



## Learning Management

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**DRAFT**

## REVISION CONTROL

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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.

The screenshot shows the 'View My Class Schedule' page. At the top, there is a navigation bar with 'Home', 'Help', and 'Sign Out' links. Below the navigation bar, the breadcrumb trail reads 'Home > SA Self Service > Learning Management > Management > View My Class Schedule'. The page title is 'View My Class Schedule' and the user is identified as 'Faculty Test'. A message says 'Select the term for which you would like to see your Class Schedule.' Below this, a dropdown menu labeled 'Term' is open, showing 'Fall 2003' as the selected option. At the bottom, there is a link to 'Return to Learning Management'.

#### Instructor Schedule

The screenshot shows the 'View My Class Schedule' page with the 'Term' dropdown set to 'Fall 2003'. Below the dropdown, there are two tabs: 'Instructor Schedule' (selected) and 'Instructor Schedule 2'. The 'Instructor Schedule' table displays the following data:

Class Number	Subject	Catalog	Sect	Component	Start Time	End Time	Meeting Days	Building	Room
1048	ACCT	210	001	LEC	9:30AM	10:45AM	TuTh		

Below the table, there is a link to 'Select a different term'.

#### Instructor Schedule 2

The screenshot shows the 'View My Class Schedule' page with the 'Term' dropdown set to 'Fall 2003'. Below the dropdown, there are two tabs: 'Instructor Schedule' and 'Instructor Schedule 2' (selected). The 'Instructor Schedule 2' table displays the following data:

Class Number	Subject	Catalog	Sect	Component	Start Date	End Date	Session	Institution	Contact Minutes
1048	ACCT	210	001	LEC	08/25/2003	12/19/2003	Regular	CICMP	

Below the table, there is a link to 'Select a different term'.

## 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](#)

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Soft

Home Help Sign Out

Home > SA Self Service > Learning Management > Management > View My Weekly Schedule [New Window](#)

### Weekly Schedule

Faculty Test

As of Date: 09/08/2003 Start Time: 8:00AM End Time: 8:00PM

Week of 08 September 2003 - 14 September 2003

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM		ACCT 210 (001) FINANCIAL ACCOUNTING Lecture / Primary Instructor Location: TBA 9:30AM - 10:45AM		ACCT 210 (001) FINANCIAL ACCOUNTING Lecture / Primary Instructor Location: TBA 9:30AM - 10:45AM			
10:00AM		ACCT 210 (001) 9:30AM - 10:45AM		ACCT 210 (001) 9:30AM - 10:45AM			
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Display Options

Show AM/PM

Monday  Thursday

Tuesday  Friday

Wednesday  Saturday  Sunday

[Return to Learning Management](#)

### 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.

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Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Access Class Rosters [New Window](#)

### Access Class Rosters

Faculty Test

Select the term for which you would like to view your roster.

**Class Rosters**

[Fall 2003](#)

[Return to Learning Management](#)

#### Select the Course Title.

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Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Access Class Rosters [New Window](#)

### Select Class Roster

Faculty Test Fall 2003

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution	Career
<a href="#">FINANCIAL ACCOUNTING</a>	ACCT 210	001	1048	CICMP	Undergraduate

[Select a Different Term](#)

#### Select Detail

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Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Access Class Rosters [New Window](#)

### Class Roster

ACCT 210 Fall 2003

FINANCIAL ACCOUNTING

Enrollment Status:

Total Students: 1

[Detail](#)

Name	Student ID	Grading Basis	Units Taken	Primary Academic Program
Student Test	100020397	Graded	3.00	Undergraduate

[Select a Different Term](#) [Return to Previous Page](#)



[Home](#)
[Help](#)
[Sign Out](#)

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Management](#) > **Access Class Rosters** [New Window](#)

**Class Roster**

**Class Detail**

**Academic Institution:** CICMP Channel Islands ★ indicates an enrollment section.  
**Term:** 2038 Fall 2003

[Course Catalog Detail](#)   [Return to Class Roster](#)

