ClassAct

Manual

www.baylor.edu/classact

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CLASSACT GENERAL INFORMATION

ClassAct is a web application that allows academic departments to build their class offerings for subsequent semesters. It is the application in which your information is collected and will be used to programmatically update Banner SIS.

Projected Enrollment

As a reminder, the Projected Enrollment field was implemented spring 2014. In this area, you will enter the maximum number of seats that could eventually be allowed for the class so that when we optimize in Astra, the appropriate size classroom will be assigned. Consequently, it will not be necessary to initially set the maximum enrollment to influence the room assignment. You can set the maximum enrollment to the number at which you want to begin Early Registration. Please note that the projected enrollment cannot be less than the maximum enrollment.

- Department chairs are encouraged to continue the initiative to maximize (within reason) the number of classes with an enrollment of 19 or fewer by adding a pop-up message that will appear when the projected enrollment entered is 20-23. That message will read: ‘Projected enrollment between 20 and 23. Continue?’ At that point, the option is to select OK or Cancel. Also, on the class listings page, the projected enrollment and the maximum enrollment numbers will be highlighted in red for any classes with values of 20-23.
- Department chairs are encouraged to continue the initiative to maximize the number of classes with an enrollment of 49 or fewer is now in place. A message will appear when 50-55 is entered in the projected enrollment field. The message ‘Projected enrollment between 50-55. Continue?’ will appear. Click OK or Cancel. Any projected enrollments that fall within those numbers will appear in red on the class listings page.

Abroad Programs

If your department will be offering classes that will be taught abroad, please do not include them in ClassAct. Please contact the Center for Global Engagement who will coordinate your information with our office.

Online Offerings

Reminder: Online Offerings may now be entered through ClassAct. The section code will no longer begin with OL+ number. Please ensure the campus code is listed as ‘Online’. For summer, choose the session for which you will be offering the class. (ex. Session I, II or Full).

Hybrid Offerings

Reminder: Hybrid Offerings may now be entered through ClassAct. The section code will be in the 500 series. Example: 501, 502, 50A, 50b, etc. Please ensure the campus code is listed
as ‘Main’. For summer, choose the session for which you will be offering the class. (ex. Session I, II or Full).

**Meeting Exceptions List**

The Meeting Exceptions List continues to be available as a resource to departments throughout the year. This list reflects non-standard meeting patterns of courses that have received approval to meet at those times. Academic Justification should be emailed directly to [Classrequests@baylor.edu](mailto:Classrequests@baylor.edu) for approval.

**Other ClassAct Notes**

- When adding instructors to your class sections, you may search by name rather than having to know the instructor’s BUID number.

- Please do not use the back button. ClassAct and information tables ‘behind the scenes’ are not connected which may prevent your information from being updated in ClassAct.

- There is a thirty-minute time-out for ClassAct. After thirty minutes of no activity, ClassAct will automatically close for security reasons -- Just log back in to resume scheduling.

- To ensure that your information remains secure, please use the ‘Log Off’ link located at the top right corner in ClassAct.

- All academic classrooms will be scheduled through the Ad Astra system. Therefore, please do not enter building/rooms in ClassAct.

- For primary departments offering cross-listed courses, please coordinate with those secondary departments to ensure the class information is the same.
CLASSACT INSTRUCTIONS

Now to begin!

To access ClassAct, enter http://www.baylor.edu/ClassAct and then press ‘enter’ on your keyboard. You will then be prompted to log in with your Bear ID and password. Next, you will see the first page (exhibit1) of ClassAct, which will display term and the academic course prefix to which you have access.

You may view your complete list of specific class information by selecting ‘Audit Report’ which is located in the center at the top of the page.

Next, click on ‘Get Audit Report’. It will take you to your entire course schedule information.
Reviewing your Audit Report

Now to begin updating specific class information, select ‘submit.’

This will take you to a listing of your classes (Refer to slide on next page.)
View Class Listings

There are several options available on the Class List page:

- Add another course that is not listed
- Delete class if not offering for the term
- By clicking on the title, the next page will lead you into that specific class section.
- Max and projected enrollment numbers of 20 through 23 or 50 through 55 will be displayed in red within the section listings.
To add or edit a class

On this page, you will see:

- Session – Fall and spring have one session. The summer term will have four different sessions from which to select. (ex. Minimester, Full, Session I, Session II)
- Campus code (refer to Campus Code List)
- Maximum Enrollment – Set this enrollment to the number of seats you wish to offer at the start of early registration. (This field will not be used for Astra classroom scheduling.)
- Projected Enrollment* – Enter maximum seat capacity for Astra classroom scheduling (Projected enrollments were rolled forward to match the maximum enrollments.)
- Special Start Date and Special End Date: If the dates of a class to be offered are different than the standard semester dates for the semester, enter the special start date and special end date of that class. Enter dates by using the calendar below each field. (ex. Sept. 15- Oct. 30)
  - Please include a Free Text note with the dates following this example: Class meets October 10 through November 20.
  - Please also send substantial justification for the variation in dates to ClassRequests@baylor.edu.
- After making updates, click ‘Save/Continue’.

