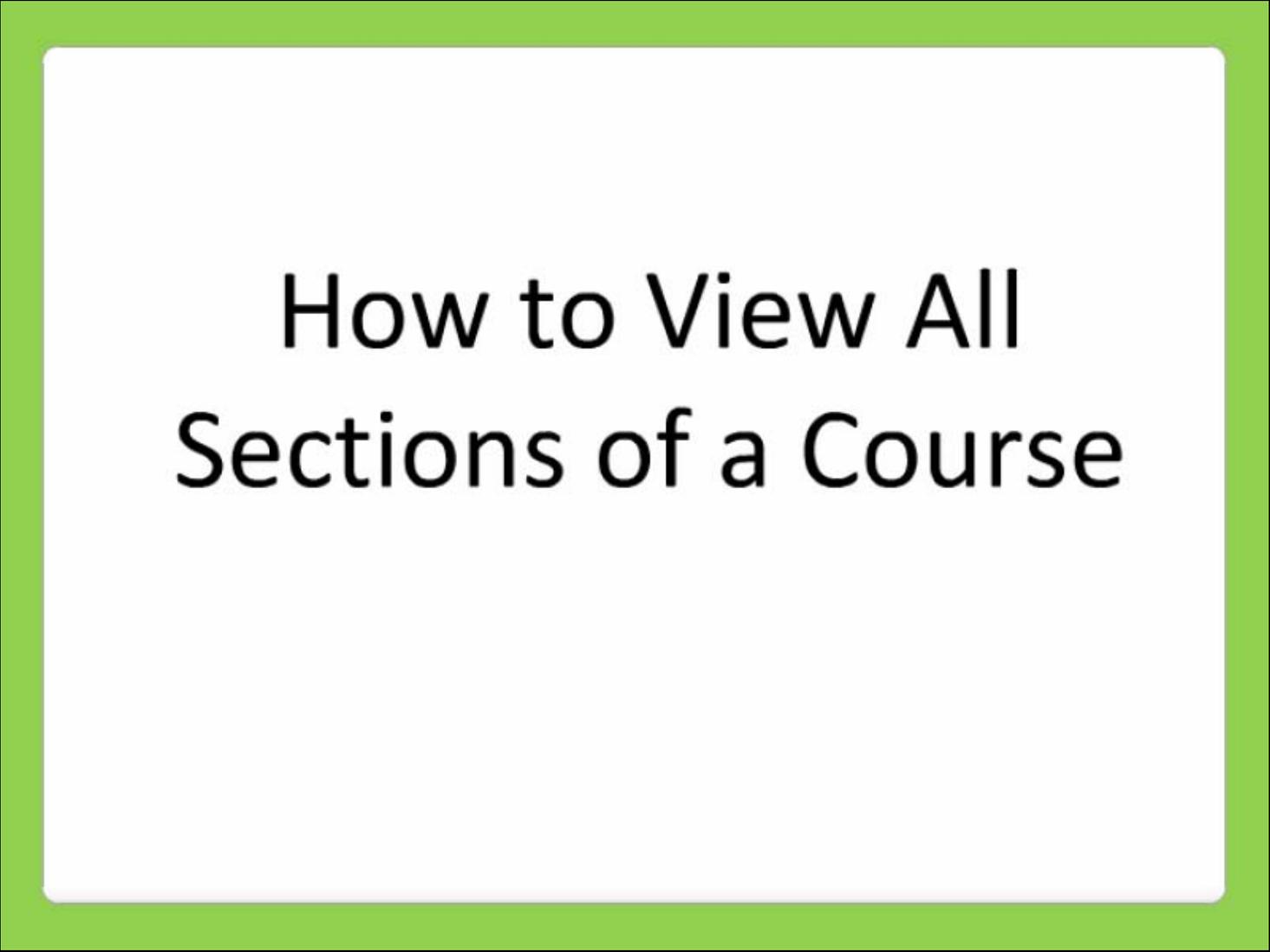


Slide 1 - Slide 1

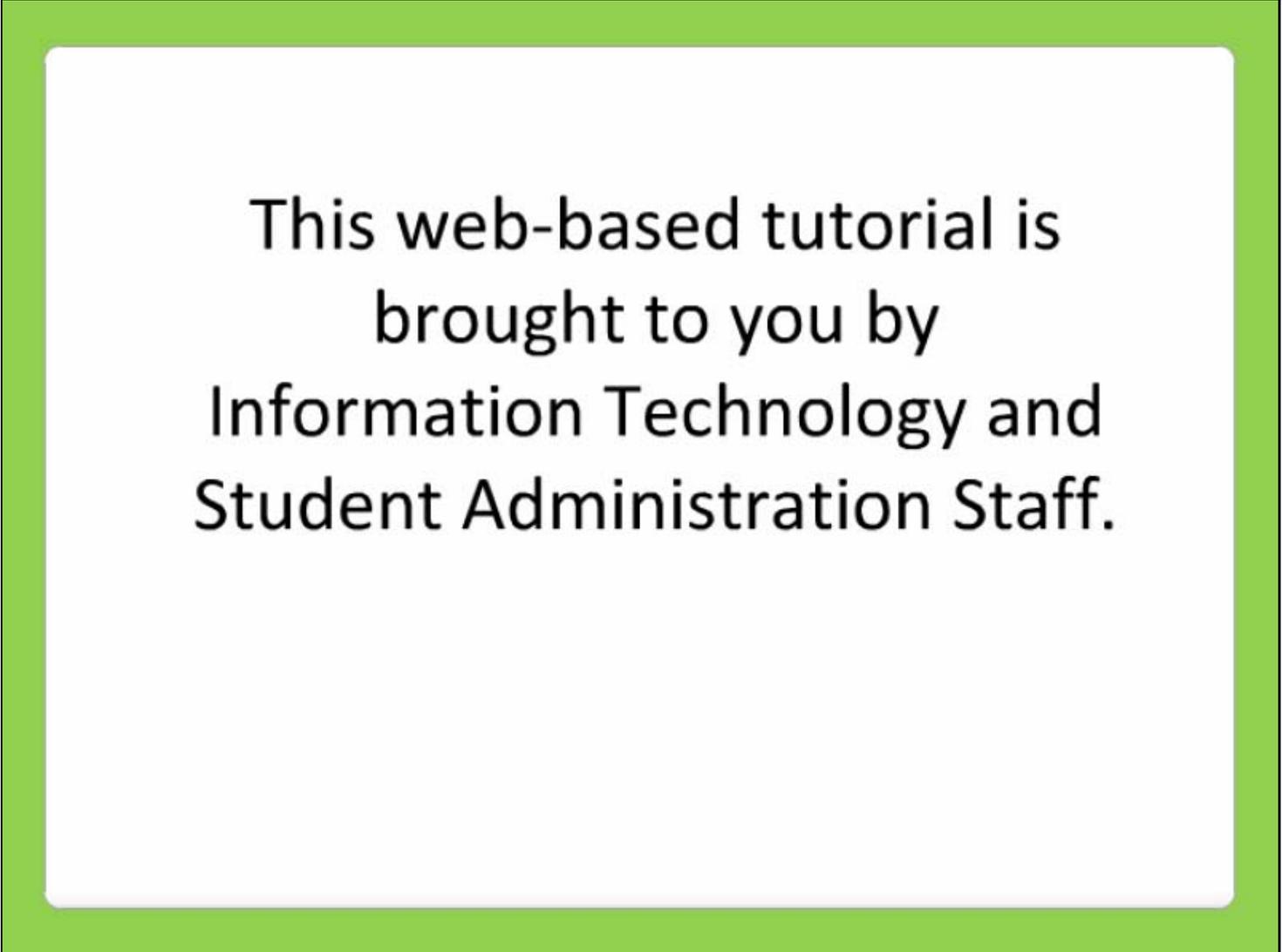


# How to View All Sections of a Course

**Slide notes**

How to view all sections of a course

Slide 2 - Slide 2

A slide with a green border containing text. The text is centered and reads: "This web-based tutorial is brought to you by Information Technology and Student Administration Staff."

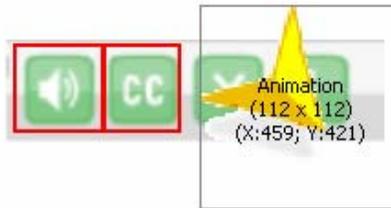
This web-based tutorial is  
brought to you by  
Information Technology and  
Student Administration Staff.

**Slide notes**

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

## Slide 3 - Slide 3

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 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

CALIFORNIA STATE UNIVERSITY, FULLERTON

NEW **Titan Online**

CSUF WEB CSUF PEOPLE

keyword(s) GO

Welcome Yee, Malisa

Home Logout

Personalize Content Layout Fri, Jun 20, 08 10:49 AM

### System Messages

**Student Fee Increase**

On May 14, 2008 the Board of Trustees of the California State University System voted to increase State University Fees by 10% effective with the Fall 2008 term. This fee increase is included in the total amount due students will see on their Student Center when they access "Account Inquiry" after completing their registration. To view a complete list of registration fees, please go to the Student Financial Services website: <http://sfs.fullerton.edu/>

**Finance and HCM Maintenance Window Downtime**

**The Finance and HCM (Student and Human Resources) systems will be unavailable on Thursday 6/19 from 7pm to 10pm for system maintenance.**

**Fall 2008 Parking Permit Sales**

Click [here](#) after **July 1st** to purchase Fall 2008 parking permits.

**Notices**

- [Welcome to the New Titan Online](#)

[More...](#)

[View All Articles and Sections](#)

### Employee Self Service

- My Personal Profile**
  - Personal Information
  - Home Address
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
- My Benefits Information**
  - Health Plans Summary
  - Dependents Coverage Summary
  - Life and LTD Plans
  - HCRA & DCRA - (FSA)
  - Tax Shelter Annuity (403B)
- My Payroll and Compensation**
  - Compensation History
  - Employee Pay Stub
- My Leave Information**
  - View Earned Leave Balances
  - View Comp Time Balances

