts occur and move the assignment.

If you select a specific room and have a particular reason for doing so, please indicate the reasons in the text box next to the room request (arrow 4). This helps scheduling in the event of multiple requests for the same space to sort out who should have that particular space versus receiving a similar space elsewhere. This is also required if you are attempting to use a room that is normally not accessible to your department (for example, a Sociology course trying to use a Biology Lab).

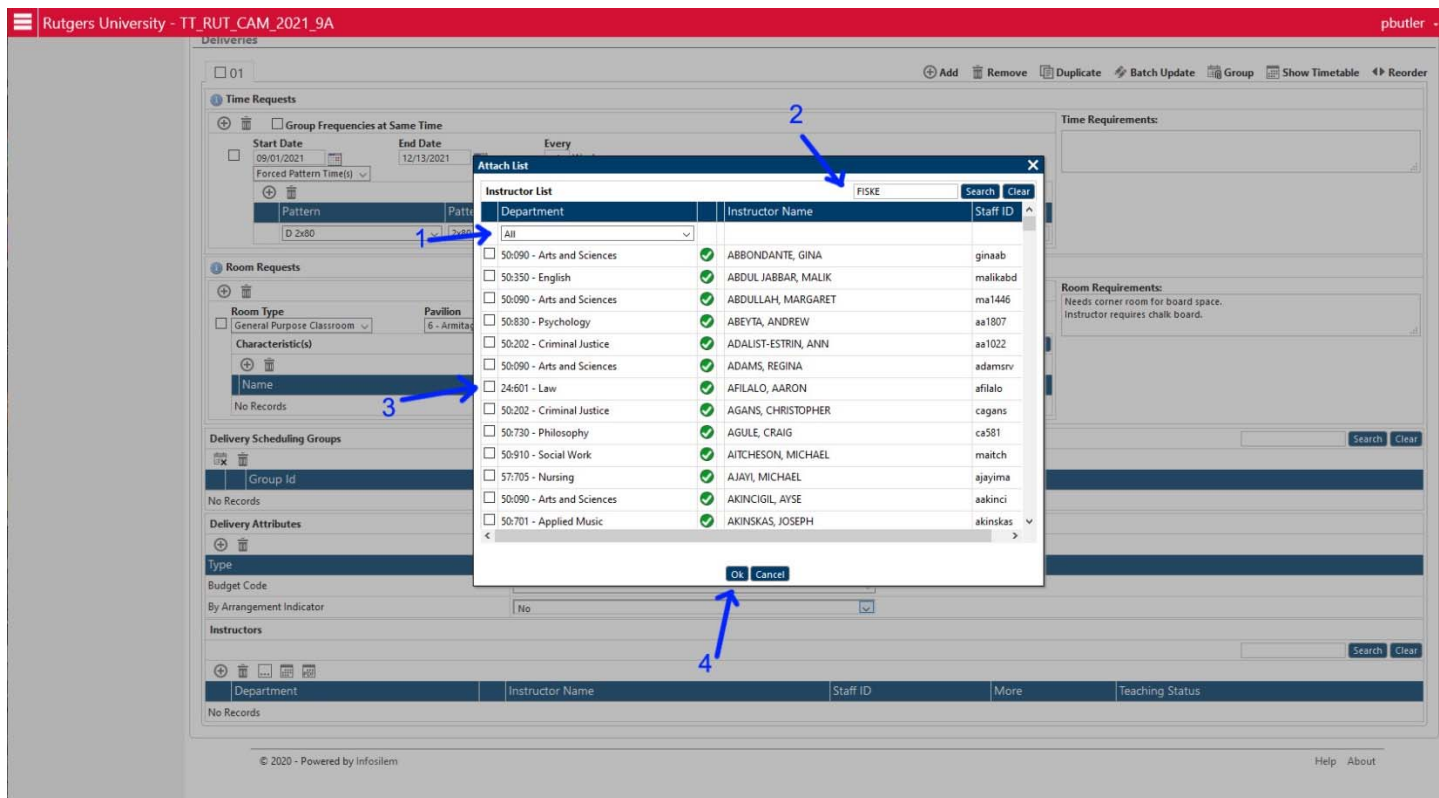
STEP 8: EDIT THE DELIVERY: INSTRUCTOR

The screenshot shows the 'Deliveries' section of the Infosilem interface. At the bottom of this section is the 'Instructors' section, which is currently empty. A blue arrow points to the '+' icon in the top-left corner of the Instructors section, indicating where to click to add a new instructor.

At the bottom of the Deliveries section is the Instructors section.

If you do not know who the instructor of the class will be, then just leave this area blank.

If you know who the instructor will be, click on the “+” sign just below the Instructors to add a new Instructor to the course.



That will bring up the Instructor Search menu.

PART 1: Select the Department

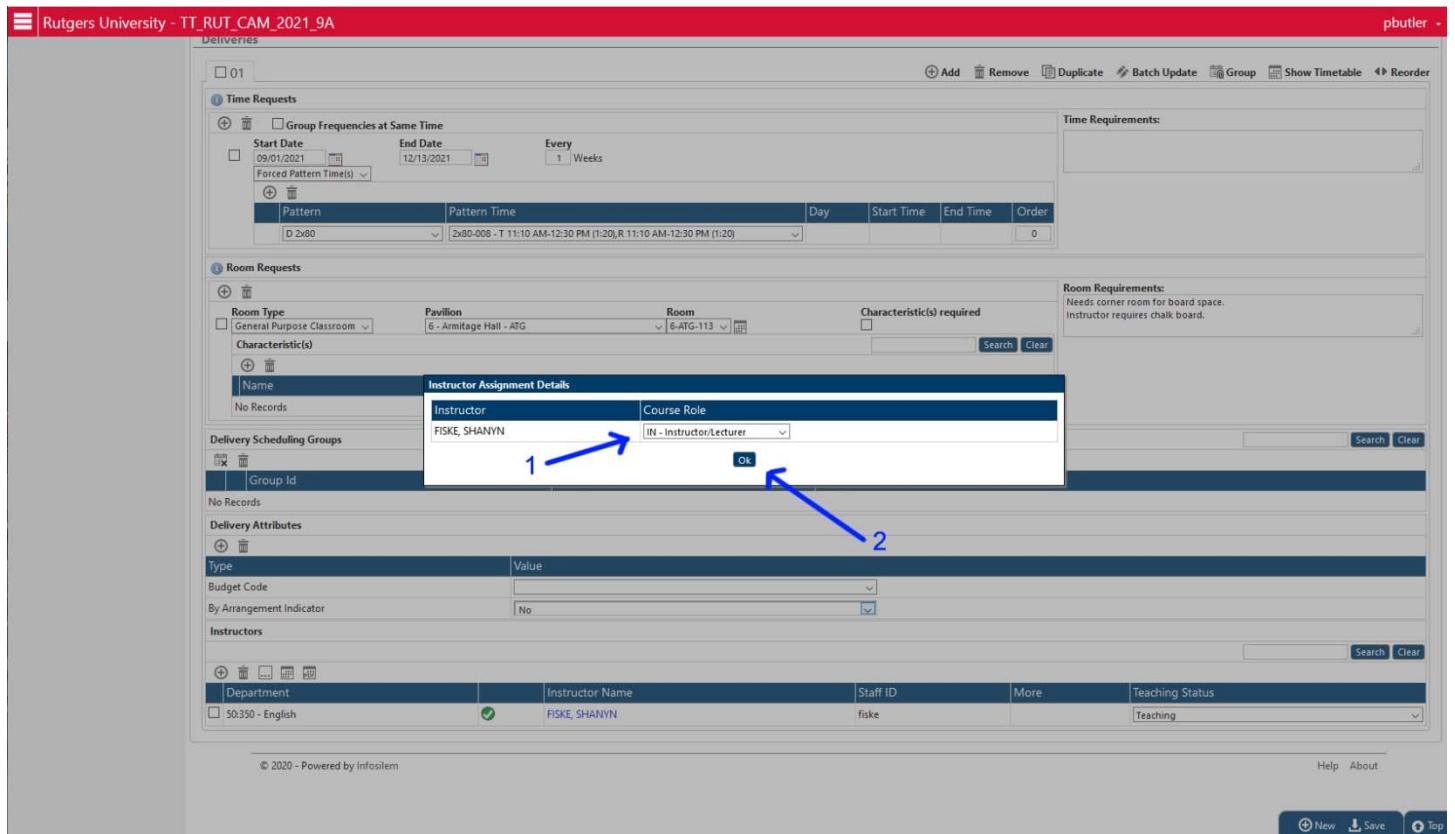
Select the department (arrow 1) that the instructor “belongs to.” You can see all instructors from all departments, you are not restricted to just instructors from your specific departments.

It is sometimes easier and faster to just search for the instructor name in the “ALL” department. Instructors are assigned departments based on their job code and last courses taught in the like semester. An instructor in the English department could be assigned to 50:350, 50:352, 56:350, 56:352, 56:200, etc. based on what combination of courses they taught, or how payroll assigned them to a department. In many cases, PTLs got generically assigned to the Dean’s Office (50:090) rather than to the department for which they worked, because that is how the job code was interpreted.

Select the Department as “ALL” and use the SEARCH (arrow 2) by entering the instructor’s name in the box as the simplest way to find the instructor.

PART 2: Select the Instructor

Select the instructor by clicking on the square box just the left of their name (arrow 3) in the list. Once you have selected the box, click on “OK” (arrow 4) in the Instructor Search box.



After you have selected an instructor, you will be asked to assign them a role. The role can be Instructor, Course Assistant, Course Coordinator, etc. Select from the drop down menu (arrow 1) and then click on “OK” (arrow 2).

