



PeopleSoft 9 Academic Scheduling Training

Useful Terms

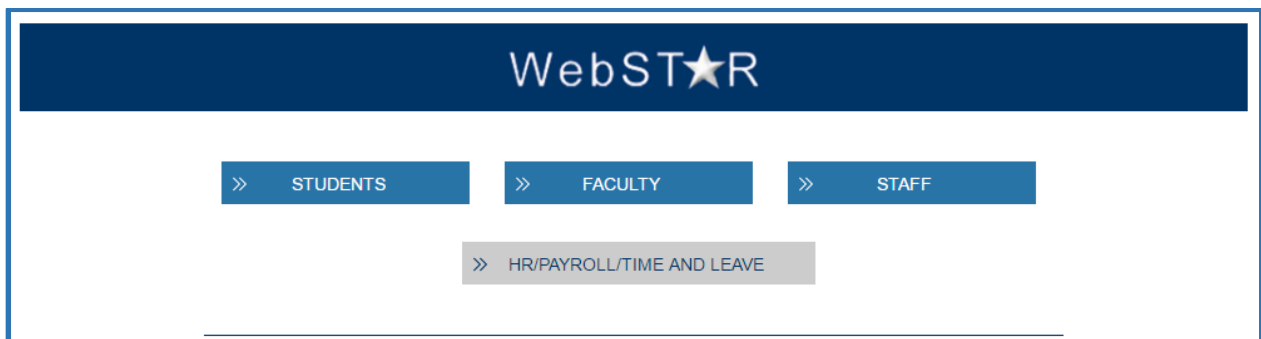
Course - Made up of a subject and number for which there can be multiple sections (ie ENGL 1157)

Section - An individual group of meetings of a single course (ie ENGL 1157-001)

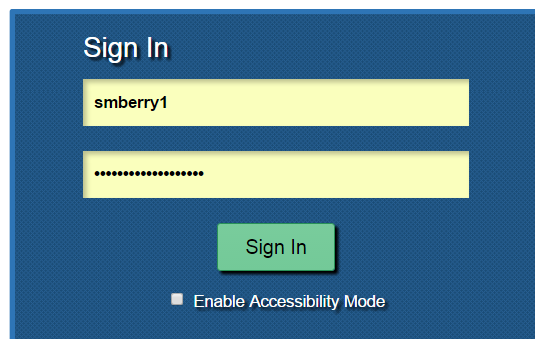
Instructor of Record (IOR) - The faculty member assigned to teach and report grades for a section.

Step 1 - Log In

Open the web browser of your choice. Navigate to WebStar (<http://webstar.uno.edu>). Select either Faculty or Staff.

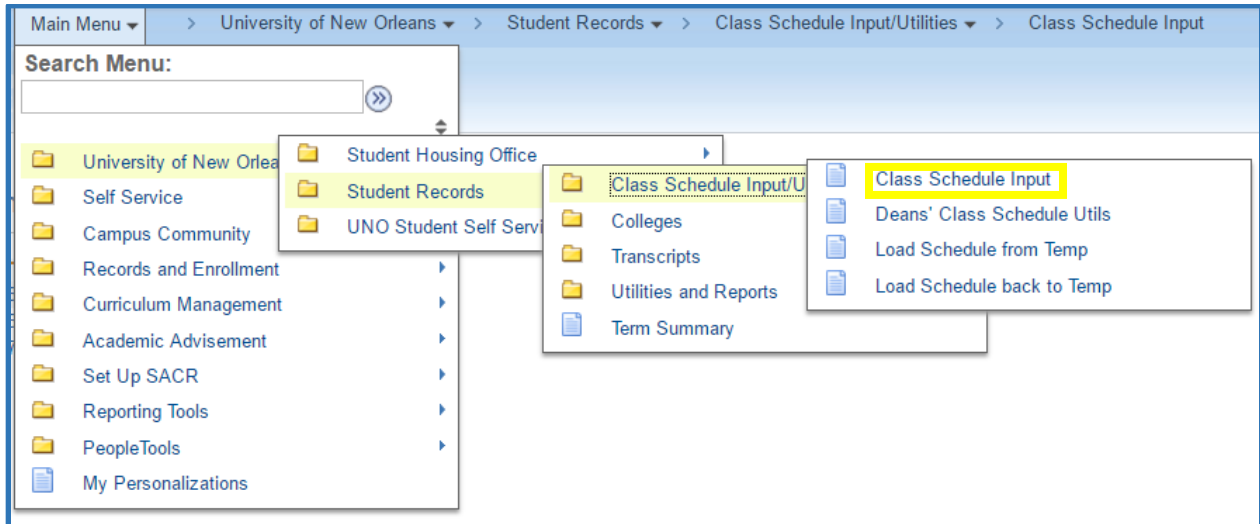


Log in using your UNO username and password.