### Student Administration

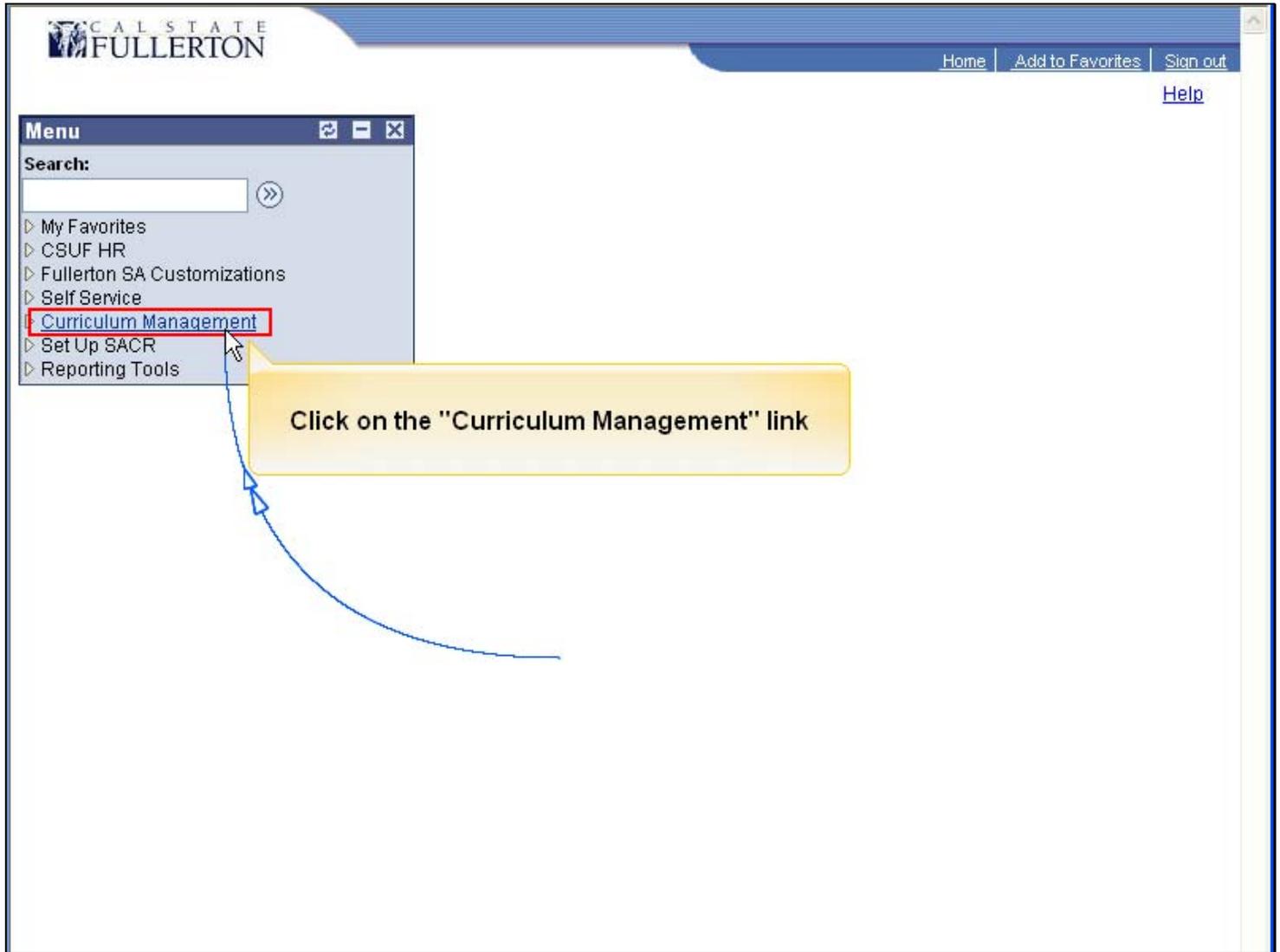
- Student Administration**  
Student Administration  
PeopleSoft Application
- Campus Resources**
  - Academic Advising
  - Academic Calendar
  - Admissions & Records
  - Extended Education
  - FERPA Information
  - Financial Aid
  - Library
  - Parking
  - Student Financial Services
- Training Resources**
  - Training Resources

### Student Self Service

## 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

**Menu**

Search:

- My Favorites
- CSUF HR
- Fullerton SA Customizations
- Self Service
- Curriculum Management**
  - Course Catalog
  - Schedule of Classes
  - Combined Sections
  - Dynamic Dates
  - Facility and Event Information
  - Class Roster
  - Instructor/Advisor Information
- Set Up SACR
- Reporting Tools

**Curriculum Management**

Define Course Catalog and Schedule of Classes, manage attendance and grading.

- Course Catalog**  
Maintain course catalog information.
  - Course Catalog Search
  - Course Catalog
- Schedule of Classes**  
Maintain schedule of classes information.
  - Class Search
  - Maintain Schedule of Classes
  - Adjust Class Associations
  - Update Sections of a Class**
- Combined Sections**  
Create combined section IDs and identify classes to be combined.
  - Combined Sections Table
  - Identify Combined Sections
- Class Roster**  
View and print class rosters.
  - Class Roster

**INSTRUCTOR/ADVISOR Information**  
Maintain instructor and advisor information.

- Instructor Schedule
- Instructor Term Workload
- Instructor/Advisor Table

**Select "Update Sections of a Class"**

## Slide notes

Select "Update Sections of a Class."

## Slide 7 - Slide 7

**Menu**

Search:

- ▷ My Favorites
- ▷ CSUF HR
- ▷ Fullerton SA Customizations
- ▷ Self Service
- ▽ Curriculum Management
  - ▷ Course Catalog
  - ▽ Schedule of Classes
    - [Class Search](#)
    - [Maintain Schedule of Classes](#)
    - [Adjust Class Associations](#)
    - **Update Sections of a Class**
  - ▷ Combined Sections
  - ▷ Dynamic Dates
  - ▷ Facility and Event Information
  - ▷ Class Roster
  - ▷ Instructor/Advisor Information
  - ▷ Set Up SACR
  - ▷ Reporting Tools

**Home** | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) |

**A search screen will appear.**

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Academic Institution:** =

**Term:** =

**Subject Area:** =

**Catalog Nbr:** begins with

**Academic Career:** =

**Campus:** begins with

**Description:** begins with

**Course ID:** begins with

**Course Offering Nbr:** =

Case Sensitive

**Specify the term you want to search.**

[Basic Search](#) [Save Search Criteria](#)

## 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

**Menu**

Search:

- ▷ My Favorites
- ▷ CSUF HR
- ▷ Fullerton SA Customizations
- ▷ Self Service
- ▽ Curriculum Management
  - ▷ Course Catalog
  - ▽ Schedule of Classes
    - [Class Search](#)
    - [Maintain Schedule of Classes](#)
    - [Adjust Class Associations](#)
    - **Update Sections of a Class**
  - ▷ Combined Sections
  - ▷ Dynamic Dates
  - ▷ Facility and Event Information
  - ▷ Class Roster
  - ▷ Instructor/Advisor Information
  - ▷ Set Up SACR
  - ▷ Reporting Tools