The screenshot shows the 'Deliveries' page for 'Rutgers University - TT_RUT_CAM_2021_9A'. It includes sections for Time Requests, Room Requests, Delivery Scheduling Groups, Delivery Attributes, and Instructors. The Instructors table is as follows:

Department	Instructor Name	Staff ID	More	Teaching Status
50:350 - English	FISKE, SHANYN	fiske	Course Role: IN - Instructor/Lecturer	Teaching

At the bottom right, there are buttons for 'New', 'Save', and 'Top'. A blue arrow labeled '1' points to the 'Teaching Status' dropdown in the Instructors table, and a blue arrow labeled '2' points to the 'Save' button.

After you have entered the Instructor Role, you will need to edit the Instructor Status. This defaults to “Teaching” – the only other option is “Non-Teaching” which you can select from the drop down menu. Non-Teaching individuals would be course-coordinators or graders.

If there are multiple instructors, you can add additional ones after the first by clicking on the “+” sign again.

If you want to delete an instructor added by error, you can click on the box just the left of the department name of the instructor, and then click on the Trash Can icon just above the Department label. That will delete the instructor from the instructor list.

Once you have added the Instructor to the Delivery, you have completed the course information. Click on SAVE in the lower right side (arrow 2) to save all of the Component and Delivery information.

STEP 9: RETURN TO THE COURSE LIST

Home > Course List: 50:580 > Course Editing: 50:580:101 > Section Editing: 50:580:101 01 > Component Editing: 50:580:101 01 02-LEC

COMPONENT EDITING

Component Information

Department: 50:580 - Latin
 Course Number: 50:580:101
 Section: 01
 Name: 02-LEC
 Type: 02-LEC
 Max Enrollment: 15 Actual Enrollment: 15

Component Attributes

Type	Value
No Records	

Academic Blocks

Department	Program	Program Level	Program Description	Program Detail	Identification	Academic Block Type	Components	Size
No Records								

Total: 0

Component Scheduling Groups

Group Id	Group Constraint	Group Members
No Records		

Deliveries

01

Time Requests

Group Frequencies at Same Time
 Start Date: 09/01/2021 End Date: 12/13/2021 Every: 1 Weeks
 Forced Pattern Time(s):

Pattern	Pattern Time	Day	Start Time	End Time	Order
D 2x80	2x80-008 - T 11:10 AM-12:30 PM (1:20); R 11:10 AM-12:30 PM (1:20)	Tuesday Thursday	11:10 AM	12:30 PM	0

Time Requirements:

Once you have saved the Component information, you can return to the Course Listing page by going to the “bread crumbs” menu at the very top of the page (arrow). This menu lists all the pages you have accessed in order in this process. You can click on any one of the stages to return to that page, or you can just click on “Course List (department)” and return to the overall department list of courses.

Rutgers-Camden Infosilem Manual

Rutgers University - TT_RUT_CAM_2021_9A pbutter

Home > Course List: 50:580

COURSE LIST : 50:580

Departments: 50:580 - Latin

50:580:101
50:580:102

Instructors

Meetings

Academic Blocks

Rooms

Course Groups

Section Groups

Component Groups

Delivery Groups

Course Combinations

Reports

Last External Changes

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Done
<input type="checkbox"/> 50:580:101 Description: ELEMENTARY LATIN I	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End D 2x80 Tue 11:10 AM-12:30 PM D 2x80 Thu 11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	Name Staff ID <input checked="" type="checkbox"/> FISKE SHANNYN fiske	<input type="checkbox"/>
<input type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-													<input type="checkbox"/>

2 records

The course now appears in the Course List with all of its information displayed. You have completed adding the course to the schedule.

DELETING A COURSE

STEP 1: SELECT THE COURSE

From your department view, select the specific course that you want to delete by clicking on the blue course number to go to the Course Edit page. Here we want to delete course 50:580:102.

STEP 2: DELETE THE SECTION INFORMATION

From the Course Edit page, select the checkbox in front of all sections (Arrow 1). If there are multiple sections, and you want to get rid of ALL of them, click on all the checkboxes in front of the sections. Then, click on the trash can icon (Arrow 2), and then click on Save (Arrow 3). This will delete all of the section information in the course.

STEP 3: DEACTIVATE THE COURSE

Home > Course List : 50:580 > Course Editing : 50:580:102

COURSE EDITING

Show Timetable Save

First Previous Next Last

Course Information

Department: 50:580 - Latin
 Course Number: 50:580:102
 Course Title: ELEMENTARY LATIN II

Course Requirements: [Empty field]
 Course requirement notes: [Empty field]

Course Attributes

Type	Value
Course Prefix	
Credits	030
Expanded Title	(Max. 80 char.)
Prerequisite	
Prerequisite Format	

Scheduling Groups

Group	Group Type	Department	Course
No Records			

Demand

Summary Course Combinations

Type of Demand	Number of records	Demand
Course Combinations	0	0
		Total Demand : 0

Sections

Section	Description	Term	Component Groups	Max Enrollment	Done
No Records					

Total Supply: 30

The SECTIONS area should now be completely empty and display “No Records” (Arrow 0). Change the course activation indicator from the green checkmark to the red dash by clicking on the checkbox next to it (Arrow 1) and then click on Save (Arrow 2). Go back to the Course List page by clicking on Course List in the “bread crumbs” top section (Arrow 3).

Home > Course List : 50:580

COURSE LIST : 50:580

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Staff ID
50:580:101 Description: ELEMENTARY LATIN I		01	20219	02-LEC		15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End D 2:80 Tue AM-12:30 PM 11:10 D 2:80 Thu AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom-6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	FISKE, SHANNY	
50:580:102 Description: ELEMENTARY LATIN II														

2 records

On the COURSE LIST page, the course will now display as inactive (Arrow 1), and all of the course information next to it will be blank (Area 2).

NOTE: You should never have a course marked as inactive with any course information in it. If the course is inactive, the circled area should ALWAYS be blank.

DELETING A COURSE SECTION

STEP 1: SELECT THE COURSE

For this example, there are two sections of course 50:580:102, a lecture section (01) and an online section (90). We want to keep the online section, but delete the lecture section. The course will stay active, and the online section will stay active.

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Staff ID	Done
50:580:101 Description: ELEMENTARY LATIN I	-	01	20219	02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End D 2x80 Tue 11:10 AM-12:30 PM D 2x80 Thu 11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	FISKE, SHANNYN		<input type="checkbox"/>
50:580:102 Description: ELEMENTARY LATIN II	-	01	20219	02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End D 2x80 Tue 2:00 PM-3:20 PM D 2x80 Thu 2:00 PM-3:20 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-219			<input type="checkbox"/>
		90	20219	90-ONLINE	-	0	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Room:6-OC6-998			<input type="checkbox"/>

Arrow 0 indicates the section we want to delete. We cannot delete it directly from this page, however. We need to go to the Course Edit page to delete the section. Click on the course number (Arrow 1) to go to the Course Edit page.

STEP 2: DELETE THE SECTION INFORMATION

From the Course Edit page, select the specific section you want to delete by clicking on the check box in front of it (Arrow 1). Then click on the Trash Can icon just above that (Arrow 2), and then click on Save above (Arrow 3).

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When you have completed that, the Course Edit page should look like this, with the 01 section gone and the 90 section still displaying.

Home > Course List : 50:580 > Course Editing : 50:580:102

COURSE EDITING

Show Timetable Save

First Previous Next Last

Course Information

Department: 50:580 - Latin
 Course Number: 50:580:102
 Course Title: ELEMENTARY LATIN II

Course Requirements: [Empty field]
 Course requirement notes: [Empty field]

Course Attributes

Type	Value
Course Prefix	
Credits	030
Expanded Title	(Max. 80 char.)
Prerequisite	
Prerequisite Format	

Scheduling Groups

Group	Group Type	Department	Course
No Records			

Demand

Summary Course Combinations

Type of Demand	Number of records	Demand
Course Combinations	0	0
		Total Demand : 0

Sections

Section	Description	Term	Component Groups	Max Enrollment	Done
90		20219		15	<input type="checkbox"/>
					Total Supply: 30

DO NOT click on the Course Active indicator (Arrow 0). That should remain as it is with the green checkmark displaying. Click on the Course List in the “bread crumbs” top menu to return to the Course List (Arrow 1)

Home > Course List : 50:580

COURSE LIST : 50:580

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Staff ID	Done
50:580:101 Description: ELEMENTARY LATIN I	-	01	20219	02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End D 2x80 Tue 11:10 AM-12:30 PM 11:10 AM-12:30 PM D 2x80 Thu 11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	FISKE, SHANYN	fiske	<input type="checkbox"/>
50:580:102 Description: ELEMENTARY LATIN II	-	90	20219	90-ONLINE	-	0	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Room:6-OC6-998	-	-	<input type="checkbox"/>

2 records

The course list now only displays the Section 90 for course 50:580:102. Section 01 has been deleted.

EDITING AN EXISTING COURSE SECTION

You can edit an existing course section or part of a course section by going to the editing page for that element and changing the values for it.

