

Course Management FAQs

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1. **The Ten Day Enr field on the Class Schedule screen (IS1002) is double the amount it should be. Also, the FTES amounts on reports are inflated. What has happened?**

The job SR9202J (Count Tenth Day Enrollments) counts the number of enrollments that can be included in the Ten Day Enr field on the class record. If this job is scheduled more than once at the same time for the same quarter, the number of tenth-day enrollments will double.

Schedule job SR9202J as a part of the following job groups:

- SG036R (Count Tenth Day Enrollments)
- MG001R (MIS 1 / 2 Reporting)
- MG003Q (MIS 1/2/6 Final Reporting)

To correct the inflated tenth day enrollments, schedule SR9202J to run once one night and once the next night. It must be run in Production mode. It will then correctly count the number of tenth-day enrollments.

2. **How do I update the cluster enrollment displayed on the Class Cluster Screen (IS1003)?**

Occasionally, the cluster enrollment displayed on the Class Cluster Screen (IS1003) may be incorrect. This is usually caused by one of three situations:

- A class or classes was added to the cluster after enrollments occurred.
- A class or classes was deleted from the cluster after enrollments occurred.
- The cluster was built after enrollments occurred.

To recalculate the enrollment, schedule the job group Rebuild Enrollment Counts (SG031R). The two jobs in this job group recalculate the enrollments in both the class record and the cluster record. The only parameter is YRQ.

3. When scheduling the job groups that download data for the printed class schedule mailers, what is the difference between job groups SG073R and SG073R-A and between job groups SG075R and SG075R-A?

All of the following job groups:

- SG073R (Desktop Class Schedule)
- SG073R-A (Desktop Class Schedule - Computed Fees)
- SG075R (Desktop Printed Class Schedule)
- SG075R-A (Desktop Printed Class Schedule - Computed Fees)

include the following same or equivalent jobs:

- IS1201J (Class Schedule Extract)
- IS1113J (Desktop Class Schedule) in SG073R and SG073R-A
- IS1114J (Desktop Printed Class Schedule) in SG075R and SG075R-A
- IS1299J (Purge Course Extract/Sort Files)

In addition, job groups SG073R-A and SG075R-A have an additional job, IS1203J (Class Schedule Class Fee Computation), which calculates class fees from the Fee Code Table if fees have not been entered. IS1203J runs before IS1113J or IS1114J.

4. When using the printed class schedule process, does PageMaker use the same tag names as Ventura?

Both Ventura and PageMaker use the same six names (CLS1 through CLS6) for style tags. These tag names are assigned to the extract file when the download process (SG073R or SG073R-A) is run. The only difference is the appearance of the tag name.

- For Ventura, the CLS1 tag is printed as **@CLS1 =** (a total of eight characters including a space before and after the equal sign). When you open the downloaded class schedule file in Ventura, Ventura removes each eight-character tag name and formats the associated text with the format attributes associated with that tag (for example, the CLS1 tag might always be formatted in Times Roman bold).

- For PageMaker, the CLS1 tag is printed as <CLS1> (a total of eight characters including two spaces at the end). When you open the downloaded class schedule in PageMaker, you must first delete the two spaces at the end of each tag. Then PageMaker removes the tag name and formats the associated text with the format attributes associated with that tag (for example, the CLS1 tag might always be formatted in Times Roman bold).

The format attributes associated with each of the tags are defined in the Ventura or PageMaker style sheet (template).

**5. What is the difference between the following screens:
Course Description 1 (CM3002) and
Course Description 2 (CM3004)?**

Course Description 1 (CM3002) displays Course Title and associated description. Course Description 2 (CM3004) displays Course Title 2 and associated description. By having two screens to enter course descriptions, you have the flexibility to store two different descriptions for the same course. For example, you could use Course Description 1 (CM3002) to enter course descriptions for the printed class schedule and Course Description 2 (CM3004) to enter course descriptions for the printed college catalog.

6. When there are two different descriptions for a course, how does the Course Description Upload process know where to load the two descriptions?

Many colleges maintain and use two descriptions for a course - one that will appear in the college catalog and one that will appear in the class schedule. Create and update all course descriptions in a MS Word text-only file. The first line of each description consists of 20 characters (including spaces) of identifying information such as department/division and course number. Use the fifteenth (15th) position to enter 1 (use description number one) or 2 (use description number two).

When the Course Descriptions Upload process (CM3005) is complete, schedule CM3109J (Load Course Descriptions) to load course descriptions into the Course-Desc-D data set on the HP 3000. The Load Course Description process reads the 1 or 2 in the first line of each description and associates the descriptions with either course description one or course description two:

- To view uploaded course descriptions identified as 1, use the Course Description Screen (CM3002).
- To view uploaded course descriptions identified as 2, use the Course Description 2 Screen (CM3004).

7. What are the valid Dist-Ed codes to be used on the course and class screens?

State Board for Community and Technical Colleges E-Learning Course Coding to Implement Summer 2010

When a course combines technology modes, choose the code for the technology mode that is used in predominance.

Code the first character for each course/item number:

1n Telecourse (Pre-Recorded Course)

A course which uses videotapes, CD's, DVD's or other portable modalities of video / audio delivery to deliver the course content. Limited or no face-to-face time with instructor.

2n Correspondence

A course which uses mailed information between instructor and student. Limited or no face-to-face time with instructor.

3n Online

A course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is done online. (Proctored exams still allow for this classification).

4n Interactive Television

A course which uses the K-20 or network-based video conferencing tools to distribute the course materials in real (synchronous) time.

5n Tele-class (will discontinue use)

A distance class which uses satellite, cable, streaming video over the internet, or other broadcast technology to distribute a predominant portion of course material in real (synchronous) time.

6n Other

A course that uses other modes of delivery that do not fit within the listed categories.

7n Optional

A course in which the student can choose to attend class face-to-face or take the class online (both options are within one item number).

8n Hybrid

A course that displaces some, but not all face-to-face class time with web-based tools.

9n Web Enhanced

A face-to-face course that does not replace any face-to-face seat time, and access to web-based tools is required.

Colleges may desire to use the second character to provide more definitive coding for local use. If this is a procedure that your college would like to use, please use refinements that fit within the major, first-character categories.