**Update Sections of a Class**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Academic Institution:** = [v] FLCMP [magnifying glass]

**Term:** = [v] [red box] [magnifying glass]

**Subject Area:** = [v] [magnifying glass]

**Catalog Nbr:** begins with [v] [magnifying glass]

**Academic Career:** = [v] [magnifying glass]

**Campus:** begins with [v] [magnifying glass]

**Description:** begins with [v] [magnifying glass]

**Course ID:** begins with [v] [magnifying glass]

**Course Offering Nbr:** = [v] [magnifying glass]

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

## 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


Home | Add to Favorites | Sign out

**Menu**

Search:

- ▷ My Favorites
- ▷ CSUF HR
- ▷ Fullerton SA Customizations
- ▷ Self Service
- ▽ Curriculum Management
  - ▷ Course Catalog
  - ▽ Schedule of Classes
    - [Class Search](#)
    - [Maintain Schedule of Classes](#)
    - [Adjust Class Associations](#)
    - [Update Sections of a Class](#)
  - ▷ Combined Sections
  - ▷ Dynamic Dates
  - ▷ Facility and Event Information
  - ▷ Class Roster
  - ▷ Instructor/Advisor Information
  - ▷ Set Up SACR
  - ▷ Reporting Tools

## Look Up Term

**Term:**

**Description:**

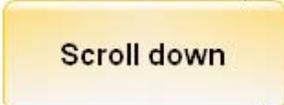
**Short Description:**

[Basic Lookup](#)

### Search Results

View All First 1-100 of 222 Last

Term	Description	Short Description
9999	End Term - Svc Indicator Use	End Term
2153	Spring 2015	Spr 2015
2147	Fall 2014	Fall 2014
2145	Summer 2014	Sum 2014
2143	Spring 2014	Spr 2014
2137	Fall 2013	Fall 2013
2135	Summer 2013	Sum 2013
2133	Spring 2013	Spr 2013
2127	Fall 2012	Fall 2012
2125	Summer 2012	Sum 2012
2123	Spring 2012	Spr 2012
2117	Fall 2011	Fall 2011
2115	Summer 2011	Sum 2011
2113	Spring 2011	Spr 2011
2107	Fall 2010	Fall 2010



## Slide notes

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

## Slide 10 - Slide 10

**Menu**

Search:

- My Favorites
- CSUF HR
- Fullerton SA Customizations
- Self Service
- Curriculum Management
  - Course Catalog
  - Schedule of Classes
    - Class Search
    - Maintain Schedule of Classes
    - Adjust Class Associations
    - Update Sections of a Class**
  - Combined Sections
  - Dynamic Dates
  - Facility and Event Information
  - Class Roster
  - Instructor/Advisor Information
  - Set Up SACR
  - Reporting Tools

2137	Fall 2013	Fall 2013
2135	Summer 2013	Sum 2013
2133	Spring 2013	Spr 2013
2127	Fall 2012	Fall 2012
2125	Summer 2012	Sum 2012
2123	Spring 2012	Spr 2012
2117	Fall 2011	Fall 2011
2115	Summer 2011	Sum 2011
2113	Spring 2011	Spr 2011
2107	Fall 2010	Fall 2010
2105	Summer 2010	Sum 2010
2103	Spring 2010	Spr 2010
2097	Fall 2009	Fall 2009
2095	Summer 2009	Sum 2009
2093	Spring 2009	Spr 2009
2091	Interession 2009	Int 2009
2087	Fall 2008	Fall 2008
2085	Summer 2008	Sum 2008
2083	Spring 2008	Spr 2008
2081	Interession 2008	Int 2008
2077	Fall 2007	Fall 2007
2075	Summer 2007	Sum 2007
2073	Spring 2007	Spr 2007
2071	Interession 2007	Int 2007
2067	Fall 2006	Fall 2006
2065	Summer 2006	Sum 2006
2063	Spring 2006	Spr 2006
2061	Interession 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



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | 

**Menu** ☰

**Search:**

 »

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>Academic Institution:</b>	=	▼	<input type="text" value="FLCMP"/>	🔍
<b>Term:</b>	=	▼	<input type="text" value="2087"/>	🔍
<b>Subject Area:</b>	=	▼	<input style="border: 2px solid red;" type="text"/>	🔍
<b>Catalog Nbr:</b>		begins with ▼	<input type="text"/>	
<b>Academic Career:</b>	=	▼	<input type="text"/>	▼
<b>Campus:</b>		begins with ▼	<input type="text"/>	🔍
<b>Description:</b>		begins with ▼	<input type="text"/>	
<b>Course ID:</b>		begins with ▼	<input type="text"/>	🔍
<b>Course Offering Nbr:</b>	=	▼	<input type="text"/>	🔍

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

## Slide notes

Let's enter information to find Geography 100.

## Slide 12 - Slide 12



[Home](#) | [Add to Favorites](#) | [Sign out](#)

**Menu** ☰

**Search:**

 »

- ▷ My Favorites
- ▷ CSUF HR
- ▷ Fullerton SA Customizations
- ▷ Self Service
- ▽ Curriculum Management
  - ▷ Course Catalog
  - ▽ Schedule of Classes
    - [Class Search](#)
    - [Maintain Schedule of Classes](#)
    - [Adjust Class Associations](#)
    - **Update Sections of a Class**
  - ▷ Combined Sections
  - ▷ Dynamic Dates
  - ▷ Facility and Event Information
  - ▷ Class Roster
  - ▷ Instructor/Advisor Information
  - ▷ Set Up SACR
  - ▷ Reporting Tools