TO EDIT A COURSE ELEMENT, YOU MUST GO TO THE EDIT PAGE ONE LEVEL ABOVE THE ELEMENT YOU WANT TO EDIT.
The hierarchy is as follows:

COURSE LIST (shows all courses in a department – nothing can be edited directly from here)

↳ **COURSE EDIT PAGE** (change course activation status, Add or Delete SECTIONS)

↳ **SECTION EDIT PAGE** (change Section name, Add or Delete Components, change Section Attributes)

↳ **COMPONENT EDIT PAGE** (change Component name, change day/time, room, instructor, or stop points)

You can go directly to the editing page for the element you want to edit by clicking on that element in the Course List page as below:

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Staff ID	Done
50:580:101 Description: ELEMENTARY LATIN I	-	01	20219	02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End D 2x80 Tue AM-12:30 PM D 2x80 Thu AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	FISKE, SHANYN	fiske	<input type="checkbox"/>
50:580:102 Description: ELEMENTARY LATIN II	-	90	20219	90-ONLINE	-	0	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Room:6-OC6-998	-	-	<input type="checkbox"/>

ARROW 1 – takes you to the COURSE EDIT page: change course activation, add or delete sections

ARROW 2 – takes you to the SECTION EDIT page: change Section name, add or delete Components, change any of the Section attributes (Exam Code, Print, Print Comments, Section Notes, Subtitle, section restrictions)

ARROW 3 – takes you to the COMPONENT EDIT page: change Component name, change the day, time, room, instructor, or stop point from this page.

ARROW X - NOTE: You cannot directly go to any of the elements marked with an “X”.

- To edit the Stop Point, go to the Component Edit page
- You cannot change the term – there is only one starting and ending date permitted.
- To edit the Time, go to the Component Edit page
- To edit the Room, go to the Component Edit page

ARROW 4 – takes you to the INSTRUCTOR EDIT page, which lists all the courses being taught by that individual instructor with their days/times and locations. See page XX below for more information.

WHERE TO EDIT EACH ELEMENT (Alphabetical)

ELEMENT	WHERE FOUND IN INFOSILEM
BY ARRANGMENT TIME	Component Edit page, under "Delivery Attributes" at bottom of page. Called "By Arrangement Indicator". Select value from drop down menu.
CLASS RESTRICTION CODE	Section Edit page, under Section Attributes. Called "Class Restriction Code." Select value from drop down menu.
CMS (LMS)	Section Edit page, under Section Attributes. Called "CMS", though has been re-named LMS in CSS. Select value from drop down menu. NOTE: Only Canvas may be used for Fall 2021. Sakai will no longer be available.
COMPONENT NAME	Component Edit page, at top of page, called "Name"
CO-REQUISITES	<i>Not able to be added in Infosilem. Appears as a non-editable field on the Section Editing page in the Section Attributes.</i>
COURSE NUMBER	<i>May not be edited. Changes required Form-29.</i>
COURSE SUBTITLE	Section Edit page, under Section Attributes. Called "Subtitle." Will allow 255 characters, but only up to 40 characters will be displayed on the Schedule of Classes or transcript.
COURSE TITLE	<i>May not be edited. Changes required Form-29.</i>
DAY COURSE MEETS	Component Edit page, under Deliveries, Time Requests. Entered as part of the Forced Pattern Request or Forced Time.
EXAM CODE	Section Edit page, under Section Attributes. Called "Exam Code." Select value from drop down menu.
HONOR CODE	Section Edit page, under Section Attributes. Called "Honor Code." Select value from drop down menu.
INSTRUCTOR	Component Edit page, under Instructors at bottom of page.
MODE	Component Edit page. The mode is selected as the Component "Type" at the top of the page, and the Component "Name" should be exactly the same as the "Type."
PRE-REQUISITES	<i>May not be edited. Changes required Form-29.</i>
PRINT (to schedule)	Section Edit page, under Section Attributes. Called "Print." Select value from drop down menu (Yes or No).
PRINT COMMENT (pre-written)	Section Edit page, under Section Attributes. Called "Print Comment." Select value from drop down menu.
ROOM	Component Edit page, under Deliveries, Room Requests. Entered as part of the Room Type, Pavilion, and Room fields.
SECTION NAME	Section Edit page, at the top, called "Name"
SECTION NOTES (manually typed)	Section Edit page, under Section Attributes. Called "Section Note." May be typed in directly, up to 32 characters per line for up to 4 lines.
SPECIAL PERMISSION ADD/DROP	Section Edit page, under Section Attributes. Called "Special Permission Add" and "Special Permission Drop." Select value from drop down menu.
STOP POINT	Component Edit page, at the top. Final Stop Point is called "Max Enrollment," normal Stop Point is called "Actual Enrollment."
SUBTITLE	Section Edit page, under Section Attributes. Called "Subtitle." Will allow 255 characters, but only up to 40 characters will be displayed on the Schedule of Classes or transcript.
TIME COURSE MEETS	Component Edit page, under Deliveries, Time Requests. Entered as part of the Forced Pattern Request or Forced Time.
TYPE (Online, Hybrid, Remote)	Section Edit page, under Section Attributes. Select value from drop down menu.
UNIT AND MAJOR RESTRICTION	For BOTH a major and a unit (50:120, 57:705, etc.) Section Edit page, under Section Attributes. Called "Unit and Major." Entered as five digit number in format Unit Major UUMMM. Example – 52:135 would be entered as 52135.
UNIT OR MAJOR RESTRICTION	For EITHER a major or a unit, but not both (52, 160, etc.). Section Edit page, under Section Attributes. Called "Open Major/Unit." Maximum of three characters may be entered.

VIEWING COURSES AS WEEKLY CHART:

Instead of viewing a the courses in a department as a list, you can also chose to view them as a weekly chart, with each course session plotted a grid by day and time. This is a good way to see what the distribution of the courses looks like across the week.

NOTE: you can only see one department code at a time. So if your department has multiple codes (for example, undergraduate English has the codes 50:350, 50:352, 50:354, 50:989, etc.) you would not be able to view all the codes at once on one chart, only one code at a time in this charted format.

STEP 1: SELECT THE COURSES

Home > Course List : 50:580
COURSE LIST : 50:580

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Done
<input checked="" type="checkbox"/> 50:580:101 Description: ELEMENTARY LATIN I	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 11:10 D 2x80 Tue AM-12:30 PM 11:10 D 2x80 Thu AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	Name Staff ID <input checked="" type="checkbox"/> FISKE, SHANYN fiske	<input type="checkbox"/>
<input type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 9:10 3x55 Mon AM-10:05 AM 9:10 3x55 Wed AM-10:05 AM 9:10 3x55 Fri AM-10:05 AM	6 - Fine Arts Building-General Purpose Classroom:6-FA-219	-	<input type="checkbox"/>
<input type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-	<input checked="" type="checkbox"/> 90	20219	<input checked="" type="checkbox"/> 90-ONLINE	-	15	01	09/01/2021	12/13/2021	1	No time requested	6 - Cooper Street Building-General Purpose Classroom:6-CS-109 Off Campus - Online-Off Campus Room:6-OC6-998	-	<input type="checkbox"/>

2 records

Select the courses you want to include in your view. You can select specific individual courses, or select all at once.

To select specific courses, click on the check box before each course (Arrow 1). If the check box is marked, the table will include that course. If the check box is not marked, that course will not be included in the table.

To select ALL the courses at once, click on the check box at the top of the column (Arrow 2). That will select all courses.

The courses you have selected will be highlighted in light blue on the screen.

STEP 2: SELECT THE CHART VIEW

Select the chart icon that is at the top, second from the left, as indicated by Arrow 1, to go to the table view.

The table view displays all the courses on a grid, with Monday through Saturday at the time, and each hour of the day from 7:00am-10:00pm at the left. Each meeting of each course is shown (this shows the MWF morning section 50:580:101:02, the Tu/Th late morning section of 50:580:101:01, and the Tu evening section 50:580:102:01). You can click on the “Export to PDF” to get a PDF printout of this chart (Arrow 1 below).

You can also use this chart to see the full details of the course, or go directly to the Component Edit screen to change the day/time or room.

If you hover the mouse pointer over the title of the course (Arrow 1), you will see an information pop-up box that displays the full course information (term, room, day, time, instructor) for that section. This is particularly useful if your schedule is very crowded and multiple sections occur on the same day and time.

If you CLICK on the course title (Arrow 1), that will take you directly to the Component Edit screen of that course. From there you are able to edit the Delivery information for that course, including the day, time, room, or instructor.

To go back to the Course List view format, click on the “Course List” in the “Bread Crumbs” list at the top of the page, or click on COURSES in the left menu.

CROSS-LISTING COURSES IN INFOSILEM:

GENERAL INFORMATION ON CROSS-LISTING

You have the ability to cross-list courses with each other in Infosilem. This is done from the SECTION GROUP menu.

There is a limit of five course sections that may be cross-listed together in one grouping. That is the limit of our primary system (IMS), not the limit of Infosilem. Infosilem has no limit to the number of sections that can be grouped together. If you attempt to link more than five sections, the cross-listing will be rejected when the data is moved from Infosilem to CSS/IMS, and the cross-listing will be lost.

In Infosilem, you can cross-list courses from any department to any department. You do not have to control that department in order to cross-list your course with it. Because of this, **it is extremely important that you communicate with any department outside your own with which you want to cross-list a course section to make sure that they are willing to do the cross-listing.**

Cross-listed course sections must have **identical information** in the following fields:

- Component Type
- Component Name
- Term dates
- Pattern Format (Forced Pattern Time, Forced Time, Pattern, No Time Requested)
- Pattern
- Pattern Time
- Pattern Order
- Room Type
- Pavilion
- Room
- Instructor

If any of those fields have different values, then you will get an error message when you attempt to cross-list the courses.

So, for example, if Section A is in General Purpose Classroom – 6 – Armitage Hall - Armitage 219, and Section B is General Purpose Classroom (no further definition), then that will return an error, because they do not have the exact same location fields. If Section A is a Component Type 02-LEC and Section B is a Component Type 21-HONORS then that will return an error (not same component type or name), even if the day, time, room, and instructor are otherwise identical.

