RUTGERS

Course Scheduling System (CSS) User Guide

Enterprise Systems and Services February 2024

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Accessing the Application

Overview of the System

The Purpose:

The purpose of CSS - The Course Scheduling System - is to provide a mechanism for departments to submit updates, additions or deletions via the web for future course offerings.

System Requirements

Software Requirements

Internet Browser:

A recent version of Microsoft Edge, Mozilla Firefox, Google Chrome is required. For Apple users, IE and Safari are supported.

Javascript:

Javascript must be enabled on the browser for some essential features. The application may not be fully operational if Javascript is blocked.

Additional Software:

Some reports are in PDF and Excel format; Microsoft Excel and Adobe Reader are suggested

Cookies

Cookies must be enabled for this application to work. Browsers allow the user to control which cookies to accept and which to block, though the actual means vary. In general, it should be possible to accept cookies from Rutgers and reject all others if privacy is a concern.

Screen Printing

To create a screen shot, press Alt and PrtScrn buttons on your keyboard at the same time, then paste the captured image into any document. Windows desktops also have "Snipping Tool" software which allows to capture arbitrary fragments of the screen.

Please note that a PDF file can be generated for the Section Listing screen. The PDF document is easier to read and takes less paper than a screen printout.

Application Access

The **Master Course List** used by CSS is available to the public. The searchable list contains course numbers and titles for all courses offered at Rutgers, along with the last year and term in which they were offered. It may be viewed without requesting access and without logging in at https://sims.rutgers.edu/fco/masterCourseSelection.htm. For more information, please refer to the Master Course List section of this User Guide. The rest of the system requires access to be set up.

Authorization Requirements

Access to the CSS application may be requested through the Office of Academic Scheduling and Instructional Space (<u>https://scheduling.rutgers.edu</u>) in New Brunswick, Rutgers-Newark Office of Academic Scheduling (<u>https://scheduling.newark.rutgers.edu</u>) in Newark, or the Office of the Registrar (<u>https://registrar.camden.rutgers.edu/scheduling</u>) in Camden.

It is important that you provide your Net ID. If you do not have a Net ID, please go to https://netid.rutgers.edu/ to create one.

Connecting to Application

In your browser, type in the following URL: <u>https://css.rutgers.edu/fco/</u>. The Welcome page will appear. Once connected to the site, you may save it by using the "Favorites" or "Bookmarks" menu in your browser. This will eliminate the need to retype the URL for subsequent connections.

RUTGERS	Course Scheduling System
Requires authentication	
This application is used by departments to schedule course registration. Registered users may also edit course synops Course List, a database of all courses that have ever been	s for future semesters. Course scheduling activities require net id login and Course Scheduling System s links via the Course Synopsis Application. All members of the Rutgers Community may search Master offered by the university.
Course Scheduling System Options Edit Course Offerings Edit Course Synopsis Lin View Master Course Li For more information, please refer to <u>Online Help</u> or the <u>User Guide</u> (3 MB).	Campus Information Camden Newark New Brunswick
Course Scheduling System, version 4.2.0. Revised: 03/21/2012. For questions, comments or suggestions contact <u>Camden Help Desk</u> , <u>Ne</u> Visit web sites for <u>Online Schedule of Classes</u> , <u>Catalogs Home Page</u> , <u>Sc</u>	wark Help Desk, or <u>New Brunswick/Piscataway Help Desk</u> . eduling Home Page.

- Bookmark the URL (optional)
- Click the "EDIT COURSE OFFERINGS" link to continue to the Login Page, or
- Click the "EDIT COURSE SYNOPSIS LINK" link to proceed to the Course Synopsis screen, or
- Click "VIEW MASTER COURSE LIST" to view the master list of courses

Log on to Application

CSS employs the university-wide Central Authentication Service (CAS) to authenticate users. CAS account names are commonly known as Net id.

	RUTGERS
	NetID Login
	NetID:
1. Enter v	′our NetId →
	Password:
2. Enter Password	(case sensitive)
	Ensure proper security — keep your password a secret
	I am at a public workstation, disable single sign-on. 2
3. Click the L	_og In button> Log In
	Forgot your NetID or password? First-time users, activate your NetID. Need more help?
	For security reasons, please log out and exit your we
	browser when you are done accessing services that require authentication!
	Powered by Rutgers Central Authentication Service (CAS)

- Enter your Net ID and password. If you do not have a Net ID, go to https://netid.rutgers.edu/ to create one. After you obtain the Net ID, please refer to Authorization Requirements section for additional steps
- Click on the Login button to continue to the Course Selection page

Establishing a Session

Logging in establishes a user session until the browser window is closed, the user logs out, or the session expires. If the session expires due to inactivity, the user will be asked to re-authenticate (log in again).

The Main Menu

Run	IGERS		E B	Course Sch	eduli	ng System	- Selection S	Screen
CSS Home	Search Course Offerings	Course Level Info	Master Course List	Course Synopsis	Help	User Guide	Administration	Q Log Out

The main menu, a red bar at the top of every application screen, contains the following items:

- <u>CSS Home</u> returns the user to the initial page, described in **Connecting to the Application** section of this User Guide. This does not log the user out, and therefore
 clicking **Edit Course Offerings** would bring the user directly to the Selection Page,
 bypassing the CAS log in page
- <u>Search Course Offerings</u> returns the user to the **Section Selection** screen, filled with most recent search criteria used
- <u>Course Level Info</u> brings up the screen for looking up and updating detailed course titles, core codes, and other course-level data
- <u>Master Course List</u> redirects to the **Master Course List** section
- <u>Course Synopsis</u> brings up the screen for looking up and updating course synopsis URLs
- <u>Help</u> displays context-sensitive help for the current screen. If no context-sensitive help is available, brings the user to the beginning of the Help file
- <u>User Guide</u> downloads this User Guide
- <u>Administration</u> (if authorized) brings up administration menu, for those authorized to use it. Does not appear if the user is not an administrator
- <u>Search</u> (magnifying glass icon) initiates Rutgers University search
- <u>Log Out</u> terminates the current user session. The user will be required to log in again in order to perform any other action

Master Course List

Master Course List – Search

Rutgers	Course Scheduling Sy	ystem - Search Master Cou	urse List
SS Home Master Course List Help Us	er Guide		
* - indicates required fields			
Enter specific course information:			Sort Option
Unit* Subject Course Su	pplement Current term	Sort Option	Subject/Course
	No suppl. Spring 2018 -	Subj/Course 🗧 🔻	(default)
	Search MCL	·	Course Title Supplement Code
Course Scheduling System, version 5.1.0 R For questions, comments or suggestions co Visit web sites for <u>Online Schedule of Class</u>	evised: April 2017. Intact <u>Camden Help Desk, Newark Help Desk,</u> <u>es, Catalogs Home Page, Scheduling Home P</u>	or <u>New Brunswick/Piscataway Help De</u> age	RUTGERS

This is the Master Course List Search page. Enter the Unit (required) and Subject/Course/Supplement (optional) for the course or group of courses you would like to retrieve. Choose a semester from a dropdown box to see course status as of that semester. Select the Sort Option according to your preferences.

• Sort Option – the order in which the selected courses will be displayed – Subject/Course is the default.

Click on the Search MCL button to continue to the **Master Course List** page

Master Course List – Selection

This is a snippet of the **Master Course List** page. The courses listed on this page are a result of the selection and sort information entered on the previous page.

Exchange (001)												
Available to Schedule?	Unit	Subj	Crse	Sup	Course Title	Full Title	Crd Prx	Cred	Prereq	Online Cd	Core Cd	Last Off. Term/Yr
Select	01	001	161		ODASIS PROGRAM			010				Fall - 2021
Select	01	001	300		RBHS/DENTISTRY			ва				Fall - 2021
Select	01	001	301		RBHS-NJMS			ва				Fall - 2021
Select	01	001	400		RUTGERS/RWJ MED SCH	RUTGERS/RWJ MED SCH RUTGERS/RWJ MED SCH		ва		Р		Fall - 2021

Search Again | Top ^

Include complete course history

African, Middle Eastern	, and s	South	Asian I	Langu	ages and Literatures (013)							
Available to Schedule?	Available to Schedule? Unit Subj Crse		Sup	Course Title	Full Title	Crd Prx	Cred	Prereq	Online Cd	Core Cd	Last Off. Term/Yr	
Select	01	013	005		TEST REQ'D AMESALL		E	030				Fall - 2021
Select	01	013	111		BIBLE IN ARAMAIC			030				-
Select	01	013	120		LITERARY EGYPT	LITERARY EGYPT		030			HST	Fall - 2021
Select	01	013	140		ELEMENTARY ARABIC I	ELEMENTARY ARABIC I		040				Summer - 2022
Select	01	013	141		ELEMENTARY ARABIC	ELEMENTARY ARABIC II		040	Prereg			Fall - 2021
Select	01	013	143		ARABIC LAB 1			010				Fall - 2021
Select	01	013	152		FI FM MODERN HEBREW			040				Fall - 2021

By default, **Master Course List** displays only courses that are available for scheduling in the selected term. To include dropped courses, you may switch to the Course History view:

RUTG	ERS	Co	ourse	e Sc	heduling Sys	tem - Com	plete	Cours	e Hist	ory		
T												
ome Search Course O +	fferings	Cour	se Leve	I Info	Master Course List	Course Synopsis	Help	User Guide	Administi	ration Se	erviceNow Adm	in
s is the full list of all cour	ses that	are cur	rently o	r were	ever offered matching	your search criteri	a. Those	listed as "Ava	ailable" ma	y be sched	uled in the Spr	ing 2022 semester. T
liable were dropped fro	m the M	aster C	ourse Li	st and	may not be scheduled.	to change the sen	lester, pie	ase <u>search a</u>	<u>again</u> and s	elect the se	emester you ar	e looking for.
jo back to the Master Co	ourse List	t, pleas	e click tl	he link	"Back to list of availab	e courses".						
download this list, includi	ng prere	quisites	s, as a C	SV file	e, please click <u>Downloa</u>	d as CSV.						
ck to list of available o	ourses											
change (001)												
Available to Schedule?	Unit	Subj	Crse	Sup	Course Title	Full Titl	e Crd I	Prx Cred	Prereq	Online Cd	Core Cd	Last Off. Term/Yr
Available	21	001	064		FRESHMAN ASSEMBLY			BA				-
Available	21	001	071		FRESHMAN ASSEMBLY			BA				-
Not Available	21	001	100		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	101		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	102		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	103		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	104		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	105		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	106		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	107		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	108		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	109		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	110		RUTGERS TECH TRAIN			000				Fall - 1997
Not Available	21	001	111		RUTGERS TECH TRAIN			000				-
Available	21	001	200		RUTGERS BROOKDALE	EX		BA				Summer - 2022

To schedule a section from a course from the Master Course list for the semester specified during search, click the "Select" button located next to the course you would like to add. When the Select Course button is clicked, control will be passed back to the Section Detail page (see Section Detail). The following fields will be filled in:

- unit
- subject
- course
- supplement
- title
- full title
- credits
- prerequisites (hover over the word "Prereq" where present)
- credit prefix
- online approval code
- core codes
- last offered term/year

The list of courses, including full text for prerequisites, can be downloaded by clicking the Download as CSV link.

Note: The Select button will only be displayed if you are logged in, and only next to the courses that are available for scheduling and that you are authorized to update. See **Authorization Requirements**.

Entering and Viewing Course Data

Course Selection and Sorting

This is the **Selection** page. Select the term from the dropdown box, and enter the index number of a specific section or a combination of Unit/Subject/Course/Section/Supplement codes for the course or group of courses you would like to retrieve. You may also search for sections by a combination of the term and activation, change, review and approved flags.

Rut	GERS			Course Scheduling System - Selection Screen												
SS Home	Search Cours	e Offerings	Course Level Inf	o Master Course List	Course Synopsis	Help	User Guide Administration		م الدور C	but						
<u>Search M</u> Unit code Enter sp	<u>aster Course L</u> , subject code ecific course inf	<u>ist</u> or some flag formation:	s are required un	ess searching by index r	number.											
Unit	Subject	Course	Section	Suppl.	Index		Term/Year		Sort Option	Reviewed for FYS						
				🗌 No suppl.			Fall 2022 🗸		Subj/Course/Sect v	All v						
Activa	tion Status	Review	/ Status	Change Status	Print		Notes		Approval Status	Included in FYS						
All	~	All	~	All 🗸	All	~	All	~	All 🗸	All courses 🗸 🗸						
						5	SEARCH									
Course So For quest Visit web	cheduling System ions, comments sites for <u>Online</u>	n, version 7.1. or suggestion Schedule of Cl	0 Revised: August 2 s contact <u>Camden 1</u> asses, <u>Catalogs Hor</u>	2022. © 2014-2022 Rutger <u>Help Desk, Newark Help De</u> <u>ne Page, Scheduling Home</u>	rs, The State University <u>sk, or New Brunswick</u> <u>Page</u> .	r of New /Piscatav	Jersey. <u>vay Help Desk</u> .			RUTGERS						

Rutgers is an equal access/equal opportunity institution. Individuals with disabilities are encouraged to direct suggestions, comments, or complaints concerning any accessibility issues with Rutgers websites to accessibility@nutgers.edu or complete the Report Accessibility Barrier / Provide Feedback Form.

Note: Large results sets may take a long time to retrieved; in addition, the size of result set is limited. For faster performance and more meaningful results, use more specific criteria – enter as much data as you know. If you need a report on a large data set (for example, all changed sections for a term during active editing by departments), you may request it from one of the administrators.

Select the appropriate term and year from the Term/Year drop down box. Select the Sort Option, Activation Status, Review Status, and Change Status according to your preferences.

