



Scholastic ONline Information System
for the Web

Course & Section Processing

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This text describes common semester preparation tasks such as setting up sections, creating new courses, removing courses from the curriculum, etc. Its focus is on the work of the Registrar and staff.

This text starts with **navigating** the functions on page 5, then **defines** courses, sections, and fees on page 8, followed by the **details** with “What do you want to do?” starting on page 6. To see the **changes** in this edition look on page 4.

June 2006

Systems, Inc.

The logo for RJM Systems, Inc. It features the letters 'RJ' stacked above 'M' in a stylized, blue, serif font. To the right of this logo, the text 'Systems, Inc.' is written in a blue, italicized, serif font.

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NEW IN THIS EDITION

June 2006 Enhancements

- A note that Course Equivalency affects degree audit, page 19.
- Change in the layout for viewing Scores, page 44.
- “Registration Comparison Report”, page 55.
- “Room Finder” on page 38 that includes rooms reserved by the Events Calendar.

March 2006 Initial Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Courses (left) and Systems (right) Function Lists, page 5.
- Figure 91 Login Displays and Figure 92 Typical SONISWEB® Page, page 68.
- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. Those have “(RB)” following their names as seen in Figure 65. The older Crystal Reports™-Enterprise reports (without the “RB”) are still available in most cases.
- Course and Section displays, pages 10 through 37.
- “Adding a Transfer Course” on page 15.
- “Bulk Roster Move: Move Students to Another Course Section”, page 37.
- “Room Finder”, page 38.
- “Score Viewing” on page 43.
- “Withdrawn Student Grade Assignment” on page 46.
- “Official-Grade Change Archiving”, page 47.
- “Reports” pages 50 through 57.
- “Fee-Affiliation Utility”, page 61.
- “Course Record Details”, page 65.

NAVIGATING THE FUNCTIONS



• Figure 1 Toolbar¹ for those with User-ID access

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user is defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
2. The individual limits specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.



Figure 2 Courses (left) and Systems (right) Function Lists

After clicking **Courses**, **Systems**, or **Reports** in Figure 1 you get the selections like those shown in Figure 7, Figure 21, and Figure 65.

¹ You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

WHAT DO YOU WANT TO DO?

Here's an alphabetical list of what you can do with courses and course sections.

- Additional fees for courses and sections, see Fees below.
- Affiliation Fees, setting them, page 13.
- Auto-repeat course option, page 24.
- Bulk Roster Move: Move Students to Another Course Section, page 37.
- Cancel or Delete a Course Section, page 32.
- Changing Incomplete Grades to Failing Grades, page 45.
- Changing or Entering Midterm Grades, page 42.
- Charges: see Fees.
- Classes: see Course Sections.
- Copy Course Sections from one semester to another, page 27.
- Corequisites, setting them, page 17.
- Course and Section Fees, page 8.
- Course authorization: see Instructor or Dean Authorization Setting for a Course.
- Course Equivalency, page 19.
- Course Record Details from the SONISWEB® databases, page 65.
- Course Section List, page 26.
- Course Sections, setting them up, page 8.
- Courses, Sections, Meetings and Fees, a definition, page 8.
- Courses, setting them up, page 8.
- Fees: Additional Course fees, page 24.
- Fees: Additional Course Section fees, page 32.
- Grades - Changing and Making Official, page 40.
- Instructor or Dean Authorization Setting for a Course, page 13.
- Making a Course Inactive or Deleting a Course, page 14.
- Meeting times for classes (course sections): see Set Course Section Meetings, days, times, rooms, and instructors.
- Midterm grades: see Changing or Entering Midterm Grades
- Prerequisites, setting them, page 17.
- Reports, page 50, shows those most related to courses.
- Room Finder, page 38.
- Search for a Course and/or Section, page 10.

- Section list: see Course Section list.
- Set Course Section Meetings, days, times, rooms, and instructors, page 34. See also Unassigned Course Sections.
- Textbooks, setting them up, page 48.
- Transfer courses, adding them, page 15.
- Unassigned Course Sections, page 36
- Waitlists for Sections, page 36.
- If you don't see what you need above, check the table of contents on page 2. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search² by word or phrase.

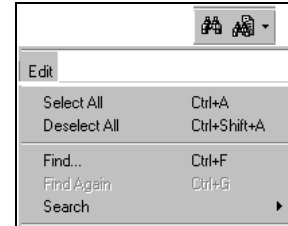


Figure 3 · Adobe® Find and Search

Diagnosing and Fixing Problems

See the text “Messages, Errors, and Diagnosis”.

Setting Your Browser for Proper Function and Security

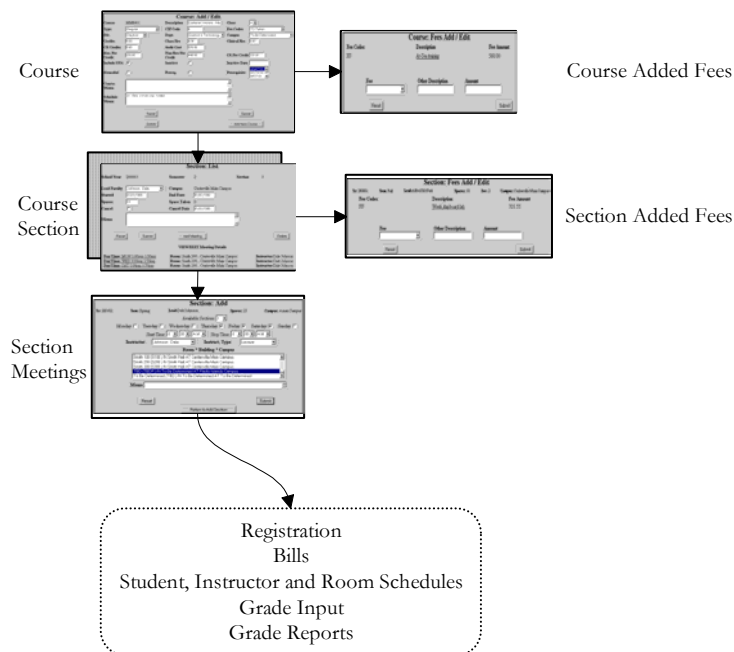
Internet Explorer³ (IE), FireFox™, Netscape®, and Opera Web browsers have an “auto-complete” or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text “Browser Settings” to set your browser for security, good performance, and to prevent your getting old data.

² If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text “Index to Texts”.

³ Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

COURSES, SECTIONS, MEETINGS AND FEES

Figure 4 shows the relationships among courses, course sections, meeting times and related fees.



• Figure 4 Course, Section and Meeting Relationship

Courses

A course record is the description of the course with credit hours, tuition charges, etc. Until you assign a section for it, it's simply a template. You can't register students in it nor assign instructors to it.

You "name" a course with an abbreviation like ENGL 101 for English 101.

you can add a new course with the same name where you need to make substantial changes to a course – credit hours, descriptions, etc. SONISWEB® uses a unique internal code for each course you add so it keeps them separate even when courses have the same "name".

You remove the old course from eligibility to be used by marking it as inactive as described in "Making a Course Inactive or Deleting a Course" (page 14). That also eliminates confusion since inactive courses can't have course sections scheduled.

Course Sections

Courses have life when a section is assigned. A course section – a class – is for a specific semester in a specific year and has meeting times, instructors and rooms assigned. Once a section exists for a course, students can be registered.

Course and Section Fees

There are three kinds of fees related to courses⁴:

- Calculated fees, usually credit-hours multiplied by rate-per-credit hour or a flat fee for a semester.

⁴ Unrelated to specific courses or sections, your SONISWEB® administrator can set up once-per-year, once-per-semester, and program fees.

- Course added fees not related to credit hours. A medical instruments fee for a clinical course is an example.
- A course section added fee unrelated to credit hours and not appropriate for all sections of the course. For example, a section taught at an off-campus site for the convenience of a group of students can have an additional fee to cover instructor travel and living expenses for that section only.

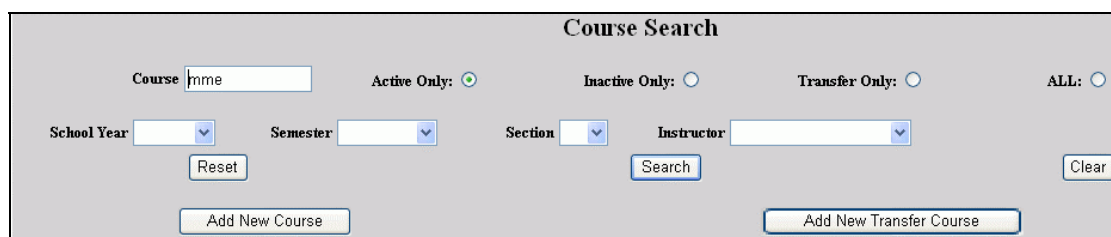
COURSE FUNCTIONS

Active courses are visible to anyone who accesses your Web site. If you don't want a course to appear in the Web site list, make it inactive (see the checkbox⁸ in Figure 9).

Once signed on⁵ as an administrator, click **Courses** from the list at the top of your display as shown in Figure 1. You get a display like Figure 5.

Search for a Course and/or Section

To add a new course without looking for an existing course, skip to “Add a New Course” (page 11).



The form is titled "Course Search" and contains the following elements:

- Course Name:** A text input field with "name" entered.
- Active Only:** A radio button that is selected.
- Inactive Only:** An unselected radio button.
- Transfer Only:** An unselected radio button.
- ALL:** An unselected radio button.
- School Year:** A dropdown menu.
- Semester:** A dropdown menu.
- Section:** A dropdown menu.
- Instructor:** A dropdown menu.
- Buttons:** "Reset", "Search", "Clear", "Add New Course", and "Add New Transfer Course".

Figure 5 Course Search

1. Enter all or part of the course name. You can narrow your search further by selecting School Year, Semester, Section, Instructor, Transfer Only, etc. If you enter nothing in Figure 5, you get an alphabetical list of all active courses.
2. Click the Search button to get a display such as that in Figure 8. It lists all of the courses that meet the search criteria you entered in Figure 5.

| Section: List | | | | | | | | | |
|---------------------|--------|--------|-------------------------|--------|------|----------|-------|---|---------------|
| Record 1 - 10 of 16 | Course | Cancel | Campus | Year | Sem. | Session. | Sect. | Time | Instructor |
| | MME301 | N | Centerville Main Campus | 200506 | 1 | | 1 | MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am | Johnson, Dale |
| | MME301 | N | Centerville Main Campus | 200405 | 1 | | 1 | MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am | Johnson, Dale |
| | MME301 | N | Centerville Main Campus | 200405 | 2 | | 1 | MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am | Johnson, Dale |
| | MME301 | N | Centerville Main Campus | 200304 | 1 | | 1 | MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am | Johnson, Dale |
| | MME301 | N | Centerville Main Campus | 200201 | 1 | | 1 | MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am | Johnson, Dale |
| | MME301 | N | Centerville Main Campus | 200001 | 1 | | 1 | MON 6:10am-8:00am, WED 6:10am-8:00am, FRI 6:10am-8:00am | Johnson, Dale |
| | MME302 | N | Centerville Main Campus | 200304 | 2 | | 1 | MON 1:00pm-1:50pm, WED 1:00pm-1:50pm, SAT 1:00pm-1:50pm | Johnson, Dale |
| | MME302 | N | Centerville Main Campus | 200001 | 2 | | 1 | MON 1:00pm-1:50pm, WED 1:00pm-1:50pm, SAT 1:00pm-1:50pm | Johnson, Dale |
| | MME320 | N | Centerville Main Campus | 200506 | 1 | | 1 | TUE 1:00pm-1:50pm, THU 1:00pm-1:50pm | Johnson, Dale |
| | MME320 | N | Centerville Main Campus | 200405 | 1 | | 1 | TUE 1:00pm-1:50pm, THU 1:00pm-1:50pm | Johnson, Dale |

[Next](#)

• Figure 6 Search by Instructor Result

You can combine the search criteria for a very specific course and/or section. Figure 6 shows a search for all courses and sections assigned to a specific instructor. This takes you to the course section.

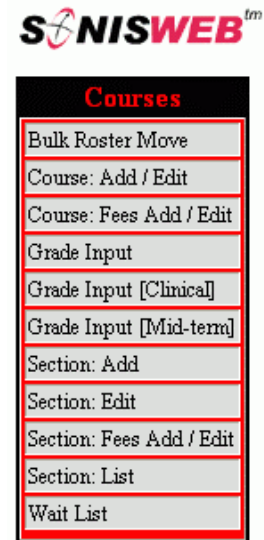
⁵ See “Getting Started - Log in and the use of Tabs, Button and Fields” on page 68.

Add a New Course

Click the “Add New Course” button in Figure 5 and you get a blank version of Figure 9. See “Edit an Existing Course”, page 12, for a description of the data to be entered.

Course and Section Function List

Once you have selected one course from Figure 8, a list of functions appears on the left side of the display as shown in Figure 7. Click a function in the list and you get the functions described below. You see only those selections that you are authorized to use and that fit the context of the displays. For example, Grade Input appears only if you have selected a course section. If a function that you need is missing, contact your SONISWEB® administrator to have your authorization changed.



• Figure 7 Course Function List⁶

⁶ This list of functions gets longer and shorter as you select functions. For example, you only see Grade Input if you've selected a course section since it makes no sense for a course record.

Edit an Existing Course

You get Figure 8 from the search in Figure 5.

| Course Search | | | | | |
|-------------------|-------------------------------------|--------|----------|--------------------------------------|--|
| Record 1 - 6 of 6 | | | | | |
| Course | Description | Active | Transfer | Institution | |
| <u>MME301</u> | Maritime Engineering Introduction | Y | N | North Carolina School of Cosmetology | |
| <u>MME302</u> | Maritime Engineering Introduction | Y | N | North Carolina School of Cosmetology | |
| <u>MME310</u> | Deck Command - Marine Engineering | Y | N | North Carolina School of Cosmetology | |
| <u>MME320</u> | Propulsion Command - Marine Enginrg | Y | N | North Carolina School of Cosmetology | |
| <u>MME401</u> | Container Vessels - Marine Eng | Y | N | North Carolina School of Cosmetology | |
| <u>MME410</u> | Tanker Vessels - Marine Eng | Y | N | North Carolina School of Cosmetology | |

Click a name to see the course record

• Figure 8 Course List

1. Click the underlined name of the course you want to deal with. Figure 9 appears.

Deck Command - Marine Engineering (MME310) 4 credits

Course: Add / Edit


| | | | | | | |
|--|-------------------------------------|---------------------------|--|-------------------------|--------------------------|--------------------------|
| Course | MME310 | Institute | North Carolina School of Cosmetology | | | |
| Description | Deck Command - Marine Engineering | | | | Pass-Fail | <input type="checkbox"/> |
| Include GPA | <input checked="" type="checkbox"/> | No Repeating | <input type="checkbox"/> | Level | Junior | |
| Type | Regular | CIP Code | 0 | Fee Codes | TC-Tuition | |
| Division | TBD | Dept. | Science & Technology | Campus | To Be Determined | |
| Cred. | 4 | Class Hrs | 0 | Practice | 0 | |
| CE Credits | 4 | Non-Res Per Credit | 280 | Conflict Exclude | <input type="checkbox"/> | |
| Audit Cost | 85 | | | CE Per Credit | 175 | |
| Affiliations | | | | | | |
| Resident State - EN (\$175.00) | | | | | | |
| <input type="button" value="ADD Affiliation"/> | | | | | | |
| Inactive | <input type="checkbox"/> | Inactive Date | | Remedial | <input type="checkbox"/> | |
| Prereq(s): | NONE | | | Prerequisite | ACCT100 ANAT101 | |
| Coreq(s): | MMEP300 | | | Corequisite | ACCT100 ANAT101 | |
| Course Auth. Code | Instructor authorized | Message | Student must meet with instructor and be authorized for the course | | | |
| Auth. Memo | <input type="text"/> | | | | | |
| Course Memo | Required shipboard practicum | | | | | |
| Schedule Memo | <input type="text"/> | | | | | |
| Textbooks | | | | | | |
| <input type="button" value="Reset"/> | | | <input type="button" value="Submit"/> | | | |
| <input type="button" value="Delete"/> | | | <input type="button" value="Add New Course"/> | | | |

• Figure 9 Course Add & Edit

A list and description of the fields in Figure 9 is given in Table 1 “Course Record Details” on page 65.