**Class Sections**

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
★ 1048	ACCT	210	001	FINANCIAL ACCOUNTING	3	LEC	Open	64	0

**Session:** Regular

**Time:** 9:30AM 10:45AM TuTh      **Room:**      **Dates:** 08/25/2003 - 12/19/2003  
**Instructor:** Test, Faculty Self Service

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**Class Type:** Enrollment Section      **Class Status:** Active  
**Auto Enroll Section 1:**      **Auto Enroll Section 2:**  
**Mode of Instruction:**      **Wait List Capacity:** 0  
**Enrollment Capacity:** 65      **Min Enrollment Req:** 0

**Class Associations**

**Associated Class:** 1      **Grading Basis:** Graded      **Course Count:** 1.00

**Requirement Designation:**

**Class Components**

Lecture

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**Class Section**

<b>Start Date:</b> 08/25/2003	<b>End Date:</b> 12/19/2003
<b>Course Career:</b> UGRD	<b>Campus:</b> MAIN
<b>Course ID:</b> 000101	<b>Location:</b> CI
<b>Course Offering Nbr:</b> 1	

[Course Catalog Detail](#)   [Return to Class Roster](#)

## 1.4 Records Grades

User 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

PEOPLE Soft

Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Record Grades [New Window](#)

### Record Grades

Faculty Test

Select the Term for which you wish to view a roster.

**Grade Rosters**

[Spring 2003](#)

[Return to Learning Management](#)

### Select the Course Title

PEOPLE Soft

Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Record Grades [New Window](#)

### Select Grade Roster

Faculty Test Spring 2003

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution
<a href="#">FINANCIAL ACCOUNTING</a>	ACCT 210	1	1003	Channel Islands

[Select a Different Term](#)

### Input the grade.

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Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Record Grades [New Window](#)

### Grade Roster

ACCT 210 Channel Islands

FINANCIAL ACCOUNTING Undergraduate

Class Nbr: 1003 Spring 2003

Lecture Regular Academic Session

Select Desired Roster First | 1 of 1 | Last

Roster Type

Final Grade  Display Ungraded Students Only

Approval Status: Not Reviewed

ID	Name	Grade Input	Official Grade	Grading Basis	Career	
100020397	Student Test	<input type="text"/>		Graded	Undergrad	<a href="#">Detail</a> <a href="#">Note</a>

[Select a Different Class](#)

[Save](#)

**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**

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Home Help Sign Out

Home > SA Self Service > Learner Services > Catalog > View Course Catalog [New Window](#)

**Course Catalog Search**

**Search Criteria**

Enter institution and subject. Catalog number is optional.

**Institution:** Channel Islands

**Subject:** American Sign Language

**Catalog Nbr:**  Exact Match

\* Required Field

Search

[Return to Catalog](#)

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Home Help Sign Out

Home > SA Self Service > Learner Services > Catalog > View Course Catalog [New Window](#)

**Course Catalog Search**

**Catalog Search Results**

**Institution:** CICMP Channel Islands

**Subject:** ACCT Accounting

[Return to Search](#)

Course Offering			
ACCT	210	FINANCIAL ACCOUNTING	3 units
Introduction to accounting principles: accumulation, measurement, and evaluation of accounting data. Topics include internal controls, financial statement analysis and interpretation, and use of spreadsheets in accounting applications.			
<b>Course Component</b>			
Lecture		Required	
ACCT	220	MANAGERIAL ACCOUNTING	3 units
Continues the exploration of accounting principles and topics: investing and financing activities, cost and budgeting systems, cash flow analysis, accounting for debt and equity, and introduces using accounting data for decision-making.			
<b>Course Component</b>			
Lecture		Required	
ACCT	300	APPLIED MANAGERIAL ACCOUNTING	3 units
Presents and analyzes the principles, methods, procedures, and applications for managerial accounting. Topics include understanding the business environment, cost concepts and classifications, job-order costing, process costing, cost behavior and relationships to volume and profits, variable costing, Activity Based Costing, profit planning, standard costs, relevant costs, capital budgeting decisions, cash flows, Economic Value Added, and financial statement analysis.			
<b>Course Component</b>			
Lecture		Required	