*The Projected Enrollment Field was added to ClassAct in spring 2014. In this area enter the maximum number of seats that could eventually be allowed for that class so that when we optimize in Astra, the
appropriate size classroom will be assigned. Consequently, it will not be necessary to initially set the maximum enrollment to influence the room assignment. You can set the maximum enrollment to the number at which you want to begin Early Registration. Please note that the projected enrollment cannot be less than the maximum enrollment.

Department chairs are encouraged to continue the initiative to maximize (within reason) the number of classes with an enrollment of 19 or fewer by adding a pop-up message that will appear when the projected enrollment entered is 20, 21, 22 or 23. That message will read: ‘Projected enrollment between 20 and 23. Continue?’ At that point, the option is to select OK or Cancel.

Department chairs are encouraged to continue the initiative to maximize (within reason) the number of classes with an enrollment of 49 or fewer by adding a pop-up message that will appear when the projected enrollment entered is 50, 51, 52, 53, 54 or 55 began with the fall 2016 schedule. That message will read: ‘Projected enrollment between 50 and 55. Continue?’ At that point, the option is to select OK or Cancel.
To add or edit additional information to a specific class

At the bottom of this page, there are six tabs that will take you to specific areas where you can update information.

- Edit this course
- Time and place
- Instructor
- Class notes
- Return to list
- New course, same term
Update Meeting Pattern
Select ‘Time and place’

All meeting patterns, durations, and times have been programmed to meet standard university time schedules.

The meeting class pattern will appear under ‘Time and Place Information’ as they were offered in the previous like semester.

To change the meeting pattern of the class, click on ‘edit’ which appears to the right of the current meeting pattern. You also have the option to delete the current meeting times by clicking ‘delete’ to the left of the current meeting times if the class will be offered as TBA.

The next several slides and information will explain how to do that in detail.
To Select Meeting Patterns:

The Meeting Time feature saves you from entering each class day and time. Fall and spring have different meeting patterns than summer. To enter your meeting information, pull down from the ‘Select a meeting pattern’ field and select the standard meeting pattern of your choice.

Once a meeting pattern is selected, the duration of that pattern will appear to the right. (See next slide)
Select Duration in minutes:

- Next, under ‘Duration in minutes’, click the radio button next to the duration in minutes the class will meet per day. Different meeting patterns will generate various standard durations. In the example above, MWF has one duration of 50 minutes. Click that radio button. If selecting one day per week, four different options of 50, 75, 115, or 165 minutes will appear.
- Summer patterns are M-F with 95-minute duration, or TWR with 165-minute duration.
- Note: To request special meeting patterns please email requests to Classrequests@baylor.edu Please include an Excel spreadsheet with your complete list of courses and non-standard times.
Select a Start Time:

After selecting a start time, the end time will automatically appear to the right (refer to slide on next page.)
At this point, you may either choose ‘save time and place’, or ‘clear values’ which will allow you to reenter your meeting times and location.

By choosing ‘Save time and place’, your confirmation will appear in the middle section.

To add an additional meeting pattern to a class, repeat the steps above.
Requesting a non-standard meeting pattern

To offer a course at a non-standard meeting pattern, please follow the instructions which are to the right of the ‘clear values’ field. If that course is cross-listed with other departments, please include all cross-lists when submitting your request. If the request is approved, the course and approved non-standard time will appear on the Meeting Exceptions List. (Refer to next slide)
Meeting Exceptions List

If your department has been given prior approval to offer courses at non-standard times, the Meeting Exceptions list will allow you to view the approved times.

Enter an approved non-standard pattern

To enter approved non-standard class meeting information in the ‘Time & Place’ page, click on the message ‘Click here to use approved non-standard days/times.’ That is located in the lower part of the slide.

That will activate the option to enter your approved days and start/ end times. (Refer to nextslide)
Click the approved days.

To the right of start time, pull down to select the hour; and next, the minutes. Click AM or PM

Follow the same steps to enter the end times.

Then click ‘Save time and place’ to save your information.
Add Instructor Information

Use the name search feature or enter the instructor’s BUID number. Just follow the instructions above. Once you select ‘Add this instructor’, the name will appear. You may add additional instructors. To change an instructor, click ‘delete’ which will appear to the left of the instructor’s ID.

Note: Instructors assigned to thesis and dissertation classes rolled from the previous like term.
Overriding Instructor Conflict

When adding an instructor, you may receive an error message indicating an instructor conflict. The class for which the instructor has already been scheduled at the same time will appear under the error message. You have an option to override the instructor conflict by clicking the ‘OK to override’ field if you know the classes will meet concurrently. Click on ‘Do not override’ if it is a true conflict.

Instructor conflicts that are overridden will not appear on the Error Message Report.

