

Add a Topic

Introduction

Course topics are created for individual courses in the Course Catalog. Then they are added to class sections using the Course Topic ID field in the Schedule of Classes. Topics remain on class sections from term to term and can be adjusted as necessary.

If a new topic needs to be added or a topic no longer in use needs to be inactivated, administrators can request these changes using the [Course Action Form](#).

This guide should be used to add an existing topic to a class section.

Add a Topic

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

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

2. Look up **Academic Institution** and select CASE1.
3. Click Look up **Term** and select the appropriate term from the list.
4. Click **Search**.

All courses owned by your department and scheduled during the chosen term appear in the search results.

5. Select the class that requires a topic.

The **Basic Data** tab appears.

6. Find the **Class Topic** box and click the **Look up Course Topic ID** icon.
7. All possible topics listed for the course in the Course Catalog appear. Select the appropriate topic for this class section from the list.

If the topic you need is not listed, please submit a [Course Action Form](#) to have the topic created.

The **Class Topic** box is populated with the topic you chose.

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

8. Click the **Show next row** button to access other sections and repeat these steps.
9. Click the **Save** button.

This completes the process of adding a topic to a section.

Refer to other guides to assist with additional edits to the schedule of classes.