

Campus Solutions

Spring 2020 Schedule Build

Trainings September 3rd – September 20th, 2019

1. Class Scheduling on Campus

August 12th, 2019 – August 30th 2019

Class Schedulers will begin entering classes while at their home campus. The class schedulers have the foundational knowledge necessary to begin initial data entry for the schedule of classes.

Tools available to class schedulers include the Spring 2020 Roll Forward Report, Printer's Proofs (B2511 and B2505), and EMS downloads produced from current ISIS data.

2. Formal Training – College

Review Sessions

Employees newly hired into a class scheduling position are required to attend these training sessions. The review sessions listed below are optional for those who need a refresher on topics covered in the summer 2019 and Fall 2019 trainings.

Week 1	Session Time*	Curriculum
Thursday September 5	8:00am-12:00pm Miramar College (W-246)	Review Session <ul style="list-style-type: none"> – MySDCCD Information Hub – Viewing the Course Catalog – Class Scheduling Pages – Scheduling new class sections – Modifying existing class sections
Friday September 6	8:00am-12:00pm Miramar College (W-246)	Review Session <ul style="list-style-type: none"> – Special cases (dynamic dates, class attributes, etc.) – Classroom Faculty Assignments – Non-Classroom Faculty Assignments – Reporting Tools – Troubleshooting

Required Training Sessions

The training sessions listed below are required and explain new business processes related to student registration.

Week 2	Session Time*	Curriculum
Wednesday September 11	8:00am-12:00pm Miramar College (W-246)	<ul style="list-style-type: none"> – Business Process Changes – Updating Existing Class Sections – Canceling & Deleting Class Sections
Thursday September 12	8:00am-12:00pm Miramar College (W-246)	<ul style="list-style-type: none"> – Business Process Changes (Continued) – Reporting Tools – Troubleshooting Basics
Friday September 13	8:00am-12:00pm Miramar College (W-246)	with Human Resources & Campus Business Offices <ul style="list-style-type: none"> – Faculty Assignments & Paid Hours (Non-Classroom) – Updating Faculty Assignments (Non-Classroom) – Faculty & Staff Support (mySDCCD Info Hub)

* Breaks will be given in accordance with the Office Technical Collective Bargaining Agreement. A one-hour lunch is recommended due to the training location.

* Training participants are expected to return to campus and perform regular duties upon completing class schedule work.

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Optional Open Lab Sessions

The open lab sessions listed below are optional for those seeking additional assistance and training support.

Week 2	Session Time*	Curriculum
Wednesday September 11	12:00pm-5:00pm Miramar College (W-246)	Open Lab Session
Thursday September 12	12:00pm-5:00pm Miramar College (W-246)	Open Lab Session
Friday September 13	8:00am-5:00pm Miramar College (W-246)	Open Lab Session Input last changes to class schedule in CS prior to download. No changes after 5:00 PM

Campus Review Sessions

Schedulers may review their class schedule individually or in a group on their home campus.

Week 3	On Campus	
Monday September 16	Review on campus	
Tuesday September 17		
Wednesday September 18		
Thursday September 19		
Friday September 20		
Week 4	On Campus	
Monday September 23	Review on campus	
Tuesday September 24		
Wednesday September 25		
Thursday September 26		
Friday September 27	Input Deadline Final changes to class schedule in CS prior to final download. No changes allowed after 5:00 PM **Changes after 5:00pm will be included in Class Search (online class schedule), but not in the printed class schedule**	

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* Training participants are expected to return to campus and perform regular duties upon completing class schedule work.

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3. Ongoing Support

Scheduling Staff

- Staff experiencing issues in Campus Solutions must submit issues through the [mySDCCD Info Hub](#).
- Staff can submit Staff Help Tickets [here](#).
- [Schedule Build Job Aids](#)
- [Schedule Build Handouts](#)
- [Class Schedule Checklist](#)
- [Webinar Training](#)

Faculty

Faculty experiencing issues should be referred to the [mySDCCD Info Hub](#). Within the Info Hub, Faculty can visit the [Faculty Support Center](#) to view [Faculty Job Aids](#) for their business transactions. Additionally, faculty can submit [Faculty Help Tickets](#) which places their issue in a queue for timely resolution.

Students

Students experiencing issues should be referred to the [mySDCCD Info Hub](#). Within the Info Hub, students can visit the [Student Support Center](#) to view [Student Tutorials](#) for their business transactions. Additionally, students can submit [Student Help Tickets](#) which places their issue in a queue for timely resolution.

* Breaks will be given in accordance with the Office Technical Collective Bargaining Agreement. A one-hour lunch is recommended due to the training location.

* Training participants are expected to return to campus and perform regular duties upon completing class schedule work.