Class Notes

Notes from Previous like terms are rolled to the current term. **It is critical that you use the appropriate prepopulated notes to indicate Instructional Method for ALL sections.**

Above you will see a list of scheduled notes. Use the scroll down bar to view the entire list. To select the note/s specifically for your class, click on the note. Next, click on ‘Save selected notes.’
notes. The note will be displayed in the middle of the page. To remove a note, choose ‘delete’ that will be displayed to the left of the note.

Schedule codes of ‘class instruction’ and ‘co-requisite lab’ co-requisites must have specific schedule notes. The regular (lecture) must have ‘lab required’, and the lab must have ‘must also enroll in a numerical section’.

To add a note that is not included in the list below, you may enter it in the ‘free text’ field that is located below the scheduled notes area. After entering, click on ‘Save free text note’. It will appear in the middle of the page. You may delete or edit by clicking on the appropriate button to the left of the note.

If you added special start/end dates on the ‘Edit this course’ page, then please add that free text note by following this example: Class meets October 10 through November 20.

**Subtitles for Special Topics or Independent Studies**

Subtitles for special topics or independent type courses should be added in the free text field. See Class Note instructions above.
CAMPUS CODES
- **M** - Main campus (Courses taught on campus)
- **OL** - Online
- **OC** - Off campus (All internships outside of Waco and BMS courses taught in Dallas should have this code.)
- **SON** – School of Nursing
- **AUS** – Austin -- MDIV Program
- **HOU** – Houston – Seminary and Social Work classes offered in Houston

SECTIONS CODES

FALL/SPRING CLASS SECTION CODES
- **01, 02, etc.** Numeric section denotes “Regular class”
- **80-89** Internship
- **501-599** Numeric section denotes Hybrid Instruction
- **50A, 50B** Combination of the 500 series and Alpha section denotes Hybrid Instruction
- **A, B, etc.** Alpha section denotes “Co-requisite Lab”
- **C1, C2, etc.** Nursing Clinical (Co-requisite with lecture and lab)
- **E1, E2, etc.** Electronic classrooms (English)
- **H1, H2, etc.** Honors section
- **N1, N2, etc.** New Student Experience sections
- **T1, T2, etc.** Tutorial (Physics 1420 & 1430 only)
- **U1, U2, etc.** University Scholars only

**Nursing Fast Bacc Program**
- 30-39 Regular class
- 30A, 30B, etc. Lab corequisite
- C30-C39 Clinical co-requisite (NUR 3414)

**Austin EMBA**
- 70-79

**Dallas EMBA**
- 90-99

**Social Work – Houston**
- SW1-SW9

**Truett Seminary MDIV Program - Austin**
- 50-59
Air Pilot (AIRP)
10-19 In-State sections
40-49 Out-of-State sections

SUMMER CLASS SECTION CODES
(FOUR PARTS OF TERM)

Minimester
(3 WEEK PART OF TERM=MIN); (CAMPUS CODE REFLECTS HOW/WHERE CLASS OFFERED.
IF ONLINE=OL; ABROAD=AB; OFF-CAMPUS=OC)
M1-M9 Minimester
session M1A
Abroad section
M80 Internship section

Full Session
(10 WEEK PART OF TERM=1)
01-99 Numeric section denotes “Regular class” (full
term)80-89 Internship (CAMPUS CODE=OC)
H1, H2, etc. Honors section
C1-C9 Nursing Clinical (Co-requisite with regular and lab) (CAMPUS
CODE=SON)OL1, OL2, etc. Online classes

First Session
(5 WEEK PART OF TERM=S1)
F1, F2, etc. 1st session
FA, FB, etc. Lab (Co-requisite with regular class)
FT1, FT2, etc. Tutorial (Co-requisite with regular and lab) (Physics 1420 & 1430
only)F80-F89 Internship (CAMPUS CODE=OC)
FH1-FH9 Honors Classes
OL1, OL2, etc. Online classes

Second Session
(5 WEEK PART OF TERM=S2)
S1, S2, etc. 2nd session
SA, SB, etc. Lab (Co-requisite with regular class)
ST1, ST2, etc. Tutorial (Co-requisite with regular and lab) (Physics 1420 & 1430
only)S80-S89 Internship
SH1-SH9 Honors Classes
OL1, OL2, etc. Online classes

Other
Air Pilot (AIRP)
at TSTC (offered 10-week POT only)
10-19 In-State sections
40-49 Out-of-State sections

Aviation Management (AVIM)
at TSTC (offered 10-week POT only)
10-19 In-State sections
40-49 Out-of-State sections

Austin EMBA
70-79 Full session
F70-F79 1st session
S70-S79 2nd Session

Dallas EMBA
90-99 Full session
F90-F99 1st session
S90-S99 2nd Session

School of Nursing FASTBAC
30, 31, etc. Full session
F30-F39 1st session
F3A, F3B, etc. 1st session co-requisite lab
S30-S39 2nd session
S3A, S3B, etc. 2nd session co-requisite lab