- Sort Option the order in which the selected courses will be displayed Subj/Course/Sect is the default. Other options are Instructor, Summer Session Dates, Day/Period, and Course Title. Please note:
 - Instructor will sort on the first Instructor listed
 - \circ Summer Session Dates is valid only when a Summer term is selected
 - Day/Period will sort on the day/period of the first meeting
- Activation Status select active, inactive or all (default) sections of the selected courses
- Review Status select sections that have already been reviewed by Departments, not reviewed by Departments or all sections (default option). Reviewed sections are denoted by *Reviewed* on the Course Listing page
- Changed Status select all sections, sections with changes, or sections without changes.
 - Please note: This is different from searching by Reviewed flag, since sections may be marked reviewed without having been changed
- Notes select all sections, or sections with notes left by department users and/or approvers
- Approval Status (approver and admin only) select sections that have been marked as approved (or not approved) by Approvers, or all sections (default option). Approved sections are denoted by *Approved* on the Course Listing page. This search option is available only to approvers

- Reviewed for FYS (approver and admin only) search based on the flag indicating whether a course has been reviewed for first-year sectioning
- Included in FYS (approver and admin only) search based on the flag indicating whether a course is available for first-year sectioning

Click on the Search button to continue to the **Course Listing** page

Course Listing

Ru	ITC	GEF	RS							Course	Scheduling Sy	stem - Li	sting			
CSS Hor	ne :	Search	Course	Offerings	🖌 1. Ad	d Cours	se fron	n M	CL	Synopsis	Help User Guide	e Administ	ration Logout	:		
<u>Add a</u> Meeti	<u>a Cour</u> ngs cr	<u>rse fro</u> reated	m Make	<u>r Course</u> e override	<u>List PDF Versi</u> e flag are shown	on <u>Excel Ve</u> n n in a lighter fo	nsien ont.			2. Prir	ntable Ver	sions				
Schl	Schl Subj Crse Sect Sup Index Title								Prefix	Exam Cd	Prior Enroll	Proj. Enro	ll Stop Point	Final Stop Pt	Term / Year	Summ Sess Cd
01	014	490	01		06040	SEM AFRICA	N STUDIES	030		с		001	020		Fall 2019	
	Activ	ve/ Ava	il	Print:Y	Sess.Print:Y	Remed	dial: N	BUTLE	R, К.		Contact Time:					
	Fu	ll Title:										Honors Col	ege: N		Students w/Disa	ability: N
	Su	btitle:									Type:				LMS:	
		Edit	\rightarrow	Cam	pus BA	Day P	Period	_				m	Capacity	Alt. Cap.	Mode/Co	mponent
	Add	l Sectior	\leq		IV	т	4 3	5. EC	lit Se	ection	Data		0070		L	ec
i i	Dea	activate	\leq		V	н	4	014	0 P - 0	300	BE - 253		0070		L	ec
	R	efresh	\sim	Room At	ttributes: LP			۵d	d So	ction						
Sean	ch Aga	ain To	op ^					Au								
Schl	Sub	j Crse	Sect	Sup	Index	— тіб	_{le} 5	. Ac	tiva	te/De	activate	Proj. Enro	ll Stop Point	Final Stop Pt	Term / Year	Summ Sess Cd
01	050	490	01		00009	SR ESSAY	ROJ AM CLT	030		А		008	020		Fall 2019	
	Activ	ve/ Ava	il	Print:Y	Sess.Print:Y	Remed	dial: N		-				٦.			
	Fu	ll Title:					6). Re	etres	sh fro	m IMS		ege: N		Students w/Dis-	ability: N
	Su	btitle:				_					Type:				LMS:	
		View	\leftarrow	- Se	ee Note*	ay P	Period		Time		Building-Roo	m	Capacity	Alt. Cap.	Mode/Co	mponent
	CAM							080	0 A - 0	900	ATG - 218)	0017		L	ec
				c/	D BA						RAB - 024	L I	0000		Ind	Proj
	Sectio	on Note	15:	OPEN TO	SR. MAJORS D	DING INDEPEN	NDENT STUDY) SPEC	IFIC ME	ETING TIME	S WILL BE SET ON	WEDS. 10:3)-11:30			
	Spec F	Perm A	/D:	Departm	ent staff /											
<u>Sean</u>	sh 😽	ain <u>T</u> e	<u>^ qq</u>				- 5. R	etur	n to	Selec	tion					

This is the **Course Listing** page. The courses listed on this page are a result of the selection and sort information entered on the previous page.

* Note: The Edit, Add Section and Active/Deactivate buttons will only be displayed for course subjects that you have been authorized to edit. Refresh button will be displayed only if you are an approver or admin, and only for sections you have been authorized to edit

IMPORTANT NOTE: This page compares a snapshot of IMS data that is loaded into CSS in the beginning of each semester to the data entered or modified by Departments. **This screen does not reflect changes that could have been made to IMS outside of CSS.** In order to see those changes, an approver must either view Section Detail or use Refresh button to load latest changes into CSS. Department users are always presented with the snapshot of IMS, even on the Section Detail screen, until the snapshot is updated by approvers.

This page allows you a number of options:

1. Clicking on <u>Add a Course from Master Course List</u> will transfer you to the **Master Course List - Search** page. It is there that you can search for a course that is not scheduled to be offered this year/term and request it to be added. For instructions on adding a course, see the section on **Master Course List**.

- Clicking on <u>PDF Version</u> will display the same result set in the PDF format for printing. For large result sets, the document will be broken into parts, with no more than a thousand sections in each part
- 3. Clicking on **Excel Version** will allow the user to download the same result set in Excel format. The Excel file contains only a subset of fields displayed on the screen and displays each time a section meets as a separate row. It is primarily useful in determining the schedules of instructors
- 4. Clicking on the <u>Edit</u> button will transfer you to the Section Detail page. It is here that you will be able to update course information pertaining to the selected section and mark it reviewed. For instructions on editing section information, see the instruction listed under the heading Course Detail.
- 5. Clicking on the <u>Add Section</u> button will transfer you to the Section Detail page. It is here that you be able to add a new section to the Course Scheduling System. The following information will be copied from the selected section and transferred to the Section Detail page:
 - unit
 - subject
 - course
 - title
 - prefix
 - exam code
 - special permission to add/drop
 - open to major
 - open to class
 - prerequisite
 - co-requisite
 - class restrictions

For more instructions on adding a new section, see Section Detail.

- 6. This button will be labeled Activate or Deactivate depending on the listed section's status. When the listed section is active the button will read **Deactivate**. When the button is clicked, the status will change to inactive and all meeting times will be removed. When the listed section is inactive the button will read **Activate**. Clicking the button will change the status to active and take the user to Section Detail screen, where meeting information must be entered and the section saved to make the status change final, because an active section is required to have either meetings or a contact time. Both activating and deactivating will mark the section reviewed.
- 7. The **<u>Refresh</u>** button (available only to approvers) loads a fresh copy of the selected section from IMS into CSS. Essentially, this is the reverse of the action of the **Approve All** button on the Section Detail Screen. This is useful when IMS has been changed without being synchronized with CSS. **IMPORTANT NOTE:** refreshing from IMS will overwrite any changes made in CSS, including those requested by department users. Only press this button if it is all right to discard the current state of section!
- 8. To return to the **Course Selection and Sorting** page, click on the <u>Search Again</u> link or the <u>SEARCH</u> button in the main menu.

Marking All Course Sections Reviewed

There may be times when no changes are required to any of the sections of the listed course. To submit all sections without changes, click on the submit button. This will mark all listed sections as reviewed.

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Course Scheduling System - Listing

S Home | Search Course Offerings | Search Edit/Full Title | Master Course List | Course Synopsis | Help | User Guide | Logout |

						If	no chang	es are	e require	d in the cours	e listed below, plea	se click the Submit b	outton at the bott	om of the scr	een.		
hl Su	ıbj	Crs	se Sect	Sup	Index		Title	Cred	Prefix	Exam Cd	Prior Enroll	Proj. Enroll	Stop Point	Final Stop	Pt	Term / Year	Summ Sess C
1 2	20	39	93 01		10917	FI	NANCIAL ONOMICS	030		с		000	065			Fall 2019	
Ad	ive/	/ Av	vail	Print:	Sess.Print:	Y Rei	medial: N				Contact Time:						
F	ull 1	litte	e:									Honors College: N			S	Students w/Disability: N	
5	ubt	title	e:								Type:				LI	.MS:	
	Ed	lit		C	ampus	BA	Day	P	eriod	1	Time	Building-Room	Capa	city	Alt. Cap.	Mode	2/Component
A	ld Se	ectio	ion		C/D		м		6	0535	P - 0655	HCK - 138	04	99			Lec
_					C/D		W		6	0535	P - 0655	HCK - 138	04	99			Lec
-	eact	ivat	ite	Room Attributes: DP													
		or (11:373:422 and 01:220:322 and 01:220:322 and 01:220:322 or (21:220:323 and 21:220:322 and 21:2 21:220:322) or (50:220:203 and 50:220:322 and 50:220:322 and 50:220:322) vgain Top ^															
irch	Aga	ain	<u>Top /</u>	2						21:220:322) (or (50:220:203 and	50:220:322 and 50:	:220:322 and 50:	220:322)			
rch I Su	Aqa ıbj	<u>ain</u> Crs	<u>Top /</u> se Sect	: Sup	Index		Title	Cred	Prefix	21:220:322) (Exam Cd	or (50:220:203 and Prior Enroll	50:220:322 and 50: Proj. Enroll	220:322 and 50: Stop Point	220:322) Final Stop	Pt	Term / Year	Summ Sess (
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If no changes are required in the course listed above, please click the Submit	Click Submit to mark all sections reviewed	

Note: For this option to be available, the selection from the Course Selection and Sorting page must have been UNIT/SUBJECT/COURSE.

Listing Page after Section Information Has Been Updated

Ru	ГGE	ERS		V V L			Course Scheduling System - Listing										
6 Home	Searc	h Cours	ie Offeri	ngs Se	arch Edit/Full	Title	Master C	ourse L	ist C	Course Sy	ynopsis H	Help	User Guide	e	Administration	Logout	
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Search Again | Top ^
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When viewing the **Course - Listing** page after updates have been made to the section, all information that has been modified will be bolded, underlined and highlighted in yellow. Notes entered by departments or approvers will be displayed, underlined and highlighted, and the screen will also indicate if there is an enhanced classroom request for a section.

Reviewed indicates that the section has been reviewed by the appropriate Department. Modifications can still be made to all reviewed sections until the Departmental time period closes.

Approved indicates that the section has been approved by the scheduling office. Modifications can still be made to all approved sections until the approval time period closes.

Section Detail Page – Academic Departments

Page Overview

The **Section Detail** page is the main page used by academic departments to view detailed section information and request changes. The data is initially created by 'rolling over' all courses from the same term of the prior year (for example, to begin work on Spring semester 2020, Spring 2019 data is copied). With the introduction of third-party scheduling software, rollover data may be edited outside of CSS and then loaded back into the system. If no changes were made to this data, the classes would be scheduled exactly as they were in the previous semester. This data is therefore known as the scheduled course data.

Any changes entered by academic departments on the Section Detail page are requests for modifications to the University Schedule of Classes. All requested changes are stored by CSS and later reviewed and approved by the Campus Scheduling Officers. The process of approval copies the data to the main IMS system from which the final Course Schedule is created.

This page can be accessed in three different ways. The first way is by clicking the Edit button on the Course Listing page. The second way is by clicking the Add Section button also on the Course Listing page. The third way is by clicking the Select Course button on the Master Course List page.

The following information and controls are available on this page (please refer to screen shots under Department or Approver headings further in this section).

- 1. Scheduled course data, this data is loaded from the IMS (the scheduling system that serves as the source of data for registration and the student-facing schedule of classes). It shows the section as it is currently scheduled
- 2. Updatable Fields used to request changes to the scheduled course data
- 3. Delete Time/Building/Room/Campus (⊠) when available, used to delete meeting information (Javascript must be enabled; to delete a meeting without Javascript, delete the values in all of the fields and return dropdown boxes to defaults).
- Copy Time/Building/Room/Campus ([C]) when available, used to insert another meeting, exactly like the one above it; the data can later be edited (Javascript must be enabled; to copy a meeting without Javascript, manually retype all information)
- 5. Request a scheduling pattern when requesting specific meeting times is not enabled, departments may request that section is scheduled in accordance with one of the established patterns
- 6. Request Enhanced Classroom button when clicked will transfer you to the **Enhanced Classroom Request** page.
- 7. Memo Text box used for prerequisite and co-requisite additions/changes and for any other special instructions
- 8. Save button When clicked will save all modifications, mark section as reviewed, and return to **Course Listing** page
- 9. Back to Listing button Returns the user to the **Course Listing** page and scrolls to the section that was being edited. All unsaved changes are discarded

How to Use T	<u>his Page</u>		-
CSS Home Search Course Offerings Master Cour	Course Scheduling System rse List Course Synopsis Help User Guide	n - Section Detail	
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	A2 - Art - 2D	ubj Course Section Supl	
Course dates (YYYYMMDD): Start: 20220118 End: 20220509	A3 - Art - 3D AG - AGILE ROOM BI - Biology		
Summer Session Dates:	BR - BLU-RAY CM - Cam Podium CO - COMPUTER		
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Ourse Information Print Comments 05 - Go to http://carvas.rutgers.edu 05 - Go to http://carvas.rutgers.edu	Course Fee (0000.00) u 0000.00	Section Notes	
- Please select	Course Fee Description		
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Open to Major Option (3-digit major code + 1-2-character option code)	Open to Certificate (3-digit codes)	
Open to Class Level (select up to 3)	Class Restrictions (select up to 5)	Honor Codes (select up to 5)	
2 - Sophomore 3 - Junior 4 - Senior	01 - 2001 02 - 2002 03 - 2003 04 - 2004	Canden College of Arts & Sciences H School of Pharmacy Honors Program School of Engineering Honors Program School of Engineering Honors School of Engineering Honors	
	05 - 2005 06 - 2006 07 - 2007 08 - 2008	6 - Livingston College Honors Program 7 - Rutgers College Honors Program 8 - School of Environmental & Biological : 9 - Mabel Simith Douglass Honors	
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	Reprover Hemo (Stinutuling Office use only, visible to all) SAVE BACKTON TING		
Course Scheduling System, version 8.0.0 Revised: September 2023. For questions, comments or suggestions contact <u>Camden Helo Desk</u> , N	2014-2023 Rutgers, The State University of New Jersey.	Rutgers	3
Visit web sites for <u>Online Schedule of Classes</u> , <u>Catalogs Home Page</u> , Sd Rutgers is an equal access/equal opportunity institution. Individuals with or complete the <u>Report Accessibility Barrier</u> / Provide Feedback Form.	oeduing Home Page. A disabilities are encouraged to direct suggestions, comments, or complaints concerning any ac	cessibility issues with Rutgers websites to accessibility@rutgers.edu	

Requesting Changes

It is important to review the scheduled course data. When modifications are needed, enter the changes in the appropriate text box or select an entry from the drop down box. When submitted, these changes will be saved separately from the scheduled values. The Schedule of Classes will not be modified at this time.

All required fields are marked with a red *. Validations are done on these fields. If the data is missing, an error message will be displayed stating the missing fields.

To delete a meeting or a pattern request, click on the \boxtimes button located at the end of the row you would like to delete. You may also delete all entries in the row to achieve the same result.

To create another meeting or pattern request, you can click on the **[C]** button located at the end of the row, and it will insert a copy of the current row below it. You can then make necessary changes to the new pattern request data.

The following validations are done on each requested meeting. If a validation error occurs, an appropriate error message will be displayed.

- Either a period selection or a start and end time are required for each meeting. Setting a period loads the literal time for that period into the boxes for start and end time automatically
 - Note: Period definitions vary by campus and, in some cases, by day of the week. Changing campus and day of the week will update start and end times accordingly, as long as the selected period code is valid for the new campus and day. If the selected period code is not valid for the campus and day selection, the system will remove period code and keep the time
- Either campus code or building is required for each meeting
- Mode is required for each meeting time and BA (by arrangement) courses

The building code may be typed directly into the box or selected from the dropdown box which appears once the user starts typing into the building code box. This feature allows, if necessary, to enter building codes which are not in the list of available buildings. Changing the campus selection will clear out the building and room selection, as well as literal times for the meeting if the period is set.

	Bldg-Room **	Cap	Alt. cap	Bu	udget cd (off-ca							
	FH-A6	0090										
	sc -	0090			-							
	CI - SCH COMMUN/INFO											
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	RSC - RUTG	ERS STU	IDENT CTR	۲								
+	SC - SCOTT HALL											
+	SW - SCHOL OF SOCIAL WORK											
	SWA - SCH	OF SOC	WORK AN	EΧ								

If you require an enhanced classroom, click on the **Request Enhanced Classroom** button. For instruction on how to fill out the request, see **Request Enhanced Classroom**.

