Add a Course Attribute

Introduction

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

Adding an attribute helps students identify certain types of classes when using Class Search, such as service learning or study abroad classes. See the Course Attributes values available in Class Search.

Add an Attribute

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 an attribute. The **Basic Data** tab appears.

    The **Class Attributes** box contains the attribute(s) that will be listed for the class, if any.

6. Click the **Look up Course Attribute** icon.

7. All available attributes 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. All possible attribute values appear.

9. Select the appropriate attribute value from the list.

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

Click the plus sign to add additional attributes to the section. 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.

11. Click the **Save** button.

This completes the process of adding a course attribute.

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