2. You can change any of the fields in Figure 9 except the Course name. When you have finished with your changes click the Submit button. To reset what you have entered and start over, click the Reset button.

If you do not enter a required field, you get an error window telling to you enter it.

3. When adding a course, the “name” is not blocked as it is in Figure 9. You must enter the course code or “name” as illustrated on the right. This is usually the name in your course catalog such as “MATH 200”, “ENGL101”, etc. Once it is added, you cannot change it. You can have duplicate course names as described on page 8.
 
4. To add course-related fees to a course see “Add or Edit Course Fees” on page 24.
5. Click the Textbooks phrase⁷ to use the functions described in “Assigning a Textbooks to a Course or Section” on page 49.

The Course Memo shown in Figure 9 is seen by anyone who accesses your Web site. Whatever you enter in this field is public.

Authorization Setting for a Course

Some courses require authorization by an instructor, a department head, or a dean before the student can take the course. Use the “Course Auth. Code” pulldown⁸ in Figure 9 to specify the requirement. The default setting is **N None Required** unless you change it.

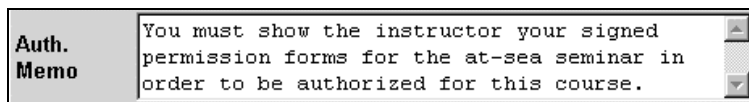


When you set an authorization for a course, the person registering sees the message in Figure 10. See “Setting the Course Authorization Table” on page 59 for guidance on building the course authorization codes.



• Figure 10 Authorization Message During Registration

Optionally you can add a memo illustrated in Figure 11.



• Figure 11 Authorization Memo

Authorizing a course for a student after registration is covered in the SONISWEB® texts “Faculty Handbook” and “Registration by Staff”.

Affiliation Fees

Most course charges are based on “Affiliation fees”. Click the “ADD Affiliation” button and select the affiliation that applies.

⁷ Textbooks can be assigned directly to course sections by instructors or when setting up a course section, page 29.

⁸ See Figure 93 on page 69 for guidance in using pulldown-menus, checkboxes, and radio buttons.

Mass changes in course fees – as when the whole fee structure has changed – is best done using the Fee/Affiliation Utility described on page 61. That utility changes the fees of all courses with like fees in one or two steps.

The screenshot shows a web form titled "Course: Add / Edit" with a sub-section "Add Affiliation". It contains several input fields and buttons:

- Affiliation:** A dropdown menu with "Resident, State" selected.
- Amount:** A text input field containing the number "65".
- Enroll Code:** A dropdown menu with "Enroll for Credit" selected. A secondary dropdown menu is open below it, showing options: "Audit", "Continuing Education", and "Enroll for Credit".
- Fee Codes:** A dropdown menu with "TC-Tuition" selected.
- Buttons:** "Reset" and "Submit".

• Figure 12 Affiliation Choices

You should expect to see a fee for Residents if you're a government-owned school. Your institution may have an affiliation with a special fee structure for selected courses. That affiliation may be with another school, a business, or a government. When the affiliation is codified, Affiliation names are set up in **Systems**, usually by your financial staff. Once set up, you can select them for adding to the course record. See the SONISWEB® manuals "Financial Record-keeping & Billing".

Making a Course Inactive or Deleting a Course

Once a course section has been assigned, you cannot delete it. SONISWEB® maintains it to use in grade reports and transcripts so it cannot be deleted.

You can make a course inactive. As your course catalog changes, you will change the description and/or credits for a course. In fact, it may truly be a new course but with the same name. You may add a course of the same name (MATH200, for example) and SONISWEB® does not get confused. It uses the old course for students who are enrolled or have completed it because it uses internal numbers to keep track of "old" courses.

Two courses of the same name are very confusing to your users, especially when setting up course sections as outlined in "Course Sections" (page 8). To reduce the confusion, click the Inactive button in Figure 9 until a checkmark appears. Then enter the Inactive date and click the Submit button.

If the course has never been used, you can delete it. Click the Delete button in Figure 9. You get a confirmation display like Figure 13.

If you really want to delete the course, click the Confirm Delete button. You will get a message that either the course has been deleted or the course cannot be deleted because it has been used.

The screenshot shows a small dialog box titled "Course: Add / Edit". Inside, it says "MMEP300 course." and has a button labeled "Confirm Delete".

• Figure 13 Delete Course Confirmation

Adding a Transfer Course

Part of registration is using Transfer Registration to add courses transferred from another institution. That subject is covered in the SONISWEB® text “Registration by Staff”. Transfer courses must be entered below for Transfer Registration to work.

Adding a transfer course involves:

1. Searching only for transfer courses by clicking the Transfer Only radio button in Figure 5. You can enter all or part of the course code in Figure 5 to get a shorter list.

| Course Search | | | | | |
|----------------------|------------------------------|--------|----------|--------------------------------|--|
| Record 11 - 18 of 18 | | | | | |
| Course | Description | Active | Transfer | Institution | |
| Math 107 | Calculus I | Y | Y | Boston University | |
| MATH107 | Business Math | Y | Y | Lourdes College | |
| MUS169 | The Beatles and Culture | Y | Y | Bowling Green State University | |
| PE 101 | Physical Education | Y | Y | Lourdes College | |
| PHIL344 | Religion In The Modern World | Y | Y | Boston College | |

• Figure 14 Search for Transfer Course (Transfer Column Highlighted)

Figure 14 is typical. If you do not see the course there, add it.

For a full list of transfer courses, use “Transfer Courses Listing” on page 58.

2. To add the transfer course, click the “Add Transfer Course” button in Figure 5. You now select the institution from which the course is to be transferred as shown in Figure 15.
3. If you know the name of the institution, enter all or part of it in Figure 15.

Spelling can be tricky since you may not know how another person entered the institution. Is it St. Olaf, St Olaf, ST OLAF, St. Olaf’s, St. Olafs? Try entering “S”. You get all that start with the letter “S”.

Institution Search

Institution:

Type Certificate
College

• Figure 15 Institution Search for Transfer Course

If you know the “Type” of institution, enter it in Figure 15. If not, leave it blank and you’ll get all that meet the part of the institution name you entered.

4. Click the Search button. That yields Figure 16.

| Course Search | | | | |
|----------------------------------|--------|--------------|------|-------|
| Record 19 - 23 of 23 | | | | |
| Institution | Code | Type | City | State |
| University of Rhode Island | | University | | |
| University of Toledo | 222222 | University | | |
| Vermont State University | | University | | |
| Wake Technical Community College | 222222 | Community Co | Cary | NC |
| Woodbury University | 987654 | University | | |

• Figure 16 Institution Search List

- Page through the list with the Next and Previous buttons. If you do not find the institution, click the “Add New Institution” button in Figure 15.

The entries on the Institution Add form are simple. They are used in Educational Reference records for students, faculty and “alums”. It is described in more detail in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”.

- Once you have found the institution, click its underlined name in Figure 16. That gets Figure 17.

Course Search
Add Transfer Course

| | | | | | |
|----------|--|-------------|--|------------|--------------------------------------|
| Course | <input type="text" value="MATH210"/> | Description | <input type="text" value="Boolean and Vector Math"/> | Substitute | <input type="text" value="MATH300"/> |
| CIP Code | <input type="text" value="0"/> | Institution | <input type="text" value="Smith College"/> | Cred. | <input type="text" value="3"/> |
| Type | <div style="border: 1px solid black; padding: 2px;"> <input type="button" value="Transfer"/> <input type="button" value="Advance Placement"/> <input type="button" value="Prerequisite"/> <input type="button" value="Regular"/> <input type="button" value="Transfer"/> <input type="button" value="Reset"/> </div> | | | | |

• Figure 17 Add Transfer Course

| | | | |
|----------|--------------------------|---------------|----------------------|
| Inactive | <input type="checkbox"/> | Inactive Date | <input type="text"/> |
|----------|--------------------------|---------------|----------------------|

• Figure 18 Edit Option for a Transfer Course

- Enter the data in Figure 17, then click the Submit button.

Course is what the other institution calls it.

Description is optional. If the course code does not tell enough about it, you can enter it.

Substitute is a pulldown⁸ list of all of your active courses. Pick the suitable one.

To get to a course quickly, enter the first letter of its name or code on you keyboard. That takes you to the first course that starts with that letter.

Inactive and **Inactive Date** (Figure 18) are only available when you edit⁹ (not add) a course. It lets you prevent selecting this course while entering course records for a student. Typically you use it where a course in no longer accepted as a transfer.

⁹ Normally you can't edit a transfer course. For those institutions with a special need to edit such courses, editing can be set with a special “switch” in the System Variables. If your institution needs that capability contact SONIS® support.

Institution must be entered in Figure 15 or selected in Figure 16 and cannot be changed in Figure 17.

CIP Code¹⁰ is the standard code assigned to most transferable courses. The transferring institution most likely provided it with the transcript or you can use the code for your “Substitute” course.

Credits are those given by the transferring institution or the credit you give for this transfer.

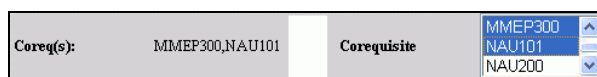
Type: normally “Transfer”.

Setting up Corequisites and Prerequisites

You set up co- and prerequisites in the course record shown in Figure 9.

Setting a Co-requisite

1. In the course record (Figure 9), scroll through the co-requisite list until you come to the course you want as a co-requisite. (Figure 19 is a small piece of Figure 9.)
2. Click the course name. If there is more than one co-requisite course, use the **Ctrl** key¹¹ to select them.
3. After selecting all the co-requisite courses, click the Submit button (bottom of Figure 9).



• Figure 19 Co-requisite Setting

You know you have succeeded when the “NONE” by “Co-req(s):” becomes the name(s) of the co-requisites.

To see what the co-requisite course(s) is(are), scroll down the list of courses in the co-requisite list until to come to those highlighted like that in Figure 19. That is a co-requisite course.

During registration, SONISWEB® checks that all of the co-requisites are selected together. If they are not all present, it checks the student’s past courses to see if co-requisites or their equivalents (see page 19) have already been completed. If they have, the co-requisite requirement is considered to be met.

Removing a Co-requisite

1. In the course record co-requisite list (Figure 9), pick the empty top record then click the Submit button.
2. If some co-requisites are to be kept and some discarded, select those to be kept as described above.

¹⁰ See “Course Record Details” (page 65) for the definition.

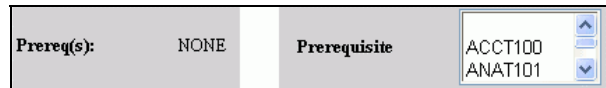
¹¹ See Figure 94 on page 69 for instructions on making multiple choices from a list.

You know you have succeeded when the course name(s) by “Co-req(s):” becomes “NONE”.

Setting a Prerequisite

SONISWEB® has a comprehensive Degree Audit system so you don't need to use prerequisites to enforce degree requirements. Prerequisites are designed for those limited situations where a course must be preceded by another course for the education to be effective.

1. In the course record (Figure 9), scroll through the prerequisite list until you come to the course or courses you want as a prerequisite. (Figure 20 is a small piece of Figure 9.)



| | | | |
|-------------------|------|---------------------|---------|
| Prereq(s): | NONE | Prerequisite | ACCT100 |
| | | | ANAT101 |

• Figure 20 Prerequisite Setting

2. Click the course name. If there is more than one prerequisite course, use the **Ctrl** key¹¹ to select them.
3. After selecting all the prerequisite courses, click the Submit button (bottom of Figure 9).

You know you have succeeded when the “NONE” by “Prereq(s):” becomes the name(s) of the prerequisite(s).

To see what the prerequisite course(s) is(are), scroll down the list of courses in the prerequisite list until you come to the highlighted one. That is the prerequisite course(s).

Removing a Prerequisite

1. In the course record prerequisite list (Figure 9), pick the empty top record then click the Submit button.
2. If some prerequisites are to be kept and some discarded, select those to be kept again as described above.

You know you have succeeded when the name(s) by “Co-req(s):” becomes “NONE”.

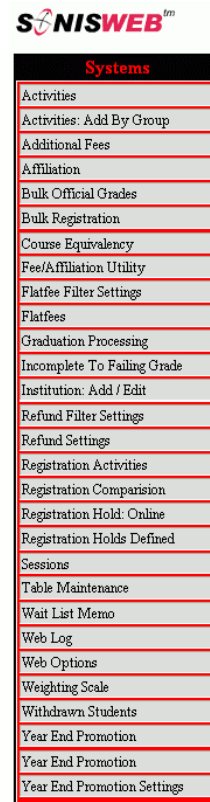
Course Equivalency

An equivalent course exists for two primary reasons:

- As a prerequisite or corequisite substitute for another course, perhaps from another department or a earlier course that has been replaced. Figure 29 shows what it looks like in a Course record.
- As an alternative “auto-repeat” course where you allow students to improve their grades by repeating. Figure 30 illustrates its location in a person’s course record.

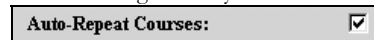
Equivalent courses affect degree audit as described in the manual “Degree Audit”.

If a student decides to take a course to make up for a poor grade he or she can choose either (1) the same course or (2) an equivalent course set up here. On taking the repeated course, the grade for this “repeat” course replaces the original grade¹². Of course the student or the person doing the registering needs to know that the two courses are equivalent.



• Figure 21 Systems Function

Auto-repeat requires the “switch” is checked as “on” in **Systems Web Options**. Figure 22 shows it. The SONISWEB® manual “Web Options” provides the details of setting those options.