[New Window](#) | [Help](#) | 

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>Academic Institution:</b>	=	▼	<input style="width: 95%;" type="text" value="FLCMP"/>	🔍
<b>Term:</b>	=	▼	<input style="width: 95%;" type="text" value="2087"/>	🔍
<b>Subject Area:</b>	=	▼	<input style="width: 95%; border: 2px solid red;" type="text"/>	🔍
<b>Catalog Nbr:</b>	begins with	▼	<input style="width: 95%;" type="text"/>	
<b>Academic Career:</b>	=	▼	<input style="width: 95%;" type="text"/>	▼
<b>Campus:</b>	begins with	▼	<input style="width: 95%;" type="text"/>	🔍
<b>Description:</b>	begins with	▼	<input style="width: 95%;" type="text"/>	
<b>Course ID:</b>	begins with	▼	<input style="width: 95%;" type="text"/>	🔍
<b>Course Offering Nbr:</b>	=	▼	<input style="width: 95%;" type="text"/>	🔍

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

## Slide notes

## Slide 13 - Slide 13



[Home](#) | [Add to Favorites](#) | [Sign out](#)

**Menu** ☰

**Search:**

 »

- ▷ My Favorites
- ▷ CSUF HR
- ▷ Fullerton SA Customizations
- ▷ Self Service
- ▽ Curriculum Management
  - ▷ Course Catalog
  - ▽ Schedule of Classes
    - [Class Search](#)
    - [Maintain Schedule of Classes](#)
    - [Adjust Class Associations](#)
    - **Update Sections of a Class**
  - ▷ Combined Sections
  - ▷ Dynamic Dates
  - ▷ Facility and Event Information
  - ▷ Class Roster
  - ▷ Instructor/Advisor Information
  - ▷ Set Up SACR
  - ▷ Reporting Tools

[New Window](#) | [Help](#) | 

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>Academic Institution:</b>	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text" value="FLCMP"/>	
<b>Term:</b>	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text" value="2087"/>	
<b>Subject Area:</b>	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text" value="GEOG"/>	
<b>Catalog Nbr:</b>		begins with <input type="text" value="▼"/>	<input style="width: 95%; border: 2px solid red;" type="text"/>	
<b>Academic Career:</b>	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>	<input type="text" value="▼"/>
<b>Campus:</b>		begins with <input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>	
<b>Description:</b>		begins with <input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>	
<b>Course ID:</b>		begins with <input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>	
<b>Course Offering Nbr:</b>	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>	

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

## Slide notes

## Slide 14 - Slide 14

The screenshot displays the 'Update Sections of a Class' search interface. On the left is a navigation menu with 'Update Sections of a Class' highlighted. The main area contains a search form with the following fields:

- Academic Institution:** = [dropdown] [FLCMP] [magnifying glass]
- Term:** = [dropdown] [2087] [magnifying glass]
- Subject Area:** = [dropdown] [GEOG] [magnifying glass]
- Catalog Nbr:** begins with [dropdown] [100]
- Academic Career:** = [dropdown] [dropdown]
- Campus:** begins with [dropdown] [magnifying glass]
- Description:** begins with [dropdown]
- Course ID:** begins with [dropdown] [magnifying glass]
- Course Offering Nbr:** = [dropdown] [magnifying glass]

Below the fields is a checkbox for **Case Sensitive**. At the bottom are buttons for **Search** (highlighted with a red box and a mouse cursor), **Clear**, **Basic Search**, and **Save Search Criteria**. A blue arrow points from the 'Search' button to the 'Academic Career' dropdown.

At the top right of the page are links for [Home](#), [Add to Favorites](#), and [Sign out](#). A [New Window](#) link is also present.

## Slide notes

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

## Slide 15 - Slide 15



[Home](#) | [Add to Favorites](#) | [Sign out](#)

**Menu**

Search:

- ▷ My Favorites
- ▷ CSUF HR
- ▷ Fullerton SA Customizations
- ▷ Self Service
- ▽ Curriculum Management
  - ▷ Course Catalog
  - ▽ Schedule of Classes
    - [Class Search](#)
    - [Maintain Schedule of Classes](#)
    - [Adjust Class Associations](#)
    - **Update Sections of a Class**
  - ▷ Combined Sections
  - ▷ Dynamic Dates
  - ▷ Facility and Event Information
  - ▷ Class Roster
  - ▷ Instructor/Advisor Information
  - ▷ Set Up SACR
  - ▷ Reporting Tools

## Update Sections of a Class

**Course ID:** 005933

**Academic Institution:** CSU Fullerton

**Term:** Fall 2008

**Subject Area:** GEOG

**Catalog Nbr:** 100

**Course Offering Nbr:** 1

Undergrad

Geography

Global Geography

Class Sections								
Class Status		Class Enrollment Limits						
Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto
Regular	01	13382	Lecture	Open	E	A		1
Regular	02	13383	Lecture	Open	E	A		2
Regular	03	13384	Lecture	Open	E	A		3
Regular	04	13385	Lecture	Open	E	A		4
Regular	05	13386	Lecture	Open	E	A		5
Regular	06	13387	Lecture	Closed	E	T		6
Regular	07	13388	Lecture	Closed	E	T		7
Regular	08	13389	Lecture	Closed	E	T		8

Save
Return to Search
Notify

## Slide notes

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

## Slide 16 - Slide 16



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

## Update Sections of a Class

**Course ID:** 005933

**Academic Institution:** CSU Fullerton

**Term:** Fall 2008

**Subject Area:** GEOG

**Catalog Nbr:** 100

**Course Offering Nbr:** 1

Undergrad

Geography

Global Geography



Animation  
(109 x 92)  
(X:684; Y:168)