Note that you do not have the ability to edit course sections in other departments, even though you can cross-list them. If the information in a section that you do not control does not match yours, you will need to contact that department's administrator or chair to make any necessary changes. Again, **it is extremely important that you communicate with any department outside your own with which you want to cross-list a course section to make sure that the information on that course section matches the section in your department.**

CREATING A CROSS-LISTING

To create a cross-listing, you need to create a “Section Group.”

STEP 1: GO TO THE SECTION GROUP PAGE

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Home > Course List : 50:580

COURSE LIST : 50:580

Departments: 50:580 - Latin

50:580:101
50:580:102

Instructors
Meetings
Academic Blocks
Rooms
Course Groups
Section Groups ← 1
Component Groups
Delivery Groups
Course Combinations
Reports
Last External Changes

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Done
<input type="checkbox"/> 50:580:101 Description: ELEMENTARY LATIN I	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 11:10 D 2x80 Tue AM-12:30 PM 11:10 D 2x80 Thu AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	-	<input type="checkbox"/>
<input type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-	<input checked="" type="checkbox"/> 02	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 9:10 3x55 Mon AM-10:05 AM 9:10 3x55 Wed AM-10:05 AM 9:10 3x55 Fri AM-10:05 AM	6 - Fine Arts Building-General Purpose Classroom:6-FA-219	-	<input type="checkbox"/>
<input type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 6:00 E 1x160 Tue PM-8:50 PM	6 - Cooper Street Building-General Purpose Classroom:6-CS-109	-	<input type="checkbox"/>
		<input checked="" type="checkbox"/> 90	20219	<input checked="" type="checkbox"/> 90-ONLINE	-	15	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Room:6-OC6-998	-	<input type="checkbox"/>

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Select the SECTION GROUPS item on the main menu to the left (Arrow 1). That will take you to the Section Group Page.

STEP 2: ADJUST THE SETTINGS ON THE SECTION GROUP LIST PAGE

Home > Section Group List

SECTION GROUP LIST

Expanded View Search Clear Show: 10

Group ID	Group Constraint	Members	Done
<input type="checkbox"/> 50:070 50:070:213 01	Crosslisted	⌘	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:070 50:070:340 01	Crosslisted	⌘	<input type="checkbox"/>
<input type="checkbox"/> 50:070 50:070:345 01	Crosslisted	⌘	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:080 50:080:211 01	Crosslisted	⌘	<input type="checkbox"/>
<input type="checkbox"/> 50:080 50:080:352 01	Crosslisted	⌘	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:090 50:090:399 01	Crosslisted	⌘	<input type="checkbox"/>
<input type="checkbox"/> 50:090 50:090:399 90	Crosslisted	⌘	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:115 50:115:403 02	Crosslisted	⌘	<input type="checkbox"/>
<input type="checkbox"/> 50:115 50:115:494 01	Crosslisted	⌘	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:120 50:120:494 01	Crosslisted	⌘	<input type="checkbox"/>

54 records

The Section Group List page loads like above as the default. The first column shows the cross-listing name; the second column shows the type (Crosslisted), the Members third column is “hidden” , and there is a “Done” button column on the right.

It is easier to work with the list if you can see the sections that are actually cross-listed. To do this, expand out the view to allow you to see the individual course sections. Click on the check box next to Expanded View (Arrow 1). That will show all the individual section information for each section in each cross-listing.

You can also adjust the number of cross-listings you see per page by selecting a number from the drop down menu on the top right (Arrow 2). Showing “All” is good to do a scan to see if the cross-listing already exists. Otherwise, it is generally better to keep this number low to allow the screen to update more easily.

STEP 3: VERIFY THE CROSS-LISTING DOES NOT ALREADY EXIST

Home > Section Group List

SECTION GROUP LIST

Expanded View

Group ID	Group Constraint	Delivery Information				Time Information				Room Information	Done	
		Unit:Dept:Course Number	Section Name	Component Name	Section Name	Start Date	End Date	Pattern	Day			Start-End
50:070 50:070:213 01	Crosslisted	50:070 - Anthropology	50:070:213 01	02-LEC	01	09/01/2021	12/13/2021	2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	
		50:480 - Global Studies	50:480:291 02	02-LEC	01	09/01/2020	12/10/2020	2x80	Thu	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	
50:070 50:070:340 01	Crosslisted	50:070 - Anthropology	50:070:340 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom	
		50:443 - Gender Studies	50:443:298 02	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Thu	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom	
50:080 50:080:211 01	Crosslisted	50:080 - Art - Visual	50:080:211 01	07-STUDIO	01	09/01/2021	12/13/2021	E 2x160	Tue	6:00 PM-8:50 PM	6 - Fine Arts Building-Restricted Room	
		50:080 - Art - Visual	50:080:212 01	07-STUDIO	01	09/01/2021	12/13/2021	E 2x160	Tue	6:00 PM-8:50 PM	6 - Fine Arts Building-Restricted Room	
50:080 50:080:352 01	Crosslisted	50:080 - Art - Visual	50:080:352 01	07-STUDIO	01	09/01/2021	12/13/2021	D 2x160	Tue	2:00 PM-4:50 PM	6 - Fine Arts Building-Restricted Room	
		50:080 - Art - Visual	50:080:353 01	07-STUDIO	01	09/01/2020	12/10/2020	D 2x160	Tue	2:00 PM-4:50 PM	6 - Fine Arts Building-Restricted Room	
50:090	Crosslisted	50:090 - Arts and	50:090:399 01	15-INTERN	01	09/01/2020	12/10/2020	D 2x160	Thu	4:40 PM-5:40 PM	6 - Armitage Hall-General Purpose Classroom	

From the expanded view, you can now see more information.

ARROW 1 – shows the Cross-Listing Section Group ID name. This is the Primary section of the cross-listing in the format Unit:Dept[space]Unit:Dept:Course Number[space]Section Name.

ARROW 2 – shows what courses are in the group. Here there are two courses listed for that group, but there could be more than two.

AREA 3 - Each course section has the Department Column, Section Name, Component Name, and then the Time and Room information. This allows you to quickly see if the information appears to be consistent between the two (or more) sections.

ARROW 4 – is the search box.

You will need to verify that the cross-listing doesn't already exist. This is especially true if you are cross-listing with a department you do not control, as the other department may have already created the cross-listing. This can be done two ways.

1. You can scan down the list of classes and see if the course section appears anywhere on the list. Note that the other department may have listed their section as the primary section, so the group name may be their course rather than yours.
2. You can type the course number in the format Unit:Dept:Course Number (example "52:010:202") in the SEARCH box (Arrow 4) and click on the Search button next to it. This will immediately list any Section Group that includes that course number. If none do, then you will get a blank chart.

If the cross-listing group already exists and is correct, then you are done! The other department did the work for you.

If no cross-listing exists, then you will need to create it.

STEP 4: ADD A NEW SECTION GROUP

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Home > Section Group List

SECTION GROUP LIST

Expanded View

Group ID	Group Constraint	Delivery Information				Time Information				Room Information	Done		
		Start Date	End Date	Pattern	Day	Start-End							
<input type="checkbox"/> 50:070 50:070:213 01	Crosslisted	50:070 - Anthropology	50:070:213	<input checked="" type="checkbox"/> 01	02-LEC	01	09/01/2021	12/13/2021	2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
							09/01/2021	12/13/2021	2x80	Thu	11:10 AM-12:30 PM		
		50:480 - Global Studies	50:480:291	<input checked="" type="checkbox"/> 02	02-LEC	01	09/01/2020	12/10/2020	2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	
							09/01/2020	12/10/2020	2x80	Thu	11:10 AM-12:30 PM		
<input type="checkbox"/> 50:070 50:070:340 01	Crosslisted	50:070 - Anthropology	50:070:340	<input checked="" type="checkbox"/> 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
							09/01/2020	12/10/2020	D 2x80	Thu	9:35 AM-10:55 AM		
		50:443 - Gender Studies	50:443:298	<input checked="" type="checkbox"/> 02	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom	
							09/01/2020	12/10/2020	D 2x80	Thu	9:35 AM-10:55 AM		
<input type="checkbox"/> 50:080 50:080:211 01	Crosslisted	50:080 - Art - Visual	50:080:211	<input checked="" type="checkbox"/> 01	07-STUDIO	01	09/01/2021	12/13/2021	E 2x160	Tue	6:00 PM-8:50 PM	6 - Fine Arts Building-Restricted Room	<input type="checkbox"/>
							09/01/2021	12/13/2021	E 2x160	Thu	6:00 PM-8:50 PM		
		50:080 - Art - Visual	50:080:212	<input checked="" type="checkbox"/> 01	07-STUDIO	01	09/01/2021	12/13/2021	E 2x160	Tue	6:00 PM-8:50 PM	6 - Fine Arts Building-Restricted Room	
							09/01/2021	12/13/2021	E 2x160	Thu	6:00 PM-8:50 PM		
<input type="checkbox"/> 50:080 50:080:352 01	Crosslisted	50:080 - Art - Visual	50:080:352	<input checked="" type="checkbox"/> 01	07-STUDIO	01	09/01/2021	12/13/2021	D 2x160	Tue	2:00 PM-4:50 PM	6 - Fine Arts Building-Restricted Room	<input type="checkbox"/>
							09/01/2021	12/13/2021	D 2x160	Thu	2:00 PM-4:50 PM		
		50:080 - Art - Visual	50:080:353	<input checked="" type="checkbox"/> 01	07-STUDIO	01	09/01/2020	12/10/2020	D 2x160	Tue	2:00 PM-4:50 PM	6 - Fine Arts Building-Restricted Room	
							09/01/2020	12/10/2020	D 2x160	Thu	2:00 PM-4:50 PM		
<input type="checkbox"/> 50:090	Crosslisted	50:090 - Arts and	50:090:399	<input checked="" type="checkbox"/>	15-INTERN	01	09/01/2020	12/10/2020		Tue	4:40 PM-5:40 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>

To create a new cross-listing (called a “Section Group”), go to the top of the listing in the upper left and click on the + sign icon. This will take you to the Section Group Edit page.