• Figure 22 Web Options Auto-Repeat Selection

Be careful how you set up equivalent courses. If you set ENGL110 as equivalent to ENGL210, any student taking both courses will have his or her ENGL110 course not counted in the GPA in the semester in which it was replaced. It will appear on the transcript. The ENGL210 grade and points will be substituted for ENGL110. Your intention was that the student get credit for both courses but the equivalency you set up destroyed that.

You cannot make a transfer course equivalent to one of your courses in this way. Use “Adding a Transfer Course” (page 15) instead of course equivalency.

Your security profile must authorize you to access **Systems** and **Course Equivalency**.

1. Once signed on⁵ as an administrator, click **Systems** from the list at the top of your display as shown in Figure 1. You get a display like Figure 21.

¹² A few institutions prefer to use the best grade instead of the last grade. That can be specially arranged by RJM Systems. Contact support@sonis.com to investigate what’s required for this feature.

2. Click Course Equivalency in Figure 21. You get Figure 23.

| Course Equivalency | | | |
|------------------------------------|------------------------------|-----------------|--------------------|
| Record 1 - 4 of 4 | | | |
| Replace Course | Replace With Course | Inactive | Auto Repeat |
| <u>ENG102 (English Literature)</u> | ENG200 (American Literature) | N | YES |
| <u>HIST102 (History II)</u> | HIST501 (Medieval Studies) | N | YES |
| <u>JAP100 (Japanese I)</u> | RUS101 (Russian I) | N | |
| <u>RUS101 (Russian I)</u> | JAP100 (Japanese I) | N | YES |

• Figure 23 Course Equivalency List

3. If you want to add a new equivalency, click the Add button in Figure 23.

To edit an existing equivalency, click the underlined name in Figure 23. That will take you directly to Figure 28 on page 21.

Adding an Equivalency

Course Equivalency

Search for First Course

Replace Course:

Active Only:

• Figure 24 Course Equivalency Prompt

1. Figure 24 is what you get when you pick the Add key in Figure 23.
2. You find the course that will be in the “Replace Course” column in Figure 23. Enter the name of the course or as much of it as you know.
3. Use the “Active Only” checkbox⁸ to limit your search to only active courses (checked) or search all courses (not checked).
4. Click the Reset button to clear what you just entered and start over.
5. Click the Submit button. You get a list of courses like Figure 25.

| Course Search | | | | | |
|-------------------|----------------|--------------------|--------------------------------------|--------|----------|
| Record 1 - 4 of 4 | Course | Description | Institution | Active | Transfer |
| | <u>Bad101</u> | badminton | North Carolina School of Cosmetology | Y | N |
| | <u>BIO203</u> | Circulatory System | North Carolina School of Cosmetology | Y | N |
| | <u>BIOL101</u> | Biology I | North Carolina School of Cosmetology | Y | N |
| | <u>BOT101</u> | Botany 101 | North Carolina School of Cosmetology | Y | N |

• Figure 25 Course Search List

- In Figure 25, click the underlined name of the course you want in the “Replace Course” column in Figure 23. That yields Figure 26 and fills in the course name on the left.

Course Equivalency

Search for Second Course.

ENG102 (English Literature) REPLACE WITH Course: Active Only:

Existing Equivalencies for ENG102:
ENG200 (American Literature)

• Figure 26 Equivalent Course Prompt

You get a note at the bottom reminding you of any existing equivalency.

- In Figure 26, click the underlined name of the course you want in the “Replace with Course” column in Figure 23. Enter the name of the equivalent course in Figure 26, then click the Submit button. You see another course list like Figure 25.

| Course Search | | | | |
|-------------------|-----------------|-------------------------|--------|----------|
| Record 1 - 8 of 8 | Course | Description | Active | Transfer |
| | <u>ENG101</u> | English Composition | Y | N |
| | <u>ENG102</u> | English Literature | Y | N |
| | <u>ENG200 *</u> | American Literature | Y | N |
| | <u>ENG300</u> | Contemporary Literature | Y | N |
| | <u>ENG310</u> | Shakespeare and Chekov | Y | N |
| | <u>ENG315</u> | American Poetry | Y | N |
| | <u>ENG433</u> | The Art of Art Buchwald | Y | N |
| | <u>ENG630</u> | Modern German Writers | Y | N |

No Link = Course already used in an equivalency
* = Course used in an equivalency with ENG102

• Figure 27 Course Equivalency Addition, Step 2

- From the list in Figure 27 choose the equivalent. You get Figure 28. (The note at the bottom reminds you of the existing equivalency and that equivalent course has its underlined link removed so you can't accidentally select it.)

Editing and Adding an Equivalency

Both adding and editing end up at Figure 28.

• Figure 28 Course Equivalency Confirmation

Figure 28 illustrates your choices in disabling an equivalency.

Disabled means this equivalency cannot be used. It's like a Delete except you can enable it later by removing the checkmark from Disabled.

Skip Auto-Repeat means that this equivalency cannot be used to repeat a course. The equivalency still counts when checking co- and prerequisites, it just can't be used for repeats. (Of course, if you've set Auto-Repeat off for all courses, you don't need to use this. See Figure 22.)

Click:

- The Submit button to complete the selection.
- The Reset button to start over
- The Delete button to remove this equivalency. If it has ever been used in registration, you cannot delete it. In that case, use the Disabled checkbox⁸.

Equivalencies in Course Records

Equivalencies show up in the Courses record in the list of corequisites and prerequisites. The course had **(E)** beside the name of the equivalent course. Figure 29 – a small section of Figure 9 – illustrates it.

• Figure 29 Equivalency in the Course Record

You also see the course equivalency while entering grades or making them official (page 41).

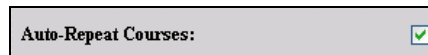
| <u>Maritime Engineering Introduction</u> (MME301-1) 3 credits | | | | | | |
|---|-------------|--------------------|---------------------------------------|--|---------------------------------|--|
| Grade Input | | | | | | |
| Yr: 200001 | Sem: Fall | Lead: Dale Johnson | Spaces: 10 | Sec: 1 | Campus: Centerville Main Campus | |
| Make ALL Grades Official: <input type="checkbox"/> | | | | | | |
| Name | PID | Grade | Official | Replaced | Replaced With | |
| 01. Frankenheimer, Martin | (FR7225749) | C | <input checked="" type="checkbox"/> | MME301 (Maritime Engineering Introduction) | | |
| <input type="button" value="Reset"/> | | | <input type="button" value="Submit"/> | | | |

• Figure 30 Replacement Notation in Grade Input

Figure 30 illustrates the kind of display that appears. If the student had taken an equivalent course it would appear here.

Web Options Auto-Repeat Option

Figure 31 shows the Auto-Repeat checkbox⁸ in the Web Options display. An authorized person – usually the Registrar – sets this option. It must be on (checked) to allow auto-repeats.



• Figure 31 Web Options for Auto-Repeat Courses

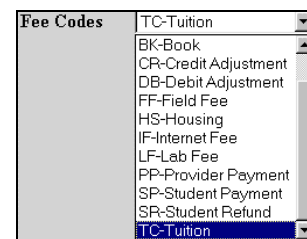
Add or Edit Course Fees

• Figure 32 Add or Edit Course Fees

These course fees are charges in addition to the tuition based on credit hours. For example, an off-site lab required in the course can have a transportation fee added. With Course Fee Add & Edit you add fees that are charged when a student registers for a course. They apply to all course sections for that one course.

For fees that apply to only one section, for example a section taught off-campus at added cost, see “Add and Edit Section Fees”, page 32. See footnote 4 (page 5) for year or semester fees.

1. Pick a course by using “Search for a Course and/or Section” as described on page 10.
2. Once you have the course record (Figure 9) on your display, click Course Fee Add & Edit to get an add-edit display like Figure 32. In this example a course fee already is present and is shown at the top of the display.
3. To add a fee use the bottom of the display.
4. Clicking the Fee pulldown⁸ arrow yields a list like Figure 33. This list comes from the financial transactions codes set up by your financial staff. To pick a fee, simply click on it with your mouse.



• Figure 33 Fee List

The Fee name is printed on bills and ledgers unless you enter “Other Description” as a substitute.

5. Enter the amount, then click the Submit button.
6. To edit an existing course fee, click its underlined name as shown at the top of Figure 32. You get a display of the existing fields that you can change.

7. Click the Submit button to change the fee.

COURSE SECTION FUNCTIONS

- A course section is a real living class, whereas a course is a design or a template on which course sections are built. You must have defined all the required details for a course (“Course Functions”, page 10) before you can begin setting up course sections.
- Course sections “consume” rooms, days, and times.
- The days assigned to course sections are from either
 - the Semester start and end dates (the norm) or
 - the Session start and end dates (dates within a semester).
- Course sections are visible to anyone accessing your Web site. If you do not want a section to be visible on your Web site, you must cancel¹³ or delete it as outlined on page 32.
- See the SONISWEB® text “Registration by Staff” for information on Course Section Reconciliation. That function checks student enrollment records against the course section space (seats) available and corrects the section count where necessary.

Section List

This function lists all of the sections for a course. Figure 34 is typical.

| Maritime Engineering Introduction (MME302) 3 credits | | | | | | | | | |
|--|---------------|--------|-------------------------|--------|------|----------|-------|---|---------------|
| Section: List | | | | | | | | | |
| Record 1 - 2 of 2 | Course | Cancel | Campus | Year | Sem. | Session. | Sect. | Time | Instructor |
| | <u>MME302</u> | N | Centerville Main Campus | 200304 | 2 | | 1 | MON 1:00pm-1:50pm, WED 1:00pm-1:50pm, SAT 1:00pm-1:50pm | Johnson, Dale |
| | <u>MME302</u> | N | Centerville Main Campus | 200001 | 2 | | 1 | MON 1:00pm-1:50pm, WED 1:00pm-1:50pm, SAT 1:00pm-1:50pm | Johnson, Dale |

• Figure 34 Course Section List

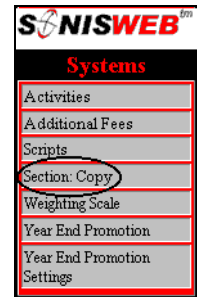
1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. In the functions list on the left of the display (see Figure 7), click Section List and you get the section list like Figure 34.
4. This shows you the sections set up for this course.
5. To edit a section, add a section fee or edit a section fee, click the underlined name of the section.

¹³ You can move students from a section with too few to other sections before canceling it. That’s described in “Bulk Roster Move: Move Students to Another Course Section” on page 37.

Copy Course Sections

You can “Add a Course Section” (page 29) or you can copy sections from other semesters and years. When you copy, you copy everything, room, instructor, seats, and the day-and-hour schedule. Typically you copy whole groups of sections at one time, so the Section Copy function is a **Systems** not a **Courses** function.

Your security profile must authorize you to access **Systems** and Section Copy.



• Figure 35 Systems Functions - Compressed

1. Once signed on⁵ as an administrator, click **Systems** from the list at the top of your display as shown in Figure 1. You get a display like Figure 35.
2. Click Section Copy in Figure 35. You get Figure 36.
3. In Figure 36 use the pulldowns⁸ to pick the year and semester you want to copy **From**.

You do not have to copy from adjacent years and semesters. In building a new semester, you can copy a set of course sections from the fall semester of one year, pick some sections from the spring semester of a different year, and yet more sections from a summer session. For each semester you wish to draw from, simply start Section Copy again, enter the year and semester in Figure 36 and pick your sections as described below.

• Figure 36 Section Copy Query

4. To clear your selections and start over, click the Reset button.
5. After you have the year and semester selected, click the View button. That yields Figure 37.

Section: Copy

| Move | Course | Campus | Section | Time Desc | Lead Faculty |
|-------------------------------------|--------|-------------------------|---------|---|---------------|
| <input checked="" type="checkbox"/> | MME302 | Centerville Main Campus | 1 | MON 1:00pm-1:50pm, WED 1:00pm-1:50pm, SAT 1:00pm-1:50pm | Johnson, Dale |

Copy from
School Year : 200304
Semester : 2
Session : <BLANK> (Start: End:)

To
School Year
Semester

* Started End Date

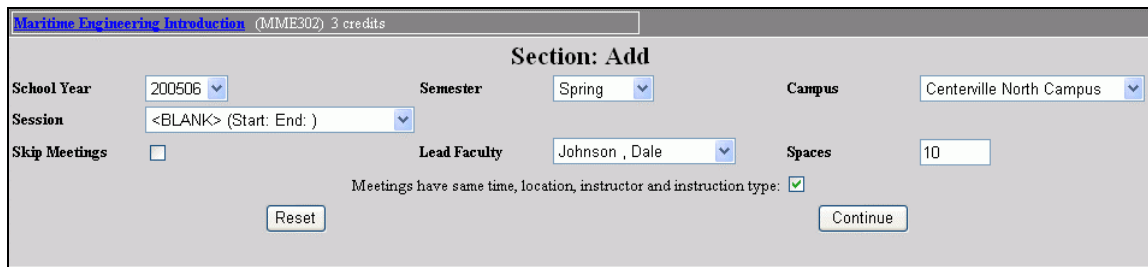
*Fill in dates to override Section dates being copied.

• Figure 37 Section Copy List

6. Page through the list shown in Figure 37, removing checkmarks¹⁵ for course sections you do not want to copy, placing checkmarks¹⁵ for sections you do want to copy.
7. At the bottom of Figure 37, pick the year and semester (aka term) you want the sections copied **To**.
8. To change the dates that come from the old, copied section, enter the new Section dates with the **Started** and **End Date**. Otherwise you'll get the start and end dates of a past semester.
9. To clear your selections – including your checkmarks – and start over, click the Reset button.
10. After you have the year and semester selected, click the Copy Sections button.
11. You see a confirming display that tells you the copy has occurred.
12. To pick more course sections from a different year and/or semester, start again with the second step on page 27.

You may find that you have some conflicting instructors, rooms, and date-time schedules, especially if you copied from more than one semester. Use “Edit a Course Section” on page 31 to remove any conflicts by changing the copied sections.

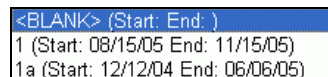
Add a Course Section



• Figure 38 Add a Course Section

1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. Click the Section Add function (see Figure 7) and you get the section add display like Figure 38.
4. Use the pulldown arrows⁸ to pick the year, section, instructor, room, etc.

Sessions are for those course sections that don’t start and end on the usual semester start and end dates. You set those up in “Setting the Sessions Table” on page 63. The selection in Figure 38



• Figure 39 Session Pulldown Menu

looks like Figure 39. Disabled sessions (page 63) are not offered in the Figure 39 list.

5. Enter the number of Spaces (a.k.a., seats) for students.

You can add your sections now and enter meeting times later. The Skip Meetings check box in Figure 38 lets you do that. Skip Meeting is also a way to create a section that has no meetings. When you click the Continue button you go directly to the meeting times, Figure 43.

