



GE Class Search Setup Guide

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Author: SA Functional Lead, Student Records
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This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.

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Section 1 GE Class Search Setup Guide

The following Sections give a detailed description of how to setup and use the new GE Class Search modification. This modification has added Course and Class Attributes to the advanced search option for the Schedule of Classes search. This will not only enable searching for GE courses but will have the added advantage of allowing for the coding and searching of other desirable search characteristics.

A key part of all undergraduate education is the completion of the CSU required general education requirements. The requirements are classified in area competencies that can be met by various courses from a variety of subject areas. Courses must be certified by the campus as meeting the General Education (GE) Area. A course can be certified as meeting more than one area.

Section 2 GE Class Search Setup

2.1 Course Attributes

Page Name: **Course Attributes**

Navigation: **Manage Student Records → Establish Courses → Setup → Course Attributes**

(Delivered Functionality)

Setup GE Course Attributes as you would any other Course Attribute in your system.

Course Attributes

Course Attribute: GE A

*Effective Date: 01/01/1990 *Status: Active

*Description: GE Area A

Short Description: GE Area A

Attribute Values

*Course Attribute Value	*Description	*Formal Description	Catalog Print	Schedule Print
A1	GE Area A1	GE Area A1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A2	GE Area A2	GE Area A2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A3	GE Area A3	GE Area A3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Setup Course Attributes for your GE Areas. Then enter the Attribute Values that represent the detailed levels of the GE Area

2.2 CSU GE Course Attributes

Page Name: CSU GE Course Attributes

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU GE Course Attributes

Once those attributes are setup in the PeopleSoft delivered setup table, navigate to the CSU GE Course Attributes Setup page and enter the Attributes that you would like to be used on the Advanced Class Search for the Class Schedule.

GE Course Attributes

*Course Attribute:

Attribute Values

Course Attribute Value	Description
1 A1	GE Area A1
2 A2	GE Area A2
3 A3	GE Area A3

This field will prompt against the delivered Course Attributes table that has been setup with the various attributes you will use in the system. Select a value that you will allow students or staff to search on in the Advanced Class Search.

Enter the eligible Course Attribute Values that a student can search on in the Advanced Search Class Search.

2.3 Schedule of Classes

Page Name: Schedule of Classes

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes

Attach the Course Attribute to either the Course Catalog or the Class Section where applicable.

PEOPLE Soft Home Worklist Help

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam GL Interface

Course ID: 000024 Course Offering Nbr: 1
 Academic Institution: Test University
 Term: Spring 2003 Undergrad **Auto Create Component!**
 Subject Area: ENGLISH English
 Catalog Nbr: 100 English Composition

Class Sections Find | View All First 3 of 3 Last

*Session: 1 Regular Academic Session Class Nbr: 1023
 *Class Section: 03 *Start/End Date: 01/20/2003 05/15/2003
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Add Fee
 *Campus: MAIN Main
 *Location: NORTHRIDGE CSU Northridge Schedule Print
 Course Administrator: Student Specific Permissions
 *Academic Organization: 254 - ENGL English Dynamic Date Calc Required
 Academic Group: UNDGR Undergraduate Programs Generate Class Mtg Attendance
 *Holiday Schedule: HOL Holiday Schedule GL Interface Required
 *Instruction Mode: P In Person
 Primary Instr Section: 03

Class Topic

PEOPLE Soft Home Worklist Help

*Holiday Schedule: HOL Holiday Schedule Generate Class Mtg Attendance
 *Instruction Mode: P In Person GL Interface Required
 Primary Instr Section: 01

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:

Learning Management System

LMS File Type:
 LMS Group ID:
 LMS URL:
 Class Ext Dttm: Enrl Ext Dttm:

Class Attributes View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
GE A GE Area A	A1 GE Area A1

Save Return to Search New Print Print Preview Print List

2.4 Class Search

Page Name: **Class Search**

Navigation: **Manage Student Records → Establish Courses → Inquire → Class Search**

Enter the Institution and Term on the Class Search Page and click the Advanced Search Button

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Home Worklist Help

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Class Search

Select Institution and Term

Select the institution and term for which you want to search.
Then click Basic Search or Advanced Search to continue.

