**REVISION CONTROL**

**Document Title:** Learning Management  
**Author:**  
**File Reference:** Learning Management.doc

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**Review/Approval History**

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Section 1  Management

Instructors can use the View My Class Schedule page to view the details of the classes they are assigned to teach for a specific term.

1.1  View My Class Schedule

Navigation:  SA Self Service, Learner Services, Management, View My Class Schedule

Select the Term.

Instructor Schedule

Instructor Schedule 2
1.2 View My Weekly Schedule

Instructors can use the View My Weekly Schedule page to view the weekly class schedule for a term.

Navigation: SA Self Service, Learner Services, Management, View My Weekly Schedule
1.3 Access Class Rosters

Use the Access Class Rosters page to view the students that are enrolled in a class, have dropped a class, or are on the waitlist for a class.

Navigation: SA Self Service, Learner Services, Management, Access Class Rosters

Select the Term.

Select the Course Title.

Select Detail
## Class Roster

### Class Detail

<table>
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<tr>
<th>Academic Institution</th>
<th>Course Information</th>
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<tr>
<td>GCCPF</td>
<td>Fall 2003</td>
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### Course Catalog Info

- **Course No:** 210
- **Title:** FINANCIAL ACCOUNTING
- **Units:** 3
- **Campus:** LEO
- **Status:** Open
- **Wait List:** 64
- **Tuition:** N/A
- **Time:** 10:00AM - 12:45PM
- **Days:** Tues, Thurs
- **Instructor:** Test/Faculty Self Service
- **Start Date:** 08/25/2003
- **End Date:** 12/18/2003

### Class Attributes

- **Enrollment Capacity:** 65
- **Wait List Capacity:** 64
- **Enrollment:** 0
- **Class Status:** Active
- **Auto Enroll Capacity:** 0
- **Auto Enroll:** Section: 1
- **Grading Basis:** Graded
- **Course Count:** 1
- **Course Type:** Lecture
- **Course Title:** UNKNOWN
- **Location:** CI
1.4 **Records Grades**

Use the Record Grades page to select the term and course for which you want to access a grade roster.

**Navigation:**  **SA Self Service, Learner Services, Management, Record Grades**

**Select the Term**

![Select the Term](image)

**Select the Course Title**

![Select the Course Title](image)

**Input the grade.**

![Input the grade](image)
Approval Status  
Select the appropriate Approved Status. Once the grading is complete, select Approved.

Grade Input  
Select the grade.
Section 2 Catalog

Use the Course Catalog Search - Search Criteria page to search for courses in the catalog. Enter search criteria and retrieve your results.

2.1 View Course Catalog

Navigation: SA Self Service, Learner Services, Catalog, View Course Catalog
2.1.1 Considerations

Institution: Select Channel Islands

Subject: Select a Subject from the drop down.

Catalog Number: Enter a Catalog Number (not required) and select Exact Match or Wildcard.
2.2 View Schedule of Classes

Use the View Schedule of Classes Search - Search Criteria page to search for courses in the schedule of classes. Enter search criteria and retrieve your results.

Navigation: SA Self Service, Learner Services, Catalog, View Schedule of Classes

Select either Basic Search or Advanced Search.

Basic Search

Advanced Search
2.2.1 Considerations

Institution
Select Channel Islands

Term
Select a Term from the drop down.