Block Scheduling Rules (Currently Not Enabled)

Some schools and locations have special rules according to which periods are combined in blocks. When such rules are available for the selected sections, CSS will offer an option to schedule all meetings at the same time.

Course synopsis link (applies to all courses for 50:220)												
Subtitle:				Type:		- Ple	ase select 👻	CMS:		- Please select		-
Select Block Periods Enter M	eeting Data Ma	anually										
Select Block Type	👻 Dag	/s	▼ Times									
Re 3.0 credits, 3 days/wk 3.0 credits, 2 days/wk	**	BA		Day/Perio	od/Time **		Bidg-Boom *	** Wks		Mode *		Del /Co
3.0 credits, 1 days/wk 3.0 credits, 1 days/wk, 7 wks 3.0 credits, 1 days/wk, 7 wks, start on w 3.0 credits, 1 days/wk, 12 wks	reek 8	N y	_	-			-		-	Mode	v	x c
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Edit Meeting	-	N 👻		-							Ŧ	xc
5 Original Meeting Edit Meeting		N		-			-				Ŧ	×d
Enter lead section, if mult. sections:	Co	ntact time:			Sumn	1er Sessi	on Dates:	Summer s	ession id is	not applicable fo	or this term	
Room attributes:	-	-	•	•	- •	•	•	-	-	-	•	
			Submit RA	Room Se	arch Temporary	RA	Enhanced Class	room				

To use a scheduling block, use the type of the block, based on the number of credits and number of weeks for the course, then select the days for meeting and times.

	Select Block Periods	iter Meeting Data M	anually		
	3.0 credits, 2 days/wk	▼ Ma	on / Fri 👻	Select Time	-
Re	quested Time/Building/Ro	om/Campus Campus **	BA	A2: 08:00 AM - 09:20 AM A3: 09:35 AM - 10:55 AM	/Time **
1	Original Meeting Edit Meeting		N 👻	C2: 11:10 AM - 12:30 PM C3: 12:45 PM - 02:05 PM E2: 03:15 PM - 04:35 PM G2: 08:15 PM - 07:35 PM	
2	Original Meeting Edit Meeting		N 🖵	G3: 07:50 PM - 09:10 PM	
3	Original Meeting				

The meetings will be created automatically with default mode codes and no room assignments. The user may change mode codes and select rooms or switch to the usual mode by clicking on "Enter Meeting Data Manually" tab.

	Select Block Periods	Enter Meeting Data Mar	nually											
	3.0 credits, 2 days/wk	✓ Mon	/Fri 👻	C2: 11:10 AM - 12:30 PM 👻										
R	Requested Time/Building/Room/Campus													
		Campus **	BA	Day/Period/Time **	Bldg-Room ** Wks	Mode *	Del./Cp.							
1	Original Meeting				-									
	Edit Meeting	6 - CAM	N	M C2 1110A - 1230		02-Lec 👻								
2	Original Meeting				-									
	Edit Meeting	6 - CAM	N	F C2 1110A - 1230		02-Lec 👻								
3	Original Meeting				-									
	Edit Meeting	-	Ν.	• • • •		· •								
4	Original Meeting				-									
	Edit Meeting	-	N 👻	• • • • •		· •	xc							
5	Original Meeting				-									
	Edit Meeting	-	N 👻	• • • •		· •	xc							

CSS support team can define new block scheduling rules based on requirements provided by the Scheduling Office.

Scheduling Pattern Requests

Scheduling pattern requests replace meeting change requests for Fall and Spring semesters.

Ins	tructor Assignme	nts (no	Schedu	ling Office a	approval ne	eded)												
1	Instructor Name	Net	Id	Mode of	Instruction	/Compo	nent		Cour	se Role	SIRS	Class time	Shov	on SOC	EAB/SSC	Displa	iy Name	
	CONN, VIRGINIA	vic	54		AL - All cl	as 🗸			IN - I	nstruc ~	Y	100.0 %				CONN, VIE	RGINIA	- Î
										Add i	instructor							
Cou	rse Description																	
							C	ourse s	synopsi	s link (app	lies to all cou	rses for 01:	195)					
Sub	title:										Type:	- Please	select	. ~	СМБ	- Please	e select~	
Pat	tern Requests																	
Мо	Mode/Component * Pattern *				BA	*	Room	Туре ***	Campus/Pa	vilion/Roon	n ***		Comr	nent		Delete/Copy		
	02 - Le 🗸	Day	2x80m	nin		\sim	No	\sim	Prio	ority ~	1 - CA(~	CI						xc
	- Selec ~	Select a pattern 🗸 🚺				No	\sim	Se	ect 🗸	~							xc	
	- Selec ~	Select a pattern				No	\sim	Se	ect 🗸	~							xc	
	- Selec ~	Sele	ect a p	attern		\sim	No	\sim	Se	ect 🗸	~							хс
	- Selec ~	Sele	ect a p	attern		\sim	No	\sim	Se	ect 🗸	~							xc
	3	**Plea	se choo	ose a room f	type, a pavi	lion/buil	ding, an	d a ro	om unle	ess the pat	ttern meets b	y arrangeme	ent. Specif	y any addit	ional requests	in the commen	t field.	
Req	uested Time/Buik	ding/Re	oom/Ca	mpus														
	Campus **	BA	Day	/Period/Tin	me**	Bldg	Room *	*	Сар	Bu	ıdget cd (off-	campus only	1)	Mode/	Component *	Weeks	Pattern	Del./Cp.
1	CAC	N	Τ×	4 0110P - 0	230	С	I-201		0040						02	15	1	
2	CAC	N	Н 4	4 0110P - 0	230	C	I-201		0040						02	15	1	
3							-											
4							-											
5						_	-											
Ente	er lead section, if r	nult. se	ections:	Co	ontact time:						Summer	Session Date	es: S	ummer se	sion id is not a	applicable for th	is term	
								Roo	m attrit	outes:								
										Enhance	d Classroom							

The following fields are included in a pattern request:

Field Name	Description
Mode/Component	Mode of instruction
Pattern	Requested pattern, from the list of patterns available for the offering unit's campus
Room Type	Type of the room needed for the requested component (required for meetings, prevented for BA)
ВА	By arrangement indicator (should be set to "Y" if the pattern request is for a meeting that will not reserve an on-campus room)
Campus	Campus for the requested component (required for meetings, optional for BA)
Pavilion	Pavilion request for the requested component (required for meetings, prevented for BA)
Room	Room request for the requested component (required for meetings with room type = "Restricted Room", prevented for all other meetings and BA)
Comment	An optional message from the requester to the scheduling officer

There can be a maximum of five pattern requests per section, with no more than one pattern request per component type.

Campus, pavilion, and room type are required for all pattern requests that are not "by arrangement."

A Note Regarding Lead Sections

Sometimes several sections of the same course meet for lectures together. In this situation, the lecture room assignment is associated with only one of those sections, called the lead section. Other sections are linked to the lead section. The CSS system will not allow you to change a room assignment for a lecture on a linked section. You can only change the lecture room assignment for the lead section, and then the system will automatically update all sections linked to it.

You can distinguish between lead and linked sections as follows:

- If the **Lead Section** field (located immediately under the room assignments) is blank, then the section is neither lead nor linked. You can change any room assignments for this section
- If the **Lead Section** field contains this section's section number, then this is a lead section. You can change any room assignment for this section, and its lectures (meetings with Mode code 02) will be copied to all linked sections, replacing any lectures they originally had
- If the **Lead Section** field contains a number different from this section's number, this is a linked section. You may change only those room assignments that are not lectures

Linking and Unlinking

If you want a new section to meet together with an existing lead section, put the lead section's number in the linked section's **Lead Section** field and save. The lecture meetings from the lead section will be automatically copied to the linked section.

You may unlink the lead section by making the **Lead Section** field blank. Doing this would cause the system to choose a new lead section out of the sections linked to the current section. It will be the section with the lowest section number (for example, if section 20, which is a lead section for sections 21, 22, and 23, is unlinked, the new lead section will be 21). To completely sever any links between sections, you have to repeat this process until there are no linked sections left.

If you no longer want a particular linked section to meet together with its lead section, you can unlink it by making **Lead Section** field blank. Please keep in mind that the two sections will then be independent, but still meeting in the same room. To avoid conflict, it is advisable to specify a new lecture room assignment for the unlinked section at the time of unlinking.

Note: Deactivating a lead section will cause it to also to be unlinked. A new lead section will be chosen among the sections linked to it and it will become the lead section.

Cross-Listed Sections

A cross-listing is a group of sections from different courses that meet together as one course. In this situation, instructor assignments and room assignments are associated with only one of those sections, called the primary cross-listed section. Other sections in the group are called secondary. Cross-listed sections may also be taught by the same instructor and meet at the same time but at different locations (multicasts). The specific mode of sharing instructor and room assignment is determined by the cross-listing type field.

The CSS system will not allow you to change any shared assignments on a secondary section. You may change shared room assignments and instructor assignments only on the primary cross-listed section, and then the system will automatically update all sections linked to it. CSS will also update the entire group if a section number changes.

To create a new cross-listing, begin by creating the sections of each course. Then, start with the section that is going to be primary and, in the "Cross-Listed Sections" area, add all the sections that are supposed to be cross-listed with it. The system will automatically update all other sections.

When you cancel a secondary cross-listed section, the primary section will automatically be updated to remove the cross-listing. The primary section will retain control of the shared room.

The system will not allow you to cancel the primary section, so in order to cancel the entire cross-listed course, you will have to cancel all the secondary cross-listings first.

To make formerly cross-listed sections independent, start with any secondary section and remove <u>all</u> its cross-listings from the "Cross-listed sections" area of the screen. You may then change meeting times, if you wish, and enter a new room if you have one available. If you do not create an independent room assignment, the Scheduling office will try to find a new room for your section.

Requesting Changes to Prerequisites or Co-requisites

A Memo text box is available to enter any additions or corrections to Prerequisites and Co-Requisites. This box should also be used to enter any special instructions you have for the Scheduling Office. The text box is limited to 2000 characters.

Saving or Discarding the Changes

When all modifications have been made, click the **Save** button to save the data and mark the section reviewed. Control will be passed back to the **Course Listing** page, and the page will scroll to the section you have just finished editing.

Note: if the updated section no longer meets the listing's search criteria, it will now longer be on the screen (for instance, if you have searched for inactive sections and then activated one of them, it will "disappear" from the listing)

If you do not wish to save the changes, press the **Back to Listing** button, to return to the same place in the listing that you left off from. This will discard all the changes since the last save.

ServiceNow Integration (For NB departmental users only)

When a NB departmental user presses a button to Edit, Add Section, Deactivate, or Activate a section, a ServiceNow ticket is created to log the review and approval process for changes made to the section. Only one ServiceNow ticket can be opened for a section at a time. If there is an existing ServiceNow ticket, the Section Detail view has no Save button, while pressing the Activate or Deactivate button will result in an error saying that there is an existing ServiceNow ticket. The state of the ServiceNow ticket is updated every time the Section Detail page is loaded. You can make another change after the opened ServiceNow ticket is closed/completed for the section.

In the Section Detail page, changes made to the following fields will create a ServiceNow ticket:

- Exam Cd, Stop Point, Final Stop Pt, Status Cd, Print, Sess Print, Spec Perm Add, Spec Perm Drop
- **Course Description**: Subtitle, Type, LMS
- **Pattern Request**: Mode/Component, Pattern, BA, Room Type, Campus/Pavilion/Room, Comment
- **Requested Time/Building/Room/Campus**: Campus, BA, Day/Period/Time, Bldg-Room, Budget cd(off-campus only), Mode/Component, Weeks, Pattern
- Lead section, Contact time, Room attributes, Cross-Listed sections (1-4), Students with a Disability Ind
- **Course Information**: Print Comments (1-4), Section Notes, Course Fee and/or Course Fee Description
- **Registration Information**: Open to Unit or Major (1-6), Open to Unit and Major Combination (1-4), Open to Minor (1-2), Open to Major Option (1-5), Open to Certificate (1-5), Open to Class Level (1-3), Class Restrictions (1-5), Honor Codes (1-5), Non-traditional Indicator, Residential College Code, Honors College Indicator
- Departmental Memo, Scheduling Dean Detail, Approver Memo

The red boxes in the screenshot below show changes to the fields that would initiate a ServiceNow ticket:



Note: The Scheduling Dean Detail box lets you explain to the scheduling dean why you are requesting the change. The Scheduling Dean Detail box will only appear if the following fields are changed:

• Type

- Pattern Request: BA, Pattern, Campus, Comment (when it's the only change in the pattern request row)
- Requested Time/Buidling/Room/Campus section: BA, AM/PM Code, Day, Start time, End time, Period, Campus

Example of what the ServiceNow ticket data looks like in CSS:

Service Now Ticket Data
Service Now Ticket: CSS0001005
Requester: trecord
Ticket Submitted Date: 08/10/2023 09:43:10
Ticket State: Change submitted in CSS >> Scheduling Dean Review >> OASIS Review >> Complete
Approver Memo (Scheduling Office use only, visible to all)
BACK TO LISTING

Editing Instructors of Record

The **Section Detail** page allows users from both academic departments and the Scheduling office to add instructors of record. Changes to instructors entered by academic departments <u>do</u> <u>not</u> require approval from the Scheduling office and are effective immediately.



Only individuals who have a valid record in the Rutgers employee database can be added as instructors. As a user types in a NetID or uses name keyword search, the system will suggest possible matches, displaying full names of matching faculty members and departments with which they have current affiliations.

The screenshot below shows Instructor Search window with results. Click on a NetID to add instructor to section and automatically recalculate load percentages.