Navigate to Main Menu > University of New Orleans > Student Records > Class Schedule Input/Utilities > Class Schedule Input



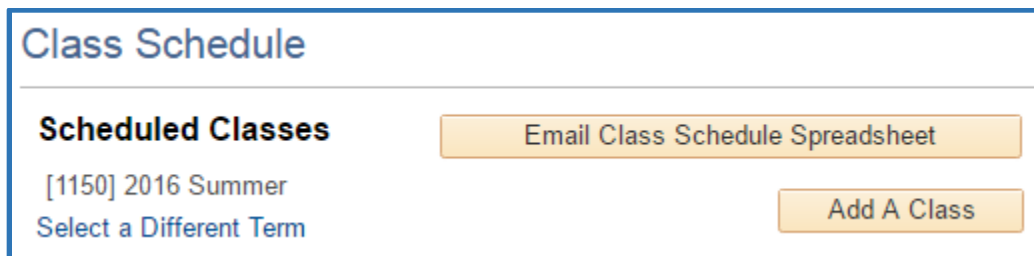
Step 2 – Select a Term

You will be presented with a list of present and upcoming terms. Select the term you desire to work with by clicking the link.



Step 3 – Add Courses

The next screen will display all of the courses sorted by Subject and Catalog Number. To add a course, click the *Add A Class* button.





A list of subjects you are authorized to schedule will appear. Click the subject you want to schedule. A list of courses will appear on the right-hand side. Only active course from the course catalog will appear. Select the desired course from the list.

Class Schedule

Select Subject, then Catalog Number to Add a Course

2016 Summer

Subject	AERO
AS	Catalog Nbr
AADM	1000NE Transfer Credit-No UNO Equiv
ACCT	1000NR Transfer Credit-No UNO Equiv
ACOR	1001 Foundations USAF I
AERO	1002 Foundations USAF II
ANTH	1041 Foundations USAF I Lab
ARTS	1042 Foundations USAF II Lab
BA	1201 Evolut. of USAF Air and Space
BA	1202 Dev. of Air Power II
BCOS	1241 Development of Air Power I Lab
BIOL	1242 Development Air Power II Lab
BIOS	2000NE Transfer Credit-No UNO Equiv
BKLI	3000NE Transfer Credit-No UNO Equiv
BOTY	

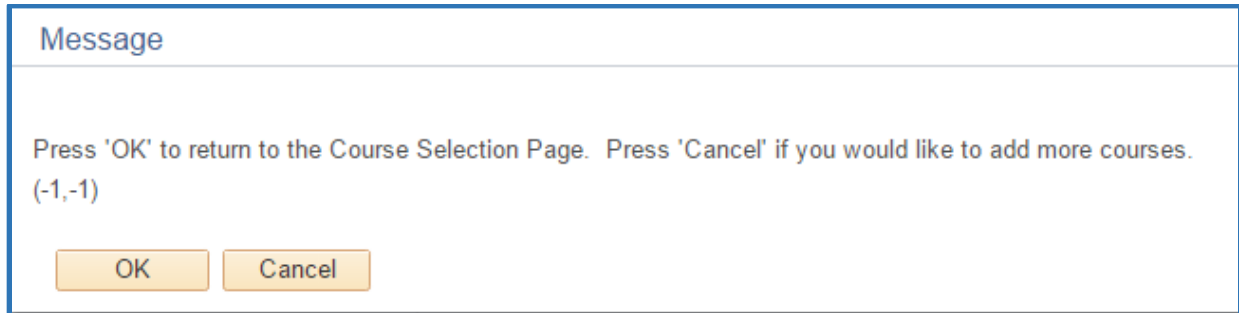
You will be prompted about your selection. Click OK to verify your selection.

Message

To add the course AERO 1001 for term 2016 Summer, press 'OK' (-1,-1)