STEP 5: SELECT THE COURSE

On the Section Group Editing page, you will need to add the fields in the Group ID and the Group Constraint.

GROUP ID (Arrow 1) – this is the name of the Section Group, and also provides IMS/CSS with the information about which section is the “Primary” section of the cross-listing. The Group ID should be the course number of the Primary section of the cross-listing. It is done in the format of DEPT[space]COURSE[space]SECTION. However, it uses the INFOSILEM versions of those data bits, so the Department= Unit:Dept and the Course=Unit:Dept:Course Number. The Section is just the section name.

For example, if I am trying to have 57:705:401:01 as the Primary section, then I would make the Group ID as follows:

Department = 57:705

Course = 57:705:401

Section=01

The Group ID would then be “57:705 57:705:401 01”.

GROUP CONSTRAINT (Arrow 2) – this determines the type of Section Group. You only have one option – “Cross-Listed” – so just select that from the drop-down menu.

After you have named the group and defined its type, you need to add course sections to the group. To do that, click on the little + sign icon just below the Group Members label (Arrow 3).

STEP 6: SELECT THE COURSE

The screenshot shows the 'Section Group Editing' interface with an 'Attach List' dialog box. The dialog box contains a table with the following data:

Department	Course	Section
50:580 - Latin	All	
<input checked="" type="checkbox"/> 50:580 - Latin	50:580:101	01
<input type="checkbox"/> 50:580 - Latin	50:580:101	02
<input type="checkbox"/> 50:580 - Latin	50:580:102	01
<input type="checkbox"/> 50:580 - Latin	50:580:102	90

Arrows in the image indicate the following steps:

- Arrow 1: Clicking on the 'Department' dropdown menu.
- Arrow 2: Clicking on the checked checkbox for the first course section.
- Arrow 3: Clicking on the 'OK' button.

Clicking on the “+” sign brings up a dialog box. You will need to select the course section you want to add to the cross-listing. This can be done in any order – you do not have to add the Primary section first and the Secondary sections after.

In the first column, select the Department that the course section is in (Arrow 1). Once you have selected this, the list of the courses in that department will appear below immediately with every section of each of those courses.

Select the specific SECTION that you want to add (note that a Course Number might have multiple sections – be sure to select the correct individual section) by clicking on the check box in front of that section (Arrow 2).

If you are cross-listing two (or more) course sections in the same department code, then you can select BOTH at the same time by clicking on both check-boxes now.

After you have selected the course, click on OK (Arrow 3). That will add all checked course sections to the Section Group.

STEP 7: ADD ANY OTHER COURSE SECTIONS TO THE GROUP

The screenshot shows the 'SECTION GROUP EDITING' interface. On the left is a navigation menu with categories: Programs, Courses, Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, and Last External Changes. The 'Section Groups' category is expanded, showing a list of section IDs. A blue arrow labeled '1' points to the 'Add' icon (a plus sign in a circle) in the 'Group Members' table.

The main content area shows the 'SECTION GROUP EDITING' page with the following details:

- Home > Section Group List > Section Group Editing
- SECTION GROUP EDITING
- Buttons: New, Save
- Navigation: First, Previous, Next, Last
- General section:
 - Group ID: 50:580 50:580:101 01
 - Group Constraint: Crosslisted
 - Group Members: Search, Clear
- Group Members table:

Department	Course	Section
50:580 - Latin	50:580:101	01
- Section Group Requirements section:
 - Section Group requirements notes

Repeat Step 6 to add any additional sections to the group until you have listed all of the courses in the group that you want cross-listed.

NOTE: you can only select a section that already exists. If you or the other department has not yet created and saved the section you wish to cross-list, you will need to create the sections **FIRST** before the Section Group/cross-listing can be made.

NOTE: a Section Group must have at least **TWO** sections. You cannot create or save a section group of just one section. IMS/CSS will only accept a group up to 5 sections (one primary and four secondary). While Infosilem will allow for more sections, that group will be rejected when we attempt to move the data back to IMS/CSS, and the cross-listing will be lost.

STEP 8: SAVE THE CROSS-LISTING

Home > Section Group List > Section Group Editing

SECTION GROUP EDITING

⊕ New Save ← 1

First Previous Next Last

General

Group ID: 50:580 50:580:101 01

Group Constraint: Crosslisted

Group Members

Department	Course	Section
<input type="checkbox"/> 50:580 - Latin	50:580:101	01
<input type="checkbox"/> 50:490 - Greek	50:490:101	01

Section Group Requirements

Section Group requirements notes

Once all the courses have been added, click on SAVE (Arrow 1) to save the Section Group.

To return to the Section Group list, you can click on either the “Section Group List” text in the “Bread Crumbs” top menu (Arrow 2) or you can click on SECTION GROUPS in the left hand menu.

ERROR MESSAGE ON SAVE

If the data in all sections is not exactly the same (see above page 38), you will get an error message when you attempt to save that looks like this:

Home > Section Group List > Section Group Editing

SECTION GROUP EDITING

⊕ New Save

First Previous Next Last

Form Validation Errors

Members of the group must have identical time requirements:

Group ID: 50:580 50:580:101 01

Group Constraint: Crosslisted

Group Members

Department	Course	Section
<input type="checkbox"/> 50:580 - Latin	50:580:101	01
<input type="checkbox"/> 50:490 - Greek	50:490:101	01

Section Group Requirements

Section Group requirements notes

Section group is not accurate. See the form validation errors for more information. Do you wish to save anyway?

OK Cancel

You have two choices.

1. You can click “OK” and save the group anyway. It will preserve the group, but will note that there are errors in it which will need to be fixed before Infosilem can be run (see below).
2. Alternatively, you can hit “cancel” and NOT save the group. From there you can either remove bad courses, or just abandon the group by clicking on SECTION GROUP either in the “Bread Crumbs” top menu or the left main menu. You will get another dialog box which asks you to either click “OK” to attempt to save (which will fail) or “CANCEL” which will allow you to exit without saving anything. **That will eliminate the cross-listing altogether.**

If you SAVE the group with an error, you will see this screen:

The screenshot shows the 'SECTION GROUP EDITING' interface. At the top, a yellow banner displays a warning: 'Form Validation Warnings: Members of the group must have identical time requirements'. Below this, the 'General' section shows 'Group ID: 50:580 50:580:101 01' and 'Group Constraint: Crosslisted'. The 'Group Members' table lists two courses: '50:490 - Greek' and '50:580 - Latin'. The 'Section' column for each course shows '01'. A 'Section Group Requirements' section is at the bottom. A sidebar on the left contains navigation links, with 'Section Groups' selected. Blue arrows labeled 1, 2, 3A, and 3B point to the warning banner, a section name in the table, a checkbox in the sidebar, and a timetable icon in the table header, respectively.

At the top, you will see an error message that will tell you where the error is occurring (Arrow 1). For this example, it is telling you that the TIMES of the two sections do not match (day/time/pattern/order).

If you do not control both courses, you should take down the information for your course. Clicking on the SECTION NAME of your course (Arrow 2) will take you to the Section Edit page. From there, go to the bottom of the page and click on the COMPONENT name to go to the Component Edit page. That will display all of the relevant information. You will then need to contact the department of the other section, and between the two (or more) of you, you will need to adjust one or more sections data so that all the information is identical in both sections.

If you control all sections of the courses, you can also click on the Section Name (Arrow 2) to edit either section, OR you can do a quick check of the courses on the Timetable Chart. Click on the check box for each section (Arrow 3A) and then click on the Timetable Chart (Arrow 3B). That will bring up the Timetable for all courses that you have selected so all of their information may be compared at once (see below)

Rutgers University - TT_RUT_CAM_2021_9A pbutler

Home > Section Group List > Section Group Editing : 50:580:50:580:101 01 > SECTION TIMETABLE: 50:490:101 01; 50:580:101 01

SECTION TIMETABLE: 50:490:101 01; 50:580:101 01

Export to PDF

Term: 20219 09/01/2021 - 12/13/2021

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7AM						
8						
9						
10		50:490:101 01 02-LEC 01 ANCIENT GREEK I 6 ATG 113 Weeks: 2-15 Instructors: Sections:	← 1 →	50:490:101 01 02-LEC 01 ANCIENT GREEK I 6 ATG 113 Weeks: 1-15 Instructors: Sections:		
11		50:580:101 01 02-LEC 01 ELEMENTARY LATIN I 6 ATG 113 Weeks: 2-15 Instructors: Sections:	← 2 →	50:580:101 01 02-LEC 01 ELEMENTARY LATIN I 6 ATG 113 Weeks: 1-15 Instructors: Sections:		
12PM						
1						
2						
3						

The Timetable chart allows you to see all of the information in one place (Day, Time, Room, Instructor), so you can quickly see where the error might lie. In this example, Course 1 and Course 2 are definitely not being offered at the same time (1 is Tu/Th 9:35am-10:55am, 2 is Tu/Th 11:10am-12:30pm). The time for both must agree, so either Course 1 needs to be moved to the later time slot, or Course 2 moved to the earlier time slot.

From the Timetable Chart page, you can click directly on the course section block and it will immediately take you to the Component Edit page for that course section so you can make any necessary changes. You can return to any previous page by clicking on it in the “Bread Crumbs” top menu to return to any previous point.