Steinbe	rg	SEARCH Cancel	
Ex: Smi	th, Jo*n or John Smith	n or Van Buren, or ,John	
NetID	Name	Dept and Role	
<u>djs400</u>	Steinberg, David	STUDENT WORKER, SA-Student Affairs, VP, SA-Recreation	
<u>es835</u>	Steinberg, Edward	TEACHING INSTRUCTOR AY, SAS - Dean's Office, SAS - Economics	
<u>gs702</u>	Steinberg, Gabriel	PART TIME LECTURER {INEL}, SAS - English, SAS - English Writing Program	
jenstein	Steinberg, Jennifer	ASST ATHLETIC TRAINER, Intercollegiate Athletics, Athletics Physician	
<u>lou</u>	Steinberg, Louis	W/S Instructor - AAUP-AFT Elig, Div of Continuing Studies, VP, NB Summer Session ASSOC PROFESSOR ACD YR, SAS - Dean's Office, SAS - Computer Science	
steinbml	Steinberg, Marc	ASSOC PROF-TT, RWJ-Psychiatry-Meb, RWJ-Psychiatry-IMHS	
steinbmb	Steinberg, Michael	PROF-CLIN-DIV CHIEF, RWJ-Medicine-Chairman's Office, RWJ-Medicine-General Internal-	
<u>ninette</u>	Steinberg, Ninette	Clerical Asst Casual, SAS - Dean's Office, SAS - Chem & Chemical Biology PPL CLERK BOOKKEEPER, SAS - Dean's Office, SAS - Chem & Chemical Biology	
ps580	Steinberg, Philip	PART TIME LECTURER {INEL}, FASC - Dean's Office, FASC - Political Science	
<u>s1s443</u>	Steinberg, Sabrina	WORK ASST, SPH-Health Ed, Center for Tobacco Studies	
steinbyg	Steinberg, Vitaly	PHYSICIAN SPEC UNCLASSIFIED, UCHC, UCHC	

Once the user adds an instructor, he or she may edit the following information:

- **Mode of instruction**. This can be set to "all" for all instructors, or instructors can be assigned to specific modes of instruction that the section's meetings has. In the latter case, all instruction modes must have at least one instructor assigned
- **Course role**. SIRS and EAB/SSC flags are set by default for the selected instructor role (SIRS flag cannot be edited and is only displayed for information purposes). The following roles are available:
 - <u>IN: Instruction-Primary</u> (SIRS=yes, EAB/SSC=yes). This person is teaching in the classroom, and is the primary (or one of the primary) individuals responsible for the course.
 - <u>RL: Recitation/Lab Leader</u> (SIRS=yes, EAB/SSC=yes). This person is teaching in a classroom, typically for the recitation period or lab portion of a lecture-and-lab course section. If there's a Recitation/Lab Leader, there should also be an Instruction-Primary for the lecture portion of the course (otherwise, a warning is displayed, but the user may continue).
 - <u>CA: Course Assistant</u> (SIRS=no, EAB/SSC=yes). This person assists with the administration of the course. If there's a Course Assistant, there should also be an Instruction-Primary for the lecture portion of the course (otherwise, a warning is displayed, but the user may continue).
 - <u>CC: Course Coordinator</u> (SIRS=no, EAB/SSC=yes). This person is responsible for coordinating the administration of all sections of a multi-sectioned course. If there's a Course Coordinator, there should also be an Instruction-Primary for the lecture portion of the course (otherwise, a warning is displayed, but the user may continue). If the Course Coordinator is also an instructor for some of the sections, that individual should be entered twice: once as an Instruction-Primary, and once as a Course Coordinator. If the person responsible for coordinating the administration of all sections of a multi-sectioned course is the instructor for all of the sections, that person should only be listed as an Instruction-Primary.
 - <u>UI: Undergraduate Peer Instructor</u> (SIRS=no, EAB/SSC=no). This person is teaching in the classroom, and may or may not be the primary individual responsible for the course.
- **Class time**. Generally, the load should add up to 100% for all instructors assigned to the same mode of instruction; if the percentages do not add up to 100%, a warning will be displayed.
- Show on SOC. A flag indicating whether the instructor should be displayed on or hidden from the **Online Schedule of Classes** (**Note:** currently, unchecking the field will result in hiding the instructor from IMS. Other than that, it is more of a recommendation since downstream systems may choose to ignore it). Up to two instructors may be displayed.
- **EAB/SSC**. Checking this flag will make the information about the associated instructor of record and course available to the EAB student information platform (i.e., RaptorSuccess in Camden, RUN4Success in Newark, and SSC Campus in New Brunswick).
- **Display name** for **Online Schedule of Classes** (the default value is the instructor's real name; however, occasionally departments may choose to enter a different value, such as "Staff"). Currently, this value is submitted to IMS and picked up by the Schedule of Classes from there.

The system will permanently store the associations between internal instructor ids (allowing the instructor of record data to be linked to the full employee record) and the key of the section (term/year, school, subject, course, supplement, section, and index number, if available). It will also store the user's selections for course role, instruction mode, display flags, and display name. Downstream systems may access this information as needed.

Request Enhanced Classroom

The **Enhanced Classroom Request** page is displayed when the **Enhanced Classroom** button is clicked. A scheduling officer will use the information entered on this screen to locate a room that has all the necessary equipment, in case the specific room requested by the academic department is not available, or when the department has not requested a specific room. To submit a request for an enhanced classroom:

- 1. Enter Contact Person, Phone Number and Email address of the Contact Person. These fields are required.
- Select the meeting times for which a Enhanced Classroom is needed. To do this, click the appropriate box or boxes next to the Meeting Days/Times. At least one selection is required.
 Note: meetings "by arrangement" are not shown on this screen, since equipment may not be requested for such meetings
- 3. In the drop down boxes located after the equipment, select the frequency of use for the listed equipment (Will not Use is the default). At least one selection is required
- Click on the Request Enhanced Classroom button to submit the request. After submission, you will be returned back to the Section Detail page. You will also see " Enhanced Classroom Requested" on the Section Detail page.
- 5. If you do not wish to save the changes, or if you would like to cancel the current request for enhanced classroom, click the Cancel Request button. The request will be deleted from the system, and you will no longer see Enhanced Classroom Requested"

RUTGERS	Course Sche	L. Fill in required fi	elds equest
CSS Home Search Course Offerings	Master Course List Help User Gu	ide Logout	
			<u></u>
01: 014: 490: 01 SEM AFRICAN STUD	IES Maximum Class Size (Stop Poin	t): 020	
Instructor(s)	Contact Person	Phone Number**	Enneil Address**
RAMSAMY, E.	Instructor	x. 12345	email@rutgers.edu
*Contact person's name is required	**Either email address or phone numb	er with area code is required.	
Enhanced Classroom requested for the	e following meeting locations/times (#	ssignment not guaranteed):	
Req Meeting Days/Time	Building/Room Requested	Campus	Mode
W 78 0640 - 0930P	BE-	LTV -	lec .
Frequency of Equipment Use:	2. Selec	t meeting times fo	r which an enhanced
	VCR/Monity classroo	m is needed	
	DV D: Will not us	e 🔽	visualizer: Will not use 💟
Computer Interf	ace for Laptop PC/MAC: Will not us		Internet Connection: Will not use
	Audio Cassette Player: Will not us	Per	rsonal Response System: 1000 use
1 Slide Proje	ctor Remote Coptrol **: Will pot us		16mm Film Projector **:
Request Enhanced Classroom Cancel	Request		
New Brunswick Campus ONLYInst	an, for information and training before tructors who frequently need these pie	e using an ennanced classroom. ces of equipment can have acce	3 Soloct Eroquency of Use
classroom.			J. Select requericy of Use
Many classrooms other than Enhanced	Classrooms have VCR/Monitors pern	namently located in the room. Plea	• Will not Use
4. Click Request Enhanc	ed Classroom button	is present on a mobil	(default)OccasionallyDaily
Course Scheduling System, version 3,6	5.0. Revised: 04/17/2009.		RUTGERS
For questions, comments or suggestio	ns contact <u>Camden Help Desk</u> , <u>Newark</u> Classes - Catalogs Home Page - Schedu	<u>Help Desk</u> , or <u>New Brunswick/Pis</u>	cataway Help Desk.

Entering Course Synopsis URLs

The Course Scheduling System allows authorized users from academic departments to provide links to department web pages that may contain course description and other information that departments may share. This information is fed to the Online Schedule of Schedule of Classes where it appears as **Synopsis** link next to every course offered by the department.

RUTCERS	University Schody	lo Of Classos				
IUIGERS	Oniversity Schedu	lie Of Classes				
Search by: Subject	X Keyword	Summer 2014	NB UNDERGRADUATE	Back to Home Page		
	v	+ COMPARAT	IVE LITERATURE			
Filters <reset></reset>	<multiple subjects=""></multiple>	▼ 01:195:10	1 INTRODUCTION TO WORLD L	ITERATURE 3 credit(s)	Sections: 2/2	Synopsis
Section Status		Course Description: Genji, troubadour poetr	Classics of Western and Eastern lite y, and Dante's Inferno.	erature. Readings may include: the Odys	sey, the Tao Te Ching, Roman poetry, Beow	ulf, Shakuntala, The Tale of
Level of Study	Course Types	SAS Core Code: An	s and Literatures (Anp)	Course		Л
200	Iraditional Image: Online	SEC INDEX	MEETING TIMES / LOCATIONS	EC	INSTRUCTORS	
✓ 300✓ 400	V Hybrid V Off-Campus	Section B1 Notes: O Section B1 Session I Section B1 Commen	NLINE COURSE VIA ECOLLEGEFULFI Dates: 05/27/2014 - 07/03/2014 ts: \$100 Online Course Support fee,	LLS CORE LEARNING GOAL AHPDOES I , go to http://ecollege.rutgers.edu	IOT COUNT TOWARDS MAJOR/MINOPEN T	O HIGH SCHOOL SENIORS
Day & Time M T W	/ Th F Sa Su	B1 03120	Hours By Arrangement	С		Register
Afternoon 🖉 💟 🖉 Evening 💟 🔍		Section H1 Notes: 0 Section H1 Session I Section H1 Commen	NLINE COURSE VIA ECOLLEGEFULFI Dates: 07/07/2014 - 08/13/2014	LLS CORE LEARNING GOAL AHPDOES I	IOT COUNT TOWARDS MAJOR/MINOPEN T	O HIGH SCHOOL SENIORS
New Brunswick Sub-Ca	ampus	H1 03125	Hours By Arrangement	C		Redister
Livingston		• 01:195:13	5 INTRODUCTION TO SHORT FI	CTION 3 credit(s)	Sections: 2/2	Synopsis
 Douglass / Cook Downtown New Brun 	nswick	• 01:195:15	0 WORLD MYTHOLOGY 3 cred	dit(s)	Sections: 2/2	Synopsis
Course Credits 3 credit(s)		01:195:24	4 INTRODUCTION TO MYTHOL	OGY 3 credit(s)	Sections: 2/2	Synopsis
School	(ND) 04					Back to top
SAS Core Code	ences (NB) - 01					
Arts and Literatures	(AHp)					

The location of the Synopsis link on SOC is shown below:

The selected URL is also displayed on Section Detail screen as a read-only link:

RUTGERS Course Scheduling System - Section Detail												
Home Search	n Course Offerings	s Search Edit/Full Title	Master Cours	e List Cour	se Synopsis	Help	User Guide	Logout				
 Indicates red A day and e Please red 195 :101 :0 	quired fields. either period or lit quest changes/ad	teral time is required fo ditions to prerequisites	r each meeting t and corequisites	that is not "by in the Depar	y arrangeme tment memo	ent". Either o box.	campus	Course S	ynoj	psis	s URL	
				SAVE	BACK T	OLISTING						
Index	Sect	Cred	Exa	m Cd	Pr	ior Enroll	Stop Point *		Status Cd			
05594 / 05594	594 02 02		030	O O - No final exam				026 024		1 1 - Active / Avail		
Print	Sess. Print	Spec Perm	Add	Spec P	erm Drop		Instructo	Instructor 1 Instructor 2				
Yes Yes 🔻	Yes Yes 🔻	- Please select	•	- Please se	lect 🗸	LEE, J.	LEE, J.					
Cour	se synopsis link (applies to all courses fo	r 01:195) <u>http://</u>	complit.rutge	rs.edu/inde>	php?optic	on=com conte	ent&task=category	§ioni	id=36&	id=79&Itemid=18	9
Subtitle:				Type:		- Pleas	e select 👻	CMS:	- Please	select		-
Requested Time	e/Building/Room	/Campus										
BA	Day	y/Period/Time**	C	ampus/Bldg-i	Room **	Cap	Budget co	et cd (off-campus only) Wks Mode *			Del./Cp.	
1 N	т	3 1130A - 1250		CAC ED-1	.24	0000				15	02	
N 🔻	T 🕶 3 🔻	- 1130 AM - 125	0	1-C 🛨 ED	124	0050		•		15	02 - Lec 🔻	xc
2 N	F	3 1130A - 1250		CAC MU-:	115	0000				00	03	
N 👻	F 🕶 3 💌	- 1130 AM - 125	i0	1-C 👻 MU	115	0045		•		00	03 - Recit 👻	xc
3				-								
Ν 👻				•				•				xc

Course Synopsis Data Entry

The **Course Synopsis** screen can be accessed from CSS home page and from the main menu.

Iome Search Course Offerings	Search Edit/Full Title	Master Course List	Course Synopsis	Help User Guide	Administration Logout
) To view or edit course synopsis subject of your department	link for Online Schedu	lle of Classes, enter u	unit and		
Offering Unit:		Subject Code:			
	Look Up				
	Look Up				

By entering the unit and department codes, the users access the data entry screen, where they can view and change the current synopsis URL for the department or enter a new URL.

CSS Home Search Course Offerings Search Edit/Full Title Master Course List Course Synopsis Help User Guide Administration Logout Image: Suppose enter or edit course synopsis link for Online Schedule of Classes Image: Synopsis Link (Ex. http://www.rutgers.edu): Image: Synopsis Link (Ex. http://www.rutgers.edu): </th <th>Rute</th> <th>GERS</th> <th></th> <th colspan="9">Course Scheduling System - Edit Synopsis URL</th>	Rute	GERS		Course Scheduling System - Edit Synopsis URL								
Please enter or edit course synopsis link for Online Schedule of Classes Unit:Subject Synopsis Link (Ex. http://www.rutgers.edu): 01:195 http://complit.rutgers.edu/index.php?option=com_content&task Look up another department Course Scheduling System, version 4.3.7 Revised: April 2014.	SS Home S	earch Course Offerings	Search Edit/Full Title	Master Course List	Course Synopsis	Help User Guide	Administration	Logout				
Unit:Subject Synopsis Link (Ex. http://www.rutgers.edu): 01:195 http://complit.rutgers.edu/index.php?option=com_content&task Look up another department Course Scheduling System, version 4.3.7 Revised: April 2014.	Please	enter or edit course syn	opsis link for Online Sc	hedule of Classes								
01:195 http://complit.rutgers.edu/index.php?option=com_content&task Update Look up another department Course Scheduling System, version 4.3.7 Revised: April 2014.	Unit:Subject	Synopsis Li										
Course Scheduling System, version 4.3.7 Revised: April 2014.	01:195	http://complit.rutgers.	edu/index.php?option=	com_content&task	Update							
For questions, comments or suggestions contact Camden Help Desk, Newark Help Desk, or New Brunswick/Piscataway Help Desk,	Look up an Course Sch For question	other department eduling System, version 4.3 ns, comments or suggestion	.7 Revised: April 2014. s contact Camden Help D	esk, Newark Help Desk	, or New Brunswick/Pi	scataway Help Desk.	R	UTGERS				

Note: SOC provides access to multiple semester schedule at a time, and for every course the Synopsis link will point to the same location. Therefore, it is advisable that the departments provide links to generic pages that themselves contain links to descriptions for individual semesters.

Entering Full Course Titles and Core Codes

Full course titles appear on the Schedule of Classes and other University sites in addition to or in place of the brief titles, when space allows. Core codes are codes assigned to some courses by the School of Arts Sciences to indicate that these courses fulfil certain core requirements. The example below shows how these data elements appear on the University Schedule of Classes.

