

Course Guide SR Help Workshop

September 16, 2008

Gaining Access to the Course Guide:

- Staff access is granted to *Departmental Scheduling Coordinators* who currently use the ECS pages. Staff enter Course Guide information directly into PeopleSoft at Curriculum Management > UM Course Guide.
- Primary Instructors of record may enter their own course guide information on the web at <http://onestop.umn.edu>. Select “Faculty,” then “Course Guide”. Use your Internet ID , and password to access the course guide.
- Available for entry from the beginning of ECS Period 2 through the end of the semester
- An option for course guide entry exists for staff with no ECS access. For information please contact the Training Team at 612 625-2803 or srhelp@umn.edu .

Key Points for staff using PS Course Guide:

- Course guide entries will roll forward with the assigned primary instructor

Curriculum Mgmt > UM Course Guide > UM Course Guide Upgrade > UM Course Guide Staff Setup

Staff Only Box Checked	Instructor Assigned	Does Staff Have Access?	Does Instructor Have Access?
Checked	Yes	Yes	No – unless override
Checked	No	Yes	No
Not Checked	Yes	Yes	Yes
Not Checked	No	No	No

- For course sections with multiple primary instructors, the last submitted entry will appear on the web course guide.
- For courses with multiple components, the course guide entry is associated with the “non-enrollment” section of the course.

- On the Staff Setup page, to change a course from a staff only to instructor, or from instructor to staff only:
 1. Add a row on the Staff Set Up page
 2. Effective Date must be on or before first day of the term you wish to change
 3. Check or un-check the 'Staff Course Guide Only' checkbox
 4. Ignore the Status box!!
 5. Save
- Cutting and pasting from a word document is allowed but will cause some characters such as hyphens and apostrophes to convert to question marks when an entry has been submitted. When this happens you may go back in and edit out the misplaced question marks and resubmit.

Uploading Media

- Turn off Pop-Up Blocker before attempting to upload a file.
- File names should not contain spaces.
- Check out these Fall 2008 videos on the One Stop Course Guide: MGMT 3010 and 4050, CSCL 3456W and BIOL 2012.
- For assistance in putting together a video clip, contact the Digital Media Center at dmc@umn.edu or on the web at <http://dmc.umn.edu/> .

Training documentation and support are provided by the Student Records Training Team:

- E-mail: srhelp@umn.edu
- Phone: 612-625-2803
- Documentation and Training Information at: <http://training.asr.umn.edu/records/>