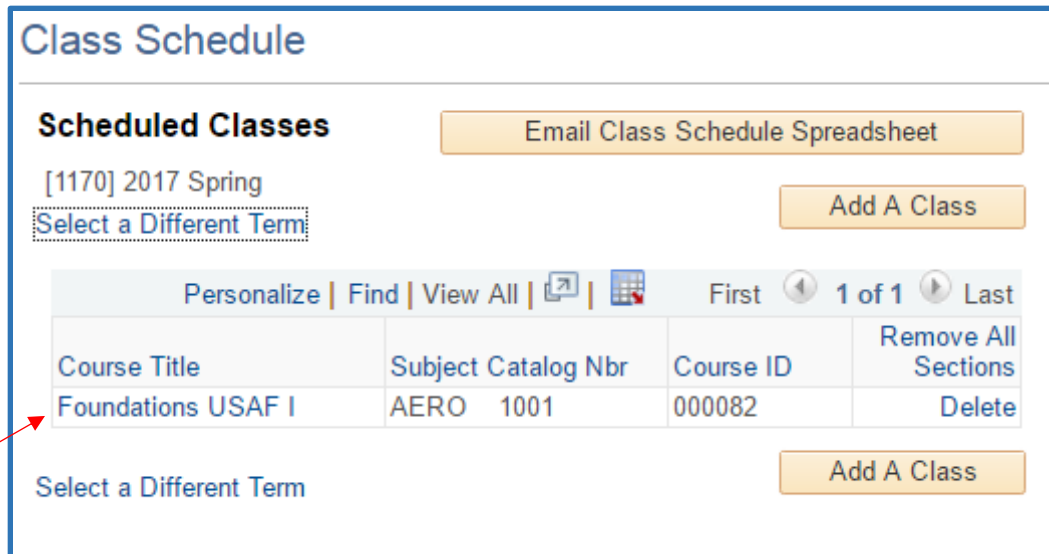
Press OK to proceed or press Cancel if you would like add more courses before moving on.



Please note that combined courses are treated as separate courses with identical information (ie MURP 4062 and MURP 5062). Each course must be added, and each course must contain identical section numbers, meeting pattern(s), and instructors of record.

Step 4 – Edit Course Information

After adding courses, you should be returned to the class selection page. Here you will see all the classes you have entered. To edit a course's information, click the course title you wish to edit.



The course will be setup with one section (001) with a blank meeting pattern, no Instructor of Record, and enrollment capacity of 0 (zero).



Class Schedule

Edit Course Sections

[1170] 2017 Spring AERO 1001

[Return to Course List](#)

Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Basic Info Meeting Pattern(s) Instructor Info

*Section	Enrl Cap		
001	0	<input type="button" value="+"/>	<input type="button" value="-"/>

In any tab of the Edit Course Sections page, you will be able to add or delete a section by simply clicking the + (plus) or - (minus) buttons, respectively, on the right. You may also change the section number on the left.

Under the Basic Info tab, you will be able to set an enrollment capacity for each section. *Note: If enrollment capacity is at 0, the course will be listed as closed.*

Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Basic Info Meeting Pattern(s) Instructor Info

*Section	Enrl Cap		
001	10	<input type="button" value="+"/>	<input type="button" value="-"/>

Under the Meeting Pattern(s) tab, you may specify up to two different meeting patterns for each section.

Customize | Find | View All | First ◀ 1-2 of 2 ▶ Last

Basic Info **Meeting Pattern(s)** Instructor Info

*Section	Meets	Starts	Ends	Addtl Meets	Starts	Ends		
001	MW	3:00PM	4:15PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
601	TTH	4:30PM	5:45PM	F	9:00AM	11:40AM	<input type="button" value="+"/>	<input type="button" value="-"/>

Under Instructor Info, you may specify up to two different instructors for each section.

Personalize | Find | View All | First ◀ 1-2 of 2 ▶ Last

Basic Info Meeting Pattern(s) **Instructor Info**

*Section	Instr ID	Name	Addtl Instr ID	Name		
001	<input type="text"/>	Berry, Sarah M	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
601	<input type="text"/>	Berry, Sarah M	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



★ PLEASE REMEMBER TO SAVE AFTER YOU ARE DONE MAKING CHANGES ★

Step 5 (optional) – Remove Courses

To remove a course, click the Delete link on the right side. **WARNING:** Removing a course will delete ALL sections of that course. To remove individual sections, refer to Step 4.

The screenshot shows the 'Class Schedule' interface. At the top, there's a 'Scheduled Classes' section with a button 'Email Class Schedule Spreadsheet'. Below it, the term is '[1170] 2017 Spring' with a 'Select a Different Term' dropdown. There are 'Add A Class' buttons on both sides. A table lists courses with columns: Course Title, Subject Catalog Nbr, Course ID, and Remove All Sections. The first row is 'Foundations USAF I', 'AERO 1001', '000082', and 'Delete'. A red arrow points to the 'Delete' link. Below the table is another 'Select a Different Term' dropdown and an 'Add A Class' button.

Course Title	Subject Catalog Nbr	Course ID	Remove All Sections
Foundations USAF I	AERO 1001	000082	Delete

You will be prompted to delete the course and all its sections. Click OK to verify your selection.

The screenshot shows a 'Message' dialog box with the text: 'Do you wish to delete all scheduled AERO 1001 sections for this semester? (-1,-1)'. There are 'OK' and 'Cancel' buttons at the bottom.

Now this course will no longer be in the list of courses for the selected term.

Conclusion

You have successfully reached the end of PeopleSoft 9 Academic Scheduling Training. If you have further questions, you can email roomrequest@uno.edu.

Thank you!