[Return to Search](#)

### **2.1.1 Considerations**

<b>Institution</b>	Select Channel Islands
<b>Subject</b>	Select a Subject from the drop down.
<b>Catalog Number</b>	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

The screenshot shows the 'Basic Search' page. At the top, there is a navigation bar with 'Home', 'Help', and 'Sign Out' links. Below the navigation bar, the breadcrumb trail reads 'Home > SA Self Service > Learner Services > Catalog > View Schedule of Classes'. The page title is 'Class Search'. The main heading is 'Select Institution and Term'. Below this, there is a text box for 'Institution' with 'Channel Islands' selected in a dropdown menu. The 'Term' field has '2038' in a text box and 'Fall 2003' in a dropdown menu. A note below the form states '\* Required Field'. At the bottom of the form, there are two buttons: 'Basic Search' and 'Advanced Search'. A link 'Return to Catalog' is located at the bottom left of the page.

### Advanced Search

The screenshot shows the 'Advanced Class Search' page. It features the same navigation bar and breadcrumb trail as the Basic Search page. The main heading is 'Advanced Class Search'. The form contains several fields: 'Institution' (CICMP Channel Islands), 'Term' (2038 Fall 2003), 'Subject' (Accounting), 'Catalog Number' (with an 'Exact Match' dropdown), 'Course ID' and 'Class Number' (text boxes), 'Description' (text box), 'Course Component', 'Mode of Instruction', 'Course Career', 'Session', 'Campus', and 'Location' (all dropdown menus). There are checkboxes for 'Open Classes Only' (checked) and 'Open Entry/Exit Classes Only'. Below these are 'Class Days' (checkboxes for M, Tu, W, Th, F, Sa, Su) and an 'Include Only These Days' dropdown. 'Start Time' and 'End Time' (text boxes) are present, with an example '(example: 1:00PM)' next to the End Time field. 'Instructor Last Name' and 'First Name' (text boxes) are also included, each with an 'Exact Match' dropdown. At the bottom, there is a 'Search' button, a link to 'Basic Search', and a link to 'Return to Select Institution and Term'.

PEOPLE 2007

Home Help Sign Out

Home > SA Self Service > Learner Services > Catalog > View Schedule of Classes [New Window](#)

**Class Search**

**Class Search Results**

Academic Institution: CICMP Channel Islands ☆ indicates an enrollment section.  
 Term: 2038 Fall 2003 () indicates class not printed in Schedule of Classes

[Basic Search](#) [Advanced Search](#) [Return to Select Institution and Term](#)

**Class Sections** Find 1 of 4

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
☆ 1048	ACCT	210	001	FINANCIAL ACCOUNTING	3	LEC	Open	64	0
Session: Regular									
Time: 9:30AM 10:45AM		TuTh		Room: TBA	Dates: 08/25/2003 - 12/19/2003		Instructor: Test, Faculty Self Service		
☆ 1049	ACCT	210	002	FINANCIAL ACCOUNTING	3	LEC	Open	30	0
Session: Regular									
Time: 5:30PM 6:45PM		TuTh		Room: TBA	Dates: 08/25/2003 - 12/19/2003		Instructor: Staff		
☆ 1050	ACCT	300	001	APPLIED MANAGERIAL ACCOUNTING	3	LEC	Open	30	0
Session: Regular									
Time: 8:00AM 9:15AM		TuTh		Room: TBA	Dates: 08/25/2003 - 12/19/2003		Instructor: Staff		
☆ 1051	ACCT	300	002	APPLIED MANAGERIAL ACCOUNTING	3	LEC	Open	30	0
Session: Regular									
Time: 7:00PM 9:50PM		W		Room: TBA	Dates: 08/25/2003 - 12/19/2003		Instructor: Staff		

Find 1 of 4

[Basic Search](#) [Advanced Search](#) [Return to Select Institution and Term](#)

## 2.2.1 Considerations

**Institution** Select Channel Islands

**Term** Select a Term from the drop down.