How to for Scheduler’s Aide

Step by Step Instructions
Log In

instruction.ccsf.edu/Scheduling/

Welcome to the Scheduler

Please log in:

Login ID: 
Password: 
Log In
Make sure you are in the correct term

Here is where you see what term you are currently in.

This is where you can change the term.
Next to edit the courses for the current term

This is where you would start

IDST Department
Scheduling Main Menu

You are working with the "Fall 15 Working-2nd" schedule.

View/Edit
1. View/Edit Entire Schedule:
   ○ By course
   ○ By instructor
   ○ By room
   ○ By coverage
2. Add a New Section
3. Unassign Sections
4. Compare Two Schedules

Schedules
1. Change Current Working Schedule
2. Edit Schedule Names
3. Copy a Schedule
4. Delete a Schedule

Find
1. Available Instructors
2. Available Rooms
3. All Conflicts

Options
1. Edit Instructor Information
2. Edit Course Information
3. Edit Room Information
4. Change Password
5. Other Preferences
Changing information on courses

There are different ways to look at the course: By all or by one. By all is the easiest. (1)

You can also:
- Create a group (1)
- Page breaks (2)
- Pick one campus at a time (3)
### IDST 4: Ways of Faith

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject &amp; Course</th>
<th>Section</th>
<th>Type</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
<th>PX?</th>
<th>Cap</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>76467</td>
<td>IDST 4</td>
<td>001</td>
<td>Lec</td>
<td>TR</td>
<td>12:40 PM-01:55 PM</td>
<td>ART 316</td>
<td>Georgiou, Steve</td>
<td>45</td>
<td>8/17/15-12/20/15</td>
<td></td>
</tr>
</tbody>
</table>

FTE Total: 0.2

### IDST 14: Ameri. Cultures in Lit & Film

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject &amp; Course</th>
<th>Section</th>
<th>Type</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
<th>PX?</th>
<th>Cap</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>76030</td>
<td>IDST 14</td>
<td>001</td>
<td>Lec</td>
<td>TR</td>
<td>09:40 AM-10:55 AM</td>
<td>BATL 203</td>
<td>Ishibashi, Jean</td>
<td>45</td>
<td>8/17/15-12/20/15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>831</td>
<td>Onl</td>
<td></td>
<td>TBA</td>
<td></td>
<td>Israel, Kinnere</td>
<td></td>
<td>50</td>
<td>8/17/15-12/20/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jabbar, Abdul</td>
<td></td>
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</tbody>
</table>

FTE Total: 0.4

### IDST 17: Human Sexuality

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject &amp; Course</th>
<th>Section</th>
<th>Type</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
<th>PX?</th>
<th>Cap</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>70692</td>
<td>IDST 17</td>
<td>001</td>
<td>Lec</td>
<td>MWF</td>
<td>11:10 AM-12:00 PM</td>
<td>SCIE 204</td>
<td>Zahedi, Shaye Z</td>
<td>45</td>
<td>8/17/15-12/20/15</td>
<td></td>
</tr>
<tr>
<td>70694</td>
<td>IDST 17</td>
<td>002</td>
<td>Lec</td>
<td>TR</td>
<td>09:10 AM-09:25 AM</td>
<td>VART 115</td>
<td>Browne, Maureen</td>
<td>45</td>
<td>8/17/15-12/20/15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reeves, Joseph A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FTE Total: 0.8
Click on the CRN in Blue

Here

This is what comes up
Here you can change just about everything. Just use the drop-down arrows for most areas.

Other areas you just need to type in.

Here you can add additional instructor's for team taught classes.

Here you can notes for the section (top box) or to yourself (bottom box).
Don’t forget to save when done editing.

Save here

Or delete section if you no longer want/use it.

Click here to add an additional instructor or meeting time
### Adding a New Section

This is where you would start

---

**IDST Department Scheduling Main Menu**

You are working with the "Fall 15 Working-2nd" schedule.