If you do NOT fix the error on a saved group, the Section Group List will display an error warning next to the course as below (Arrow 1).

Rutgers University - TT_RUT_CAM_2021_9A pbutler

Home > Section Group List

SECTION GROUP LIST

Expanded View

Group ID	Group Constraint	Delivery Information			Time Information					Room Information	Done	
		Start Date	End Date	Pattern	Day	Start-End						
<input type="checkbox"/> 50:352 50:352:251 01	Crosslisted	50:014 - African American Studies	50:014:251 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
		50:352 - American Literature	50:352:251 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
<input type="checkbox"/> 50:580 50:580:101 01	Crosslisted	50:580 - Latin	50:580:101 01	02-LEC	01	09/01/2021	12/13/2021	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom-6-ATG-113	<input type="checkbox"/>
		50:490 - Greek	50:490:101 01	02-LEC	01	09/01/2021	12/13/2021	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom-6-ATG-113	<input type="checkbox"/>

12 records

If you hover the mouse over the error warning, it will give you the details of that warning (what elements are not agreeing with each other) as shown by Arrow 1 below:

The screenshot shows the 'SECTION GROUP LIST' interface. A yellow warning box is overlaid on the table, pointing to a specific row with the message: "Members of the group must have identical time requirements". The table columns include Group ID, Group Constraint, Delivery Information, Time Information, and Room Information. The warning points to a row with Group ID 50:580 50:580:101, which is crosslisted with 50:580:101 and has a time conflict.

Group ID	Group Constraint	Delivery Information		Time Information					Room Information	Done		
				Start Date	End Date	Pattern	Day	Start-End				
50:352 50:352:251 01	Crosslisted	50:014 - African American Studies	50:014:251 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
50:352 50:352:251 01	Crosslisted	50:352 - American Literature	50:352:251 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
50:580 50:580:101	Crosslisted	50:580 - Latin	50:580:101 01	02-LEC	01	09/01/2021	12/13/2021	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113	<input type="checkbox"/>
50:490 50:490:101	Crosslisted	50:490 - Greek	50:490:101 01	02-LEC	01	09/01/2021	12/13/2021	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113	<input type="checkbox"/>

NOTE: It is always a good idea to double check your Section Groups before you complete your scheduling, in case a department you do NOT control decides to change the information.

DO CROSS-LISTINGS APPEAR ANYWHERE ON THE COURSES?

Cross-listings (Section Groups) do NOT appear anywhere on the Course List chart. They can be found in three places –

1. Section Groups List
2. Section Editing page
3. Components Editing page

Once you have created a Section Group, you will get a warning at the top of the Section Editing page and Component Editing page telling you that changes to the section or to the component may create a problem for the Section Group (cross-listing). They look like this:

SECTION EDITING PAGE

Home > Course List : 50:580 > Course Editing : 50:580:101 > Section Editing : 50:580:101 01

SECTION EDITING

⊕ New Show Timetable Save

⏪ First ⏩ Previous ⏪ Next ⏩ Last

This Section is grouped. Any changes may affect its related entities.

Section Information

Department: 50:580 - Latin
 Course Number: 50:580:101
 Section: 01
 Term: 20219
 Description:

Section Attributes

Type	Value
Class Restriction Code (1)	
Class Restriction Code (2)	
Class Restriction Code (3)	
Class Restriction Code (4)	
Class Restriction Code (5)	
CMS	

COMPONENT EDITING PAGE

Home > Course List : 50:580 > Course Editing : 50:580:101 > Section Editing : 50:580:101 01 > Component Editing : 50:580:101 01 02-LEC

COMPONENT EDITING

⊕ New Show Timetable Save

⏪ First ⏩ Previous ⏪ Next ⏩ Last

This Component is grouped. Any changes may affect its related entities.

Component Information

Department: 50:580 - Latin
 Course Number: 50:580:101
 Section: 01
 Name: 02-LEC
 Type: 02-LEC
 Max Enrollment: 15
 Actual Enrollment: 15

Component Attributes

Type	Value
No Records	

Academic Blocks: Search Clear

Department	Program	Program Level	Program Description	Program Detail	Identification	Academic Block Type	Components	Size
------------	---------	---------------	---------------------	----------------	----------------	---------------------	------------	------

ADDING OR DELETING A COURSE SECTION FROM A CROSS-LISTING

You can add or delete courses from an existing “Section Group” to change the way the courses are cross-listed. Note that any individual can edit any existing Section Group. You do not have to be the creator of a Section Group in order to edit it, nor does a course from your department have to be the Primary course in the group.

STEP 1: GO TO THE SECTION GROUP PAGE

Home > Course List : 50:580

COURSE LIST : 50:580

Expanded View Exclude disabled courses

Name	Course Combinations	Section	Term	Component	Academic Blocks	Max Enrol.	Delivery	Start Date	End Date	Frequency	Time	Room	Instructor	Done
<input type="checkbox"/> 50:580:101 Description: ELEMENTARY LATIN I	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 11:10 D 2x80 Tue AM-12:30 PM 11:10 D 2x80 Thu AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113 Room Requirements: Needs corner room for board space. Instructor requires chalk board.	-	<input type="checkbox"/>
<input type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-	<input checked="" type="checkbox"/> 02	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 9:10 3x55 Mon AM-10:05 AM 9:10 3x55 Wed AM-10:05 AM 9:10 3x55 Fri AM-10:05 AM	6 - Fine Arts Building-General Purpose Classroom:6-FA-219	-	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:580:102 Description: ELEMENTARY LATIN II	-	<input checked="" type="checkbox"/> 01	20219	<input checked="" type="checkbox"/> 02-LEC	-	15	01	09/01/2021	12/13/2021	1	Pattern Day Start-End 6:00 E 1x160 Tue PM-8:50 PM	6 - Cooper Street Building-General Purpose Classroom:6-CS-109	-	<input type="checkbox"/>
		<input checked="" type="checkbox"/> 90	20219	<input checked="" type="checkbox"/> 90-ONLINE	-	15	01	09/01/2021	12/13/2021	1	No time requested	Off Campus - Online-Off Campus Room:6-OC6-998	-	<input type="checkbox"/>

2 records

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Select the SECTION GROUPS item on the main menu to the left (Arrow 1). That will take you to the Section Group Page. You can adjust the settings on that page to your preference (see Page 40 above).

STEP 2: SELECT THE SECTION GROUP

Home > Section Group List

SECTION GROUP LIST

Expanded View

Group ID	Group Constraint	Delivery Information				Time Information				Room Information	Done	
						Start Date	End Date	Pattern	Day			Start-End
<input type="checkbox"/> 50:352 50:352:251 01	Crosslisted	50:014 - African American Studies	50:014:251 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
		50:352 - American Literature	50:352:251 01	02-LEC	01	09/01/2020	12/10/2020	D 2x80	Tue	11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
<input type="checkbox"/> 50:580 50:580:101 01	Crosslisted	50:580 - Latin	50:580:101 01	02-LEC	01	09/01/2021	12/13/2021	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113	<input type="checkbox"/>
		50:490 - Greek	50:490:101 01	02-LEC	01	09/01/2021	12/13/2021	D 2x80	Tue	9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113	<input type="checkbox"/>
						09/01/2021	12/13/2021	D 2x80	Thu	9:35 AM-10:55 AM		<input type="checkbox"/>

12 records

From the Section Group List page, you need to find and select the Section Group. You can either scan down the list for the group name or you can type in your course number in the SEARCH box in the upper left (Arrow 2) and click on the Search button to the immediate right of that. If a Section Group exists with that course number, it will appear on the chart below. If no Section Group with that course number exists, then it will return a blank chart.

Once you have found the Section Group you wish to edit, click on the Group ID for that Section Group (Arrow 1). That will take you to the Section Group Editing page.

STEP 3A: ADDING A COURSE TO AN EXISTING SECTION GROUP

The screenshot shows the 'SECTION GROUP EDITING' page for section group 50:580 50:580:101 01. The page includes a navigation menu on the left with categories like Programs, Courses, Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, and Last External Changes. The main content area has a breadcrumb trail: Home > Section Group List > Section Group Editing : 50:580 50:580:101 01. Below this, there are 'New' and 'Save' buttons, and navigation links for 'First', 'Previous', 'Next', and 'Last'. The 'General' section contains 'Group ID' (50:580 50:580:101 01) and 'Group Constraint' (Crosslisted). The 'Group Members' section features a table with columns for 'Department', 'Course', and 'Section'. A '+' icon is located above the table. The table lists two members: '50:490 - Greek' (Section 01) and '50:415 - Foreign Language' (Section 01). Below the table is a 'Section Group Requirements' section with a text area and a label 'Section group requirements notes'.

From the Section Group Editing page, click on the little “+” icon just below the Group Members label (Arrow 1). That will bring up a dialog box to select the course to add.

STEP 3B: SELECT THE COURSE SECTION

The screenshot shows the 'Attach List' dialog box with the following data:

Department	Course	Section
50:580 - Latin	All	01
<input checked="" type="checkbox"/>	50:580 - Latin	50:580:101
<input type="checkbox"/>	50:580 - Latin	50:580:101
<input type="checkbox"/>	50:580 - Latin	50:580:102
<input type="checkbox"/>	50:580 - Latin	50:580:102

Clicking on the “+” sign brings up a dialog box. You will need to select the course section you want to add to the cross-listing. This can be done in any order – you do not have to add the Primary section first and the Secondary sections after.

In the first column, select the Department that the course section is in (Arrow 1). Once you have selected this, the list of the courses in that department will appear below immediately with every section of each of those courses.

