

Process Document

New/Delete Only One-Offs Allowed

Overview of Timeline

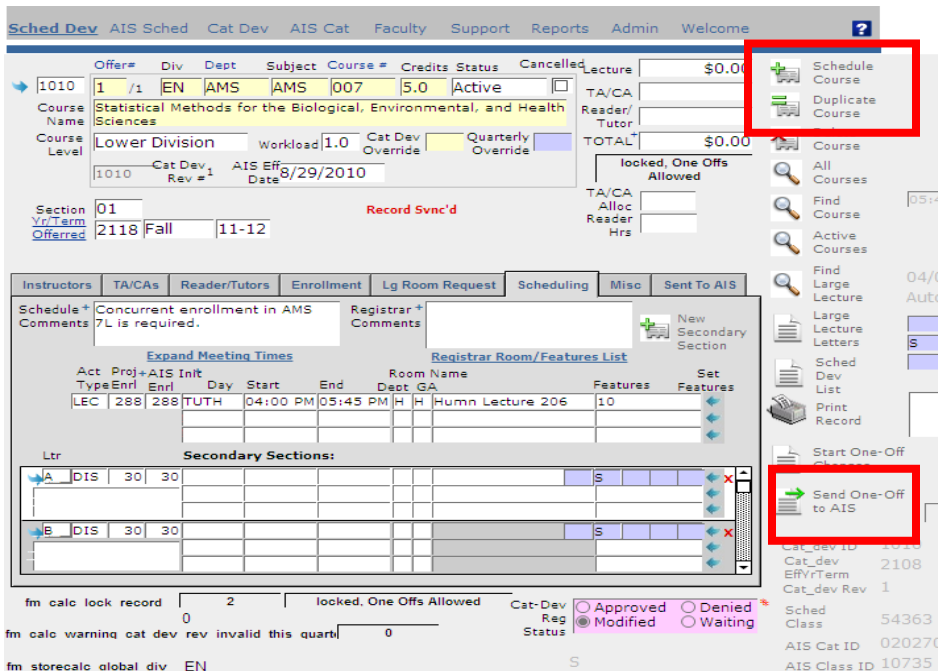


Overview of One-off Functionality

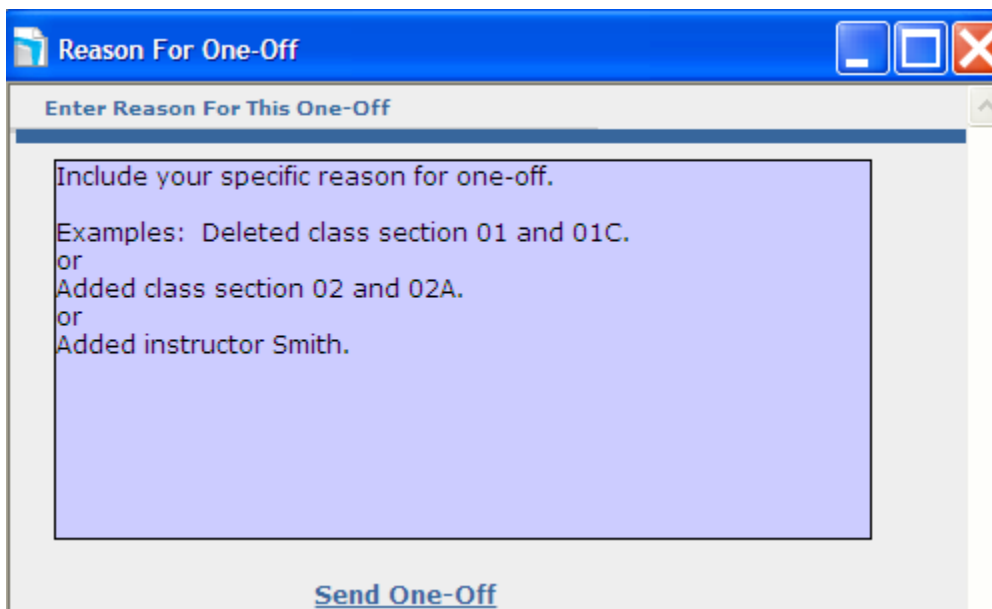
One-off functionality refers to the ability to make changes to Sched Dev records after they have been sent to AIS. There are 3 types of One-Offs. They are ‘New/Delete One-Off’, ‘Modification One-Off’ and ‘TA Batch’. The One-Off functionality allows these changes to be sent from the CCLP to AIS/The Registrars Office on a nightly basis. This document reviews the various tasks allowed and their procedure during the ‘New/Delete One-Off’ time period. With the exception of scheduling a new course and duplicating a course, you must use the *Start One-Off Changes* button on the lower right menu to create a one-off; and **without exception**, you must click the *Send One-Off to AIS* button in order to submit the request. All one-off requests are recorded on the Sent to AIS tab.

I: Procedures for how to ‘Schedule a new course’ and ‘Duplicate a course’ (this adds an additional primary section to an existing class)

- 1). Choose an appropriate task: Click ‘Schedule New Course’ or ‘Duplicate Course’ as appropriate.
- 2). Add all necessary data, including enrollment, days and times etc.
- 3). Click the *Send One-Off to AIS* button to send the new course to AIS.
- 4). Include the specific reason for the one off.
- 5). Click ‘Send One-Off’.



- 1). Choose an appropriate task:
Click ‘Schedule Course’ to create a new class.
Click ‘Duplicate Course’ to Add an additional Primary Section.
- 2) Add all necessary data, including enrollment, days and times etc. to AIS.
- 3) Click ‘Send One Off to AIS’ once complete.