**Class Sections**
[Customize](#) | [Find](#) | [View All](#) |  First

**Class Status**

Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection
Regular	01	13382	Lecture	Open	E	A	1			
Regular	02	13383	Lecture	Open	E	A	2			
Regular	03	13384	Lecture	Open	E	A	3			
Regular	04	13385	Lecture	Open	E	A	4			
Regular	05	13386	Lecture	Open	E	A	5			
Regular	06	13387	Lecture	Closed	E	T	6			
Regular	07	13388	Lecture	Closed	E	T	7			
Regular	08	13389	Lecture	Closed	E	T	8			

 Save

 Return to Search

 Notify

## 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

[Home](#) | [Add to Favorites](#) | [Sign out](#)  
[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

### Sections of a Class

005933      **Course Offering Nbr:**  
 CSU Fullerton      Undergrad  
 Fall 2008      Geography  
 GEOG      Global Geography  
 100

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-8 of 19](#) | [Last](#)

Section	Class Nbr	Component	Enrollment Status	Class Type	Enr 2	Resection	Consent	Schd Print
	13382	Lecture	Open	E	1		N	<input checked="" type="checkbox"/>
	13383	Lecture	Open	E	2		N	<input checked="" type="checkbox"/>
	13384	Lecture	Open	E	A	3	N	<input checked="" type="checkbox"/>
	13385	Lecture	Open	E	A	4	N	<input checked="" type="checkbox"/>
	13386	Lecture	Open	E	A	5	N	<input checked="" type="checkbox"/>
	13387	Lecture	Closed	E	T	6	N	<input checked="" type="checkbox"/>
	13388	Lecture	Closed	E	T	7	N	<input checked="" type="checkbox"/>
	13389	Lecture	Closed	E	T	8	N	<input checked="" type="checkbox"/>

[to Search](#) | [Notify](#)

## 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



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

## Update Sections of a Class

**Course ID:** 005933

**Academic Institution:** CSU Fullerton

**Term:** Fall 2008

**Subject Area:** GEOG

**Catalog Nbr:** 100

**Class Section Status notations**

A = Active

T = Tentative

X = Cancelled

1

**Class Sections**
Customize | Find | View All |  First

**Class Status**

Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection
Regular	01	13382	Lecture	Open	E	A	1			
Regular	02	13383	Lecture	Open	E	A	2			
Regular	03	13384	Lecture	Open	E	A	3			
Regular	04	13385	Lecture	Open	E	A	4			
Regular	05	13386	Lecture	Open	E	A	5			
Regular	06	13387	Lecture	Closed	E	T	6			
Regular	07	13388	Lecture	Closed	E	T	7			
Regular	08	13389	Lecture	Closed	E	T	8			

Save

Return to Search

Notify

## 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



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

## Update Sections of a Class

**Course ID:** 005933

**Academic Institution:** CSU Fullerton

**Term:** Fall 2008

**Subject Area:** GEOG

**Catalog Nbr:** 100

**Course Offering Nbr:** 1

Undergrad

Geography

Global Geography

**Class Sections**
Customize | Find | View All |  First 9

Class Status
Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	Class Type	Class Stat	Assoc	Auto Enrl 1	Auto Enrl 2	Resection
Regular	09	13390	Lecture	Closed	E	T		9		
Regular	10	13391	Lecture	Open	E	A		10		
Regular	12	13393	Lecture	Open	E	A		12		
Regular	13	13394	Lecture	Closed	E	T		13		
Regular	15	13396	Lecture	Open	E	A		15		
Regular	16	13397	Lecture	Closed	E	T		16		
Regular	17	58403	Lecture	Closed	E	X		17		
Regular	18	19299	Lecture	Closed	E	X		18		

 Save
 Return to Search
 Notify

## 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

**Update Sections of a Class**

Course ID: 005933      Course Offering Nbr: 1  
 Academic Institution: CSU Fullerton  
 Term: Fall 2008      Undergrad  
 Subject Area: GEOG      Geography  
 Catalog Nbr: 100      Global Geography

**Class Sections**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	09	13390	Lecture	46				
Regular	10	13391	Lecture					
Regular	12	13393	Lecture					
Regular	13	13394	Lecture					
Regular	15	13396	Lecture	40	1			
Regular	16	13397	Lecture	43				
Regular	17	58403	Lecture	40				
Regular	18	19299	Lecture	46				

Buttons: Save, Return to Search, Notify

## 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

**Update Sections of a Class**

Course ID: 005933      Course Offering Nbr: 1  
 Academic Institution: CSU Fullerton  
 Term: Fall 2008      Undergrad  
 Subject Area: GEOG      Geography  
 Catalog Nbr: 100      Global Geography

**Class Sections**      Customize | Find | View All | First 9-16 of 19 Last

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	09	13390	Lecture	46				
Regular	10	13391	Lecture	115				
Regular	12	13393	Lecture	70		3		
Regular	13	13394	Lecture	84				
Regular	15	13396	Lecture	40		1		
Regular	16	13397	Lecture	43				
Regular	17	58403	Lecture	40				
Regular	18							

Click on the "Return to Search" button

Save    Return to Search    Notify

## Slide notes

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

## Slide 22 - Slide 22



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[New Window](#) | [Help](#) | 

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Academic Institution:** =  

**Term:** =  

**Subject Area:** =  

**Catalog Nbr:** begins with

**Academic Career:** =

**Campus:** begins with  

**Description:** begins with

**Course ID:** begins with  

**Course Offering Nbr:** =  

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All
First  1 of 1  Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
<a href="#">FLCMP</a>	<a href="#">2087</a>	<a href="#">GEOG</a>	<a href="#">100</a>	<a href="#">Undergrad</a>	<a href="#">FUL</a>	<a href="#">Global Geography</a>	<a href="#">005933</a>	<a href="#">1</a>

## 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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[New Window](#)