Select the specific SECTION that you want to add (note that a Course Number might have multiple sections – be sure to select the correct individual section) by clicking on the check box in front of that section (Arrow 2).

If you are cross-listing two (or more) course sections in the same department code, then you can select BOTH at the same time by clicking on both check-boxes now.

After you have selected the course, click on OK (Arrow 3). That will add all checked course sections to the Section Group.

STEP 3C: SAVE THE MODIFIED GROUP

Home > Section Group List > Section Group Editing : 50:580 50:580:101 01

SECTION GROUP EDITING

⊕ New ↓ Save ← 1

⏪ First ⏩ Previous ⏪ Next ⏩ Last

General

Group ID: 50:580 50:580:101 01

Group Constraint: Crosslisted

Group Members

Department	Course	Section
<input type="checkbox"/> 50:490 - Greek	50:490:101	✓ 01
<input type="checkbox"/> 50:415 - Foreign Language	50:415:301	✓ 01
<input type="checkbox"/> 50:580 - Latin	50:580:101	✓ 01

Section Group Requirements

Section Group requirements notes

Click on the Save button (Arrow 1) to save the modified group.

If the data in all sections is not exactly the same (see above page 38 for fields that must be the same), you will get an error message when you attempt to save. See Page 46 above for troubleshooting error messages on Saving.

STEP 4A: DELETING A COURSE SECTION FROM A SECTION GROUP

Home > Section Group List > Section Group Editing : 50:580 50:580:101 01

SECTION GROUP EDITING

New Save ← 3

General

Group ID: 50:580 50:580:101 01

Group Constraint: Crosslisted

Group Members

Department	Course	Section
<input type="checkbox"/> 50:490 - Greek	50:490:101	01
<input checked="" type="checkbox"/> 50:415 - Foreign Language	50:415:301	01
<input type="checkbox"/> 50:580 - Latin	50:580:101	01

Section Group Requirements

Section Group requirements notes

From the Section Group Editing page, select the section(s) you wish to delete from the group by clicking on the check box just to the left of the section information (Arrow 1). After that click on the Trash Can icon (Arrow 2). That will delete all checked sections from the group. You will get a confirmation dialog box before you do so. After you have confirmed the deletion, click on the Save (Arrow 3) to save the modified group.

NOTE: Section Groups must have at least TWO sections, otherwise you will not be able to save the group. You cannot save a “group” with only one section.

DELETING A SECTION GROUP

The screenshot shows the 'SECTION GROUP LIST' page in the Rutgers University Infosilem system. The page header includes 'Rutgers University - TT_RUT_CAM_2021_9A' and a user profile 'pbutler'. The left sidebar contains navigation links: Programs, Courses, Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, and Last External Changes. The main content area displays a table of section groups. The table has columns for Group ID, Group Constraint, Delivery Information, Time Information, and Room Information. A blue arrow labeled '2' points to the trash can icon in the top toolbar. Another blue arrow labeled '1' points to the check box in the first column of the table, specifically for the section group '50:580 50:580:101'.

Group ID	Group Constraint	Delivery Information	Time Information	Room Information	Done
<input type="checkbox"/> 50:352 50:352:251 01	Crosslisted	50:014 - African American Studies	50:014:251 01 02-LEC 01 09/01/2020 12/10/2020 D 2x80 Tue 11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
		50:352 - American Literature	50:352:251 01 02-LEC 01 09/01/2020 12/10/2020 D 2x80 Tue 11:10 AM-12:30 PM	6 - Armitage Hall-General Purpose Classroom	<input type="checkbox"/>
<input checked="" type="checkbox"/> 50:580 50:580:101 01	Crosslisted	50:580 - Latin	50:580:101 01 02-LEC 01 09/01/2021 12/13/2021 D 2x80 Tue 9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113	<input type="checkbox"/>
		50:490 - Greek	50:490:101 01 02-LEC 01 09/01/2021 12/13/2021 D 2x80 Tue 9:35 AM-10:55 AM	6 - Armitage Hall-General Purpose Classroom:6-ATG-113	<input type="checkbox"/>

From the Section Group List page, select the Section Group(s) you wish to delete from the group by clicking on the check box just to the left of the section information (Arrow 1). Again, you can use the SEARCH in the upper left to find a group more quickly if you do not want to scan down the list.

After that click on the Trash Can icon (Arrow 2). That will delete all checked Section Groups. You will get a confirmation dialog box before you do so. There is no “save” necessary after doing so.

NOTE: You can delete ANY Section Group, including groups that do not include courses that you do not control. Please be careful and respectful and do not remove any groups accidentally. The information cannot be recovered after it has been deleted and the Section Group will need to be re-created from scratch.

ROOMS:

You can view the list of schedulable rooms, their properties, and what has been scheduled into them in the ROOM LIST.

Home > Room List

ROOM LIST

Expanded View

Campus	Building	Pavilion	Room	Room Type	Capacity	Deliveries	Characteristics																																																																
1	OC1	Off Campus College Avenue	999	Off Campus Room	0	-	-																																																																
2	OC2	Off Campus Busch	999	Off Campus Room	0	-	-																																																																
3	OC3	Off Campus Livingston	999	Off Campus Room	0	-	-																																																																
4	OC4	Off Campus Cook/Douglass	999	Off Campus Room	0	-	-																																																																
5	OC5	Off Campus Downtown NB	999	Off Campus Room	0	-	-																																																																
6	ATG	6 - Armitage Hall	101	Priority Computer Lab	23	-	-																																																																
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172 records

To get to the Rooms List, click on the ROOMS item on the left hand menu (Arrow 1).

To adjust the screen to display all information, click on the Expanded View check box (Arrow 2) to see the full information on the page.

To adjust how many rooms display at once, select the Show value (Arrow 3) to whatever is desired.

The Columns on the page are:

CAMPUS – Indicates the Campus Code. Rutgers-Camden =6, other sites have other codes as indicated.

BUILDING – is the normal building code (Armitage = ATG, Fine Arts= FA, etc.). For off-campus and online courses, there actually are building codes, but these are just made up so that the information can be properly transferred back to IMS/CSS.

PAVILION – Lists the Campus Code with the full Building name.

ROOM – is the room number inside the building. Off-campus and online “buildings” have made up rooms so that the information can be properly transferred back to IMS/CSS.

ROOM TYPE – is the room type in Infosilem. That can be General Purpose Room (open use), Priority Computer Lab (open use, one computer to one student), Restricted Room (Labs, studios, or other specialized spaces), Off Campus Room (for off-campus and online courses)

CAPACITY – the capacity of the room. If a section stop point exceeds the capacity, Infosilem will not let the class be scheduled into the room, so please pay close attention to this figure (Arrow 4)

DELIVERIES – these are the sections currently scheduled into the room, with one line for every class meeting in the room (Arrow 5). You can see what is scheduled in the room from this list.

CHARACTERISTICS – any specific aspects of the room that have been defined in the system.

Rutgers-Camden Infosilem Manual

You can use the Room List to see the capacity of any individual room (in the Capacity Column), and also to see what is currently scheduled into it (in the Deliveries Column). However, it might be a little difficult to figure out from the Deliveries list when the room is in use and when it is free at an easy glance. You can instead view a room as a calendar week chart to see what times the room is available.

Home > Room List

ROOM LIST

Expanded View

Campus	Building	Pavilion	Room	Room Type	Capacity	Deliveries	Characteristics																																																																								
<input type="checkbox"/>	1	OC1	Off Campus College Avenue	999	Off Campus Room	0	-																																																																								
<input type="checkbox"/>	2	OC2	Off Campus Busch	999	Off Campus Room	0	-																																																																								
<input type="checkbox"/>	3	OC3	Off Campus Livingston	999	Off Campus Room	0	-																																																																								
<input type="checkbox"/>	4	OC4	Off Campus Cook/Douglass	999	Off Campus Room	0	-																																																																								
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172 records

To see the weekly chart of a room, click on the check box to the left of the room (Arrow 1) and then click on TIMETABLE icon at the upper left (Arrow 2). That will take you to the Timetable view of the room schedule.

The screenshot shows the 'ROOM TIMETABLE: 6 ATG 105' view. The left-hand menu includes items like Programs, Courses, Instructors, Meetings, Academic Blocks, Rooms, Course Groups, Section Groups, Component Groups, Delivery Groups, Course Combinations, Reports, and Last External Changes. The top breadcrumb trail shows 'Home > Room List > ROOM TIMETABLE: 6 ATG 105'. The main grid displays a weekly schedule from Monday to Saturday, with time slots from 7 AM to 10 PM. Three course sections are scheduled: one on Monday (9 AM-10 AM), one on Tuesday and Thursday (2 PM-3 PM), and one on Wednesday and Friday (6 PM-7 PM). All sections are for 'ANCIENT GREEK I' (S0490-101 01 02-LEC 01). An 'Export to PDF' button is located below the breadcrumb trail.

The Timetable view shows the room use as course section meetings filling in the grid. Here you can see three courses, one that meets MWF morning, one that meets TuTh afternoon, and one that meets TuTh evening. Any other open spaces on the chart are currently available for scheduling. If the space is filled with another class at a time you want to schedule your class, you can attempt to contact that department to see if they are willing to move their class to another room or another open time. DO NOT schedule a class in a room and time that is already occupied by another course. That will create an error, and we will need to move the class to another space or time.

Note – room scheduling is something of a first-come, first-served, so it is better to schedule early if you have specific rooms you want to use at prime times. Otherwise, other departments may “claim” that room first.

You can also get a printout of a room schedule by selecting the “Export to PDF” button (Arrow 1).

To return to the general Room List, either click on the “Room List” in the “Bread Crumbs” menu at the top (Arrow 2) or on the ROOMS item in the left hand menu.

