

OVERVIEW

Special topics are created for individual courses in the Course Catalog. They are scheduled on classes using the Topic ID field in the Class Topic box. Topics will remain on class sections from term to term and can be changed as necessary

After Print = ✓

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.
5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the class that requires a special topic.

The **Basic Data** tab appears. The **Class Topic** box contains the special topic that will be listed for the class.

6. Click the **Look up Course Topic ID** icon.
7. All topics listed for the course appear. Select the appropriate topic from the list.

The topic appears in the **Class Topic** group box. The **Print Topic in Schedule** checkbox option is checked by default. Do not remove this checkmark.

If there are other class sections for the course, select topics for them as well. If topics are not scheduled for all sections of a special topics course, an error will appear in the **Error Report**.

8. Click the **Show next row** button to access other sections of the course.
9. Click the **Save** button.

This completes the process of creating a special topics section.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.