6. If, like most sections, it meets at the same time each day in the same room with the same instructor, click the “Meetings have the same time ...” checkbox⁸ at the bottom of the display. This gives a simpler form to fill out for times, etc.
7. Click the Continue button. You see one of two displays:



- a. If (Skip Meetings) is checked, you get prompted to enter the days, times and rooms as described in “Set Course Section Meetings” on page 34.
- b. If setting the meetings has been skipped or after you have set the meetings, you see Figure 40. See that figure to select the optional Program or Class-Level restrictions or assign text books.

Maritime Engineering Introduction (MIME302) 3 credits

Section: Add

Yr: 200506 Sem: Spring Lead: Dale Johnson Spaces: 10 Sec: 1 Campus: Centerville North Campus

Restrictions

Program: Maritime Engineering Program Deadline: 01/07/2006
 Level: Junior Level Deadline: 01/07/2006

Available Sections: 1

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: 1:00 P.M. Stop Time: 2:10 P.M.

Instructor: Johnson, Dale Instruct. Type: Lecture

Room * Building * Campus

Smith 100 (S100) IN Smith Hall AT Centerville Main Campus
 Smith 200 (S200) IN Smith Hall AT Centerville Main Campus
 Smith 300 (S300) IN Smith Hall AT Centerville Main Campus
 TBD (TBDP) IN To Be Determined AT Pacific Islands Campus
 To Be Determined (TBD) IN To Be Determined AT To Be Determined

→ **Room Finder**

Memo

Reset Submit

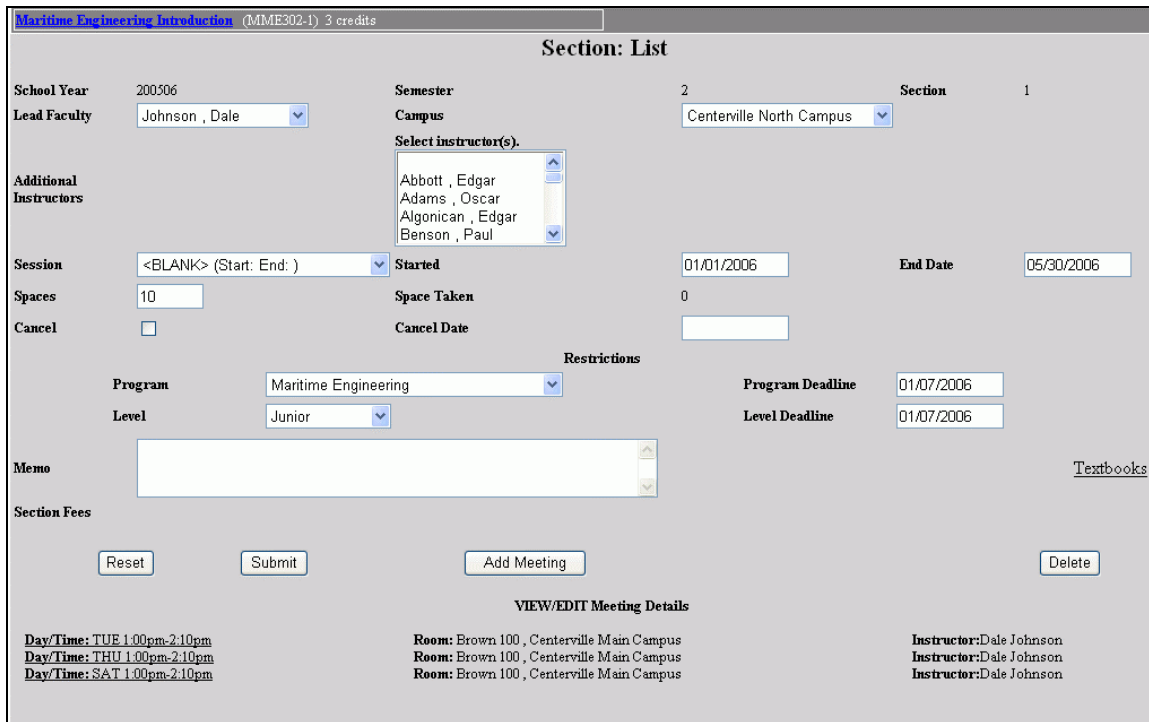
Return to Add Section

• Figure 40 Section Add

Figure 40 shows an add function. Its contents are described on page 31. The primary difference from the edit display (Figure 41) is the availability of Room Finder. See “Room Finder” on page 38.

Edit a Course Section

1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. In the functions list on the left of the display (see Figure 7), click Section List and you get the section list like Figure 34.



• Figure 41 Section Edit

4. Click the underlined name of the one section you wish to edit.
5. Change the information in Figure 41.

Selected instructor(s) is used to assign additional instructors to the section.

Cancel when checked means the section has been cancelled¹³ and will not be offered for registration.

Restrictions: using the Program and Level pulldowns⁸ you can limit which students can register for this section until the Deadline dates. If these are blank, there is no section restriction¹⁴. This restriction is for this one course section only.

Textbooks lets you assign textbooks to the section. If you’ve already assigned the textbook for the course (Figure 9), this is not needed. In addition, the instructor for a class can define and assign books for any section he or she is assigned to.

¹⁴ The restrictions are used to allow students in a program and/or at a level to have first choice at picking the course. After the date(s) in the restriction, anyone can register for the course section.

6. To change a course meeting (see page 36), click the underlined Day/Time... phrase.
7. To add a new meeting time, click the Add Meeting button.
8. Click the Reset button to erase what you have entered so you can start over.
9. Click the Submit button to save your changes.

You cannot change the year, semester, section or campus. If they need to be changed, delete or cancel the section and add a new section with the correct information.

Cancel or Delete a Course Section

You can empty a session of enrolled students as described in “Bulk Roster Move: Move Students to Another Course Section” on page 37.

You may not be able to delete the section. If any student has registered for the course, SONISWEB® preserves it to use in rosters, grade reports, and transcripts.

| |
|--|
| If the section has been cancelled, use the Cancel check box (Figure 41) instead of the Delete button to stop registration for the section. |
|--|

To delete a section before it has been used, click the Delete button. You get a confirming display similar to Figure 13. Click the confirming button to delete the section. You get a message indicating either that the section has been deleted or that it is in use and cannot be deleted.

Add and Edit Section Fees

As with course fees, you can establish fees for a specific course section. An example is an Internet fee for a section taught solely or partly via distance learning and the Internet. It applies to that one section. If the fee applies to all sections of a course use “Add or Edit Course Fees” on page 15.

1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. In the functions list on the left of the display (see Figure 7), click Section List and you get the section list like Figure 38.
4. Click the underlined name of the one section to which a fee is to be added.
5. In the functions list on the left of the display (see Figure 7), click Section: Fees Add / Edit.

| Maritime Engineering Introduction (MME302-1) 3 credits | | | | | |
|--|----------------------|---------------------------------------|------------|--------|----------------------------------|
| Section: Fees Add / Edit | | | | | |
| Yr: 200506 | Sem: Spring | Lead: Dale Johnson | Spaces: 10 | Sec: 1 | Campus: Centerville North Campus |
| Fee Codes | Description | Fee Amount | | | |
| <u>FF</u> | Shipboard lab | 86.00 | | | |
| Fee | Other Description | Amount | | | |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | | | |
| <input type="button" value="Reset"/> | | <input type="button" value="Submit"/> | | | |

• Figure 42 Section Fees

- Figure 42 illustrates a section that already has a fee.
- To add a fee, go to the bottom of the display and use the Fee pulldown⁸ to select the financial transaction, a list like Figure 33. This list comes from the financial transactions codes set up by your financial staff. To pick a fee, simply click on it with your mouse.

The Fee name is printed on bills and ledgers unless you enter “Other Description” as a substitute.

- Enter the amount, then click the Submit button.
- To edit an existing course fee, click its underlined name as shown at the top of Figure 42. You get a display of the existing fields that you can change. You cannot change the transaction code. If you need the fee to have a different transaction code, delete it and add a “new” fee with a different code.
- Click the Submit button to change the fee.
- To delete a fee click the Delete button. (The edit version of Figure 42 has a Delete button.) You get a confirmation button like Figure 13. Click the Confirm button to complete the deletion.

Set Course Section Meetings

You can set the meeting times immediately after adding a section (see “Add a Course Section”) or at a later time by editing a section. To add a meeting time immediately after adding the section, click the Skip Meetings check box in Figure 38 until no check is in the box. With that set, when you click the Continue button, you go directly to adding a meeting.

1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. In the functions list on the left of the display (see Figure 7), click Section List and you get the section list like Figure 38.
4. Click the underlined name of the one section for which you want to add meeting times.
5. In the functions list on the left of the display (see Figure 7), click Section: Add / Edit. You get a display like Figure 41.
6. Click the Add Meeting button. Figure 43 or Figure 44 is the result.
 - If you chose Meetings have same time, location, instructor and instruction type: (checkmark¹⁵) in Figure 38 you get Figure 43.
 - If you chose Meetings have same time, location, instructor and instruction type: (no checkmark) in Figure 38 you get Figure 44 as the top selection portion of Figure 43. With Figure 44, you add each meeting time individually.

¹⁵ See Figure 93, page 69 for guidance on checkboxes and radio buttons.

• Figure 43 Course Section Add Times, etc¹⁵.

- In Figure 43 you pick the days, times, instructors, the type of instruction and the room, then click the Submit button. You get Figure 45.

Typically all the section meetings occur at the same time with the same instructor in the same room. In that case you use the day checkboxes⁸ to pick all of the days the course is taught. Then you select a single meeting Start Time and Stop Time, pick an instructor, and a room that applies to all the days.

You can establish incomplete or “unassigned” sections as described in “Unassigned Course Sections” on page 36.

- Click the Submit button after entering the information.

• Figure 44 Varying Meeting Times¹⁵

- If the times, rooms or instructors vary from meeting to meeting, you click off the button at the bottom of Figure 38. (Figure 44 has single-choice radio buttons¹⁵ rather than the multiple-choice checkboxes⁸ in Figure 43.)
- For each meeting, pick the day it meets, the times, instructor, etc., then click the Submit button. You get Figure 45.
- Click underlined phrase to add another meeting time and you are returned to a blank version of Figure 44. Enter the next meeting time and continue in the cycle until they are all entered.

| | | | | | |
|---|-------------|--------------------|------------|--------|----------------------------------|
| Maritime Engineering Introduction (MME302) 3 credits | | | | | |
| Section: Add | | | | | |
| Yr: 200506 | Sem: Spring | Lead: Dale Johnson | Spaces: 10 | Sec: 1 | Campus: Centerville North Campus |
| <u>Return to create another meeting for this section.</u> <u>Return to create another section.</u> | | | | | |
| Meeting time(s) have been added. | | | | | |

• Figure 45 Section Add Confirmation

In adding a section, SONISWEB® checks for room and instructor conflicts. You get a clear message of such conflicts with an invitation to return to meeting setup.

You can view or print instructor and rooms reports to help you resolve the conflicts. See “Reports” on page 50.

Edit Course Section Meetings

You can change a meeting time.

1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. In the functions list on the left of the display (see Figure 7), click Section List and you get the section list like Figure 44.
4. Click the underlined name of the one section for which you want to edit meeting times. You get Figure 41.
5. At the bottom of Figure 41 is a list of current meeting times. Click the meeting you want to edit. You get Figure 44.
6. In Figure 44, make the changes needed, then click the Submit button. You get a confirming message that the change has been made.

Unassigned Course Sections

For seminars and other special classes, you want to reserve the space but you do not yet know the details of time and place.

Figure 43 and Figure 44 show the Unassigned choice. That means the day and time for the section have not been determined yet. Later you can edit the section (“Edit Course Section Meetings” above) and select the time, date, and other undefined entries.

Waitlists for Sections

If a course section is full, the student can be placed on the waitlist for the section. This is done during registration. The handling of waitlists is described in the SONISWEB® text “Registration by Staff”.

Bulk Roster Move: Move Students to Another Course Section

Designed for use by the Registrar, this function lets you move students from one course section to one or more existing sections. In effect you empty a section with too few enrolled students.

Use [Section List](#) to find the section you want to eliminate, and then you click [Bulk Roster Move](#). That yields Figure 46.

| Bulk Roster Move | | | | | |
|------------------|-------------------------------------|--------------------------------------|--|--------|--------------------------|
| Yr: 200405 | Sem: Fall | Lead: Edgar Abbott | Spaces: 10 | Sec: 1 | Campus: To Be Determined |
| | | | Select Course Section to move selected students to ACCT100 :2 (8 spaces available) ▲ ACCT100 :3 (7 spaces available) ▲ ACCT100 :4 (10 spaces available) ▼ | | |
| Move | | Student | | | |
| 1 | <input checked="" type="checkbox"/> | Abbott, Edgar M (333333334) | | | |
| 2 | <input checked="" type="checkbox"/> | Arnold, Jane (AR1833324) | | | |
| 3 | <input checked="" type="checkbox"/> | Bartelby, Bob (BA8285589) | | | |
| 4 | <input checked="" type="checkbox"/> | Black, Jack (BL4712133) | | | |
| 5 | <input checked="" type="checkbox"/> | Carroll, may (CA6899692) | | | |
| 6 | <input checked="" type="checkbox"/> | Gordon, Flash (GO5151246) | | | |
| 7 | <input checked="" type="checkbox"/> | Refund, Ronnie Jimbo (RE5233040) | | | |
| | | <input type="button" value="Reset"/> | <input type="button" value="Submit"/> | | |

• Figure 46 Bulk Roster Move

1. Pick the section you want to move the students to. Notice that you see the section number and the available spaces.
2. You use the checkbox⁸ by each name to decide which students to move to the section you selected. A checkmark means move that student to that section. No checkmark means hold this student to move to a different section.
3. Click the Submit button.

If you changed some of the checkboxes⁸ to blank, after submitting, you see Figure 46 again with the remaining students so you can assign them to another section. Figure 46 keeps re-appearing until you've moved all the students.

| Bulk Roster Move | | | | | |
|---|-----------|--------------------|------------|--------|--------------------------|
| Yr: 200405 | Sem: Fall | Lead: Edgar Abbott | Spaces: 10 | Sec: 1 | Campus: To Be Determined |
| No students in the selected course section. | | | | | |

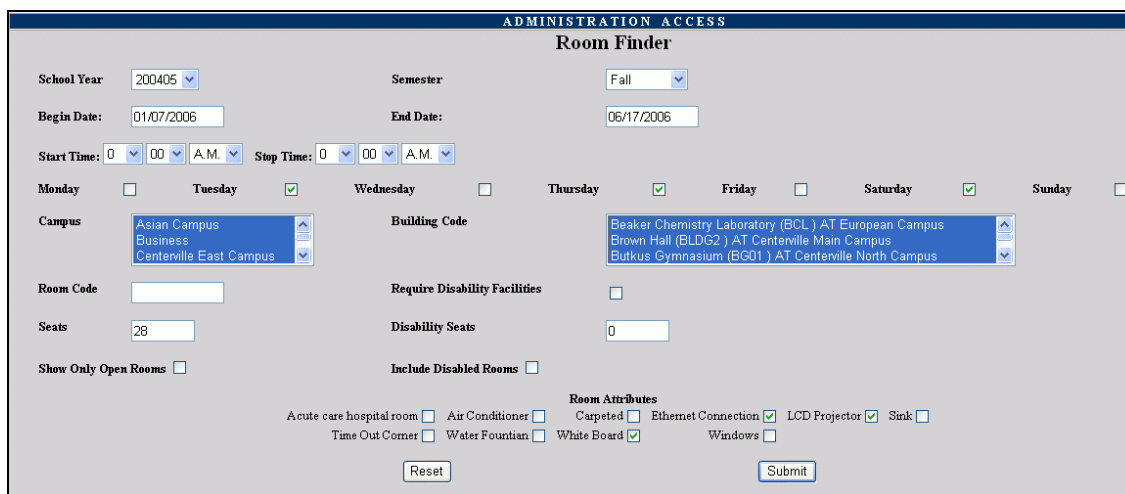
• Figure 47 Completion of the Bulk Roster Move

You know you've moved all the students when you see the display in Figure 47.

