

MISSOURI STATE UNIVERSITY

Class Schedule Building Proofing Dashboard



Missouri State
UNIVERSITY

What is Proofing and why do we do it?

We want to make sure that we are adhering to all the policies and processes that are established for class schedule building. Proofing serves as a double check after the classes have been built and ensures that students have the most accurate information for registration. It also serves to help prevent registration issues for students.

What is the Class Schedule Building Proofing Dashboard?

This dashboard will help you proof your classes. The data will be queried from Admin Banner SSASECT (and a few other Banner screens). It will look for key proofing topics and allow you, as the class schedule builder, to proof your classes for these key topics. You will be able to filter the data by just your college and/or department.

When will you use the Class Schedule Building Dashboard?

Use this dashboard at least 2-3 times a week once you begin building your courses for the upcoming term. After the schedule is posted online, use this 3-4 times a week, depending on how many classes you continue to build or change during registration.

What will this Dashboard help you proof?

- Active Section Errors
- Class Location Errors
- Room Capacity Check
- Held Section Errors
- Linking Errors
- Online Section Errors
- Section Comment Errors
- Reserved Seating Errors
- Waitlisting Setup Errors
- Title Mismatch Errors

Where is the Dashboard located?

The proofing dashboard has been built in Argos. You will access by following this by accessing it from Argos, Campus Wide Courses-Proofing the Class Schedule for Departments.

Class Schedule Building Proofing Dashboard Homepage

PROD - Proofing the Class Schedule for Departments.Dashboard

Dashboard Options: Saved Dashboard Settings

Report Options: Choose a Report

Home | Active Section Errors | Class Location Errors | Room Capacity Check | Held Section Errors | **Linking Errors** | Online Section Errors | Section Comment Errors | Reserved Seating Errors | Waitlisting Set Up Errors

Missouri State UNIVERSITY **Proofing the Class Schedule** [Help](#)

Departments can use this dashboard to correct errors in class schedule building. The data displayed is live. As you make corrections in Banner INB, you may refresh the data on the form. For more information about building classes, visit the [Class Schedule Building website](#).

Choose your College and Department

Term: Spring 2016 ☐ Keep this term

College:

College Code	College Desc
AG	Agriculture, School of
AL	Arts & Letters
BU	Business
ED	Education
GR	Graduate College
HH	Health & Human Services
HP	Humanities & Public Affairs
NA	Natural & Applied Sciences
UC	Undergraduate College/Provost

Department:

Dept Code	Dept Description
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Choose your proofing

Active Sections Errors | Class Location Errors | Room Capacity Check

Held Section Errors | Linking Errors | Online Section Errors

Section Comment Errors | Reserved Seating Errors | Waitlisting Set Up Errors

If you would like to see additional edit checking added to this dashboard, please contact the [Office of the Registrar](#)

You will select the **TERM**, the **COLLEGE**, and the **DEPARTMENT** on this screen. You can select more than one department by using the CTRL key as you select the departments, if needed.

If you wish to do all proofing for the term you selected, check the “Keep this term” box. This will keep that term in place as you move through the dashboard. Otherwise, you will need to select the term on each dashboard tab as you proof.

You should proof for all terms that you are currently scheduling and/or changing.

Choose your proofing by choosing one of the “buttons” on the right side of the dashboard.

PROD - Proofing the Class Schedule for Departments.Dashboard

Dashboard Options: Saved Dashboard Settings Report Options: Choose a Report

Home Active Section Errors Class Location Errors Room Capacity Check Held Section Errors Linking Errors Online Section Errors Section Comment Errors Reserved Seating Errors Waitlisting Set Up Errors

Missouri State UNIVERSITY **Proofing the Class Schedule** [Help](#)

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Choose your College and Department

Term: Spring 2016 ☐ Keep this term

College:	College Code	College Desc
	AG	Agriculture, School of
	AL	Arts & Letters
	BU	Business
	ED	Education
	GR	Graduate College
	HH	Health & Human Services
	HP	Humanities & Public Affairs
	NA	Natural & Applied Sciences
	UC	Undergraduate College/Provost

Department:	Dept Code	Dept Description

Choose your proofing

Active Sections Errors Class Location Errors Room Capacity Check

Held Section Errors Linking Errors Online Section Errors

Section Comment Errors Reserved Seating Errors Waitlisting Set Up Errors

“Buttons”

If you would like to see additional edit checking added to this dashboard, please contact the [Office of the Registrar](#)

Once you are in the dashboard, you can use the tabs at the top to navigate through the dashboard. Remember that if you selected “Keep this term”, all the proofing

tabs will default to that term. However, you can change the change the term in each tab as well.