*Institution: Test University

*Term: 2033 Spring 2003

* Required Field

Basic Search **Advanced Search**

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Home Worklist Help

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Class Search

Advanced Class Search

Institution: CSUNR Test University
Term: 2033 Spring 2003

Select at least 2 criteria below then click Search to see the results.
Only one entry is required if you enter Course ID or Class Number.

Subject: ENGLISH

Catalog Number: 100 Exact Match

Open Classes Only
 Open Entry/Exit Classes Only

Course ID: Class Number:

Course Attribute:

Course Attribute Value:

Description:

Course Component:

Mode of Instruction:

Course Career:

If you enter just the Subject and other detail, you will see all of the class sections for English 100.

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Home Worklist Help

Academic Institution: CSUNR Test University ☆ indicates an enrollment section.
 Term: 2033 Spring 2003 () indicates class not printed in Schedule of Classes

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

Class Sections Find 1-3 of 3

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait	
☆ 1021	ENGLISH 100	01		English Composition	3	LEC	Closed	8	1	
Session: Regular										
Time: 9:00AM 9:50AM MWF			Room: MCLANE 210		Dates: 01/20/2003 - 05/15/2003		Instructor: Staff			
☆ 1022	ENGLISH 100	02		English Composition	3	LEC	Closed	0	1	
Session: Regular										
Time: TBA			Room: TBA		Dates: TBA		Instructor: Staff			
☆ 1023	ENGLISH 100	03		English Composition	3	LEC	Open	1	0	
Session: Regular										
Time: TBA			Room: TBA		Dates: TBA		Instructor: Staff			

Find 1-3 of 3

If you enter the Subject of English and Catalog number of 100, and add the Course Attribute of GE A and Course Attribute Value of A1, the search will only return those sections that have GE Area A1 sections of English 100.

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Home Worklist Help

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Class Search

Advanced Class Search

Institution: CSUNR Test University
Term: 2033 Spring 2003

Select at least 2 criteria below then click Search to see the results.
 Only one entry is required if you enter Course ID or Class Number.

Subject: ENGLISH English
Catalog Number: 100 **Exact Match**

Open Classes Only
 Open Entry/Exit Classes Only

Course ID: **Class Number:**

Course Attribute: GE A GE Area A
Course Attribute Value: A1 GE Area A1

Description:

Course Component:

Mode of Instruction:

Course Career:

Session:

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Home Worklist Help Sign Out

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Lookup Course Attribute

Academic Institution: CSUNR
 Course Attribute:

[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Course Attribute	Description
GE A	GE Area A
GE B	GE Area B

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Home Worklist Help

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Lookup Course Attribute Value

Course Attribute: GE A
 Course Attribute Value:

Lookup Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-3 of 3 Last

Course Attribute Value	Formal Description
A1	GE Area A1
A2	GE Area A2
A3	GE Area A3

Notice that 2 sections of English 100 returned in the search, these are the 2 sections that the Course Attribute **GE A1** was associated.

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Home Worklist Help

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Class Search

Class Search Results

Academic Institution: CSUNR Test University ☆ indicates an enrollment section.
 Term: 2033 Spring 2003 () indicates class not printed in Schedule of Classes

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

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
☆ 1022	ENGLISH	100	02	English Composition	3	LEC	Closed	0	1
Session: Regular Time: TBA Room: TBA Dates: TBA Instructor: Staff									
☆ 1023	ENGLISH	100	03	English Composition	3	LEC	Open	1	0
Session: Regular Time: TBA Room: TBA Dates: TBA Instructor: Staff									

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Home Worklist Help

Home > Manage Student Records > Establish Courses > Inquire > Class Search [New Window](#)

Class Search

Class Search Detail

Academic Institution: CSUNR Test University ☆ indicates an enrollment section.
Term: 2033 Spring 2003 () indicates class not printed in Schedule of Classes

[Basic Search](#) [Advanced Search](#) [Search Results](#) [Course Catalog Detail](#) [Return to Select Institution and Term](#)

Class Sections

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait
☆ 1023	ENGLISH	100	03	English Composition	3	LEC	Open	1	0

Session: Regular

Time: TBA **Room:** TBA **Dates:** TBA
Instructor: Staff

Class Type: Enrollment Section **Class Status:** Active

Auto Enroll Section 1: **Auto Enroll Section 2:**

Mode of Instruction: **Wait List Capacity:** 0

Enrollment Capacity: 1 **Min Enrollment Req:** 0

Class Attributes

GE Area A1

Class Associations