Add/Modify Class Descriptions via One.IU (Faculty)

Overview

You can add class descriptions for your courses via One.IU.

Steps

Adding a New Class Description

1. Sign-in to one.iu.edu
2. In the Search bar, type “class descriptions” and press ENTER.
3. Click on the Manage Class Descriptions (Instructors) task.

The Class Selection page is displayed.

4. If you teach on multiple campuses, select the Campus and Term for the appropriate class.
5. Click the class number link in the Class column.
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6. You can add your Class Description or copy a previous class description.

7. To copy a previous description, click view my inventory. The inventory will only include descriptions entered into this system. It will not include descriptions used prior to its implementation.
8. To view the class descriptions you have on file, click **view** next to the correct class.

**NOTE:** The **Last Updated** information is displayed at the top of the page. It lists the **User Id** of the person who last updated the **Class Description** as well as a date and time stamp of when it was updated.
9. Click at the bottom of the page. This will copy the class information and allow you to edit it.

10. Enter or review the Faculty Provided Class Description (required if search tags aren’t provided). Students will be able to perform a keyword search on the Class Description.

11. Enter or review the Faculty Provided Search Tags (required if description isn’t provided). Students will be able to perform a keyword search on the Search Tags.

12. Enter or review the Faculty Provided Class Webpage/URL (optional).

13. Enter or review the Faculty Provided Bibliography (optional) information.

14. If you would like to display the information to students, click the Display class description checkbox. Students will be able to use the Class Descriptions when searching for and registering for classes.

15. Click .

16. You can return to the Class Description application at any point to modify the description.
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NOTE: An authorized person can add a departmental class description through the department class description application. These apply to all classes. The faculty provided description will override the department provided description, unless the department provided description is flagged to override the faculty provided description. If this is the case, the department provided description will display and the faculty description editor will be locked and no changes can be made.

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

1. Sign-in to one.iu.edu.
2. In the Search bar, type “schedule of classes” and press ENTER.
3. Click on the Schedule of Classes task. This can also be seen via the Student Center.
4. Enter the class information and click Search.
5. Locate the correct class and click details.
6. The Faculty Provided Description, Bibliography and Tags will show at the bottom of the page.
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