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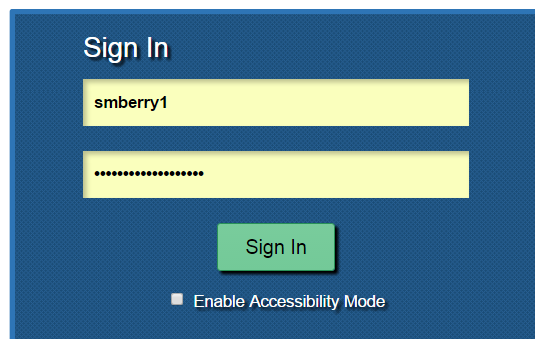
Instructor of Record (IOR) - The faculty member assigned to teach and report grades for a section.

Step 1 - Log In

Open the web browser of your choice. Navigate to WebStar (http://webstar.uno.edu). Select either Faculty or Staff.
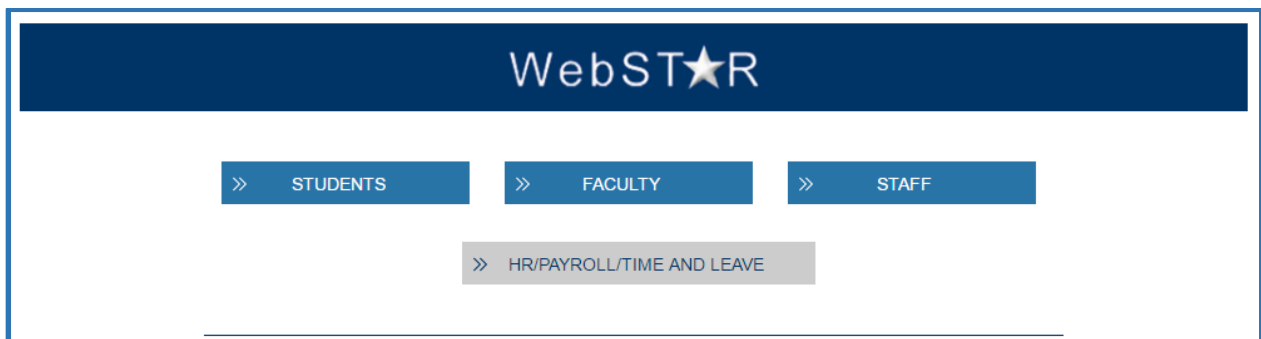
Log in using your UNO username and password.

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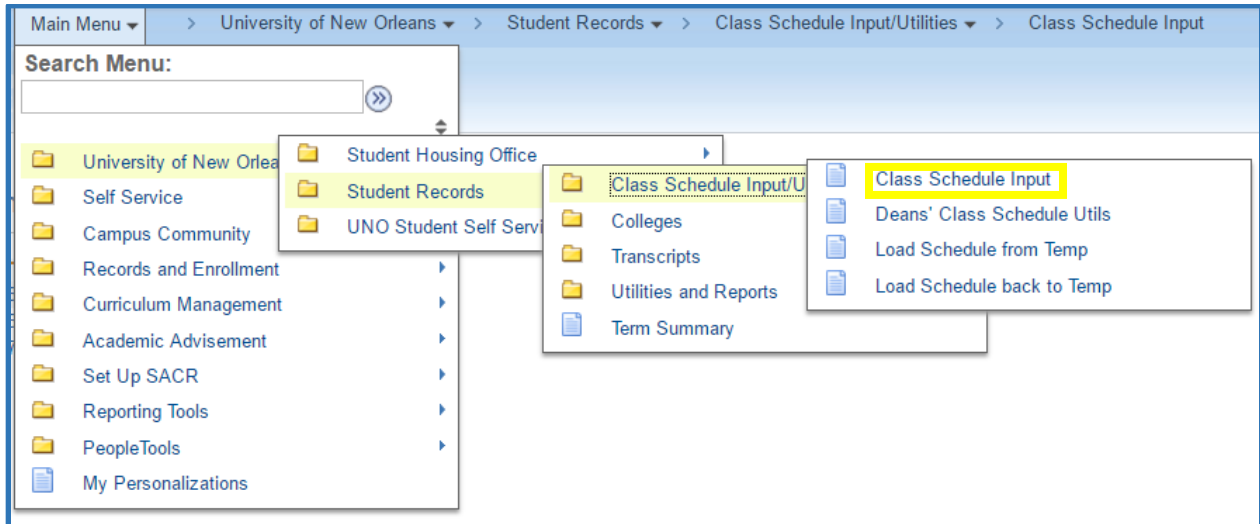

Step 2 – Select a Term

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.