ROOM FINDER

If you prefer a printed list, see “Room Schedule” on page 57.

Click Room Finder circled in Figure 40. A separate set of displays opens and you see Figure 48.



The screenshot shows the 'Room Finder' search criteria form. The form includes the following fields and options:

- School Year:** 200405 (dropdown)
- Semester:** Fall (dropdown)
- Begin Date:** 01/07/2006 (text)
- End Date:** 06/17/2006 (text)
- Start Time:** 0:00 A.M. (dropdown)
- Stop Time:** 0:00 A.M. (dropdown)
- Days:** Monday (checkbox), Tuesday (checkbox), Wednesday (checkbox), Thursday (checkbox), Friday (checkbox), Saturday (checkbox), Sunday (checkbox)
- Campus:** Asian Campus, Business, Centerville East Campus (dropdown)
- Building Code:** Beaker Chemistry Laboratory (BCL) AT European Campus, Brown Hall (BLDG2) AT Centerville Main Campus, Butkus Gymnasium (BG01) AT Centerville North Campus (dropdown)
- Room Code:** (text)
- Seats:** 26 (text)
- Show Only Open Rooms:** (checkbox)
- Require Disability Facilities:** (checkbox)
- Disability Seats:** 0 (text)
- Include Disabled Rooms:** (checkbox)
- Room Attributes:**
 - Acute care hospital room (checkbox)
 - Air Conditioner (checkbox)
 - Carpeted (checkbox)
 - Ethernet Connection (checkbox)
 - LCD Projector (checkbox)
 - Sink (checkbox)
 - Time Out Corner (checkbox)
 - Water Fountain (checkbox)
 - White Board (checkbox)
 - Windows (checkbox)
- Buttons:** Reset, Submit

• Figure 48 Room Finder Search Criteria

Specify the dates, days, times, seats, campus, etc. and then click the Submit button to get Figure 49.

Be careful to be logical in what you ask for in Figure 48. If you pick a “Campus” and then a “Building Code” that is not on that campus, Figure 49 will have no rooms listed. You got what you asked for!

Here’s what you can expect:

- No dates means ignore date in selecting.
- A beginning date but no ending date means find rooms that are occupied only on or after that date.
- If you enter a time, you must enter both a start and stop time to get any useful result.
- If you’re entering a room number (Code) make sure you’ve either selected all buildings and all campuses or you’ve selected the campus and/or building that contains the room. Otherwise you’ll not get that room displayed.
- Where you know a room has disability seats but it doesn’t appear in the list, the likely problem is the disability checkbox⁸ in the room record was not checked. That’s covered in the SONISWEB® manual “Room, Building & Campus Records”.
- “Show only open rooms” are those with no class sections assigned for the date or date-and-time you selected. It’s dependent on any exclusions you made with dates, times, campuses, buildings, etc. As you select from those, it limits the open rooms you see.

- “Include Disabled Rooms” include rooms made inactive by setting the Disabled checkbox. It’s not related to facilities for those with physical disabilities.
- If you need certain facilities in the room – a digital projector, for example – use the “Room Attributes” checkboxes⁸ at the bottom to select them.

Room Finder

Room Finder Search Criteria

Room: Smith 300 (S300) in Smith Hall-Centerville Main Campus

| | | | | | |
|-------------|--------|---------------------|-------------------|-----------------------|-----------------------|
| School Year | 200607 | Semester | 1 | Started | Ended |
| Day | | Time Span | 0:00 am - 0:00 am | Disability Facilities | No Disability Seats 0 |
| Seats | 0 | Show Disabled Rooms | No | Show Only Open Rooms | No |

Campus/Building Centerville Main Campus - Smith Hall Room Attributes

Room Status of S300

| <i>Courses</i> | | | | | | |
|---------------------|---------|-------------------------------|------------|------------|---------|-----------------|
| Description | Section | Lead Faculty | Begin Date | End Date | Time | Time Day |
| Japanese I (JAP100) | 1 | Richard Brown | 09/01/2006 | 12/31/2006 | 3:00 AM | 4:00 AM MON FRI |

| <i>Calendar Events</i> | | | | | | |
|------------------------|-------------------------------|------------|---------|----------|-----|--|
| Event | Contact | Date | Time | Time | Day | |
| Japanese Film Festival | Patrick Hines | 11/10/2006 | 3:00 PM | 12:00 PM | FRI | |
| Japanese Film Festival | Patrick Hines | 11/11/2006 | 3:00 PM | 12:00 PM | SAT | |

• Figure 49 Room Finder Search Results

Figure 49 shows the results of the search set in Figure 48. The list includes rooms reserved by assigning course sections (classes) and rooms reserved with the Events Calendar (see the manual “Administration”). Clicking the name of the “Lead Faculty” or “Contact” starts an e-mail note that you can use to negotiate for room availability.

To use Room Finder to see what rooms are currently being used or for a wide view of room use, pick **Systems** and [Room Finder](#) or the “Room Schedule” report on page 57.

GRADES - CHANGING AND MAKING OFFICIAL

Typically grades are entered by the faculty. See the SONISWEB® text “Faculty Handbook”. It shows the process. If you do not authorize faculty to make grades official, an authorized administrator can do it as shown below. For changing grades, see:

- Changing or Entering Semester Grades is on page 41.
- Changing or Entering Midterm Grades is on page 42.
- Changing or Entering Clinical Grades is on page 42.
- Score Viewing on page 43 is for the scores leading to the course grade.

There are three additional options you can set before grade input or change:

If appropriate for your institution, use “Changing Incomplete Grades to Failing Grades” on page 42.

An automatic grade assignment can be made when a student takes a leave of absence. See “Withdrawn Student Grade Assignment” on page 46.

You can archive all grade changes after they are made official. See “Official-Grade Change Archiving” on page 47.

These are the steps:

1. Find the course as described in “Search for a Course and/or Section” on page 10.
2. In the Course List (Figure 8), click the underlined name of the course you wish to view.
3. In the functions list on the left of the display (see Figure 7, page 11), click Section List and you get the section list like Figure 34 (page 26).
4. In Figure 34 click the underlined name of the one section whose grades you want to access.
5. Click Grade Input in Figure 7 for Semester grades . That yields Figure 50.
Click Grade Input [Clinical] for clinical grades. You get a display like Figure 52.
Click Grade Input [Mid-term] in Figure 7 for Midterm grades. That yields Figure 51.

Making Semester Grades Official

To mark individual grades as official, click the checkbox⁸ beside the grade.

You can make all the grades in a section official by clicking **Make ALL Grades Official:** until a check mark¹⁵ appears.

Once you have clicked “Make ALL Grades Official”, you can only change grades¹⁶ by going to each student’s Courses record, removing the official checkmark there, and changing the grade.

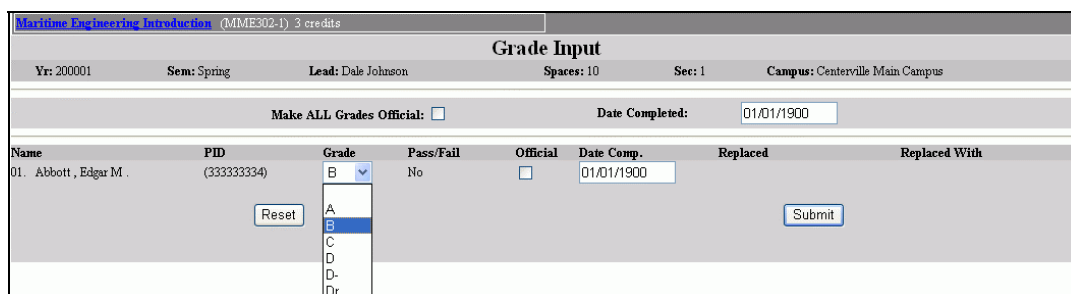
To reset your changes before submitting them, click the Reset button.

Once you have the changes as you want them, click the Submit button.

The student record named “Courses” contains the detail on the course and its completion. It is shown in the text “Students, Faculty, Applicant and Alumni/ae Record-keeping”. When grades are made official, these actions take place:

- The quality points are calculated. They are the value for that grade defined in the Grades table times the number of credits. Typically a grade of “A” is set to 4 points in the Grades table, so for a 3-credit course, the quality points are 12 (3 times 4).
- The end date defined in the Semester table is inserted in the Date Completed field.
- If archiving is in force (see page 47), the change will be recorded in an audit database table.

Changing or Entering Semester Grades



| Maritime Engineering Introduction (MME302-1) 3 credits | | | | | | | |
|--|-------------|--------------------|------------|----------------------------|---------------------------------|----------|---------------|
| Grade Input | | | | | | | |
| Yr: 200001 | Sem: Spring | Lead: Dale Johnson | Spaces: 10 | Sec: 1 | Campus: Centerville Main Campus | | |
| Make ALL Grades Official: <input type="checkbox"/> | | | | Date Completed: 01/01/1900 | | | |
| Name | PID | Grade | Pass/Fail | Official | Date Comp. | Replaced | Replaced With |
| 01. Abbott, Edgar M. | (333333334) | B | No | <input type="checkbox"/> | 01/01/1900 | | |

• Figure 50 Semester Grade Change or Input by an Administrator

(If course equivalency or replacement pertains to this course, the display will look like Figure 30 rather than Figure 50.)

Although grades are usually entered by faculty members directly, you can enter grades for a course section and/or you can change the grades.

Use the grade pulldown⁸ shown in Figure 50 and click the grade from the list. (If you issue only whole-letter grades – no B+ or Cr – you can enter the grade by pressing the letter key on your keyboard instead of using the pulldown⁸ list.)

¹⁶ If archiving is set on, you’ll see a display like Figure 60.

To reset your changes before submitting them, click the Reset button.

Once you have the changes as you want them, click the Submit button.

Changing or Entering Midterm Grades

| Grade Input [Mid-term] | | | | | | |
|--------------------------------------|-------------|--------------------|---------------------------------------|----------|---------------------------------|--|
| Yr: 200001 | Sem: Spring | Lead: Dale Johnson | Spaces: 10 | Sec: 1 | Campus: Centerville Main Campus | |
| Name | PID | Mid-Term Grade | Pass/Fail | Official | Date Comp. | |
| 01. Abbott, Edgar M. | (333333334) | A | No | No | 06/15/01 | |
| <input type="button" value="Reset"/> | | | <input type="button" value="Submit"/> | | | |

• Figure 51 Mid-term Grade Change or Input by an Administrator

Although grades are usually entered by faculty members directly, you can enter grades for a course section and/or you can change the grades¹⁶.

Use the grade pulldown⁸ shown in Figure 50 and click the grade from the list. (If you issue only whole-letter grades – no B+ or Cr – you can enter the grade by pressing the letter key on your keyboard instead of using the pulldown⁸ list.)

To reset your changes before submitting them, click the Reset button.

Once you have the changes as you want them, click the Submit button.

Changing or Entering Clinical Grades

| Grade Input [Clinical] | | | | | | |
|--------------------------------------|-------------|-----------------------|---------------------------------------|----------|---------------------------------|--|
| Yr: 200405 | Sem: Fall | Lead: Edgar Algonican | Spaces: 10 | Sec: 1 | Campus: Centerville Main Campus | |
| Name | PID | Clinical Grade | Pass/Fail | Official | Date Comp. | |
| 01. Andrews, Theodore J. | (AN5225389) | 87 | No | No | 11/15/05 | |
| 02. Bartelby, Bob | (BA8285589) | 91 | No | No | 11/15/05 | |
| <input type="button" value="Reset"/> | | | <input type="button" value="Submit"/> | | | |

• Figure 52 Clinical Grade Change or Input by an Administrator

Although grades are usually entered by faculty members directly, you can enter grades for a course section and/or you can change the grades¹⁶.

Type the clinical grade in the box.

To reset your changes before submitting them, click the Reset button.

Once you have the changes as you want them, click the Submit button.

Score Viewing

Students may ask how a final course grade was computed. Where your faculty uses scores to automatically calculate the final course grade, you can see the scores for an individual student.

Use **Names** (Figure 1) to search for the student then click Courses for that student. Find the course in question and click its underlined name. You see a display like Figure 53.

| Eisenhower, Dwight (Student - E16349679) | | | |
|--|-------------------------------------|---------------------------------------|-------------------------------------|
| Student Courses | | | |
| School Year | 200405 | Semester | 1 |
| Section | 1 | Course Type Code | N |
| Course | CSC110 | Description | Keyboarding |
| Enroll Code | EN | Pass-Fail | N |
| Enrollment Date | 01/03/2006 | | |
| No Repeating | <input type="checkbox"/> | | |
| Grade | A | Date Completed | 12/31/2005 |
| Quality Points | 8.00 | Mid-Term Grade | |
| Cred. | 2.00 | Clinical Grade | |
| Include GPA | <input checked="" type="checkbox"/> | Official | <input checked="" type="checkbox"/> |
| Repeated | | Class Hrs | 0.00 |
| Replaced | | Practice | 0.00 |
| Posted to billing | Y | Check Grade Details | |
| Repeat Year | | Semester | |
| Replaced With | | | |
| Memo | | | |
| <input type="button" value="Reset"/> | | <input type="button" value="Submit"/> | |
| <input type="button" value="Delete"/> | | | |

• Figure 53 Checking Scores in Course Record

Click Check Grade Details, highlighted in Figure 53.

If scores were not used to compute the course grade, you'll see a message that scores are not available.