RUTGERS University Schedule Of C	lasses
Search by: Subject Keyword Core Code COMPARATIVE LITERATURE (195) alternate subject sort search multiple subjects Filters reset hide Searcing Status	Spring 2021 NB UNDERGRADUATE Stack to Homes Full course title ± COMPARATIVE LITERATURE (1927) • 01:195:101 INTRODUCTION TO WORLD LITERATURE 3 credits Sections: 0/1 Synopsis • 01:195:101 INTRODUCTION TO WORLD LITERATURE 3 credits Sections: 0/1 Synopsis Coursee Notes: 195:101:90 IS AN INTERNET COURSE. FOR INTERNET CO Internet courses:
✓ Open ✓ Closed	sAs Core Code: Arts and Literatures (Alt
Level of Study Course Types	SEC INDEX MEETING TIMES / LOCATIONS EXAM INSTRUCTORS BOOKS REGISTER
✓ 100 ✓ Traditional ✓ 200 ✓ Online & Remote Instruction	Section 90 Notes: DOES NOT COUNT TOWARDS MAJORBUT COUNTS TOWARD MINOR. Section 90 Comments: \$100 Online Course Support fee, Go to http://canvas.rutgers.edu
☑ 400 Day & Time	90 CLOSED 08335 Hours By Arrangement A HSIEH, YU-I Books Register

Unlike course synopsis URLs, titles and core codes apply to individual courses and may vary from semester to semester. Full titles are not to be confised with section subtopics – headings that apply to individual sections and may be edited on the **Section Detail** screen.

Viewing and Editing Full Titles and Core Codes

Authorized users access full titles and core codes by entering all of the identifying data for the course (semester, unit, subject, course number, and supplement, if applicable).

Rut	RUTGERS Course Scheduling System - Search Course Information											
CSS Home	Search Course Offerings	Course Level Info	Master Course List	Course Synopsis	Help	User Guide	Administration		٩	Log Out		
Search Fu	Ill Title and Core Curriculum	Codes										
* - Indica	tes required fields.											
*UI	*Unit *Subject *Course Supplement *Term/Year											
01	195	101		No suppl.		Fa	ill 2023 🗸 🗸					
			Search									
Course S	Course Scheduling System, version 7.2.0 Revised: August 2022. © 2014-2022 Rutgers, The State University of New Jersey,											
Visit web	For questions, comments or suggestions contact <u>Camden Help Desk</u> , <u>Newark Help Desk</u> , or <u>New Brunswick/Piscataway Help Desk</u> . Visit web sites for <u>Online Schedule of Classes</u> , <u>Cataloos Home Page</u> , <u>Scheduling Home Page</u> .											

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On the **Edit Course Information** screen an authorized user may add or modify the full title and add or remove core codes associated with the course (Ctrl+click to select multiple core codes). If the title is left blank, the short title (seen on the screen under the <u>Title</u> heading) will be displayed on the Schedule of Classes and all other sites.

Rutgers	F	Course Scheduling Sy	stem - Edit Cours	se Level Information		
SS Home Search Course Offerings	Course Level Info Maste	er Course List Course Synopsis	Help User Guide	Administration	۹	Log Out

Edit Full Title

Unit	Subject	Course	Supplement	Year/Term	Title	Full Title				
01	195	101		2023 / 9	INTRO TO WORLD	INTRODUCTION TO WORLD LITERATURE				
					LIT					
	Update Full Title									

Edit Online Offering Code

Unit	Subject	Course	Supplement	Year/Term	Online Offering Code					
01	195	101		2023 / 9	Select online offering code					
	Update Online Offering Code									

Edit Core Curriculum Codes

Unit	Subject	Course	Supplement	Year/Term	Current Core Codes	Edit Core Codes					
01	195	101		2023 / 9	АНр	AAI - Art, Aesthetics, and Theories of Interpretation AHo - Philosophical and Theoretical Issues AHp - Arts and Literatures AHq - Nature of Languages AHr - Critical Creative Expression Artr: M - Arts & Media BM - Business Math BS - Business Math BS - Business Statistics C - Civilization & Heritages CC - Contemporary Challeges - See CCD and CCO	~				
	Update Core Curriculum Codes										

Course Scheduling System, version 7.2.0 Revised: August 2022. © 2014-2022 Rutgers, The State University of New Jersey. For questions, comments or suggestions contact <u>Camden Help Desk</u>, <u>Newark Help Desk</u>, or <u>New Brunswick/Piscataway Help Desk</u>.

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Visit web sites for Online Schedule of Classes, Catalogs Home Page, Scheduling Home Page.

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Approver-Only Pages

All the editing functionality available to departments is also available to the approvers. Please see the **Entering and Viewing Course Data** section of this User Guide for information on features available to both approvers and users from academic departments.

Approvers may make further change to the information entered by departments and then may either save it in CSS staging area like department users do, or approve (submit it to IMS). It is important to distinguish between the Save and Approve buttons. Pressing **Save** will not submit transactions to IMS, and as a result the scheduled and updated versions will remain different. Pressing **Submit SM**, **Submit RA**, or **Approve All** will cause the requested changes to be applied to IMS

Scheduling Databases and Data Integrity

When working with the Course Scheduling System, it is important to understand that the scheduling and room assignment data in fact resides across several databases. Some of these databases are synchronized in real time, others are synchronized nightly, and some are not synchronized at all and rely on users to ensure the integrity of data.

The **IMS database** is the location of master scheduling records. Most section information from IMS is loaded into the Schedule of Classes nightly, although the values that may affect student registration, such as the stop point, are synchronized in real time.

CSS database is the exclusive storage of changes requested by departments and enhanced classroom requests. In addition, CSS is the only entry point for making changes to course synopsis URLs and expanded course titles; some of this information may be propagated to the Schedule of Classes in real time by processes outside of the scope of CSS.

In order to highlight, on the section listing screen, the differences between department request in CSS and IMS master record that is the source of data for Schedule of Classes, CSS stores snapshots of IMS data. These snapshots are <u>not</u> updated when an IMS record is changed outside of CSS. Changing the IMS record in CSS will result in incorrect highlights.

Only approvers can update the **IMS snapshot**. The fastest and most reliable way to do so is to bring up the **Section Detail** screen.

IMS snapshots in CSS are updated in each of the following situations:

- 1. When a new semester is loaded into CSS for the first time and IMS snapshot is also created
- 2. When an approver clicks the **Refresh** button on the **Section Listing** screen, CSS overwrites the department's changes with a copy of IMS data and also updates the IMS snapshot (this is the reverse of clicking **Approve All** on the Section Detail screen)
- 3. When an approver submits an **SM** or **RA** transaction, the IMS snapshot is updated with the latest state of the section returned by IMS. Note: if an error occurs during a transaction, the state of IMS snapshot may be compromised
- 4. When an approver brings up the **Section Detail** screen, the latest IMS data is shown and IMS snapshot is updated. However, when a department user brings up the screen, there is no communication with IMS and the snapshot remains unchanged

IMPORTANT NOTE: When CSS synchronizes with IMS, it uses the combination of term, unit, subject, course and section number (as well as supplement code, if it exists) as key. It does not use registration index number. Therefore, changes to any of these fields in IMS (key changes or section renumbering) will result in CSS being unable to find the correct section. The only way is

to load the correct IMS snapshot in such instances is to create a new section in CSS with the correct key. See the sections on **Section Renumbering** and **Key Changes** under the **Section Detail Page – Approvers** for further details.

Master Course List makes a subset of IMS course history data available to CSS. Changes to course history are loaded into CSS nightly.

Section Detail Page – Approvers

The following buttons appear only if the user's account is set up with an Approver role (Scheduling Office).

- 1. <u>Room Search</u> transfers the user to the **Room Search** screen, which allows the user to select a room on IMS and transfer the data to the Section Detail screen. If the day and time of selection matches an existing meeting, that meeting's room and building will be replaced with the new selections, otherwise new selections will be added
- 2. <u>Edit Prereqs</u> transfers the user to Edit Prerequisites page. That page allows the user to change prerequisites for all sections of the selected course
- 3. <u>Add/Delete Coreq</u> transfers the user to **Edit Co-requisites** screen. That page allows the user to specify a co-requisite. Delete Coreq unlinks co-requisite from the section
- <u>Approve SM</u> submits section maintenance transaction to IMS and updates the scheduled section data in CSS. If IMS fills in any data that has not been submitted (such as an index number for a new section), CSS is updated accordingly
- 5. <u>Approve RA</u> submits room assignment transaction to IMS and updates the scheduled data in CSS. If IMS fills in any data that has not been submitted (such as capacity for room or literal times corresponding to selected period), CSS is updated accordingly
- 6. <u>Approve All</u> submits section maintenance transaction followed by room assignment transaction to IMS, and updates scheduled section data

The following pages explain the distribution of the fields on the screen between IMS transactions and detail the functionality available to approvers.



Requesting Changes to Prerequisites or Co-requisites

Approvers may click on the **Prereq** and **Coreq** buttons to proceed to corresponding screens. **Note:** Clicking **Approve All** will not update prerequisites or co-requisites on IMS.

Making Changes Outside of CSS

The CSS system is designed to support any action required in the creation of Schedule. This includes the relatively complex scenarios of section renumbering and lead section re-linking. **There should be no need to make changes to the schedule outside of CSS, and doing so is emphatically discouraged**, because it may cause great difficulty when synchronizing the data. While the **Refresh** button has been provided, it will not work in some instances, such as when a section number has been changed.

When unsure about the best way to accomplish a task, please contact application support team before resorting to making changes outside of CSS.

Submitting Changes to IMS

To update only room assignments, use **Submit RA** button. This will submit to IMS all information in the "Requested Time/Building/Room/Campus" section except for contact time (which is part of SM transaction). It will also submit cross-listed section data.

To update only section maintenance data, use **Submit SM** button. This will submit to IMS all information that is not in "Requested Time/Building/Room/Campus" area and not in the cross-listed sections area. It will also submit contact time.

To submit both transactions, use **Approve All** button. This will submit SM first, followed by RA. Please note that it is possible for both transactions to fail, and it is possible for one of the transactions to succeed while the other one fails. In this case the appropriate error message will be displayed at the top of Section Detail screen. The CSS data pertaining to either transaction will be synchronized with IMS if that transaction succeeds.

If the IMS update is successful, the user is returned to the Section Listing screen. A status message will be displayed, informing the user that IMS has been updated. At this point CSS data will become the same as IMS data, so highlights on the section listing will disappear.

Note about IMS Errors

If an error occurs, the Section Detail page will be redisplayed with the error message from IMS on top. The user then may choose to resolve errors and resubmit the transaction, to abandon the transaction and save changes on CSS (by clicking Save), or to discard all changes by clicking Back to Listing.

It is important to understand that some IMS updates consist of multiple steps (for instance, changing meetings really involves deleting all of them and creating new ones), and an error may leave transaction in incomplete state (in our example, scheduled section may end up without any meetings if deletion succeeds but update fails). If an error occurs while interacting with IMS, the system will save the user's current work. It will also attempt to save a snapshot of latest IMS data. However, this should not be relied on, because IMS does not always return correct snapshot. The very least this will do is mark section "changed" and thus alert the user to the fact that the state of section in CSS is inconsistent with IMS. **The best way to deal with errors is to correct them immediately and resubmit, or immediately refresh from IMS**.

When in doubt about the best way to proceed, please contact the application support team. Take note of the section that has the problem and all the error messages that are displayed on the screen (The best way is to print the page or to copy and paste its contents into another document; making a bookmark to the error page is not useful, because it will not save the messages and will not reproduce the error).

Creating New Sections and Changing Section Numbers

Both of the above tasks can be accomplished by Submitting SM transaction or by using Approve All button. For new sections, an index number will be assigned. For sections that are being renamed, the index number will be transferred to the new section number.

It is important to remember that **when a lead section number is changed**, the user needs to change both the number in the "section number" box and the number in "lead section" box, and use Approve All to submit both changes to IMS. After doing that, the user must verify that the lead section number has been changed, and if necessary, submit an RA transaction for each linked section separately. The highlights on the section listing will indicate which sections are affected.

IMPORTANT NOTE: It is extremely important to update linked sections immediately, before making any further changes to the lead section. Failing to do so will sever the link on IMS, and cause the changes to the lead section not to propagate to the linked sections.

Key Changes

The current version of CSS does not support key changes. However, the following workaround exists for synchronizing CSS with IMS after a key change is performed in IMS.

- 1. Perform the key change in IMS. This will transfer the index number, room assignment and any registered students to the new section
- Use the Master Course List to create a copy of the new section in CSS. To save time, this
 may be a placeholder section with a "BA" room assignment. Note: If the new course did not
 exist before, it will become available in MCL the day following its creation in IMS
- 3. Use the **"Refresh"** button in CSS on the new section to load all the information from the new section in IMS. Verify that the correct index number appears. The new section can now be changed and approved from CSS
- 4. Delete the old section in CSS (performing the key change does not delete it automatically from CSS). **Note:** When accessing the **Section Detail** screen to delete the section make sure that you see the message indicating that the section no longer exists in IMS. This ensures that the correct section is being deleted from CSS

Using Approved Indicator

At the top of the Approve screen there is a checkbox that sets approved indicator on and off. This helps the approver to distinguish between sections that need more work, and sections that don't. The approver decides when to mark a section approved based on his or her individual preference. The approved indicator is one of the search options, and is displayed on Section Listing. It is exclusively for convenience while searching, and does not affect the way system treats the section.

Using Override Flag

Sometimes it is necessary to submit an RA transaction despite any errors that occur. For instance, an approver may submit a room assignment before the room number is known, schedule cross-listed sections in the same room or schedule multiple sections to meet in the same room for a lab in addition to the lecture (in which case designating one of them a lead section will not help). In order to override warnings from IMS and update anyway, one can put a check in the **Ovr.** box to the left of the selected meeting time. For users familiar with the IMS interface, this is equivalent to putting an "X" in the change code.

Notes:

 Overriding is <u>not</u> needed for scheduling lectures for the lead section and sections linked to it

Meetings created with an override indicator are shown on the listing screen for approvers and administrators in a lighter color and further marked by the word "Ovrd."

Deleting a Section

Pressing Delete button purges the section from IMS and CSS. After that, the section number and index can be reused (a user may choose to reuse the section number; he or she may not, however, force IMS to reuse the index).

Notes Regarding Lead Sections

When an RA transaction is submitted which updates lecture times or locations on IMS, the linked sections will be automatically updated, so it is not necessary to submit RA transactions for them. It is sufficient to press Refresh to make the highlights on the Course Listing screen disappear. However, in cases when a lead section number is changed (because of a key change, or because

the lead section was unlinked or deactivated), IMS may not automatically update linked sections, even though CSS does. Therefore, the user may still need to submit RA transaction for each linked section.

Deactivating and Deleting Sections and Freeing up Rooms

Deactivating a section normally deletes all its meetings and frees up all rooms. However, if the section is a lead section, some special steps are required. When a lead section is deactivated or deleted, its lecture room assignment is passed on to the next active linked section.

However, if the lead section is the only active section with nothing linked to it, and it is deactivated, it retains the room and there is no way to free it. Deleting the section while it is active avoids this problem. **Deleting a section without deactivating it is the most reliable way to free up the room.**

The following workaround should always be used when a lead section needs to be deactivated.