INSTRUCTOR INFORMATION:

You can view the list of instructors in your department (or other departments), and see what courses they are scheduled to teach in the term, as well as when and where those courses are.

The screenshot shows the 'INSTRUCTOR LIST : 50:420' page. The table displays the following data:

Last Name	First Name	Instructor Constraints	Staff ID	Instructor Type	Unavailabilities	Deliveries	Done																					
P BOUCHER	JAMES	-	jb1514	Full Time	-	<table border="1"> <thead> <tr> <th>Course</th> <th>Section</th> <th>Term</th> <th>Component</th> <th>Delivery</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>50:480:101</td> <td>01</td> <td>20219</td> <td>02-LEC</td> <td>01</td> <td>09/01/2020</td> <td>12/10/2020</td> </tr> <tr> <td>50:420:131</td> <td>01</td> <td>20219</td> <td>02-LEC</td> <td>01</td> <td>09/01/2020</td> <td>12/10/2020</td> </tr> </tbody> </table>	Course	Section	Term	Component	Delivery	Start Date	End Date	50:480:101	01	20219	02-LEC	01	09/01/2020	12/10/2020	50:420:131	01	20219	02-LEC	01	09/01/2020	12/10/2020	<input type="checkbox"/>
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To get to the Instructor List, click on INSTRUCTORS in the main menu to the left (Arrow 1).

To adjust the list to show all information, click on the “Expanded View” checkbox (Arrow 2) which will display the full information on the screen. If you have a particularly large department, you can adjust the number of instructors displayed at once by the Show option on the upper right (Arrow 3). Select the value you wish to display from the drop down menu.

Note that instructors may not be listed in the “correct” department. The instructors may only be associated with a single Department Code (Unit:Dept), and are sorted into departments based on HCM job codes. Some of those job codes can be somewhat vague (School of Business, Dean’s Office), so do not necessarily place the individual into the specific department. PTL instructors often end up under code 50:090 or 52:135, as they are defined as “Dean’s Office” rather than the individual department. Departments that have multiple codes (such as VMPA, English, Sociology, etc.) normally have the instructor sorted into the specific Department Code of the most recent course number associated with them at the time the data was uploaded into Infosilem.

Any individual can view instructors from any department. However, only individuals that control the department can EDIT instructors in that department. If you find an instructor that is in a “wrong” department, let Paul or Priscilla know and we can move the instructor to the correct Department Code.

The Columns on the Instructor List page are as follows:

LAST NAME: Instructor last name as it appears in HCM. This is normally what is displayed on the Schedule of Classes.

FIRST NAME: Instructor first name as it appears in HCM.

INSTRUCTOR CONSTRAINTS: Any specific restrictions the instructor has (no chalkboard, must be first floor, etc.)

STAFF ID: Instructor NetID.

INSTRUCTOR TYPE: Full Time or Part Time as defined by HCM.

UNAVAILABILITIES: Any times that the department has blocked off for the instructor where they are unavailable to teach. If the instructor has any HCM approved blocks to their time (religious or medical), they will appear here.

DELIVERIES: Lists all the class sections and components the instructor is currently associated with.

If you want to get more detailed information about a specific instructor, you can click on their Last Name (Arrow 4) and that will take you to the Instructor Editing Page.

INSTRUCTOR EDITING PAGE

Home > Instructor List : 50420 > Instructor Editing : HIPPOLYTE, JEAN-LOUIS (hippolyt)

INSTRUCTOR EDITING

Show Timetable Save

Instructor Information

Department: 50420 - French Status: ✔

Last Name: HIPPOLYTE First Name: JEAN-LOUIS Secondary Departments:

Staff ID: hippolyt

Instructor Type: Full Time

Delivery Assignment

Deliveries

Department	Course	Section	Component Type	Component	Delivery	More	Time Information	Room Information	Teaching Status
<input type="checkbox"/> 50420 - French	50420211	01	02-LEC	02-LEC	✔ 01		09/01/2021-12/13/2021 D 2x80 Mon 2:05 PM-3:25 PM D 2x80 Fri 2:05 PM-3:25 PM	-General Purpose Classroom	Teaching
<input type="checkbox"/> 50420 - French	50420309	01	02-LEC	02-LEC	✔ 01		09/01/2021-12/13/2021 D 2x80 Mon 12:30 PM-1:50 PM D 2x80 Wed 12:30 PM-1:50 PM	-General Purpose Classroom	Teaching

Instructor Requirements

Please check any that apply. Where necessary, provide additional information in the instructor requirements. Please be specific and clear.

Accessibility requirement (indicate below)

No chalkboard

No whiteboard

Instructor requirements notes

Instructor Unavailabilities

Instructor unavailabilities notes

This page shows detailed information about an individual instructor.

The “Instructor Information” block at the time lists the instructor name, FT or PT, and NetID.

The “Delivery Assignment” area lists in more detail the specific course sections the instructor is scheduled to teach, including the Course Number, Section, Component, Day/Time, and Room for each section. The Teaching Status column indicates whether the instructor is listed as Teaching (Instructor) or Non-Teaching (supervisor) for that course section.

The “Instructor Requirements” section shows any restrictions or notes pertinent to the instructor, including accessibility issues, cannot use chalkboard or whiteboard, or any other notes included by the department.

The “Instructor Unavailabilities” indicate what days/times the instructor is not available to teach. Currently the only times that will appear in this area are times approved by HCM for religious or medical reasons.

If on casual viewing you notice that the instructor is assigned to a time or a classroom that is in error, you can go straight to the Component Editing page to fix it by clicking on the Component Name (Arrow 1). You can also remove an instructor from a section from this page by clicking on the Check Box in front of the course section and clicking on the Trash Can icon just below Deliveries.

Any changes made to the page (change in Deliveries, Requirements, etc.) must be SAVED (top left Arrow 2) in order to take effect.

You can also see the instructor’s schedule in a weekly chart format. To do so, click on the “Show Timetable” button in the upper left area (Arrow 2). That will take you to the Instructor Timetable page.

INSTRUCTOR EDITING PAGE

Rutgers University - TT_RUT_CAM_2021_9A pbutler

Home > Instructor List: 50420 > Instructor Editing: HIPPOLYTE, JEAN-LOUIS (hippolyt) > INSTRUCTOR TIMETABLE: HIPPOLYTE, JEAN-LOUIS (hippolyt)

INSTRUCTOR TIMETABLE: HIPPOLYTE, JEAN-LOUIS (HIPPOLYT)

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Terms: 20219 | 09/01/2021 | 12/13/2021

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7AM						
8						
9						
10						
11						
12PM						
1	50420309 01 02-LEC 01 FRENCH CINEMA Weeks: 2-16		50420309 01 02-LEC 01 FRENCH CINEMA Weeks: 1-15			
2	50420211 01 02-LEC 01 ASP FRENCH CULTURE Weeks: 2-16				50420211 01 02-LEC 01 ASP FRENCH CULTURE Weeks: 1-15	
3						
4						
5						

This view shows all the classes the instructor is teaching as a chart Monday –Saturday, from 7:00am-11:00pm. It allows you to see the courses on the weekly grid, so you might more easily visually see how spread out they are. This view can also be printed by going to the “Export to PDF” button on the top left (Arrow 1).

To return to the previous view, click on “Instructor Editing” in the “Bread Crumbs” top menu, or on the Instructor left side menu.

CLEANING UP DATA (FINAL REVIEW CHECK LIST)

Once you have finished editing all of your courses, you should do a review to make sure all the data is accurate and clean. Please check for the following common problems and errors that slow down the approval process or create errors in the data run.

INACTIVE DATA

- Inactive Course has section, component, or delivery information. Please delete all sections of an inactive class.
- Inactive Section has component or delivery information. Please delete all components of an inactive section.
- Inactive Component has delivery information. Please delete all inactive components.

DATA ERRORS

- Component Name must equal Mode/Component Type EXACTLY (“02-LEC” must be “02-LEC”, not “02 LEC” or “2-LEC” or “02-Lec” etc.) (on the Component Editing page)
- Time Requests can only be “FORCED” if they are off-campus courses. All on-campus courses must use FORCED PATTERN TIME and the appropriate specific day/time (if desired). (on the Component Editing page)
- Course has a TIME REQUEST but no ROOM REQUEST. If a time is specified, the course must have a room specified, even if it is a “dummy” off-campus or online room. (on the Component Editing page)
- Section Names must be two characters (01, not 1) (on the Section Editing page)
- Makes sure Section Group names are in the correct format (Unit:Dept Unit:Dept:Course Section).

CONFLICTS

- Course Stop Point is higher than Room Capacity. Either adjust room or stop point at Component Editing page.
- Instructor is teaching two courses at the same time (review on Instructor Editing page).
- Scheduled room is occupied by another course that is not cross-listed.
- Make sure all courses that have “No requested time” also have “By Arrangement Indicator” set to “yes” (on the Component Editing page).

MISSING DATA

- Section Attributes: make sure that at minimum the Exam Code and Print fields are populated for every section (on the Section Editing page).
- Make sure all courses that have “No requested time” also have “By Arrangement Indicator” set to “yes” and not left blank (on the Component Editing page).
- Online courses should have the Room Request set to the Off-campus Online/By Arrangement Room “6-OC6-998” and not left blank (on the Component Editing page).
- Off-Campus courses should have the Room Request set to the Off-campus ROOM associated with the campus that the course will occur on (on the Component Editing page).
- Special Topics courses should include the Subtitle (on the Section Editing page under Section Attributes).

Thank you for making the processing of the data much easier. Your efforts in that regard are much appreciated!