Where scores were available, you'll see them as illustrated in Figure 54.

| Eisenhower, Dwight (Student - EI6349679) | | | | | | |
|--|---------------------|-------------------|------------|-------------------------------|--------------------|------------------------------|
| Courses | | | | | | |
| COURSE DETAIL | | | | | | |
| Grade | A | Course | CSC110 | School Year | 200405 | Semester 1 |
| Section | 1 | Date Taken | 11/14/2004 | Instructor | Algonican, Edgar I | |
| WEIGHTING - Standard | | | | | | |
| Element | Class Part | Percent | 0 | No. Low Scores to Drop | 0 | |
| Element | Extra Credit | Percent | 0 | No. Low Scores to Drop | 0 | |
| Element | Final | Percent | 25 | No. Low Scores to Drop | 0 | |
| Element | Homework | Percent | 25 | No. Low Scores to Drop | 0 | |
| Element | Points | Percent | 0 | No. Low Scores to Drop | 0 | |
| Element | Quiz | Percent | 25 | No. Low Scores to Drop | 0 | |
| Element | Test | Percent | 25 | No. Low Scores to Drop | 0 | |
| Weighted Average: Not Available - Must First Post Grades from Gradebook Again | | | | | | |
| SCORES | | | | | | |
| Element | Final | Score | 94 | Possible Score | 100 (94.00%) | Date Taken 11/14/2004 |
| Element | Homework | Score | 89 | Possible Score | 100 (89.00%) | Date Taken 01/20/2006 |
| Element | Homework | Score | 95 | Possible Score | 100 (95.00%) | Date Taken 01/20/2006 |
| Element | Quiz | Score | 97 | Possible Score | 100 (97.00%) | Date Taken 09/17/2004 |
| Element | Test | Score | 97 | Possible Score | 100 (97.00%) | Date Taken 10/30/2004 |
| Element | Test | Score | 95 | Possible Score | 100 (95.00%) | Date Taken 01/20/2006 |
| RETURN | | | | | | |

• Figure 54 Scores Detail for a Student-Course

You cannot change them, the instructor has to do that. Click [RETURN](#) when you're finished.

Changing Incomplete Grades to Failing Grades

Your institution may have a practice that any incomplete grade at the end of the semester should be changed to a failing grade. You do not have to go through every student record to do that. If you have profile rights to access the of **Systems**, you can change them en mass.



• Figure 55 Systems Function List - Compressed

1. Click **Systems** at the top of the display. You see Figure 55.
2. In Figure 55 click Incomplete to Failing Grade. You get Figure 56.
3. As illustrated in Figure 56, pick the year and semester you want examined, which incomplete grade or grades¹¹ you want to convert to a failing grade, select the failing letter grade to be applied.

• Figure 56 Incomplete to Failing Grade Prompt

The list of incomplete grades shown in Figure 56 comes from the Grades table. If no grades appear or one you expected is not present, have an authorized person check that table to make sure the grade is marked as Incomplete. Grades are set in the Table Maintenance function within **Systems**.

Unofficial means change only unofficial “Incomplete Grades”.

Official means change only official “Incomplete Grades”.

All means change both unofficial and official “Incomplete Grades”.

4. Click Reset to erase your selections and start over.
5. Click Submit to move to Figure 57.

| Incomplete To Failing Grade | | | | | |
|-------------------------------------|----------------------------------|-------------|----------|---------|-------|
| Change | Name | School Year | Semester | Course | Grade |
| <input checked="" type="checkbox"/> | Adams, Amy A. (000000000) | 200001 | 2 | HIST210 | I |
| <input checked="" type="checkbox"/> | Delaney, Kim (DE8686909) | 200001 | 2 | ART200 | I |
| <input checked="" type="checkbox"/> | Dunlap, Harvey (DU4381139) | 200001 | 2 | ART200 | I |
| <input checked="" type="checkbox"/> | Longfellow, Henry W. (LO8849654) | 200001 | 2 | ART200 | I |

• Figure 57 List of Students with Incomplete Grades

Figure 57 shows the students found for that year and semester who had one of the incomplete grades marked in Figure 56.

6. Use the “Change” checkboxes⁸ to clear any students whose grades you do not want changed to a failing grade. A checkmark means “fail him”, a blank checkbox means leave the grade as-is.
7. Click Reset to erase your selections and start over.
8. Click Submit to change the grades. Remember to make them official.

Withdrawn Student Grade Assignment



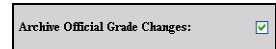
• Figure 58 Web Options Grade Setting for Withdrawn Students

In **Systems Web Options** you can set the final grade that all withdrawn students will be given when you post a withdrawal leave of absence for a student. Later you can go to a specific student’s Courses records and change the grade if you wish. You see the on-off checkbox⁸ and the grade that will be given in Figure 58.

Official-Grade Change Archiving

Most schools let authorized people change the grades. Once the grade has been made official, this optional archive feature tracks the change, who made the change, and when it was made.

This is an option in **Systems Web Options** where you set it on and off. You see it in Figure 59.



• Figure 59 Web Option to Archive

When an authorized person changes a grade, you see the grade-change history as shown in Figure 60.

| Courses | | | | | | | | | |
|--|----------------------|---------------------------------|--------------------------------|----------------|---------------|-------------------------|------------------------|-------------------------|------------------------|
| ART101 course. | | | | | | | | | |
| The changes you are making are as follows: The grade is changing from I to F. | | | | | | | | | |
| Official grade changes and who made them are archived for possible later review. | | | | | | | | | |
| Official Changes Already Made to This Grade (* - unchanged) | | | | | | | | | |
| Administrator | Changed | Previous Official Grade Setting | Changed Official Grade Setting | Previous Grade | Changed Grade | Previous Mid-term Grade | Changed Mid-term Grade | Previous Clinical Grade | Changed Clinical Grade |
| Adams, Amy super1 | 01/19/2006 - 1:34 PM | * | * | WP | I | * | * | * | * |

• Figure 60 Grade Change Archive Display

The information archived is:

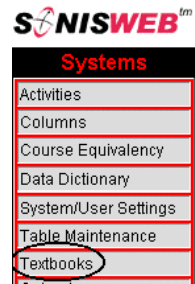
- Who made each change and when she or he made it.
- Whether or not the “Official Grade” setting was turned on or off.
- The previous and new grades.

This history tracks all the grades – course, midterm, and clinical – after the Official checkbox⁸ has been set on. As long as the grades are not official, they can be changed and no archive is kept.

TEXTBOOKS

If you wish, you can set up a list of textbooks and then assign them to courses and/or course sections as shown in Figure 9 and Figure 41. Follow these steps to set up the textbook list.

Faculty members can add textbooks to the sections assigned to them. They can add new books to the textbook list. See the SONISWEB® “Faculty Handbook” for more information.



1. Click **Systems** at the top of the display. You see Figure 61.
2. In Figure 61 click Textbooks. You get Figure 62.

• Figure 61 Systems Function List - Compressed

The Search guidance at the bottom of Figure 62 also appears when Textbooks is selected in Figure 9 or Figure 41.

| Textbooks | | | | | |
|--|----------------------|-------------------|---------------------------------------|---------|---------|
| Record 1 - 3 of 3 | | | | | |
| Title | Author Last Name | Author First Name | Publication Year | Edition | Price |
| In the Blink of an Eye | Parker | Andrew | 2003 | 1 | \$25.00 |
| Project 2000 Module I | ComputerPREP | | 2001 | 1 | \$32.50 |
| Project 2000 Module II | ComputerPrep | | 2001 | 1 | \$34.75 |
| <input type="button" value="Add"/> | | | | | |
| Search | | | | | |
| Title | <input type="text"/> | | | | |
| Author Last Name | <input type="text"/> | Author First Name | <input type="text"/> | | |
| <input type="button" value="Reset"/> | | | <input type="button" value="Submit"/> | | |

• Figure 62 Textbooks List

3. See if the book is already present by entering the search criteria at the bottom of Figure 62. Click the Submit button to begin the search. Click the Reset button to erase what you entered and start over.

Entering even a portion of the title or author or both will produce a list of likely matches.
4. If the book does not appear in the list at the top, click the Add button. You get a blank version of Figure 63 without the Delete button.
5. Click the underlined Title of the book to see the details illustrated in Figure 63.

Textbooks

| | | | |
|-------------------------|--|--------------------------|-------------------------------------|
| Title | <input type="text" value="In the Blink of an Eye"/> | Publication Year | <input type="text" value="2003"/> |
| Author Last Name | <input type="text" value="Parker"/> | Author First Name | <input type="text" value="Andrew"/> |
| Edition | <input type="text" value="1"/> | ISBN | <input type="text"/> |
| Price | <input type="text" value="25.00"/> | | |
| Memo | <input type="text" value="Perseus Publishing, Cambridge, MA"/> | | |

• Figure 63 Textbook Edit and Addition

6. Enter or change the data in Figure 63.
7. Click Reset button to remove what you entered or changed.
8. Click the Delete button to remove the textbook from the list.
9. Click the Submit button to save what you entered.

Assigning a Textbooks to a Course or Section

1. Click Textbooks in Figure 9 (for a course) or Figure 41 (for a course section).
2. Search for the book as described for Figure 62.

Course: Add / Edit

Add Textbooks To Course

| Title | Author Last Name | Author First Name | Publication Year | Edition | Price | Add |
|-------------------|------------------|-------------------|------------------|---------|---------|-------------------------------------|
| Carl Sagan a Life | Davidson | Keay | 1999 | | \$18.95 | <input checked="" type="checkbox"/> |

• Figure 64 Assign Textbook to a Course or Section

3. Figure 64 shows the list you get from the Search.
4. Use the Add checkboxes⁸ in Figure 64 to select which texts to assign to this course or section.
5. To remove a textbook already assigned click the checkbox⁸ until it is blank.
6. Click Reset button to remove what you entered or changed.
7. Click the Submit button to save what you entered.

REPORTS

There are several printed reports for courses, course sections and enrollment. For a complete list see the separate text “Reports”.

New reports and enhancements to existing reports are made only with the “RB” version¹⁸ of the reports. In most cases, the existing reports (no RB in their names) are still available and function properly.

1. Click **Reports** on the top task bar to see those available to you.
2. Figure 65 is a partial list. Based on your role-based security profile, your list may be longer or shorter.
3. Click the report you want to view. You get a display similar to Figure 66.

| Reports |
|-------------------------------|
| Course Listing |
| Course Listing (RB) |
| Course Section Listing |
| Course Section Listing (RB) |
| Course Section Roster |
| Course Section Roster (RB) |
| Course Section Schedules |
| Course Section Schedules (RB) |
| Schedule: Instructor |
| Schedule: Instructor (RB) |
| Schedule: Room |
| Schedule: Room (RB) |
| Schedule: Student |
| Schedule: Student (RB) |
| Student Booklists |
| Student Booklists (RB) |
| Student Courses |
| Student Courses (RB) |
| Transfer Courses |
| Transfer Courses (RB) |
| Withdrawals (Courses) |

• Figure 65 Reports Function List¹⁷

Main Report Generator
Building: Student Booklists (RB)

Select Campus (s): Asian Campus, Business, Centerville East Campus

Select Division (s): Business, College, Daytime

Select department(s): COM, Day, Eng

Select school year: 200405

Select semester: Fall

For an individual, enter the ID: ID: _____

To clear an ID and select for a group, click the button: Clear Name

For a group, pick the criteria for them

Select the form of output desired: PDF Excel Flash Paper

Buttons: Clear Name, Reset to Defaults, Build Report

• Figure 66 Report Generator for Report Builder (RB) Reports

The selection options in the Figure 66 vary with the report you select. For example, there are no choices in Course Listing.

Pick the options that you need. See Figure 94 for guidance on picking multiple options.

¹⁷ The actual list is longer. This example has been shortened to save space.

¹⁸ “RB” means the report was built with the Report Builder, a no-cost addition to the ColdFusion™ run-time software used by SONISWEB®. The provider, Macromedia, has tested it with all common browsers and operating systems. The old reports were built with Crystal Reports™, an extra charge package that is not used for future reports and enhancements.

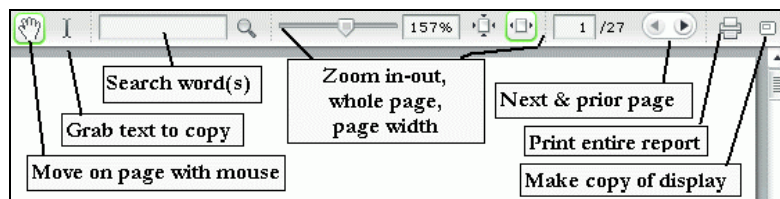
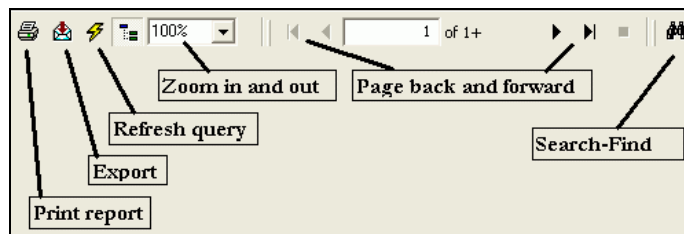


Figure 67 Report Builder (RB) Navigation



• Figure 68 Crystal Reports™ Navigation

The reports are viewed on your display. You can navigate from page to page using the arrow buttons shown in Figure 67 or Figure 68. To print the report, click the printer icon in Figure 67 or Figure 68.

Course Listing

Click Course Listing (RB)¹⁸ or Course Listing in Figure 65. Select from the choices in Figure 66.

| Course Section Listing | | | | | | | | |
|------------------------|------|-------------------|-----------------|------|-------|------------|-----------|--------|
| Fall 200405 | | | | | | | | |
| Course | Sect | Description | Instructor | Room | Seats | Enroll Ct. | Audit Ct. | CE Ct. |
| ACCT100 | 1 | Accounting Basics | Abbott, Edgar M | TBD | 10 | 5 | 0 | 0 |
| ACCT100 | 2 | Accounting Basics | Abbott, Edgar M | TBD | 10 | 6 | 0 | 0 |
| ACCT100 | 3 | Accounting Basics | Abbott, Edgar M | TBD | 10 | 5 | 0 | 0 |
| ACCT100 | 4 | Accounting Basics | Abbott, Edgar M | | 10 | 1 | 0 | 0 |

• Figure 69 Course Listing (RB)

Figure 69 is a portion of a course listing report. With the RB version¹⁸ you can choose all courses or non-transfer courses.

For a listing of all transfer courses, see “Transfer Courses Listing” on page 58.

Course Section Listing

Click [Course Section Listing \(RB\)](#)¹⁸ or [Course Section Listing](#) in Figure 65. Select from the choices in Figure 66.

| 02/20/2006 | 11:04 AM | SONISWEB200 | | | | Page 1of 3 | | | |
|--|----------|-------------------|-----------------|------|-------|------------|-----------|--------|--|
| Course Section Listing Fall 200405 | | | | | | | | | |
| Course | Sect | Description | Instructor | Room | Seats | Enroll Ct. | Audit Ct. | CE Ct. | |
| ACCT100 | 1 | Accounting Basics | Abbott, Edgar M | TBD | 10 | 5 | 0 | 0 | |
| ACCT100 | 2 | Accounting Basics | Abbott, Edgar M | TBD | 10 | 6 | 0 | 0 | |
| ACCT100 | 3 | Accounting Basics | Abbott, Edgar M | TBD | 10 | 5 | 0 | 0 | |
| ACCT100 | 4 | Accounting Basics | Abbott, Edgar M | | 10 | 1 | 0 | 0 | |

• Figure 70 Course Section Listing

Figure 70 is a portion of the section report. You get only the sections that fit your selection criteria for semester(s), year(s) and campus(es) set in Figure 66.