- 1. When you have to deactivate a lead section, first make sure there is another active section in IMS that will become lead section (click Edit and make sure IMS data comes back!). If there is one, it is safe to deactivate the lead section; all linked sections will be automatically updated
- 2. If there is no linked section, or if you need to deactivate all linked sections as well, do the following:
 - a. Remove all lecture meetings from lead section (if the system does not allow to remove all meetings, add a "by arrangement" meeting)
 - b. Submit RA transaction. Because this was the lead section, all linked sections will be taken out of the room as well. The room is freed up at this point
 - c. Deactivate sections in any order
- 3. When a lead section is deactivated, CSS will put the new lead section number (which it tries to guess) on all linked sections. However, since it is not possible to guarantee that IMS will choose the same lead section, the user must verify it
 - a. Open each section with highlighted lead section number for editing
 - b. Verify (on the edit screen) that IMS has the same lead section number
 - c. If the data is not the same, choose the version you would like to keep. In order to keep the CSS version, click "Approve All". To keep the IMS version and discard CSS changes, return to listing and click "Refresh". This will synchronize the data and remove the highlights

Renumbering Sections

Occasionally, it becomes necessary to change numbers of a section or a group of linked sections. A "placeholder" section number may be used if two sections need to switch numbers. For instance, to switch sections 01 and 02, change 01 to T1, then 02 to 01, then T1 to 02. **Each section number change must be immediately submitted to IMS using "Approve All" button** ("Submit SM" may be used if the section is not a lead section and does not have a lead section).

CSS will automatically update all the cross-listed sections if you change the number for one of them. It is advisable to submit SM to update the database with new numbers before making changes to room assignments.

Special care is needed when renumbering a group of sections, in order to keep the links intact. The following sequence is recommended:

 Start with the lead section. Change the number of the section AND the number in "lead section number" box. Make sure you are not choosing a number that is already in use! You may make any other changes, just don't deactivate it. Approve All. This will change and highlight the lead section number on all linked sections, so they will be easy to spot. 2. For each linked section, change the number of the section and verify that the number in "lead section number" box is the new lead section number. You may make any other changes, as long as you don't change the lecture meetings. Approve All. The highlights should disappear.

Notes Regarding Cross-Listed Sections

In simple cross-listings (when all sections meet together all the time) the primary section fully controls the room reservation, and secondary sections hold no rooms. Therefore, **there is no need for overrides with cross-listings**.

CSS will try to update the entire group of cross-listings when section numbers or room assignments change; however, care needs to be taken to work from the right direction: **link from the side of the primary section, unlink from the secondary**.

To change a room assignment on an existing cross-listing, edit the primary section. CSS will automatically update RA for all secondary sections.

To create a new cross-listing, start with the section that is going to be primary and add all the sections that are supposed to be cross-listed with it. The system will automatically update all other sections. Once you submit RA, the rooms held by secondary sections will be freed up, and all sections will be updated with the same meeting times and room assignments as the primary section. It is also possible to add more secondary sections to an existing cross-listing, as long as you work from the primary section.

If the primary section needs to be cancelled, all its cross-listings first need to be either also deactivated or unlinked (become independent sections).

To make formerly cross-listed sections independent, start with any secondary sections and remove <u>all</u> its cross-listings from the "Cross-listed sections" area of the screen. You will then need to find a new room and submit RA, because the prior room assignment will be held by the former primary section.

A Note Regarding Contact Time

Contact time in IMS can only be updated if a section has a room assignment with a BA indicator set to "A". However, CSS will set BA indicator to "A" only if there is a value for contact time. For this reason, in order for contact time to work correctly, the user will have to submit RA transaction before SM in case the section has contact time. This will be problematic for sections which had been requested in CSS but do not yet exist in IMS. For such sections, the user will have to submit SM first (this will create section in IMS without contact time), then submit RA (this will create room assignments with "A" BA indicator), and then submit SM again (this will update contact time)

Using Room Search

Conducting a Search

Room Search for 01:195:135:01										
	2. Verify search parameters									
Course Information Unit: 01 Yr/Term: Fall 2019										
Override Calendar Dates:										
Session Id: : Start date (YYYYMMDD): End date (YYYYMMDD):	3. Choose override dates if necessary									
Room preferences:										
Campus: 1 - CA(Building: Capacity: 0020 Alt. Capacity:	3a. Specify capacity, alternate									
Ctrl+click to select or deselect as many room types and/or attributes as you need. Attributes if necessary										
Room type:106 - 106 (1 rooms exist)ARoom attributes:DM - DIMMER110 - 110 (610 rooms exist)DP - DATA PROJ111 - 111 (2 rooms exist)DR - DATA MONT120 - 120 (13 rooms exist)DS - DISBLD ST201 - 201 (1 rooms exist)V										
Enter day/time search criteria or select them from the meetings										
 Ignore ○ Include in search: T ∨ 5 ∨ 0250 PM ∨ - 0410 Ignore ○ Include in search: H ∨ 5 ∨ 0250 PM ∨ - 0410 	1. Select meetings for which to find a room									
● Ignore ○ Include in search: S 🔽 9 🔽 0910 PM 🔽 - 1030										
● Ignore ○ Include in search: 🔽 🔽 🔽 -										
● Ignore O Include in search: V V -										
SE/RCH										
4. Start the search										

This is the Room Search page. Approvers access it by clicking Room Search button on Section Detail screen. Initially, the screen is populated with the meeting data from the section currently being edited (if any such data has been entered). The section's stop point is used to populate capacity value in the search criteria

- 1. First, the user selects for which meetings to find a room. If multiple meeting times are selected, they will all be assigned the same room. The user may change the preferred times of meetings, or add new meetings on this screen
- 2. Campus information from meetings is transferred to "Course Information" area at the top of the screen (if selected meetings currently have different campus codes, the first selection will be used).

- 3. The user verifies selections in the "Course Information" area and makes changes or chooses additional parameters, such as building, literal dates (to override the term selection), room types, and room attributes (multiple selections are supported with Ctrl+click).
- 4. The user clicks **Search**. The search results are returned, or, if an error occurs during room search, the Search Screen is redisplayed with an error message on top. The user may then modify search criteria to correct the error.

Notes:

- Academic departments may not add room attributes to sections directly. Approvers need to choose room attributes based on the information supplied by the requesting department through the **Enhanced Classroom** screen or the Department Memo
- Room search limits the maximum capacity of selected rooms depending on the minimum values specified. For example, if the minimum capacity value is less than 50, only rooms accommodating less than 100 persons will be returned
- IMS RS screen allows the user to specify a single room type code, defaulting to "110" if the selection is left blank. CSS room search simulates this behavior and additionally allows to select more than one room type at a time

Selecting a Room and Updating Room Assignments

Availa	ble room assig	gnments f	or 01:195:135	:01
You h	ave searched f	for:		
Canar	us: 1-CAC			
Year a	nd term: 9-20	19		
Room	Attributes: DV	 DVD PLAN	R IT-INTER	NET VM-VCR
Room	Types: 110-13	10 (610 ro	oms exist)	
s ·	Time: 0910P -	1030P		
Select	Bldg - Room	Capacity	Alt. Capacity	Restrictions / Notes
۲	No selection			
0	MU-207	0022		graduate english priority**r* seminar room effective fall 2008***
0	MU-112	0028		TABLES AND CHAIRS EFFECTIVE F'08***
0	SC-101	0040		COURSES REQUIRING SPECIAL EQUIPMENT*P* SMART CLASSROOM*DATA PROJECTOR*FLOOR IS CARPETED*
0	SC-120	0040		PRIORITY FOR LANGUAGE CLASSES**R*
0	SC-221	0040		COURSES REQUIRING SPECIAL EQUIPMENT*R* SMART ROOM*FLOOR IS CARPETED**
0	CI-101	0045		SCILS UNDERGRAD PRIORITY-SP EQUIP*7501*P* BUILT-IN DESKTOP COMPUTER IN PODIUM, WIRELESS ACCESS*FOR EQUIPMENT PROBLEMS CALL THE HELP DESK @ 2-7500,EXT.8902 **
0	CI-103	0045		SCILS UNDERGRAD PRIORITY-SP EQUIP*7501*P* BUILT-IN DESKTOP COMPUTER IN PODIUM, WIRELESS ACCESS*FOR EQUIPMENT PROBLEMS CALL THE HELP DESK @ 2-7500,EXT.8902 **
0	CI-201	0045	0020	GRADUATE SCILS PRIORITY**P* BUILT-IN DESKTOP COMPUTER IN PODIUM, WIRELESS ACCESS*FOR EQUIPMENT PROBLEMS CALL THE HELP DESK @ 2-7500,EXT.8902 **
0	CI-203	0045		GRADUATE SCILS PRIORITY-SP EQUIP**P* BULIT-IN DESKTOP COMPUTER IN PODIUM, WIRELESS ACCESS*FOR EQUIPMENT PROBLEMS CALL THE HELP DESK @ 2-7500,EXT.8902 **
0	CA-A2	0049		
0	CA-A3	0065		
0	MU-212	0088		COURSES REQUIRING SPECIAL EQUIPMENT**R* SMART ROOM***
0	CA-A4	0090		COURSES REQUIRING SPECIAL EQUIPMENT**P*
0	CA-A5	0090		COURSES REQUIRING SPECIAL EQUIPMENT**P* HAS A WIRED AND WIRELESS INTERNET CONNECTION***
0	MU-210	0093		COURSES REQUIRING SPECIAL EQUIP*2-55555*P* SMART CLASSROOM***
0	MU-211	0093		COURSES REQUIRING SPECIAL EQUIPMENT**R* SMART ROOM***
0	CI-212	0095		SCILS PRIORITY, SMART CLASSROOM*7501*P* SMART CLASSROOM*HAS AN INTERNET CONNECTION**
				SELECT

This is what room search results may look like. On this screen the user may select a room for the selected meetings by using the radio button next to the preferred room number. The user is then transferred to **Section Detail** screen, where the selected room would be attached to the selected meeting times. To perform the actual room assignment, the user will press **Submit RA** or **Approve All** on **Section Detail** screen.

Note: Clicking **Select** on Room Search Results does NOT submit the room assignment transaction and does not update IMS!

CSS	- Rutgers	University	Course	Schedul	ing System	n – User	Guide -	- version	8.2.5

		This is	sap	part of Section Detail s	IMS sti assigni	ill h nei	as ol nt	d room	selecte	ed a room.			
R	equest	ed Time/Build	ing/Rooi	m/Campus		/							
	Ovr.	Campus **	BA	Day/Period/Time**	Bldg-Room **	Cap	Alt. cap	Budget cd (off-	campus only)	Mode/Component *	Weeks	Pattern	Del./Cp.
1		CAC	N	T 5 0250P - 0410	FH-A6	4 090				02	15	1	
		1 - CA(~	Ν ~	T 🗸 5 🗸 0250 PM 🗸 - 0410	FH - A6	0090		-	\sim	02 - Le 🗸	15	1-First 🗸	XC
2		CAC	N	H 5 0250P - 0410	FH-A6	0090				03	15	1	
		1 - CA(~	Ν ~	H 🗸 5 🗸 0250 PM 🗸 - 0410	FH - A6	0090		-	\sim	03 - Re 🗸	15	1-First 🗸	XC
3		CAC	N	S 9 0910P - 1030	SC-203	0040	0021			04	15	1	
		1 - CA(~	Ν 🗸	S 🗸 9 🗸 0910 PM 🗸 - 1030	CI - 201	0045	0020	-	\sim	04 - Se 🗸	15	1-First 🗸	XC
4					7-								
		- ~	Ν ~					-	\sim	- ~		- ~	XC
5													
		- ~	N 🗸					-	\sim	- ~		- ~	X C
Er	nter lea	ad section, if n	nult. sect	ions: Cont. New room	selection	า	Summer	Session Dates:	Summe	Submit RA t	rans	action	
		Roor	n attribut	tes: <u>DV</u> DV-DVD PLAV VM IT-INTE	RNE 🗸 🛛 🛛 VI	4-VCF	२ 🗸		~	n ordor to i	und al		
				Submit	Room Search	Tem	porary RA	Enhanced Class	room		ipua	Le IMS	

In the above example, the user has selected HH-B4, and on Section Detail screen the existing room assignment for the 4^{th} period on Monday and Wednesday will be replaced with this room.

Note: If a search selection does not match any of existing meeting times, a new meeting will be added with the selected room.

Working with Temporary Room Assignments

The **Temporary Room Assignment** screen allows approvers to create temporary assignments in IMS. The controls on this screen work exactly the same way as in the room assignment area on **Section Detail** screen.

```
Rutgers
```

Course Scheduling System - Temporary Assignments

Logout

Search Course Offerings | Search Edit/Full Title | Master Course List Course Synopsis Help | User Guide | Administration |

The data on this screen comes directly from the scheduling database, and all updates are submitted directly to the database.

Check Pmt. checkbox, and then Save to make an assignment permanent Make sure that the box is unchecked when creating a temporary assignment

* - Indicates required fields.

** - Either period selection or literal time is required for each meeting. Either campus code or building is required for each meeting

Req	uested Time,	/Building/Room/Campus fo	r 01:195	:135:01 INTRO SHORT FICTION		
	Pmt.	Campus	BA	Day/Period/Time**	Bldg-Room **	Del./Cp.
1		1 - CA(~	N	S 🗸 🔽 0445 PM 🗸 - 0540	SC 101	XC
2		1 - CA(~	N	M 🗸 2 🗸 0950 AM 🗸 - 1110	SC 123	XC
3		~	N			XC
4		~	N			XC
5		~	N			XC
				SAVE		

Course Scheduling System, version 6.1.0 Revised: August 2020.

For questions, comments or suggestions contact <u>Camden Help Desk</u>, <u>Newark Help Desk</u>, or <u>New Brunswick/Piscataway Help Desk</u>. Visit web sites for <u>Online Schedule of Classes</u>, <u>Catalogs Home Page</u>, <u>Scheduling Home Page</u>.

RUTGERS

When the screen is initially accessed, it will contain all existing temporary room assignments. The user may modify them, delete them, make them permanent, or add new temporary assignments. All changes submitted on this screen are sent directly to IMS and are not retained by CSS, except when creating a permanent room assignment.

Editing Prerequisites

RUTGERS	Course Scheduling System - Edit Prerequisites	
S Home Search Course Offering	Search Edit/Full Title Master Course List Course Synopsis Help User Guide Administration Logout	
01 :640 :103 :02 Fall 2015 Max	timum Class Size (Stop Point): 040	
Please select the desired	battern for this course's prerequisites. Then, enter the prerequisite courses below in the Select format Number.	
	NOTE: Changes to prerequisites will apply to all sections for the course.	
	01 03 - (arse A arse) O arse O	
	((01 : 640 : 024 AND 01 : 640 : 025) OR 01 : 640 : 026)	
	((01 : 640 : 027 AND : :) OR : :)	
	Enter changes to prerequisites	
	((: : AND : :) OR : :) OR	
	((
	((: : AND : :) OR : :)	
	Delete from IMS Submit to IMS	
Current Prerequisites As Text	Prerequisite	 s in I№
	01:640:024 or 01:640:025 or 01:640:026 or 01:640:027	

Course Scheduling System, version 4.7.0 Revised: July 2015. For questions, comments or suggestions contact <u>Camden Help Desk</u>, <u>Newark Help Desk</u>, or <u>New Brunswick/Piscataway Help Desk</u>. Visit web sites for <u>Online Schedule of Classes</u>, <u>Catalogs Home Page</u>, <u>Scheduling Home Page</u>.