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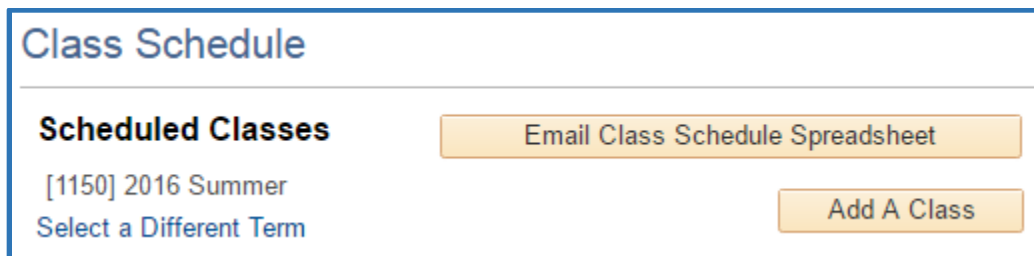
A list of subjects you are authorized to schedule will appear. Click the subject you want to schedule. A list of courses will appear on the right-hand side. Only active course from the course catalog will appear. Select the desired course from the list.

Class Schedule

Select Subject, then Catalog Number to Add a Course

2016 Summer

[Cancel]

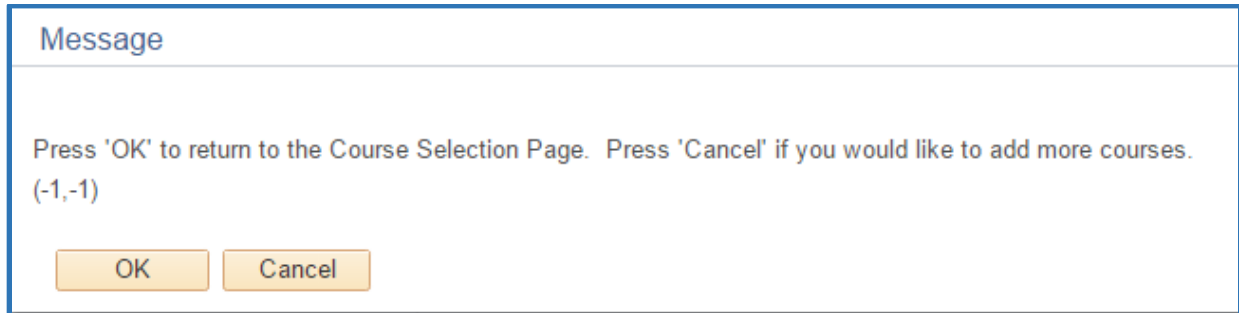| Subject		AERO	
AS		Catalog Nbr	
AADM		1000NE	Transfer Credit-No UNO Equiv
ACCT		1000NR	Transfer Credit-No UNO Equiv
ACOR		1001	Foundations USAF I
AERO		1002	Foundations USAF II
ANTH		1041	Foundations USAF I Lab
ARTS		1042	Foundations USAF II Lab
BA		1201	Evolut. of USAF Air and Space
BA		1202	Dev. 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)

[OK]   [Cancel]

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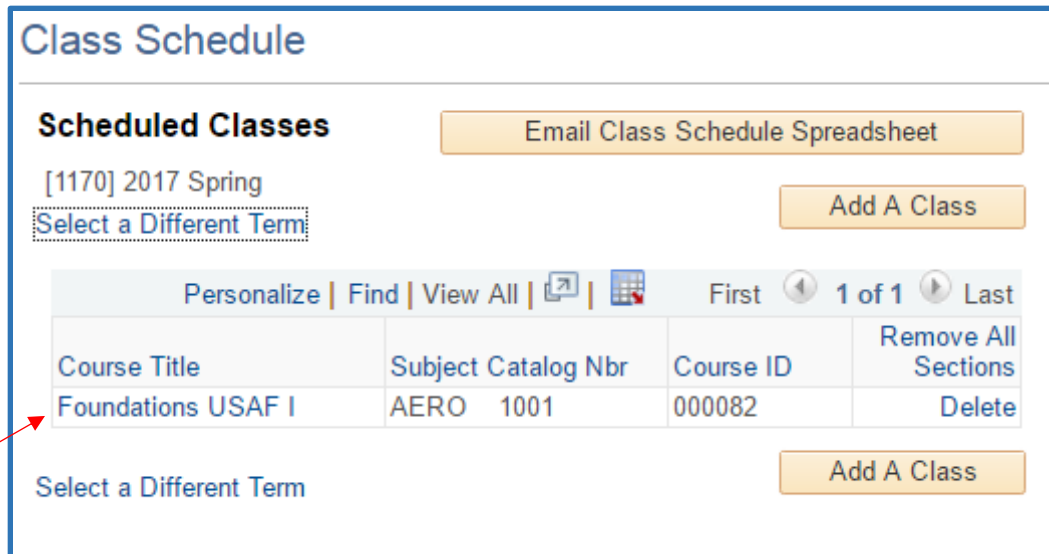
The course will be setup with one section (001) with a blank meeting pattern, no Instructor of Record, and enrollment capacity of 0 (zero).

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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.*

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

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

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★ 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.

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

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!

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