Slide 1 - Slide 1

## How to View All Sections of a Course

Slide notes

How to view all sections of a course

Slide 2 - Slide 2

## This web-based tutorial is brought to you by Information Technology and Student Administration Staff.

#### **Slide notes**

This web-based tutorial is brought to you by Information Technology and Student Administration staff.

Slide 3 - Slide 3



#### Slide notes

To maximize your viewing experience of this tutorial, please either turn on the sound or turn on the closed captioning feature located in the control panel on the bottom right of your screen.

#### Slide 4 - Slide 4

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Student Fee Increase On May 14, 2008 the Board of Trustees of the California State University System	Wy Personal Profile	My Benefits Information	Compensation	d Contraction My Leave
voted to increase State University Fees by 10% effective with the Fall 2008 term. This fee increase is included in	Personal     Information     Home Address     Phome Numbers	<ul> <li>Health Plans Summary</li> <li>Dependents Coverage</li> </ul>	<ul> <li><u>Compensatio</u></li> <li><u>History</u></li> <li><u>Employee Pa</u></li> </ul>	n E <u>View Earned</u> Leave Balances <u>v Stub</u> E <u>View Comp Time</u> Balances
the total amount due students will see on their Student Center when they access "Account Inquiry" after	Email Addresses Emergency <u>Contacts</u>	Summary Life and LTD Plans HCRA & DCRA - (FSA)		
completing their registration. To view a complete list of registration fees, please go to the Student Financial Services		Tax Shetter Annuity (403B)		
Finance and HCM Maintenance Window	Student Administra	tion		2
Downtime The Einance and HCM (Student and	Student	Campus Res	ources	Training Resources
Human Resources) systems will be unavailable on Thursday 6/19 from 7pm to 10pm for system maintenance.	Administration StudentAdministr PeopleSoft Applic	ation E Academic A ation Academic C Admissions	Advising Calendar & Records	Training Resources
<u>Click here</u> after <b>July 1st</b> to purchase Fall 2008 parking permits.		ERPA Info E FERPA Info Financial Ai Library	rmation d	
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<u>Vvelcome to the New Titan Online</u>				
More	Student Self Servic	e		🖾 🖻
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#### Slide notes

After you log into New Titan Online, click on the Student Administration link.

#### Slide 5 - Slide 5



#### Slide notes

Next, click on the "Curriculum Management" link.

#### Slide 6 - Slide 6



#### Slide notes

Select "Update Sections of a Class."

Slide 7 - Slide 7

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#### Slide notes

A search screen will appear. Specify the term you want to search. If you already know the 4-digit code for the term you want, enter it.

#### Slide 8 - Slide 8

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#### Slide notes

Otherwise you have the option of looking up the term code by clicking on the magnifying glass next to the field.

#### Slide 9 - Slide 9

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#### Slide notes

A list of terms and their corresponding 4-digit code will appear.

#### Slide 10 - Slide 10

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Facility and Event	2087 Fall 2018	<u>Fall 2008</u>	
Information	2085 Summer 2008	Sum 2008	
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Reporting Tools	2075 Summer 2007	Sum 2007	
	2073 Spring 2007	<u>Spr 2007</u>	
	2071 Intersession 2007	Int 2007	
	2067 Fall 2006	Fall 2006	
	2065 Summer 2006	Sum 2006	
	2063 Spring 2006	Spr 2006	
	2061 Intersession 2006	Int 2006	
	2057 Fall 2005	Fall 2005	
	2055 Summer 2005	Sum 2005	

#### Slide notes

We will choose the term Fall 2008 for our example. The corresponding 4-digit code is 2087.

#### Slide 11 - Slide 11

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#### Slide notes

Let's enter information to find Geography 100.

#### Slide 12 - Slide 12

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#### Slide notes

#### Slide 13 - Slide 13

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#### Slide notes

#### Slide 14 - Slide 14

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#### Slide notes

Click on the "Search" button once you've entered enough information.

#### Slide 15 - Slide 15

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#### Slide notes

We'll minimize the left-hand menu to allow us to see more of the data.

Slide 16 - Slide 16

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Regular	04	13385	Lecture	Open	E	А	4			
Regular	05	13386	Lecture	Open	E	А	5			
Regular	06	13387	Lecture	Closed	E	т	6			
Regular	07	13388	Lecture	Closed	E	т	7			
Regular	08	13389	Lecture	Closed	E	т	8			
		3								
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#### Slide notes

The search results will default to displaying the first 8 sections of a course. As you can see there is more information to the right of the screen, but it is cut off. If you scroll over to the right,

#### Slide 17 - Slide 17

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ion	<u>Class Nbr</u>	<u>Component</u>	Enrollment <u>Status</u>	<u>Clas</u> Typ	Click o	n the "View All" link to	rl 2 Resection Consent	Schd Print
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#### Slide notes

you'll see that there are arrows at the top. Each page can only display a maximum of 8 sections at a time, so we'll have to click on the right arrow to see more sections, or click on the "View All" link to see all sections at once.

#### Slide 18 - Slide 18

∎WFUL ■► Update \$	Section	s of a CI	ass				New V	<u>Home</u> Vindow   <u>Help</u>	<u>Add to Favor</u>	<u>ites   Sign out</u> Page   <mark>18</mark>
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Regular	03	13384	Lecture	Open	E	A	3	3		
Regular	04	13385	Lecture	Open	E	A	1	4		
Regular	05	13386	Lecture	Open	E	A		5		
Regular	06	13387	Lecture	Closed	E	т	6	6		
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#### Slide notes

The display defaults to the first tab, "Class Status." On this page, you can see sections of the course, including class number, whether the section status is active (noted with the letter A), tentative (which is noted with the letter T), or cancelled (which is noted by the letter X).

#### Slide 19 - Slide 19

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Regular	12	13393	Lecture	Open	E	А	12			
Regular	13	13394	Lecture	Closed	E	т	13			
Regular	15	13396	Lecture	Open	Е	A	15			
Regular	16	13397	Lecture	Closed	E	т	16			
Regular	17	58403	Lecture	Closed	E	х	17			
Regular	18	19299	Lecture	Closed	E	х	18			
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#### Slide notes

This screen shows sections 9 through 18. If we click on the Class Enrollment Limits tab, we see additional information for each section.

#### Slide 20 - Slide 20

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Regular	18	19299	Lecture	46									
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#### Slide notes

The information displayed is accurate in real-time. Under this tab, for each section, there is information showing the enrollment limit, current enrollment numbers, the waitlist enrollment, and a waitlist cap (which represents the maximum number of students who can be on the waitlist for that section).

#### Slide 21 - Slide 21

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To do another search, click on the "Return to Search" button at the bottom of the page.

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#### Slide notes

If a previous search was done, there may be data already filled in the search page which may need to be changed to do a new search. So for example, if the Academic Career is already set to "Undergraduate" and you now want to do a search for a graduate course, you have to select the appropriate value for the new search. In our next example, let's try looking up History 110A.

#### Slide 23 - Slide 23

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#### Slide notes

Let's click on the Class Enrollment Limits tab again.

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#### Slide notes

As a reminder, if you want to download the data into an Excel spreadsheet, click on the Excel icon.

#### Slide 26 - Slide 26



#### **Slide notes**

#### Slide 27 - Slide 27

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#### Slide notes

All the essential information will be imported into an Excel document.

Slide 28 - Slide 28

## If you have questions please feel free to contact us at cmssa@fullerton.edu

#### Slide notes

If you have any questions please feel free to contact us at cmssa@fullerton.edu.

Slide 29 - Slide 29

### End of presentation

# Thank you for viewing this web tutorial.

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