<table>
<thead>
<tr>
<th>View/Edit</th>
<th>Schedules</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>- By course</td>
<td>2. Edit Schedule N</td>
<td></td>
</tr>
<tr>
<td>- By Instructor</td>
<td>3. Copy a Schedule</td>
<td></td>
</tr>
<tr>
<td>- By room</td>
<td>4. Delete a Schedule</td>
<td></td>
</tr>
<tr>
<td>2. Add a New Section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Unassign Sections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Compare Two Schedules</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This number is just a filler, the scheduler will create a new CRN number.

Just use the drop down arrows to pick the information you want for the new section.

Don't forget to add class. By doing this you will create the new Class or Section.
Printing newly created schedule draft for Office of Instruct

Click here to create your draft for Office of Instruction

IDST Department
Scheduling Main Menu
You are working with the "Fall 15 Working-2nd" schedule.

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1. View/Edit Entire Schedule:
   ○ By course
   ○ By instructor
   ○ By room
   ○ By coverage
2. Add a New Section
3. Unassign Sections
4. Compare Two Schedules

Schedules
1. Change Current Working Schedule
2. Edit Schedule Names
3. Copy a Schedule
4. Delete a Schedule
For “Original Schedule” always pick Draft Rollover and make sure it’s the correct term, year and version (1\textsuperscript{st} or 2\textsuperscript{nd}).

For “New Schedule” always pick Working and make sure it’s the correct term, year and version (1\textsuperscript{st} or 2\textsuperscript{nd}).

Then click “Compare These Schedules.”
This is what you will see

Please make sure you send us the **draft in Color**! It makes it easier for us to see the changes.

Here you can double check the correct year and term information. Also gives information on FTE.
This is what the color version looks like

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ CRSE SEC TVP DAYS AND TIMES</th>
<th>BLDG ROOM</th>
<th>INSTRUCTOR</th>
<th>XL LN DEW ACAD FY A CAP ACCT BEG DP ENDDT C HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change 76897</td>
<td>IDST 17</td>
<td>502 Lea W</td>
<td>1810-2100PM</td>
<td>MNS</td>
</tr>
<tr>
<td>Delete 74698</td>
<td>IDST-27A</td>
<td>001 Lea TH</td>
<td>1245-1425PM</td>
<td>BAWL-203</td>
</tr>
<tr>
<td>IDST 29</td>
<td>Introduction to Islam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>IDST 29</td>
<td>501 Lea W</td>
<td>1600-2050PM</td>
<td>BAWL 203</td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This page shows examples of changes, deletions and new sections that you created.
Last thing before turning in your draft. Make sure you and your Dean sign off. This way we know it's been reviewed and approved.

You can either drop off your draft or have the Dean of your department email it with their approval.
Add or delete an instructor, change password and more

Options
1. Edit Instructor Information
2. Edit Course Information
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Find
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Switch to Noninstructional | Log out

If you have Non-instructional assignment’s click here to add.

This is a list of Non-instructional Assignments.

- Academic Senate (AS)
- Accreditation/External Compliance (AC)
- Advising (AV)
- AFT Contract Administration (AF)
- Ancillary Assignment (AN)
- College Program Coordination (PU)
- Counseling (CS)
- Curriculum Development (CD)
- DCC Coordinator (DX)
- DCC Officer Release (DC)
- Dept. Chair Base Release (DH)
- Dept. Chair ESRU (DE)
- Dept. Chair Liaison Release (DL)
- Dept. Program Coordination (RD)
- Lab Management (LA)
- Lab Monitoring (LM)
- LAG Lab (LL)
- Librarian (LB)
- Matriculation Advising (MA)
- Matriculation Development (ME)
- PE Athletic Director (PF)
- PE Coach (PT)
- PE Dance Production (DP)
- PE Intramural (PI)
- Program Development (PD)
- Sita Supervisor (SM)
- Student Health Counselor (SH)
- Testing Monitor (TE)
If you need any help please don’t hesitate to stop by or call.

Crystal Ma (C310F x5121) Cheryl Allen (C308I x3909)

- SPRING - SUMMER - FALL SCHEDULE DRAFTS
- Schedule Change Forms - ADD/SUBSTITUTE/CANCEL (adding, canceling, or substituting a class)
- Schedule Change Forms - MINOR
- Room Reservations