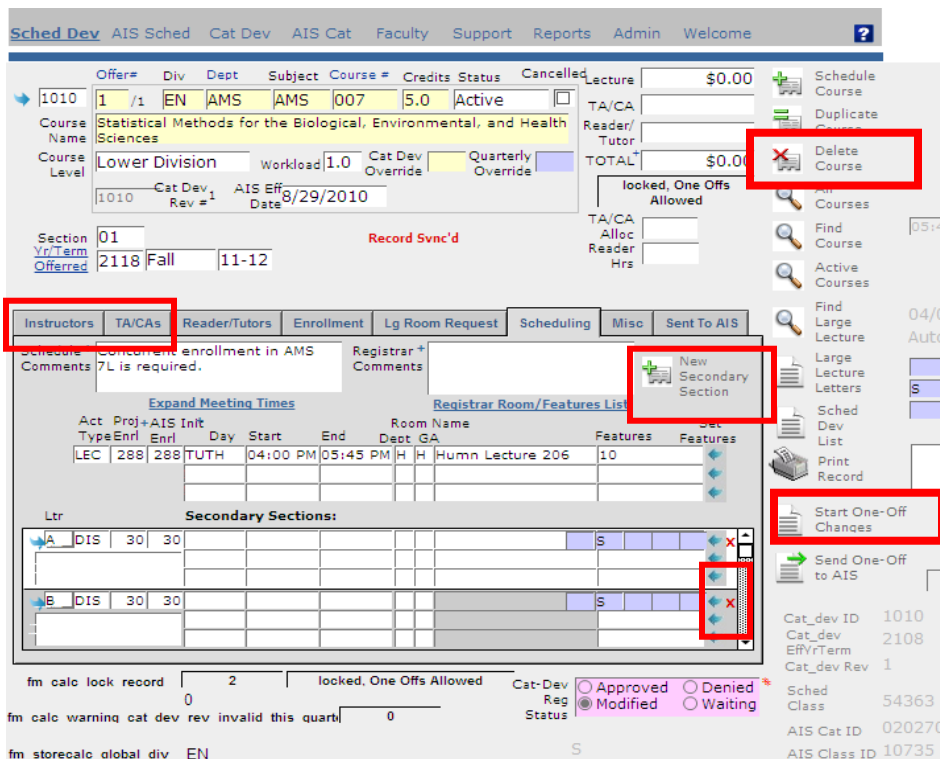


4). Input your 'Reason for One-Off'.

5). Click 'Send One-Off'

II: Procedures for how to 'Delete a course', 'Add or delete a secondary section' and 'Add or delete an instructor'.

- 1). Click the 'Start One-Off Changes' button.
- 2). Make the appropriate change needed.
- 3). Click the *Send One-Off to AIS* button.
- 4). Include the specific reason for the one off.
- 5). Click 'Send One-Off'.



1). Click 'Start One-Off'.

2). Make the appropriate change needed:

Click 'Delete Course' to delete a class.

Click + to Add a 'New Secondary Section'

Click X to 'Delete' a Secondary Section

Click 'Instructors' tab or 'TA/CA' tab to add or delete personnel.

The screenshot shows the 'Sched Dev' application window. At the top, there are navigation tabs: AIS Sched, Cat Dev, AIS Cat, Faculty, Support, Reports, Admin, and Welcome. The main area displays course information for Offer # 1010, Div 1, EN, AMS, Course # 007, Credits 5.0, and Status Active. Below this, there are sections for 'Instructors', 'TA/CAs', 'Reader/Tutors', 'Enrollment', 'Lg Room Request', 'Scheduling', 'Misc', and 'Sent To AIS'. The 'Scheduling' tab is active, showing a table of 'Secondary Sections' with columns for Ltr, DIS, and other details. A 'Send One-Off to AIS' button is highlighted with a red box. At the bottom, there are status indicators and a legend for 'Cat-Dev Reg Status' with options: Approved, Modified, Denied, and Waiting.

3). Click 'Send One Off' once complete. A 'Reason for One-Off' box will appear.

The screenshot shows a dialog box titled 'Reason For One-Off'. The main area is a text input field with the following text: 'Include your specific reason for one-off. Examples: Deleted class section 01 and 01C. or Added class section 02 and 02A. or Added instructor Smith.' At the bottom of the dialog, there is a button labeled 'Send One-Off'.

4). Input your 'Reason for One-Off'.
5). Click 'Send One-Off'

III: Tasks which do NOT require you to use the 'One-Off' Procedures:

- Adding readers or tutors to the Readers/Tutors tabbed area
- Adding instructors to the TAs/CAs tabbed area
- Adding/Deleting instructors on secondary sections
- Modifying the Projected Enrollment on the Enrollment tabbed area and on the Secondary Section popup.
- Modifying any CLP-centric fields in Sched Dev (e.g. Quarterly Override, Paying Dept, Alloc, Forced Cost, Hours, Misc Course Notes, and Pending Scheduling Changes)

What to do when you have changes that are not New/Deletes/Faculty:

During the New/Delete time period, you cannot make changes to existing SchedDev records that affect days, times, rooms, and AIS initial enrollment. Notes about any of these changes can be added into the 'Misc' tab / 'Pending Scheduling Changes' field. Then decide which step is most appropriate below:

- If the changes affect classes held in a general assignment room, also e-mail Margie to tell her of the proposed change. These e-mailed changes will be reflected on the proofs.
- If the changes are to classes or sections that are in departmental space, computer labs or non-general assignment space, please update them on the proofs. Changes on the proofs will be updated in AIS and will be reflected in the re-sync to Sched Dev.