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Academic Institution:** =

**Term:** =

**Subject Area:** =

**Catalog Nbr:** begins with

**Academic Career:** =

**Campus:** begins with

**Description:** begins with

**Course ID:** begins with

**Course Offering Nbr:** =

Case Sensitive

[Basic Search](#) |

### Search Results

View All
First  1 of 1  Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FLCMP	2087	GEOG	100	Undergrad	FUL	Global Geography	005933	1

## Slide notes

## Slide 24 - Slide 24

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[New Window](#) | [Help](#) | [Customize Page](#) |

### Update Sections of a Class

**Course ID:** 006732      **Course Offering Nbr:** 1  
**Academic Institution:** CSU Fullerton  
**Term:** Fall 2008      Undergrad  
**Subject Area:** HIST      History  
**Catalog Nbr:** 110A      World Civilization to 16c

**Class Sections** [Customize](#) | [Find](#) | [View All](#) | First

Class Status		Class Enrollment Limits									
Session	Section	Class Nbr	Enrollment	Class	Class	Assoc	Auto Enrl 1	Auto Enrl 2	Resection		
Regular	01	14118				1					
Regular	02	14119				2					
Regular	03	14120	Lecture	Open	E	A	3				
Regular	04	14121	Lecture	Open	E	A	4				
Regular	05	14122	Lecture	Open	E	A	5				
Regular	06	14123	Lecture	Open	E	A	6				
Regular	07	14124	Lecture	Open	E	A	7				
Regular	08	14125	Lecture	Open	E	A	8				

Save Return to Search Notify

## Slide notes

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

## Slide 25 - Slide 25

[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

### Update Sections of a Class

**Course ID:** 006732  
**Academic Institution:** CSU Fullerton  
**Term:** Fall 2008  
**Subject Area:** HIST  
**Catalog Nbr:** 110A

World Civilization to 16c

**To download the data into an Excel spreadsheet, click on the Excel icon.**

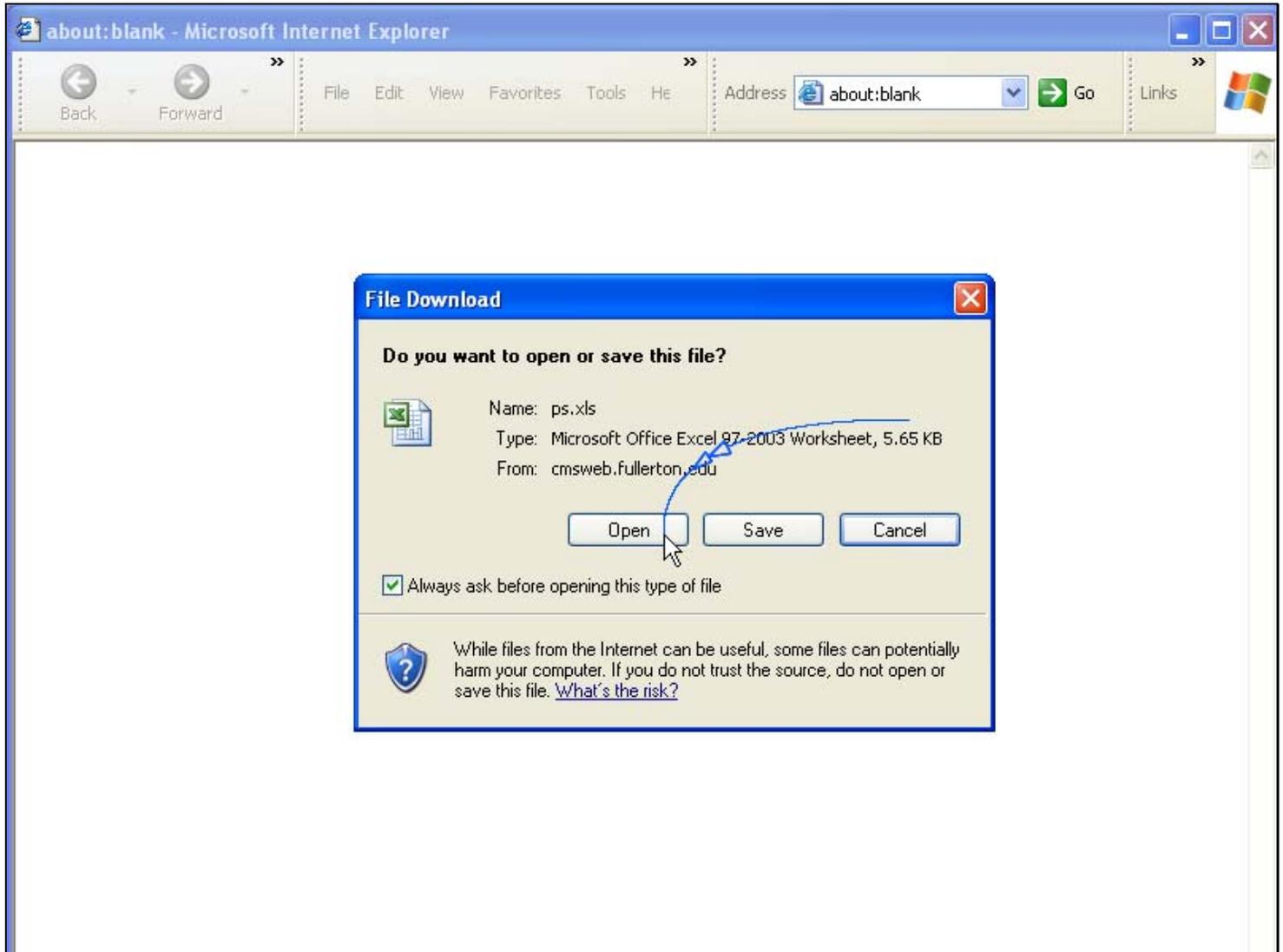
Class Sections									
Class Enrollment Limits									
Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	
Regular	01	14118	Lecture	39	16				
Regular	02	14119	Lecture	44	7				
Regular	03	14120	Lecture	44	10				
Regular	04	14121	Lecture	44	11				
Regular	05	14122	Lecture	44	13				
Regular	06	14123	Lecture	118	1				
Regular	07	14124	Lecture	99	20				
Regular	08	14125	Lecture	94	27				

