

OVERVIEW

Course attributes are created for individual courses in the Schedule of Classes. They are assigned to classes using fields in the Class Attributes box. Course attributes will remain on class sections from term to term and can be changed as necessary.

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 an attribute.

The **Basic Data** tab appears. The **Class Attributes** box contains the attribute that will be listed for the class.

6. Click the **Look up Course Attribute** icon.
7. All attributes listed for the course appear. Select the appropriate attribute from the list.

The attribute appears in the **Class Attributes** group box.

8. Next click the **Look up Course Attribute Value** icon.
9. All possible attribute values appear. Select the appropriate attribute value from the list.

The attribute value appears in the **Class Attributes** group box.

If there are other class sections for the course, select attributes for them as well if appropriate.

10. Click the **Show next row** button to access other sections of the course.
11. Click the **Save** button.

This completes the process of adding a course attribute.

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