PROO - Proofing the Class Schedule for Departments Dashboard

Dashboard Options: Saved Dashboard Settings | Report Options: Choose a Report

Home | Active Section Errors | Class Location Errors | Room Capacity Check | Held Section Errors | Linking Errors | Online Section Errors | Section Comment Errors | Reserved Seating Errors | Waitlisting Set Up Errors

Active Section Errors

Proofing for active sections that have:

- No meeting dates (excludes Campus Code = "X" and Meet Type = "ARR" or "CHATT")
- No meeting times (excludes Campus Code = "X")
- Odd meeting times (sections beginning/ending at 1, 2, 3 or 4 a.m. or beginning/ending within 10 minutes past the hour)
- Zero credit hours (excludes linked sections and sections with no range)
- Gradeable checkbox not checked (excludes linked sections)

Select a term

Term: Summer 2016

Return to Home to select a different term

☐ Include Tracking Courses

Get Errors / Refresh

Proofing classes for

Arts & Letters

Modern and Classical Languages

Return Home | Prev Page | Next Page

Error	CRN	Course ID	Section	Campus	Meet Type	Sched Code	Max Enroll	Actual Enroll	Seats Avail
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Return Home button-This will take you back to the dashboard home page.

Prev Page button-This will take you to the previous proofing tab.

Next Page button-This will take you to the next proofing tab.

The “Get Errors/Refresh” button will pull in the information/errors from Banner based on the criteria for that proofing tab. The criteria is defined in the top left of the dashboard tab.

Proofing Criteria

Active Section Errors
Proofing for active sections that have:

- No meeting dates (excludes Campus Code = "X" and Meet Type = "ABR" or "ONAT")
- No meeting times (excludes Campus Code = "X")
- Odd meeting times (sections beginning/ending at 1, 2, 3 or 4 a.m. or beginning/ending within 30 minutes past the hour)
- Zero credit hours (excludes linked sections and sections with no range)
- Gradeable checkbox not checked (excludes linked sections)

Select a term
 Term: Summer 2016
 Return to home to select a different term
☐ Include Trading Courses
Get Errors / Refresh

Proofing classes for
 Arts & Letters
 Modern and Classical Languages
 Return Home Prev Page Next Page

Error	CRN	Course ID	Section	Campus	Meet Type	Sched Code	Max Enroll	Actual Enroll	Seats Avail
No Meeting Dates	34487	GRM 325	506	F	CLAS	LEC	5	4	1
No Meeting Dates	34488	LLT 225	506	F	CLAS	LEC	3	1	2
No Meeting Dates	34493	SPN 297	559	F	CLAS	LEC	39	1	9
No Meeting Times	34487	GRM 325	506	F	CLAS	LEC	5	4	1
No Meeting Times	34488	LLT 225	506	F	CLAS	LEC	3	1	2
No Meeting Times	34493	SPN 297	559	F	CLAS	LEC	39	1	9

Information/Errors

“Get Errors/Refresh Button”

The dashboard will check Banner data for errors based on the criteria and term in each tab.

Active Section Errors

Proofing/Error	How to Fix	Notes
No Meeting Dates	Set the meeting type to ARR. Make sure that Banner doesn't assign a day of the week or a start or end time after saving the meeting type of ARR.	Dashboard will ignore classes assigned to the campus code of X (online), and any meeting types already assigned as ARR or CHAT.
No Meeting Times	Set the meeting type to ARR. Make sure that Banner doesn't assign a day of the week or a start or end time after saving the meeting type of ARR.	Dashboard will ignore classes assigned to the campus code of X (online), and any meeting types already assigned as ARR or CHAT.
Odd Meeting Times	Check to be sure that the time was entered correctly.	Dashboard will check for sections beginning/ending at 1, 2, 3, and 4am or beginning or ending 10 minutes past the hour.
Zero Credit Hours	Check to be sure that credit hours have been assigned to the class. If this error is pulling, the catalog reflects that this class must have credits assigned. If error persists, contact Office of the Registrar.	Dashboard will exclude linked sections or sections with no range.
Unchecked Gradable Checkbox	Check to make sure that the gradable box is checked. If this error is pulling, the catalog reflects that the class should be graded. If error persists, contact Office of the Registrar.	Dashboard will ignore linked sections.

Class Location Errors

Proofing/Error	How to Fix	Notes
Building is OFFC or INET and Room Code is not Assigned	If the building has been set to OFFC or INET (off-campus or online) and a room is assigned, remove the room.	No room needed if off campus or online.
Campus Code is Z and building is not OFFC	Enter in OFFC in the building code for all Z campus (off campus) classes.	Please enter OFFC building on all off campus classes.
Campus Code is X and building is not INET	Enter in INET in the building code for all X campus (online) classes.	Please enter INET on all online classes.
Building is OFFC and Campus code is not Z, V, F	Remove the OFFC building.	Campus and building must match.