Enroll Ct. are the number of students enrolled.

Audit Ct. are the number of students auditing the course section.

CE Ct. are the number of students enrolled for continuing education (CE).

Course Section Roster

Click [Course Section Roster \(RB\)](#)¹⁸ or [Course Section Roster](#) in Figure 65. Select from the choices in Figure 66.

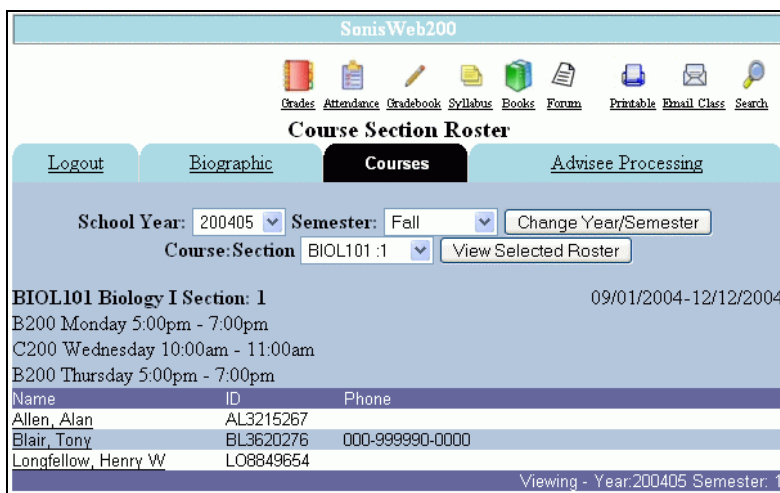
| | | | | |
|--|-------------------------|----------------------|-----------|------------------------------|
| 02/20/2006 | 11:09:43 AM | SonisWeb200 | | Page 4 of 27 |
| Course Section Roster of Enrolled Students | | | | |
| Fall (1) - 2004/05 | | | | |
| ART200 | 20th Century Art | Total Seats = | 25 | Memo: Was section 12. |
| Section: 2 | | | | |
| Instructor: Benson, Paul P | | | | |
| C300 Wednesday 7:30 pm - 9:30 pm | | | | |
| The Following students are on Roster Hold: Monster, Cookie - MO8583691 | | | | |
| Blair, Tony - BL3620276 | | | | |
| Boron, Muck - BO9853101 | | | | |
| Clemens, Roger - CL1690570 | | | | |
| Darwin, Charles - DA3971184 | | | | |
| Emmons, Betty - EM2971791 | | | | |
| Legazi, Emerill - LE4133401 | | | | |
| Monster, Cookie - MO8583691 | | | | |
| Refund, Ronnie - RE5233040 | | | | |
| Roosevelt, Teddy - RO1341557 | | | | |
| Thornton, Billy - TH1734271 | | | | |
| Total Students in Course = 10 | | | | |

• Figure 71 Course Section Roster.

Figure 71 is a roster for a section, used in the past for instructors to take attendance and note grades. You may never need to print these rosters since the instructors can see their up-to-date roster online at any time and enter attendance and grades.

AUTHORIZATION REQUIRED appears for those students not yet authorized where course authorization is required.

Figure 72 is the online version of Figure 71. From this display, instructors can enter grades and attendance. They can send e-mail notes to enrolled students. This is described in the SONISWEB® text “Faculty Handbook”.



• Figure 72 Online Course Section Roster

Course Section Schedules

Click [Course Section Schedules \(RB\)](#)¹⁸ or [Course Section Schedules](#) in Figure 65. Select from the choices in Figure 66.

| 02/20/2006 | | 11:13:10 AM | | | | | | | | Page 3 of 3 |
|--------------------------|------|-------------|----------------------------|------------------|--------|------|------|-----------------------|--|-------------|
| COURSE SECTION SCHEDULES | | | | | | | | | | |
| Fall 2004/05 | | | | | | | | | | |
| Course | Sect | Creds | Description | Instructor | Campus | Seat | Room | Day/Time | | |
| MME301 | 1 | 3.00 | Maritime Engineering | Johnson, Dale W | CAMP1 | 10 | B100 | MON 6:10 am - 8:00 am | | |
| | | | | | | | B100 | WED 6:10 am - 8:00 am | | |
| | | | | | | | B100 | FRI 6:10 am - 8:00 am | | |
| MME301 | 2 | 3.00 | Maritime Engineering | McNutt, Alfred T | CAMP1 | 10 | B100 | TUE 7:10 am - 8:50 am | | |
| | | | | | | | B100 | THU 7:10 am - 8:50 am | | |
| MME320 | 1 | 4.00 | Propulsion Command - | Johnson, Dale W | CAMP1 | 10 | S100 | TUE 1:00 pm - 1:50 pm | | |
| | | | | | | | S100 | THU 1:00 pm - 1:50 pm | | |
| MME401 | 1 | 5.00 | Container Vessels - Marine | MacNut, James J | CAMP1 | 10 | B300 | SAT 7:00 am - 3:30 pm | | |
| Aboard MV Lake Erie | | | | | | | | | | |

• Figure 73 Course Section Schedules

Listed in alphabetical order in Figure 73 is the basic information for each course section that met your selection criteria in Figure 66.

Holds Report

Click [Holds \(RB\)](#)¹⁸ or [Holds](#) in Figure 65. Select from the choices in Figure 66.

| HOLDS REPORT | | | | | |
|----------------------|-----------------------|-----------|-------|------------|---------------|
| Holds | Name | ID # | Level | Start Date | Authorized By |
| Financial Aid | | | | | |
| | Leftwich, Byron, J | LE1154872 | 2 | 02/02/2006 | Mowse Maurice |
| Registration | | | | | |
| | Greene, Jean, A | GR7702436 | 1 | 01/18/2006 | |
| | Michaels, Michelle, J | 111223333 | 1 | 01/18/2006 | |
| | Sanderson, Glenda, T | 047778989 | 3 | 01/18/2006 | |
| | Broadhurst, Pamela, N | 333333333 | 3 | 01/18/2006 | |

• Figure 74 Holds Report

There are various types of holds, Transcripts, Grades, Online Registration, etc. In the report in Figure 74 it's ordered by type. Within type it's ordered by Start Date.

Instructors and Students Schedules

These are available directly online to faculty members and students. If printed reports are needed they are available under **Reports**.

Registration Comparison Report

This function and its report are designed to help you find those students who registered in a prior year and semester but did not register for the selected year and semester. Click **Systems** (Figure 1) and then Registration Comparison (Figure 35).

• Figure 75 Registration Comparison

You select the prior year-semester with the top entry in Figure 75. You can also limit the course by selecting from the course “Type” list. In the “Not Registered In” section pick the year-semester, and optional course-type, you want checked. The “From” and “To” “Matic[ulation]” dates let you narrow the selection further. You can limit the students compared by selecting the campuses, departments, etc., at the bottom. (If you use the same year and semester for “Registered In” and “Not Registered In” entries, you will get no matches, as you would expect.)

Using the PDF and Excel radio buttons you can get your “report” in other than a paper-like format. The PDF (Adobe[®]) form is a good way to send the report to others. Click the Submit button for the report. You get a prompt with Preview Report. Click that to get Figure 76.

| Registration Comparison Report | | | | | | | | | |
|--------------------------------|---|---------|------|---------|--------------------------------|---|--------------|----------------------|--|
| Search Criteria | | | | | | | | | |
| Year/Semester Enrolled In: | 200405/Fall | | | | Year/Semester NOT Enrolled In: | 200506/Fall | | | |
| Course Types Enrolled In: | Advance Placement,Prerequisite,Regular,Transfer | | | | Course Types NOT Enrolled In: | Advance Placement,Prerequisite,Regular,Transfer | | | |
| Matriculation Date Range: | 08/01/2004 - 06/30/2005 | | | | | | | | |
| Name | ID | Program | GPA | Credits | Matric. | Address | Telephone | E-Mail | |
| Abbott, Edgar | 333333334 | EENG3 | 2.57 | 30 | 12/20/2004 | 15275 New Garden Way Carraras, NC 28111 | 919-555-1212 | profiabbot@rjmu.edu | |
| Arnold, Jane | AR1833324 | BAAC1 | 0.21 | 14 | 12/20/2004 | 43 Mounitian View Rd Cary, NC 76221 | 203-776-6633 | pschuler@sonis.com | |
| Carroll, may | CA6899692 | ARTS1 | 0.00 | 3 | 06/03/2005 | . | | ? | |
| Darwin, Charles | DA3971184 | BAAC1 | 0.00 | | 12/20/2004 | . | | charles@incharge.com | |
| Total Students: 4 | | | | | | | | | |

• Figure 76 Registration Comparison Report

The report shown in Figure 76 lists those students who were “...Enrolled In” a past year and/or semester but “...NOT Enrolled in” the more recent year and/or semester you chose.

By running this report with the Excel option (Figure 75), you can use the table as a mailing list to contact those persons using the **Reports Mail Merge(RB)** or, where your e-mail system has an e-mail-from-a-list function, send them an e-mail note.

Room Schedule

Click [Schedule Room \(RB\)](#)¹⁸ or [Schedule Room](#) in Figure 65. Select from the choices in Figure 66.

| Schedule: Room | | | | |
|----------------------------|---------------|-------------------|------------------------------|-------------------|
| Fall2004/05 | | | | |
| B100 | | | | |
| (Brown 100, BLDG2 - CAMP1) | | Spaces: 50 | Handicapped Seats: 10 | |
| | Course | Section | Description | Instructor |
| Monday | | | | |
| MON 6:10am-8:00am | MME301 | 1 | Maritime Engineering | Johnson, Dale |
| Tuesday | | | | |
| TUE 7:10am-8:50am | MME301 | 2 | Maritime Engineering | McNutt, Alfred |
| Wednesday | | | | |
| WED 6:10am-8:00am | MME301 | 1 | Maritime Engineering | Johnson, Dale |
| Thursday | | | | |
| THU 7:10am-8:50am | MME301 | 2 | Maritime Engineering | McNutt, Alfred |
| Friday | | | | |
| FRI 6:10am-8:00am | MME301 | 1 | Maritime Engineering | Johnson, Dale |

• Figure 77 Room Schedule

Figure 77 is a page from the room schedule report. There is a separate page for each room. Only the schedule for the semester(s), year(s) and campus(es) you chose in Figure 66 are displayed.

Transfer Courses Listing

Click [Transfer Courses \(RB\)](#)¹⁸ or [Transfer Courses](#) in Figure 65. Select from the choices in Figure 66.

| Transfer Course Listing | | | | | |
|--|--------------------|----------------------------------|----------------|-----------------------|-------------|
| Course | Description | Institution | Credits | Include in GPA | Type |
| <i>ART101-Art Appreciation</i> | | | | | |
| ART1 | Beginning Art | Smith College | 3.00 | NO | T |
| ART309 | Art Therapy | College of William and Mary | 2.00 | YES | N |
| <i>BIOL101-Biology I</i> | | | | | |
| BIOL100 | Into to Biology | Wake Technical Community College | 3.00 | NO | T |
| <i>ENG101-English Composition</i> | | | | | |
| ENG500 | The Modern Novel | Carnegie-Mellon | 3.00 | YES | N |

• Figure 78 Transfer Course Listing

The listing is in order by the name of your course with the transfer courses that your institution considers the equivalent course at the other institution.

SETTING THE COURSE AUTHORIZATION TABLE

The course authorization codes used in Figure 9 and described on page 13 are set in a table. To add, change, or delete these codes, follow these steps.

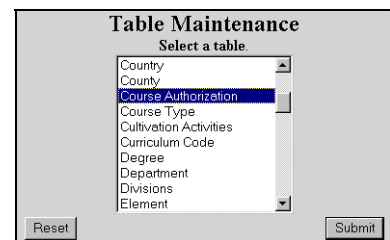
1. Log in to SONISWEB® as an administrator. Your assigned profile must include privileges to use the Table Maintenance function under Systems. See Figure 79.
2. Click the **Systems** function at the top of the display (Figure 1). You see a long list of systems functions on the left of your display. Figure 79 is a truncated version of that list.
3. Click Table Maintenance (Figure 79). That yields Figure 80.
4. Click Course Authorization in Figure 80. You get Figure 81.



• Figure 79 Table Maintenance

This table lists all of the codes currently defined.

5. To add a new code, click the Add button in Figure 81. You see an empty version of Figure 82. It includes a box into which you enter the code you want to use for this attribute.



• Figure 80 Table Selection

To edit an existing attribute, click the code button such as **I** in Figure 81 to get Figure 82.

| Table Maintenance - <i>crs_authorize</i> | | | | | | |
|--|---------------------------|---|---|---------------------|---------------------|---------------------|
| ADD New Record | | OR Edit Record (click on first field): Sort Order | | | | |
| Course Authorization | Course Authorization Code | Disabled | Message | Xtra Char | Xtra Int | Xtra Log |
| (crs_authorize_txt) | (crs_authorize_cod) | (disabled) | (crs_authorize_mes) | (crs_authorize_ce1) | (crs_authorize_ne1) | (crs_authorize_le1) |
| Deans Approval Required | D | 0 | Approval of your Dean is required to take this course | x | 0 | 0 |
| Instructor authorization required | I | 0 | Check with the instructor for authorization to attend | x | 0 | 0 |
| None Required | N | 0 | N - No authorization required for this course. | | | |

• Figure 81 Course Authorization Codes

| Course Authorization | Course Authorization Code | Disabled | Message |
|--|---------------------------|------------|---|
| (crs_authorize_txt) | (crs_authorize_cod) | (disabled) | (crs_authorize_mes) |
| Instructor authorization required | 1 | 0 | Check with the instructor for authorization to attend |
| <input type="button" value="Reset"/> <input type="button" value="Submit"/> | | | |
| <input type="button" value="Delete This Record"/> | | | |

| Xtra Char | Xtra Int | Xtra Log |
|---------------------|---------------------|---------------------|
| (crs_authorize_ce1) | (crs_authorize_ne1) | (crs_authorize_le1) |
| x | 0 | 0 |

• Figure 82 Course Authorization Code Entry¹⁹

The code cannot be changed while editing, but you can change the text. You can also disable it by putting a 1 (for True) in the Disabled box.

Do not use any special characters like \$ # ' ; @ in Figure 82. You'll get an error display if you attempt it.

- To clear what you have done and start over, click the Reset button.

To save your entry, click the Submit button.

To remove this attribute, click the Delete button. If it's been used for any course you cannot delete it but you can "Disable" it so it can't be used for future courses.

¹⁹ The table is too wide to show it all on this page.

FEE-AFFILIATION UTILITY

The purpose of this function is to make mass changes to all fees where the fee structure has changed. It is also useful for finding aberrant fees.