RUTGERS

This screen allows approvers to make changes to prerequisites in IMS. Once the prerequisite transaction is successfully submitted, CSS is updated with the most recent prerequisite data.

When the user selects a format code for prerequisites, the screen is refreshed to reflect it. The user may change or add courses, while the Boolean operators are generated automatically based on the selected format code.

The prerequisite information entered on this screen will be used to determine students' eligibility to register for courses. Any changes entered on this screen apply to all sections of the selected course.

The **Prerequisites as Text** section shows a preview of the current prerequisites as they appear on Online Schedule of Classes (if already published). In some rare cases, when the list of prerequisites is very long, the formatted string does not match the actual prerequisites entered, resulting in a situation when some of the courses that fulfill prerequisite requirements are not shown on Schedule of Classes. Students who have taken these courses are still eligible to register.

Any department users' notes will be displayed on this page in case they contain requests related to prerequisites.

Editing Co-requisites

: 10 :101 :02 Fall 2015 Ma:	ximum Class Size (Stop Point): 020	Co-requisite
quisite:		
t: 01 Subi 420 Course	e: 103 Section: 01 Suppl: Index:	
uld you like to link this corec	quisite to any other sections of this course? Check the boxes for the sect	ions that you would like to link this corequisite to
01:420:101:03		
011120120100		
01:420:101:20	Other sections for the	
01-420-101-20	selected course	
01:420:101:30		
Check this box to link this c	corequisite to all sections of 01:420:101	

This screen allows approvers to add co-requisites in IMS. The user may assign a co-requisite to the section currently being edited by using either index number or unit/subject/course/section/supplement.

If a course has more than one section in CSS, the user will be offered an option to link the same co-requisite to some or all of the additional sections. In the example above, several introductory French language sections are being linked to one section of language lab.

Once the co-requisite transaction is successfully submitted, all affected sections in CSS are updated with the most recent co-requisite data.

Co-requisites are listed on the listing and section detail screen.

Remedial: N	
Prerequisites	Corequisites
The course has no prerequisites	Corequisite: 01:420:103:01
EDIT PREREQS	DELETE
Approver Memo (Scheduling Office	use only, visible to all)
	Co-requistes are listed near the bottom of the screen
SAVE SUBMIT SM SUBMIT RA APPROV	/E ALL DELETE BACK TO LISTING
Course Scheduling System, version 4.6.0 Revised: April 2015. For questions, comments or suggestions contact <u>Camden Help Desk</u> , <u>Newark Help Desk</u> , or <u>New Brn</u> Visit web sites for Online Schedule of Classes. Cataloos Home Pace. Schedulino Home Pace.	answick/Piscataway Help Desk.

To unlink a co-requisite, press "DELETE" button under the co-requisite heading on **Section Detail** screen.

Note: Unlike adding a co-requisite (when all sections are updated automatically), unlinking must be repeated for each section. For example, if both 01:420:101:02 and 01:420:101:03 list section 01:420:103:01 as co-requisite, IMS will physically link it to only one of these sections. In order to unlink it from both sections, the user must bring up 01:420:101:02 and delete the co-requisite, and then bring up 01:420:101:03 and delete the co-requisite. 01:420:103:01 will be updated automatically as soon as it is unlinked from the section to which it had been linked (in the screen shot above, it is 01:420:101:02).

Adding Information for First Year Sectioning (Admin Only)

Approvers with admin-level privileges may use CSS to find courses that are available for first year sectioning, to determine which sections should be included in the first year sectioning process, and to edit certain data elements for First Year Sectioning.

Section Search screen has two additional filters for admin-level approvers:

Enter spe	cific cours	e informati	ion:								
Unit	Subject	Course	Section	Suppl.	Index	Term/Yea	r *	Sort Optio	n	Reviewed for	or FYS
				No suppl.		Fall 2017	-	Subj/Course/Sec	t 🔹	All	•
Activatio	on Status	Review	Status	Change Statu	15	Notes		Approval Sta	atus	Included in	n FYS
All	•	All	•	All	•	All	-	All	-	All courses	•
						SEARCH					

To select all sections that belong to courses that are part of First Year Sectioning process for the upcoming Fall semester, choose the "All courses in FYS" in the **Included in FYS** filter. Other options in the dropdown box let the user further filter the results based on whether a specific section has been chosen for FYS or excluded from FYS, or find sections for which the decision has not been made.

Section Detail screen for sections of the courses that are part of First Year Sectioning process has additional controls for including or excluding a specific section from first year sectioning, for assigning title and suffix A values (use control key to select multiple or unselect all) to it, and for entering the number of seats to reserve for first-year students:

01 :355 :101 :	01 EXPOSI	TORY W	RITING I Last upd	ated 04/21/201	7 15:21:15 by	llevkovi							
			s	SAVE SUBM	IT SM SUE		ROVE ALL	DELETE	BACK TO LISTIN	G			
				Check here if t	ne approval pr	ocess for this sec	tion is com	plete (you ma	ay still change it later)			
Index	Sect *	ĸ	Prefix	Cred		Exam Cd			Prior Enroll	Stop	Point *	Status C	d
11012 /	01 01			030	A	A - By arran	gem 🔻			018	018	1 1 - Activ	e/ 💌
11012													
Print	Sess. Pr	rint	Spec Perr	n Add		Spec Perm D	ор		Instruct	or 1		Instructor	2
Yes Yes 🔻	Yes Yes	s 💌	- Please selec	:t 💌	1	- 1 - School	Dean 🔻						
First Year Sec	tioning Info	rmation	1										
🗹 Revi	iewed for FYS		O No decision on F	YS	Suffix	A (Ctrl+click to se	lect multip	le)	Seats reserved for FY	5:	Disp	olay name for FYS:	
			Include in FYS		B-Business			*	5		01 355	5 EXPOS	
			© Exclude from FYS	5	BD-Busines	s Discovery H	ouse	=					
					I-355:101	Hybrid Section	S						
					LD-Law/Lea	adership Disco	verv Hou	se 🔻					
Course Descr	iption												
				Course synops	sis link (applie	s to all courses fo	or 01:355)	http://wp.ruto	ers.edu/courses				
Subtitle:					Type:		,	-	Please select •	CMS:		- Please select.	-
Requested Ti	me/Building/	Room/	Campus								1		
Ovr. Ca	impus **	BA	Day	/Period/Time**		Bldg-Room **	Сар	Budget cd (d	off-campus only)	Mode *	Wee	ks Pattern	Del./Cp.

For sections belonging to courses included in the First Year Sectioning process, this information will be shown on the **Search Results** screen:

Sch	Subj	Crse	Sect	Sup	Index			Title	Cred	Prefix	Exam Cd	Prior Enroll	St	op Point	Term / Year	Summ Sess Cd
01	355	101	01		11012		EXPOSIT	ORY WRITING I	030		А			018	Fall 2017	
	Active	/ Avail		Print:Y	Sess.Print	Y	Re	medial: N				Contact Time:				
	Full	Title:											Honors	College: N	Students w/D	sability: N
	Sub	title:										Type:			CMS:	
	E	dit		Cam	npus B	A	Day	Period	Period Time Building-Room		m	Capacity	r	Mode		
	Add Section			CA	AC		т	2	09	50 A - 1	110	MU - 112		0028		Lec
					в	۹.								0000	Hyb	rid Section
_	Dead	tivate														
	Ref	resh														
-	🛹 Rev	viewed														
	Section	Notes	5:	HYBRID	SECTION; N	IEE	TS ONE DA	Y A WEEK; INV	OLVES	WEEKLY	PARTICIPA	TION ONLINE AT Y	OUR C	ONVENIENCE		
S	pec Pe	rm A/	D:	/ Scho	ol Dean											
(oReq/	PreRe	q:								01:355:10	0 or 01:355:101 o	r 01:355	:103		
	FYS	Info:		🛹 Revie	ewed for FY	5	Display n	ame: 01 355 EXP	os	Include i	n FYS: Yes	Seats reserved:	5		Suffix A: M L	BD

Search Again | Top ^

CSS Administration

Several administrative functions are available in CSS for a limited number of authorized users. These include access administration and data-intensive reports. To access the screens described in this section of the User Guide one needs an "administrator" account, which has more privileges than the "approver" account.

Upon logging in, administrators see "Administration" button in their main menu which appears on every screen. Clicking this button brings up the menu of all administrative functions.

e	Search Course Offerings	Search Edit/Full Title	Master Course List	Course Synopsis	Help	User Guide	Administration	Logout
pp s s	lication is used by administ elect one of the options be	In the second	fuling System.					
ou dn	rse Scheduling System ninistration	1	Additional Links Help Using Administ	ration Features		Clicki	na this m	nenu
Mana	age users of the Course Sc	heduling System	<u>Course Scheduli</u>	ng System User Guide	1	item	brings up	o this
Mana	ge access dates for CM 👻	Fall 2015 👻				30100	,11	
Gene	rate <u>section difference rep</u>	orts						
Gene	rate enhanced classroom i	report						
Run	room assignment check							
Run	room availability report							
Admi	nister <u>system messages</u>							

Visit web sites for Online Schedule of Classes, Catalogs Home Page, Scheduling Home Page

Managing Users

Administrators control the permission levels for all other users. Note: a user must obtain a net id prior to being given access to CSS. To locate a user, type in the user's name or net id and click **Look up**. This searches the People database – the database of Rutgers students, faculty and staff. Only users who have net id will be included in the search results.

Rui	GERS	Co	ourse Schedulir	ıg System Adı	ministration	- Access Setup
CSS Home	Search Course Offerings	Master Course List	Help User Guide	Administration	Logout	
Enter th	e user's net id					
Select U	ser to Edit					
Please f	ill in either or both fields. Yo	u may search for the la	ast name by entering	the first few letters		
User's n	et id trecord	User's last name ((or substring)			
			Look up			

If there are multiple users matching the selection criteria, a list of names to choose from will appear. If only one user matches, the User Information and Permission Screen will come up.

Using this screen, an administrator may add user to the system, change user's privileges, or delete the user, revoking his or her access to CSS. **Note:** Deleting a user only revokes CSS access. It will not affect the user's Net id account or record in People database

There are various parameters that determine a user's privileges in the system.

- The role determines what this user may and may not do. There are three roles: requestor (from an academic department), approver (Scheduling Office), and administer. Department users (role code **DPT**) may only request changes to section. They may not update the schedule on IMS and may not see IMS data in real time. Approvers (**APP**) – may submit changes to IMS. Because of that, each approver needs an IMS account in addition to the NetId (see **Creating Approver Accounts** in this User Guide). Administrators (**ADM**) – have the same access as approvers, and also may use the Administration module
- The campus code associates the user with a campus. Doing so will grant the user permission to edit sections during time windows specified by administrators for the particular campus, and revoke this right once the window is over. See Managing Access Dates for more information on access windows
- 3. The unit and subject codes determines which sections the user may edit. Users with no units assigned have read-only access.

	rse Offerings Master Co	urse List Help User Gui	de Administration Logout	
				1
lser information and	permissions			
Jser information				
ull name FNAME TR	ECORD Role DPT-D	epartment 💟 Campus N	B	
MS credentials				
f you would like to d	hange IMS login and passwo	rd, enter the new values belo	ow.	
MS name	IMS Passwo	rd		
Unit	All Subjects?	Subjects	Add	
01		014	🔲 Add a subject	
		🗌 Add a unit		
	Add units or	subjects Delete user	Update user	
inter the user's net i	đ]
Select User to Edit				
lease fill in either or	both fields. You may seard	n for the last name by enteri	ng the first few letters.	
Iser's net id trecord	User's la	st name (or substring)		
		Look up		

Creating Department Accounts

To create an account for a requestor from an academic department, locate the user and use the User Information screen to do the following

- 1. Type in the full name, as you would like it to appear in the "updated by" field when he or she edits sections
- 2. Choose DPT role from the dropdown box
- 3. Choose the campus where the user works
- 4. Use the access request form submitted by the user to assign units and subjects. For each unit requested, check "Add unit" and click "Add units or subjects". If the user is allowed to edit any section offered by a specific school, select "All Subjects" for the unit, otherwise, check "Add subject," click "Add units or subjects," and type in subject codes; repeat these steps as necessary. If you do not add any units, the user will have read-only access to all sections
- 5. Click "Update User." This will create the CSS account

Creating Approver Accounts

To create an approver account, you need to perform the same steps as for a department user, but also type in IMS user name and password. IMS username and password must be obtained from EAS prior to creation of CSS approver account. The system will not allow an account with approver privileges to be created if the IMS user id and password are not supplied.

Note: The IMS accounts used to access IMS terminals (with user names starting with the letter "U") will not work for this purpose!

It is necessary to contact CSS support and request the access to the following five IMS transactions to be granted: SM, RA, CQ, PR, and RS, and mention that the account is needed for the CSS application and must be able to access the mainframe without SecureId. Also mention that Shadow Web access is needed (Shadow Web is the technology that enables the web application to invoke IMS transactions).

Once you receive the username and password from EAS, you are ready to create the account with APP role and to grant access to units and subjects. CSS support can also create the account if provided the new user's Net id.

Managing Access Dates

Access dates determine when certain groups of users may edit sections. Access dates are specified by an administrator for each term and each campus. It is also to create exceptions for specific schools and departments. If a user is logged in outside of the access period specified for his or her role, all sections will appear read-only regardless of the user's individual privileges. To edit access dates, choose campus and semester, and then click **Manage Access Dates** on the administrators' menu.

Rutgers		Course	Scheduling S	ystem	n Administ	tration	
5 Home Search Course Offerings	Search Edit/Full Title	Master Course List	Course Synopsis	Help	User Guide	Administration	Logout
This application is used by administ Please select one of the options bel	rrators of Course Scher low.	duling System.					
Course Scheduling System Administration	L	Additional Links Help Using Administ	tration Features				
Manage users of the Course Sc	heduling System	<u>Course Schedun</u>	ing System Oser Online	•			
Manage access dates for NB -	Spring 2015 👻						
Generate section difference rep	orts						
Generate enhanced classroom r	report						
Run room assignment check							
Administer system messages							
Course Scheduling System, version 4.4 For questions, comments or suggestion	4.3 Revised: November 20 Is contact <u>Camden Help D</u>	114. Jesk, <u>Newark Help Desk</u> ,	or <u>New Brunswick/Pi</u>	scataway	Help Desk.		RUTGERS
Visit web sites for Online Schedule of C	<u>Classes</u> , <u>Catalogs</u> Home F	Page, Scheduling Home R	Page.				- (

Access dates are set separately for academic departments and approvers, but the time periods may overlap if needed, i.e. departments and approvers may be making changes at the same time.

Entire campus: NB	Department		Approv	al window	Delete	
Entire campus: NB	Start (MM/DD/YYYY)	End (MM/DD/YYYY)	Start (MM/DD/YYYY)	End (MM/DD/YYYY)	Delete	
	08/19/2014	12/19/2014	08/19/2014	06/19/2015		
ceptions						
01640	08/19/2014	02/15/2015	08/19/2014	06/19/2015	x	
		New exception Up	date			
ok up another term / ca npus: NB v Term: Spri	ing 2015 🗸 🛛 Look up					

In the example above, the end date for department changes is 12/19/2014 for all schools in New Brunswick but Math department in SAS (01:640), allowed to make changes until 02/15/2015. The Scheduling Office may make real-time IMS changes through the end of semester.