[Save](#) | [Return to Search](#) | [Notify](#)

## 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

Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

A1 Session

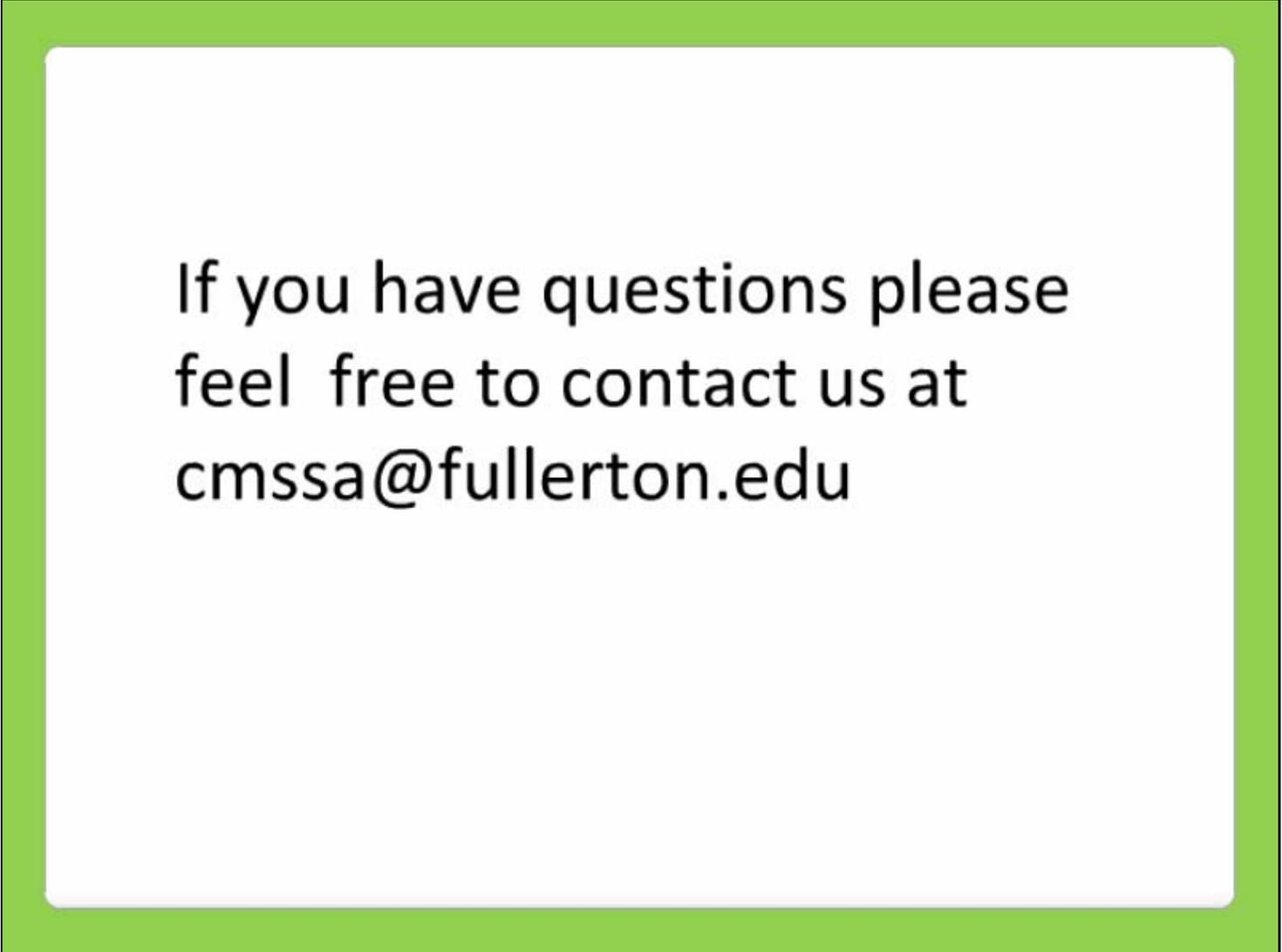
ps [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl				
2	Regular	01	14118	Lecture	39	16							
3	Regular	02	14119	Lecture	44	7							
4	Regular	03	14120	Lecture	44	10							
5	Regular	04	14121	Lecture	44	11							
6	Regular	05	14122	Lecture	44	13							
7	Regular	06	14123	Lecture	118	1							
8	Regular	07	14124	Lecture	99	20							
9	Regular	08	14125	Lecture	94	27							
10	Regular	09	14126	Lecture	40	15							
11	Regular	10	19780	Lecture	115	15							
12	Regular	11	14128	Lecture	111	3							
13	Regular	12	14129	Lecture	40	7							
14	Regular	13	14130	Lecture	44	5							
15	Regular	14	14131	Lecture	40	2							
16	Regular	15	19781	Lecture	115	1							
17	Regular	16	14133	Lecture	99								
18	Regular	17	19782	Lecture	79	17							
19	Regular	18	14135	Lecture	118	1							

## Slide notes

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

Slide 28 - Slide 28

A slide with a green border containing text. The text is centered and reads: "If you have questions please feel free to contact us at cmssa@fullerton.edu".

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](mailto:cmssa@fullerton.edu).

Slide 29 - Slide 29

End of presentation

Thank you for viewing this  
web tutorial.

Slide notes