1. Log in to SONISWEB® as an administrator. Your assigned profile must include privileges to use the Fee/Affiliation Utility function under Systems. See Figure 79.
2. Click the **Systems** function at the top of the display (Figure 1). You see a long list of systems functions on the left of your display. Figure 79 is a truncated version of that list.
3. Click Fee/Affiliation Utility in Figure 79. You see Figure 83.

• Figure 83 Fee/Affiliation Utility

4. Use a radio buttons in Figure 83 to pick the kind of fee or affiliation you want to examine, pick Active or not at the bottom, and then click the Submit button. You'll get a display like Figure 84 or Figure 85.

| Fee/Affiliation Utility | | | | |
|-------------------------|--------------|------------------|---------------------------------------|----------------------------------|
| Affiliation Fees | | | | |
| # of Courses | Fee Code | Affiliation Code | Affiliation Fee: <input type="text"/> | <input type="button" value="1"/> |
| 1 | Activity Fee | Resident, County | \$150.00 | <input type="button" value="1"/> |
| 1 | Book | Resident, County | \$25.00 | <input type="button" value="2"/> |
| 1 | Housing | Resident, State | \$100.00 | <input type="button" value="3"/> |
| 2 | Lab Fee | Resident, State | \$60.00 | <input type="button" value="4"/> |
| 1 | Lab Fee | Senior Citizen | \$100.00 | <input type="button" value="5"/> |
| 1 | Tuition | Resident, State | \$30.00 | <input type="button" value="6"/> |
| 1 | Tuition | Resident, State | \$100.00 | <input type="button" value="7"/> |
| 1 | Tuition | Resident, State | \$200.00 | <input type="button" value="8"/> |
| 1 | Tuition | Resident, County | \$45.00 | <input type="button" value="9"/> |

Enter an amount here then click a button to change all the amounts for that group

• Figure 84 Affiliation Collection

• Figure 85 Default Collection

This gives you an overview of the fees in force.

5. To examine a fee in detail, click its button on the right in Figure 84. You see all the courses assigned for this fee or affiliation and this amount of money as illustrated in Figure 86.

The top of Figure 84 changes to Figure 85 when you pick “Default Course Fees” radio button in Figure 83 since they include Audit, Non-Resident, and CE (continuing education) fees.

• Figure 86 Fee/Affiliation Record

6. There are two ways to change the amount for one of the rows in Figure 84:
 - Enter the new fee amount in the “Affiliation Fee” field at the top right in Figure 84 or for Default fees, Audit and/or Non-Resident and/or CE in Figure 85. Then click the number-button of the fee(s) you want to change. You’ll get Figure 86 but with all the fees for all the courses changed to the amount you entered in Figure 84 or Figure 85.
 - To change individual courses, do not enter a new amount in Figure 84 or Figure 85. Instead click the number button in Figure 84 to get Figure 86. Enter the fee there and click the Submit button. That change is made only to that course.
7. Whichever method you use, the change has the same effect as directly changing the fee in the Course record.

Course sections require an additional display shown in Figure 87.

• Figure 87 Section Record

To identify a section you select the school year and semester, enter the new fee, and click the Update button in Figure 87.

SETTING THE SESSIONS TABLE

Sessions are time periods that don't share the start and/or end dates of a semester. They're typically used for seminars, professional exam periods, etc.

1. Log in to SONISWEB® as an administrator. Your assigned profile must include privileges to use the Sessions function under Systems. See Figure 79.
2. Click the **Systems** function at the top of the display (Figure 1). You see a long list of systems functions on the left of your display. Figure 79 is a truncated version of that list.
3. Click Sessions in Figure 79. That yields Figure 88.

| Sessions | | | | |
|-------------------|------------|----------|----------|--|
| Record 1 - 3 of 3 | | | | |
| Sess. | Start Date | End Date | Disabled | |
| <BLANK> | | | N | |
| F1 | 10/04/04 | 10/22/04 | N | |
| <u>S3</u> | 04/07/04 | 05/19/04 | Y | |

• Figure 88 Sessions List

First you see the existing sessions, if any, in Figure 88. The <BLANK> session is required since it's the default when you set up a course section that uses the normal semester dates.

Click an underlined name of a session to edit or disable it. You see Figure 90.

Click the Add button to add a new session shown in Figure 89.

| Sessions | | | | | | | |
|--------------------------------------|---------------------------------|------------|---|---------------------------------------|---|----------|--------------------------|
| Sess. | <input type="text" value="F1"/> | Start Date | <input type="text" value="10/04/2004"/> | End Date | <input type="text" value="10/22/2004"/> | Disabled | <input type="checkbox"/> |
| <input type="button" value="Reset"/> | | | | <input type="button" value="Submit"/> | | | |

• Figure 89 New (Add) Sessions Entry

Enter the code and the start and end dates in Figure 89 and click the Submit button. To clear what you entered before clicking the Submit button, click the Reset button.

| Sessions | | | | | | | |
|---------------------------------------|----|------------|---|---------------------------------------|---|----------|-------------------------------------|
| Sess. | S3 | Start Date | <input type="text" value="04/07/2004"/> | End Date | <input type="text" value="05/19/2004"/> | Disabled | <input checked="" type="checkbox"/> |
| <input type="button" value="Reset"/> | | | | <input type="button" value="Submit"/> | | | |
| <input type="button" value="Delete"/> | | | | | | | |

• Figure 90 Edit an Existing Session

You can change the dates of an existing session shown in Figure 90, but you can't change its code. Changing the dates is a way to reuse an existing Session with a new set of dates. After

making your changes click the Submit button. To clear what you entered before clicking the Submit button, click the Reset button.

You can click the Disabled checkbox in Figure 90 until a checkmark appears, then click Submit. A disabled Session will not appear in the choices when setting up course sections. You enable a Session by removing the checkmark in Figure 90.

If you've not used a Session, you can delete it. If you've used it, you get a message like this

S3 value is in use and cannot be deleted.

You cannot delete it but you can Disable it so it doesn't appear for selection when setting up course sections.

COURSE RECORD DETAILS

As you enter or change information in Figure 9 the fields in this table are built. They are listed in alphabetical order. For the most up to date technical details of these fields, click [Data Dictionary](#) in **Systems**.

• Table 1 Course Record Details

| Field | Notes |
|-----------------------------|---|
| Affiliation fees | Course fees based on the affiliation – residency, contract, agreements – of your institution with other organizations. See “Affiliation Fees” on page 13. |
| Audit Cost | This is the fixed fee charged those enrolled for audit. |
| Authorization Memo | Optional memo of specific requirements for Course Authorization. |
| Campus | This is the nominal campus; it does not preclude teaching sections at other campuses. |
| CE Credits | The Continuing Education Units (CEU) – the “credit-hours” used here – given to those enrolled as continuing education. You can change the credits for individual students in each student’s Courses record. |
| CE Per Credit | The charge per CE Credit for those enrolling for Continuing Education (CE). |
| CIP Code | “Classification of Instructional Programs” code from the U. S. Department of Education |
| Class Hrs. | A place to record class hours often for continuing education where contact hours count; not otherwise used. |
| Conflict Exclude | When on (checkmark), the course is not checked for time and day conflict during registration. |
| Co-Req(s) | When one or more Corequisite courses are chosen (below) they are listed here. If no courses are chosen, it is “NONE”. |
| Corequisite (course name) | Pointer to a corequisite course ID you selected from a list. The “NONE” entry in “Coreq(s):” is set based on the selection of a blank course ID from the list of courses. |
| Course | The Code, the common “name” such as ENGL 101 used in the course catalog. |
| Course Auth[orization] Code | Set where the course requires authorization from the instructor, the department Chair, a Dean, etc. |
| Course Memo | A memo about the course that is printed on course listings. Unless the course is marked “Inactive” (see below) it’s also seen by anyone who clicks “Courses” at you Web site. |

| Field | Notes |
|----------------------|--|
| Credits | The normal credit-hours given for this course. You can change the credits for individual students in each student's Courses record. These credits do not apply to those enrolled for audit or continuing education. |
| Department | The nominal department assigned to the course. |
| Description | A course description such as "English Composition I". |
| Division | The nominal division assigned to the course. |
| Fee Codes | The financial transaction code used to apply the tuition charges. See "Fee List", Figure 33, page 24. |
| Inactive (check box) | Clicked on if the course is now inactive. Inactive courses cannot be assigned sections. Inactive course do not appear on you Web course listing. |
| Inactive Date | Date the course was made inactive. |
| Include GPA | Clicked on if the credits and grade are included in computing students' grade point averages. |
| Institute | The institution where the course is normally taught. This lets you mingle courses taught by affiliated institutions with courses taught at your school. |
| Level | The nominal class level for this course. |
| Message | The message a student sees when registering. You can see it in Figure 81, the Course Authorization table. |
| No Repeating | This course cannot be repeated. With this checked, if a person takes the course twice, both classes and both grades will appear on transcripts and degree audit reports. The later grade will not replace the prior grade. |
| Non-Res Per Credit | The default charge per credit hour for those without an Affiliation specified in their Biographic record. This does not apply to those enrolled for audit or continuing education. |
| Pass-Fail grades | When on, (checkmark) the only course grades that can be assigned are Pass or Fail. For courses without the Pass-Fail setting, some students can still be registered so that they only receive a Pass or Fail grade for the course. |
| Practice | Used mostly in medical, nursing, and health science schools, these are the practice hours used for documentation only. |
| Prereq(s): | When one or more Prerequisite courses are chosen (below) they are listed here. If no courses are chosen, it is "NONE". |

| Field | Notes |
|----------------------------|--|
| Prerequisite (course name) | Pointer to a prerequisite course ID you selected from a list. The “NONE” entry in “Prereq(s):” is set based on the selection of a blank course ID from the list of courses. |
| Remedial | Clicked on (checkmark) if this course is only a remedial course. |
| Schedule Memo | A memo about the course that is printed on schedules. |
| <u>Textbooks</u> | See page 49. |
| Type | Type of course. See your SONISWEB® administrator to see if you use this code. For example, graduate courses can be a separate Type from undergraduate courses. Remedial courses can be similarly isolated by type. |

GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

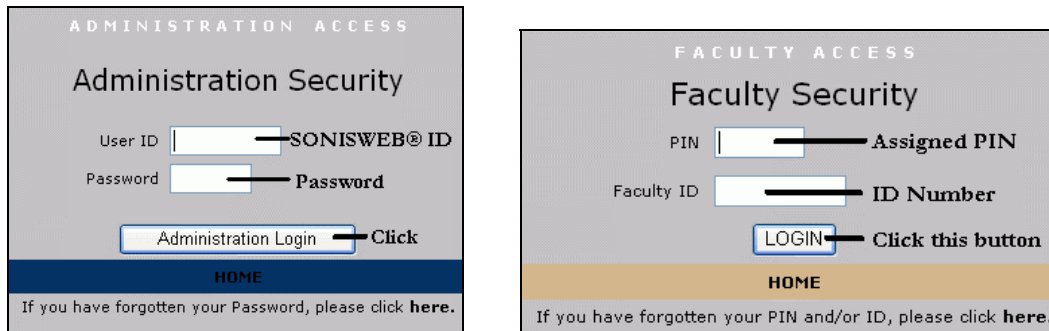
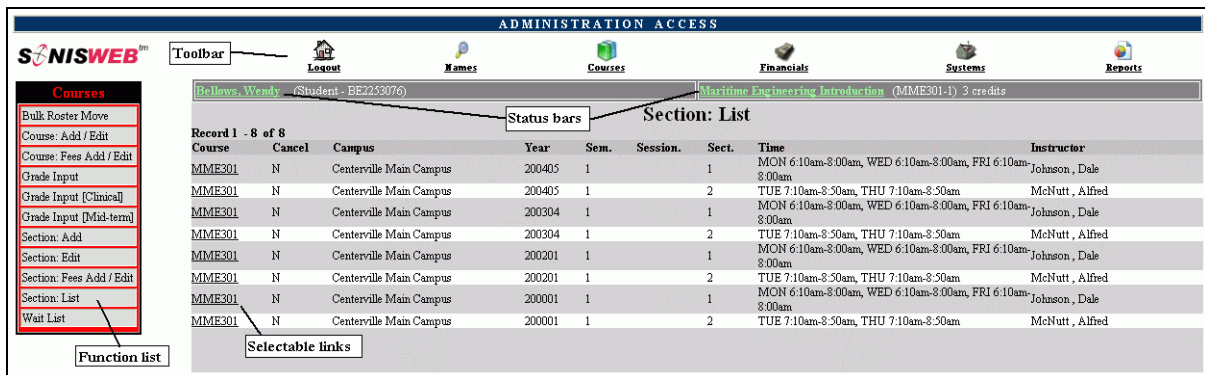


Figure 91 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 91.



• Figure 92 Typical SONISWEB® Page

Figure 92 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only **Course: Add/Edit** for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the “person” or the “course” you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 92 click an underlined **Selectable Link** and you go to that record.

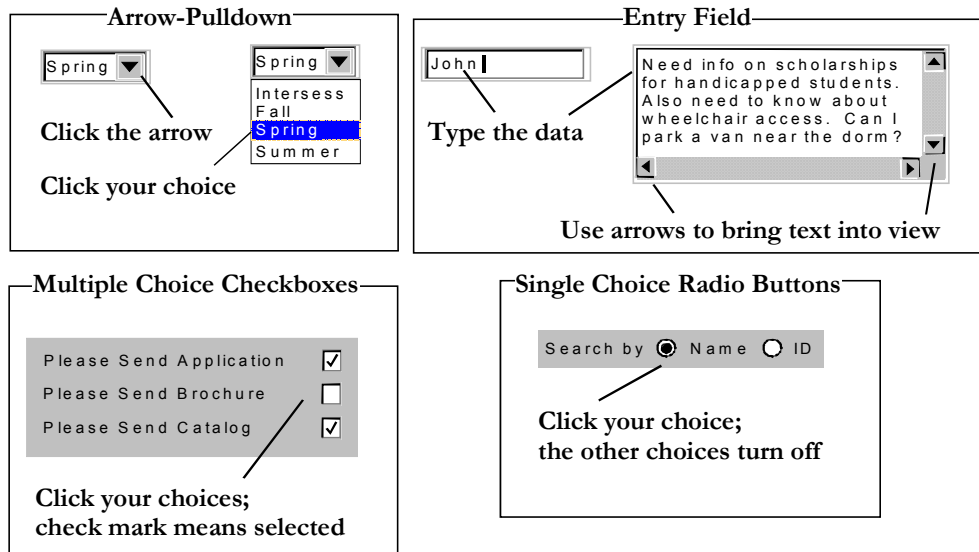


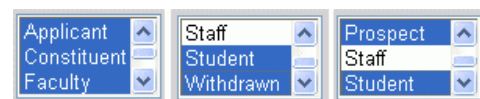
Figure 93 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 93. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 94.
- To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 94.



● Figure 94 Selecting Multiple Choices