Managing Scheduling Patterns

Definitions of scheduling patterns are stored in the Timetabler. However, since there is currently no way to receive pattern definitions from Timetabler, a subset of information about patterns, which CSS needs for recording scheduling requests, must be manually synched with Timetabler by using the Pattern Management screen in CSS.



Manage scheduling patterns

🕕 This is the list of all scheduling patterns for CM. You may disable or hide existing patterns or create new ones.

Change campus to CM

Load patterns

Pattern Name	Pattern Description ?	Master Grid ?	Available ?	Active ?					
E 1×160	E 1x160 pattern	Night							
E 1×330	E 1x330 pattern	Night			Î				
E 2×110	E 2x110 pattern	Night			Î				
D 1×110	D 1x110 pattern	Prime							
D 1×160	D 1x160 pattern	Prime							
D 1×180	D 1x180 pattern	Prime							
	•								
		Save All							

The fields are defined as follows:

Field Name	Req.	Length	Туре	Description
PATTERN NAME	Yes	30	Text	Pattern name as shown in Timetabler
MASTER GRID NAME	Yes	30	Text	The name of the master grid the pattern belongs to, as shown in Timetabler
DESCRIPTION	No	35	Text	Optional description to be shown to users in CSS
SHOW TO DEPARTMENTS	Yes	1	Y/N flag	A flag that indicates to CSS whether this pattern should appear in the dropdown box for department users to select
ACTIVE	Yes	1	Y/N flag	A flag that allows administrators to "archive" a pattern by making it inactive when it is impossible to delete it.

Creating Section Difference Reports

Section difference report has the same format as the PDF view of the course listing (see **Course Listing** section of this User Guide). The only difference is that the Administrative Reporting module does not limit the number of sections that can be viewed, which allows it to produce a report that includes every section in the system. To access Section Difference reports, click **Generate Section Difference Reports** in administrators' menu.

The first set of criteria on the screen is for generating the Construction Sheets report in PDF, which contains all section fields. The second option shows a comparison of a limited set of fields in CSV. Both reports use the IMS snapshot in CSS rather than access IMS directly.

lect the criteria for v	which to run report; a	ll selections but	term are optional				
Select year and term	* Unit Subj	ject Re	viewed	Changed			
Fall 2019 🗸	01 195		✓ All	~			
	G	ienerate PDF					
ctions Ponding	Approval by C	amnus					
ouons i onum	inppiotal by o	ampab					
elect the criteria for s	hich to run report						
Year and term	Campus	Unit Sub	ject Reviewed	Approved	Changed	_	
all 2019 🗸 🗸	Camden 🗸 🗸	01 195	5 All		All		
		C	ienerate CSV				
	em, version 6.1.0 Re	vised: August 21)20,				DUTTOR
ourse Scheduling Syst					astausu Hala Daak		KUIGEF
ourse Scheduling Syst r questions, commer	ts or suggestions cor	ntact <u>Camden H</u>	elp Desk, <u>Newark Help</u>	Desk, or <u>New Brunswick/Pi</u>	cataway help besk.		



Creating Enhanced Classroom Reports

The Enhanced Classroom Report produces, in Microsoft Excel format, a list of all sections that have a enhanced classroom request, and indicates the meetings for which enhanced classroom equipment has been requested during a specific term. The data can be further filtered by school / subject / course / section / supplement code.

To create this report, click on **Enhanced Classroom Report** in Administration menu, select desired criteria (only year and term is required), and click **Generate Report**. A pop-up window should appear offering you to view the report (requires MS Excel) or save it on your computer.

RUTGERS	Course Scheduling System Administration - Report Selection				
SS Home Search Course Offe	rings Master Course List Help User Guide	Administration	Logout		
Select parameters for which to	o run report				
Unit Subject Course 01 198	Section Supplement Term/Year *				
	Generate Report				
*Year and term are required					
Course Scheduling System, ver	rsion 3.6.0. Revised: 04/17/2009.			RUTGERS	
For questions, comments or su Visit web sites for <u>Online Scheo</u>	uggestions contact <u>Camden Help Desk</u> , <u>Newark Hel</u> <u>dule of Classes</u> , <u>Catalogs Home Page</u> , <u>Scheduling</u>	<u>Ip Desk</u> , or <u>New Brur</u> <u>Home Page</u> .	<u>nswick/Piscataway Help Desk</u> .		

Administering System Messages

Occasionally, it becomes necessary for the Scheduling Office to communicate a message to all other users of the system. The **System Messages** screen, accessible from Administration menu, serves for creating and administering such messages.

Note: System messages are cached on the server in order to improve system performance, and the cache is refreshed periodically. For this reason, it may take up to an hour for a new message to appear, for a deleted message to be removed, or for changes to an existing message to become visible.

RUTGERS		Course Sched	luling System	Admi	nistration	- Create A N	lew Syste	m Message
SS Home Search Course Offeri	ngs Search Edit/Full Title	Master Course List	Course Synopsis	Help	User Guide	Administration	Logout	
Manage system messages	1							
This is the list of all messa update the text and effection	ges for this application. Me ve dates for current messa	ssages will be shown ges below; to change	only during the peri message type and	od defin placeme	ed by effectiv ent, please de	ve dates (the end elete the original	date may be message and	e left blank). You may I create a new one.
From: 02/16/2014 To: 04/	25/2014 The system wi	ll be unavailable beca	use of schedule ma	intenanc	Update this	message Delet	e this message	
Create a new system mes	sage							
You may set up new applic the end date may be left b	ation messages below. Mes lank). Fields marked with *	sages will be shown o are required.	only during the peri	od defin	ed by effectiv	re dates (in orde	to display a	message indefinitely,
Type * Place	ment * Display from *	Stop displaying on			Text of the me	essage *		
Information - Home pa	ge only - 04/17/2014							Create message
Course Scheduling System, version	n 4.3.6 Revised: March 2014.	Jack Newark Help Deck	or New Brunswick/Pi	cataway	Help Deck		1	RUTGERS
. e. questions, commence of suggr	Conden Help c	rearry rearrant freip bear	, et men et en		rierp a care			

or questions, comments or suggestions contact <u>Camden Help Desk, Newark Help Desk</u>, or <u>New Brunswick/Piscataway Help Desk</u>. Visit web sites for Online Schedule of Classes, Catalogs Home Page, Scheduling Home Page.

The following options are available when creating a message:

- 1. Type: a message can be created as "Information" or "Warning." Warning messages are displayed in a red font on a pink background; information messages are displayed on grey background
- 2. Placement: a message may be placed only on the home page or on every page
- 3. Start and end dates; the start date is required and the end date is optional. If the end date is omitted, the message will be displayed until it is deleted

An example of a warning-type message on the Home page:

Rutgers	Course Scheduling System
The system will be unavailable because o	of scheduled maintenance on the morning of April 25, 2014
This application is used by departments to schedule coun registration. Registered users may also edit course syno List, a database of all courses that have ever been offere	ses for future semesters. Course scheduling activities require net id login and Course Scheduling System psis links via the Course Synopsis Application. All members of the Rutgers Community may search Master Course ad by the university.
Edit Course Offerings Edit Course Synopsis Link View Master Course List	Campus Information Camden Newark New Brunswick
For more information, please refer to <u>Online Help</u> or the <u>User Guide</u> (3 MB).	

Course Scheduling System, version 5.0.0 Revised: November 2013.

For questions, comments or suggestions contact <u>Camden Help Desk</u>, <u>Newark Help Desk</u>, or <u>New Brunswick/Piscataway Help Desk</u>. Visit web sites for <u>Online Schedule of Classes</u>, <u>Catalogs Home Page</u>, <u>Scheduling Home Page</u>.



Validating Room Assignments

Because data pertaining to room assignments is distributed over three databases, some of which may be updated independently from others, CSS provides to administrators a report that detects most of the discrepancies between these databases.

The **"Room Assignment Integrity Check Report,"** accessed through **Administration** menu, compares the snapshots of IMS data stored in CSS with room reservations on room scheduling database (the database against which the **Room Search** runs and where room assignments are checked for conflicts). Discrepancies between these two databases usually point to incorrect room availability data (an available room shown as unavailable or a reserved room shown as free). This may result in a situation in which multiple courses claim the same room or a situation in which sections cannot be scheduled in a room that is free.

RUTGERS	Course Sched	uling System A	Admiı	nistration	- Validate Room A	ssignments	
SS Home Search Course Offerings Search Edit/Full Title	Master Course List	Course Synopsis	Help	User Guide	Instructor Management	Administration	Logout
Room Assignment Integrity Check							
This report detects two kinds of data integrity proble	ms:						
 Activities that are slated to appear on the Sch Rooms reserved by activities that do not exist 	edule of Classes bu according to the Sc	It do not have the hedule of Classe	e specifi s	ied room res	erved for them, and		
Select the Criteria for the Report							
Year and Term: Fall 2014 Vinit: Sub Run the Check	bject:						
Course Scheduling System, version 5.0.0 Revised: November 20 For questions, comments or suggestions contact <u>Camden Help Di</u> Visit web sites for <u>Online Schedule of Classes</u> , <u>Catalogs Home P</u>	13. <u>esk, Newark Help Desk</u> , age, <u>Scheduling Home F</u>	, or <u>New Brunswick/Pi</u> Page,	scataway	<u>Help Desk</u> .	Ι	{ UTGE	RS

Note: For large data sets, such as a unit or an entire semester, the report may take several minutes to run.

A sample fragment of a report is shown below:

Room Assignment Integrity Check

This report detects two kinds of data integrity problems:

- 1. Activities that are slated to appear on the Schedule of Classes but do not have the specified room reserved for them, and
- 2. Rooms reserved by activities that do not exist according to the Schedule of Classes

Select the Criteria for the Report			
Year and Term: Fall 2014 Vinit: 01	Subject: 220		
Run the Check			

The following scheduled meetings do not have room assignments:

- 01:220:102: :01 H SC-123 11:30 AM 12:50 PM between 2014-09-04 and 2014-12-04
- 01:220:102: :01 M SC-123 11:30 AM 12:50 PM between 2014-09-08 and 2014-12-08
- 01:220:102: :01 T SC-123 11:30 AM 12:50 PM on 2014-11-25
- 01:220:102: :02 M SC-123 01:10 PM 02:30 PM between 2014-09-08 and 2014-12-08
- 01:220:102: :02 W SC-123 01:10 PM 02:30 PM between 2014-09-03 and 2014-12-10
- 01:220:102: :04 H BE-AUD 10:20 AM 11:40 AM between 2014-09-04 and 2014-12-04
- 01:220:102: :04 M BE-AUD 10:20 AM 11:40 AM between 2014-09-08 and 2014-12-08

How to read the "Room Assignment Integrity Check Report"

The report may contain up to three sections (those containing no data will not be shown). The following table explains what should be done about the records in each section.

Note: If a room assignment is updated in IMS outside of CSS, the snapshot in CSS will be out of sync with the room scheduling database, even though IMS will be in sync with it. In this case, refreshing the IMS snapshot for the affected section (please see the corresponding section in the Approver chapter) is usually sufficient to remove its meetings from the report. For this reason, it is important to compare CSS data with IMS data before taking any action.

Section Heading	Possible Reason	Suggested Actions
Section Heading "The following scheduled meetings do not have room assignments"	Possible Reason This section contains the list of meetings that appear in a specific room on the Schedule of Classes but do not have the room reserved. As a result, the room may be taken by another acivity, creating a conflict. Certain valid room sharing arrangements, such as cross-listings and lecture sharing are excluded from the report to avoid false positives however shared labs may	Suggested Actions An approver should examine the section and its lead, linked and cross- listed sections to determine whether the absence of room reservation is a result of a valid sharing arrangement. If it is not, the approver should resubmit the affected section to reserve the room and make sure no error messages are received. Any errors or warnings should be reported to the support team
"The following room assignments do not correspond to any scheduled meetings"	Tomperary assignments take up	An approver should verify that the data in CSS is correct and attempt to resubmit the affected section. If the update succeeds, the approver should rerun the report and verify that the section no longer appears on it. Any errors or warnings should be reported to the support team.
assignments"	remporary assignments take up rooms, but do not appear on the Schedule of Classes unless made permanent.	At some point before the Schedule of Classes is finalized, an approver needs to decide whether the room assignment is needed. If it is needed, it should be made permanent. If the assignment is no longer needed, it should be deleted to free up the room.

Using the Room Availability Report

The Room Availability report shows all rooms available on a selected campus for the standard period combinations defined by the scheduling office. It includes room capacities, a list of attributes, and any scheduling notes.

Note:

For this report, results are not filtered by capacity. All available rooms are displayed. The report uses the default room type of 110.

Rutge	RS		Course Scheduling System - Ro	om Availabi	ility Report
Home Searc	h Cours	e Offerings Search Edit/Full Title Master Cours	se List Course Synopsis Help User Guide	e Administratio	n Logout
Room Ave his report find lease note that t the selected	ilabil s room t seme locatior	ity Report s on selected campus that are available for standa ster dates may differ for some offering units. This n. For this reason, searching for a room within the	ard period combinations throughout the select report will include only rooms that are availa context of a specific section may yield additio	ed term. ble for all units th onal matches.	1. Select semester and campus
Select the Criteria for the Report Year and Term: Fall 2015 Campus: BUS Run the Report 2. Click "Run the may take about					K "Run the Report". Results ke about a minute to appea
Rooms for period Rooms for period Rooms for period	combinati	ination to see rooms available for it. Click again 1 201 Mit Hi 201 Miz Hiz 201 Miz Hiz	to collapse.		
Rooms for period	l combinati	na ng 113 3n 3k4 W4			3. Click on headings to expand or collapse section:
ARC-212	0012	SE WI			
SMH-221	0015				
CEB-139	0025	PT SE NW DS DT CA			
BME-122	0030	SE			
HLL-254	0030	AC SC SE DP DS LP			
HLL-423	0030	AC SC NW DS	LBRAUN@MATH.RUTGERS.EDU*WE DO NO NOT USE FOR SUMMER EVENTS*	OT HAVE TO CHECK	WITH LYNN DURING THE SUMMER*DO
HLL-525	0030	AC SC NW DS	5-2393 X6021***		
NH-A237	0030		MUST CONTACT SHALENE AT MONTGOM	ERY@BIOLOGY.RU	TGERS.EDU***
BME-126	0032	DP	X6111***		
HLL-101	0100	AT DP BR DS			
Rooms for period	combinati	on M5 W5			
Rooms for period	combinati	on M6 W6			

Requesting Reports from CSS Data

The CSS application has been designed and optimized for comparing and reconciling the scheduled sections with the requests made by academic departments. It must always be understood that the data stored by CSS is a work in progress and not the official schedule of course offerings, and that it may change without notice.

For this reason querying this database from outside CSS is generally not supported, with the exception of **Section Difference Report** and **Enhanced Classroom Report** described in the **Administration** section of this User Guide, which can be run as needed by authorized users. Those interested in receiving copies of these reports should contact the Scheduling Office.