MEMO

TO: Colleges and Departments
FROM: Meaghan Risling, Coordinator of Registration and Convocation
DATE: February 23, 2015
RE: Class Build for 201509 and 201601

Important Class Build Information for 201509 and 201601

The class build for fall and winter classes for 201509 and 201601 will begin March 4, 2015. Please have the bulk of the build complete by April 17, 2015 where possible. We understand the issues surrounding the decision of what classes to offer and the timeline to get this information does not always meet our deadlines. Please let us know if you are not going to meet the class build deadlines so we are made aware of the situation. Note that classes are to remain as ‘not yet available’ and not viewable by students until they are correctly built. If you have any questions regarding the class build please contact classbuild@usask.ca at any time.

Note When Building Classes

- Ensure you are using the WEB attribute for online classes so students can search for these classes
- Beginning in April 2014, certain attributes will need to be added or maintained at the class level only (no longer on course level):
  - ON/OFF campus student fee attribute
  - MT1/MT2 multi-term attribute
  - audit attributes
  - NOAC – No Academic Credit
  - Program specific attributes
- Seminars and Open Learning Classes do not get exams scheduled. If you are offering a seminar or Open Learning class and would like an exam, please contact exams@usask.ca
- For classes that will not need an exam scheduled by central exam scheduling the XCS1 code can be added to the first blank attribute field in SSADET. (not including exam exempt classes which have a separate code).
- Please mark any classes not offered as cancelled to assist our office with identifying errors when looking at error reports.
- Due to the day limitations in the 2015-2016 Academic Calendar:
  - Term 1 (201509) Monday night classes need to be built as 3h 20 min (begin at 17:30 end at 20:50)
  - Term 1 (201509) Wednesday night classes need to be built as 3h 05min (begin at 17:30 end at 20:35)
  - Term 2 (201601) Monday night classes need to be built as 3h 05min (begin at 17:30 end at 20:35)
  - Term 2 (201601) Friday night classes need to be built as 3h 20 min (begin at 17:30 end at 20:50)

Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>February 20</td>
<td>Roll over of classes</td>
</tr>
<tr>
<td>February 23</td>
<td>Class build website updated (<a href="http://www.usask.ca/sesd/colleges/classbuild">http://www.usask.ca/sesd/colleges/classbuild</a>)</td>
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<tr>
<td>March 4</td>
<td>Class Build for 201509 and 201601 begins</td>
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<tr>
<td>March 4-Apr 15</td>
<td>Departments to ensure that all 201605 and 201607 classes are made unavailable on the web (except those requiring registration beginning in June- 994/996)</td>
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<td>March 4- Apr 15</td>
<td>Departments begin running weekly Error Identification Reports in Publisher, fix errors, and maintain class build as necessary</td>
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<tr>
<td>April 15</td>
<td>Bulk of the build is to be completed</td>
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<tr>
<td>April 17</td>
<td>Class build for 201509 and 201601 complete and</td>
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</table>
April 29 | Classes should be made web viewable for students. Any classes not built at this time are to be clicked as web unavailable including all 201605 and 201607 classes.
---|---
April 24 | Room Scheduling begins to assign classrooms
June (Exact Dates TBA in March) | Registration for students begins

**Roles and Responsibilities**

Departments/Colleges are responsible for:

- building all sections of courses, inactivating/cancelling sections that will not be offered, making web available classes as they are built, and class maintenance unless other arrangements have been made with SESD
- running weekly Class Verification-Error Identification Reports for their college/department in Publisher (http://publisher.usask.ca) and maintaining all active sections by ensuring build is error-free

SESD is responsible for:

- offering assistance with class build questions and class build training. All staff doing class build must obtain training. Contact sis_support@usask.ca to arrange for a training session.

**Guidelines and Information**

The *Guidelines and Information document* needed to begin your class build is attached to this e-mail and will be posted at [http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php](http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php). This document provides you with details regarding the class build along with examples to which you can refer. It is intended to be used with the training manual(s) you received during the training session(s).

The *Class Verification – Master Long report* lists all of the classes that are currently in the system for the 201509/201601 terms when run for all status types. See the first section of the *Guidelines and Information document* for instructions on how to obtain this report from Publisher (http://publisher.usask.ca). Use this report to track your changes for the 201509/201601 terms, as well as to determine which sections need cancelling and inactivating.

The most up to date training materials are available in the Student Information Users Group in PAWS under the Files/Training/Class Maintenance folder.

**Training and Refresher Courses**

Class Maintenance training and refresher sessions are available for those who need it. If you or a staff member requires this training, please contact sis_support@usask.ca.

I highly recommend that at least two people from your college/department are trained in all areas of class build. Please take advantage of the training opportunities available.

**Our office in conjunction with SIS is offering another round of Class Building Bee Sessions:**

- **March 25**th 10:00-11:30 am-John Mitchell 281
- **March 26**th 1:30-3:00 pm- John Mitchell 281

Space is limited, so please sign up by contacting myself at meaghan.risling@usask.ca ASAP!

**Benefits of attending a Building Bee:**

- Time away from office distractions to complete your build
- Class build experts on hand to offer immediate assistance
- Assistance with setting up Learning Community Classes
Important Class Build Information for 201509 and 201601

Use the Class Build Checklist and Error Identification Report in Publisher to correct errors
I have also attached a check list that should be used to check each section you build. Use this check list and it will save you a great deal of time in error correction. As you build it is a good idea to run frequent Error Identification Reports in Publisher. The information in this report will always be one day old. Anything that is listed on the report is an error that needs fixing. Run a report early so that you can avoid repeated mistakes. This will save you a great deal of time.

Room Scheduling
The Room Scheduling Office has asked everyone to pay particular attention to the Assigning Building and Rooms section of the Guidelines and Information document. Only those who have scheduling authority over particular rooms are to enter a building and room number for sections. Otherwise, leave these sections blank while doing your build. However, if space is NOT required, you may enter NA under Building, and NO ROOM under Room. For departments/colleges booking CLRC in Health Science building to place “HLTH” for the building and “2200” for the room. In both of these situations because the rooms share the space at the same time/date potentially, it is important to ALWAYS place “O” for override, otherwise you will receive a conflict error.

My thanks to all of you for doing such good work in building and maintaining your classes. As always, we are available to assist you in any area of your class build process at classbuild@usask.ca.

Sincerely,

Meaghan Risling
Coordinator of Registration and Convocation