Room Capacity Errors

Proofing/Error	How to Fix	Notes
Max enrollment set to a number greater than room's max capacity	Change rooms or communicate with Shelly Cantrell in Room Scheduling.	N\A
Actual enrollment that is greater than the room's max capacity	Change rooms or communicate with Shelly Cantrell in Room Scheduling.	N\A

Held Sections Errors

Proofing/Error	How to Fix	Notes
Instructor Assignment	Review and remove instructor if the section is not going to be offered.	Please consistently clean up held sections so instructor assignments remain accurate.
Building and/or room assignment	Review and remove building and/or room assignment if section is not going to be offered.	Please consistently clean up held sections so building/room assignments remain accurate.

Linking Errors

Proofing/Error	How to Fix	Notes
Lectures with A# link identifier	Change lecture link to E#.	Refer to class schedule guide for linking instructions.
Labs with E# link identifier	Change lab link to A#.	Refer to class schedule guide for linking instructions.
Link identifier with missing connector	Connect CRN that is missing connector by adding to linking in SSASECT.	Refer to class schedule guide for linking instructions.
Connector with missing link identifier	Connect CRN that is missing identifier by adding to linking in SSASECT.	Refer to class schedule guide for linking instructions.
Credit hours equals 0 and gradable checkbox is checked	A class with no credits cannot be graded. Review the class and either add required credits or uncheck the gradable box.	Be sure to follow catalog guidelines. Contact coordinator in Office of the Registrar for further assistance.
Both lab and lecture have credit hours	Remove credit hours on either lab or lecture section, using catalog as guide.	Be sure to follow catalog guidelines.

Online Section Errors

Proofing/Error	How to Fix	Notes
Campus code of X but not instructional method of INET or INT1	If no enrollments, change instructional method to INET or INT1. If enrollments are already attached, email coordinator in the Office of the Registrar to correct.	It is imperative that the instructional method is correct so students are charged correctly for the class.

Section Comment Check

There will be two options for proofing course section comments.

If you select All Sections Text Check, the dashboard will pull in EVERY single section that has a comment attached to it. This listing isn't errors, but rather a complete listing of all sections that have a comment on them. You can easily review/proof your comments. If a section is pulling that has no text in the comment, a comment was in place during the schedule roll and has since been removed but not deleted. This means that the text was simply backspaced or deleted, rather than a record remove to the comment. Either add text to the comment or go into SSASECT and Record-Remove the comment.

If you select Taught Online Error, this will only pull up online classes that don't have "taught online" in the comment.

Proofing/Error	How to Fix	Notes
Campus code of X but comments do not include comment of "Taught online".	Add "Taught online" comment to the Long Text Comment in SSASECT.	Every online class must have "taught online" comment.

DISREGARD ALL DUAL CREDIT SECTION/COMMENTS. The dual credit office will review these sections.

Reserved Seating Errors

Proofing/Error	How to Fix	Notes
Overflow indicator checked but other data is entered	Check the overflow indicator on every reserved seats row in SSASECT.	Refer to the Reserved Seating section of the Class Schedule Building Guide.
Curriculum is entered as primary or secondary	Contact the coordinator in the Office of the Registrar.	N/A
Incorrect campus code used	Change campus code, refer to Class Schedule Building guide for correct campus codes.	Refer to the Reserved Seating section of the Class Schedule Building Guide.
More than one attribute on one reserved seating row	Remove additional attributes in SSASECT.	Contact coordinator in the Office of the Registrar for further assistance.

Waitlisting Setup Errors

Proofing/Error	How to Fix	Notes
Terms where waitlisting is not turned on	Remove waitlisting immediately.	Refer to waitlisting guidelines obtained from the Office of the Registrar.
Cross-listed sections	Remove waitlisting immediately.	Refer to waitlisting guidelines obtained from the Office of the Registrar.
Reserved sections	Remove waitlisting immediately.	Refer to waitlisting guidelines obtained from the Office of the Registrar.
A linked section that does not have credit hours	Waitlisting should be assigned to credit classes only unless previously approved by Office of the Registrar.	Contact the coordinator in the Office of the Registrar for further assistance.
Parts of Term that are not full term, second block or	Remove waitlisting	Refer to waitlisting guidelines obtain from the Office of the

summer session 1	immediately.	Registrar.
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Course/Section Title Mismatches

Proofing/Error	How to Fix	Notes
Possible Title Mismatch	Change the title to reflect the Course Title field, which is the title as approved in the catalog.	1. Courses that are dual credit, service learning, or honors sections will not show in this list unless they are missing their attributes. If an SL or HONRS sections appears on this list, you can ignore it. The Office of the Registrar will work with the Honors College and CASL to correct/update those sections. 2. Courses that can have a title change will have the STPC attribute assigned and will be excluded from this dashboard. 3. If you feel that a section showing up on this dashboard should be a section that you are able to title change, please contact coordinator in the Office of the Registrar.