Admin - Add/Modify Class Descriptions

Overview

This application integrates term and instructor specific descriptions into the Student Information System (SIS), making them available to students as they register and plan for classes. Faculty may also be able to enter these descriptions via a different application. Availability of the application is determined on a campus by campus basis.

Steps

Adding a New Class Description

To add or edit a class description you need to have the correct authorization. Contact esssas@iu.edu to request access. There are several levels of authorization that can be set-up, they are as follows:

- All classes on all campuses
- All classes on a specific campus
- All classes for a specific academic group
- All classes for a specific career
- All classes for a specific subject
- All classes for a specific subject and catalog number

1. To access the application sign in to one.iu.edu.
2. In the Search bar, type “class descriptions” and press ENTER.
3. Click on the Manage Class Descriptions (Administrators) task.
The *Edit Class Descriptions* page is displayed.

4. Use the drop down arrows to select your search criteria and click **search** to see the class(es).

5. You can add a department description or a description to a single class.
Adding a Department Description

1. A department description will apply to all classes for that term. To add a description, click [department description].

This will display the Class Description page.

Either the description or search tags must be provided in order to save.
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You can add your Department Description or copy a previous department description.

2. To copy a previous description, click search department descriptions to search the inventory. This will only include descriptions that have been entered into this system. It will not include descriptions used prior to its implementation.

3. To search for descriptions, you are required to select Campus and Career. You can further narrow your search by: Term, Subject, and Catalog Number.

4. Click view next to the class for which you would like to copy a description.

5. Click copy.

6. You may edit or enter the following information:
   - Campus Provided Search Tags (if you have the correct authorization).
   - Department Provided Description (required if search tags aren’t provided): students can perform a keyword search on content of the description.
   - Department Provided Search Tags (required if description isn’t provided): allows students to perform a keyword search on the Search Tags.
   - Department Provided Class Webpage/URL (optional): provides a hyperlink for the student and opens in a new window.
   - Department Provided Bibliography (optional)

7. Once the description information is ready to display in the SIS, click the Display department description checkbox. Students will be able to view the Class Descriptions when searching for and registering for classes.

8. If you do not want a description, that an instructor has added to their specific class, to display, check the Do not allow updates by faculty checkbox. This will ensure that the department description will display instead of the faculty description. If this box is not checked, and an instructor provides a class description for their class, their description will display instead of the department description.
9. Click **save**.

You can also save the description without displaying it to students. You can return at any point and modify the description, including making it available to students.

**Viewing a Department Provided Class Description in the Student Information System (SIS)**

1. Sign into one.iu.edu.
2. In the **Search** bar, type "schedule of classes" and press **ENTER**.
3. Click on the **Schedule of Classes** task.
4. Enter the class information and click **Search**.
5. Locate the correct class and click **Details**.

![Search for Classes](image-url)
Adding a Class Specific Description

1. Click on the class link for the course for which you want to enter a description. This will take you to the description page for that class. There are two columns, the left is for the faculty description and the right column displays the department description. The department description cannot be edited from this page.
2. A **Class Description** can be added or an existing faculty provided or department provided class description can be copied.

3. To copy a previous faculty provided description, click **search faculty provided descriptions** to search the inventory of class descriptions. The inventory will only include descriptions entered into this system. It will not include descriptions used prior to its implementation.

4. To search for descriptions, you are required to select: **Campus** and **Career**. You can further narrow your search by: **Term**, **Subject**, **Catalog Number**, **Instructor Last Name**, **Instructor First Name**, or **Instructor ID**.
5. Click **search**.

6. Click the class link to view the description page for the class for which you would like to copy.

7. Click **copy**.

8. To copy a previous department provided description, click **search department descriptions** to search the inventory of department provided class descriptions. The inventory will only include descriptions entered into this system. It will not include descriptions used prior to its implementation.

9. To search for descriptions, you are required to select **Campus** and **Career**. You can further narrow your search by: **Term**, **Subject**, and **Catalog Number**.
10. Click view next to the class for which you would like to copy the description.

11. Click copy.

12. You may edit or enter the following information:
   - **Description** (required if tags aren’t provided): students can perform a keyword search on content of the description.
   - **Search Tags** (required if description isn’t provided): allows students to perform a keywords search on the Search Tags.
   - **Class Webpage/URL** (optional): provides a hyperlink for the student and opens in a new window.
   - **Bibliography** (optional)

13. Once the description information is ready to display in the SIS, click the **Display class description** checkbox. Students will be able to view the Class Descriptions when searching for and registering for classes.

14. Click save.
   You can also save the description without displaying it to students. You can return at any point and modify the description, including making it available to students.

#### Viewing a Faculty Provided Class Description in the Student Information System (SIS)

1. Sign into one.iu.edu.
2. In the **Search** bar, type “schedule of classes” and press **ENTER**.
3. Click on the **Schedule of Classes** task.
4. Enter the class information and click **Search**.
5. Locate the correct class and click **Details**.

The Faculty Provided Description and Tags display at the bottom of the page.
Content areas that do not have information do not appear. If you do not enter a Faculty Provided URL, that section will not appear.

**NOTE:** These descriptions are intended to be instructor specific. If the instructor for a given class changes in the Schedule of Classes, the description will no longer display.

If you have any questions about this application, please contact esssas@iu.edu