Adding a Lecture and Discussion Section with Preferred Relationship

Preferred Relationship - the student selects both the desired lecture and discussion section. The credit hours may be posted to the either the lecture or the discussion section.

To create the Lecture section(s)

After searching for a course (See Searching for a Course - Planner), click New: Click here to add a new section.

Complete the necessary fields on the Create Section page.

Basic Information
Will default to session selected on previous page.
Will default to Stand-alone section type. Select Lecture from drop down list.
Select either Yes or No.

If Yes oval is selected, the Override Start Date and Override End Date fields will display.

Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.

Should be Academic Unit Course for preferred relationship lecture.
Select appropriate registration status.
Enter section subtitle, if applicable.

Select section restriction, if applicable.
Enter number or check the Unlimited box.

<table>
<thead>
<tr>
<th>Academic Unit Course</th>
<th>Unlimited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

**Time & Location**

Click Add a time & location link.

**Time** | **Location**
---|---

Add a time & location

**Hours**

Select Yes.
If the Credit Hours should be on the discussion section, you will be able to move the hours when it is added.

Select appropriate credit hours from drop down list, click Add.
If applicable, enter the appropriate number of hours.

If applicable, enter the appropriate number of hours.

If applicable, enter the appropriate number of hours.

Yes  No

Credit Hours

3  

3  Add

See Credit Hour Terminology for more information.

Additional Information

Will default to Face to face;
if this not the correct mode,
click remove.
Select the appropriate Delivery Mode(s) from drop down list, click Add.

Once you have completed the page, click Save.
You will receive the following confirmation screen.

![Offerings Planner > Sections]

You will receive the following confirmation screen.

Click [view] to go to the Edit Section Information Summary panel. On this panel, you will update the following fields:

- Building Preferences - see Building Preference for more information
- Media Preferences - see Media Preference for more information
- Room Preferences - see Room Preference for more information
- Textbooks - see Textbooks & Resources prior to October 2017 for more information
- Course and/or Section descriptions

If more than one lecture is to be offered, repeat the above instructions to create the necessary lecture sections.

To create the Discussion section(s)

From the Sections page, click [New: Click here to add a new section].

Complete the necessary fields on the Create Section page.

**Basic Information**

- Will default to session selected on previous page.
- Will default to Stand-alone section type. Select Discuss ion from drop down list.
Select either Yes or No.

Fall 2014

Discussion

If Yes oval is selected, the **Override Start Date** and **Override End Date** fields will display.

Enter the appropriate **Override** dates either manually or by utilizing the calendar pop-up option.

Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.

Select from drop down list.

Click for definitions.

Select appropriate registration status.

Enter section subtitle, if applicable.

Select section restriction, if applicable.

Enter number or check the **Unlimited** box.
Academic Unit
Course

Open

Time & Location

Click Add a time & location link.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
</table>

Add a time & location

Hours

Select Yes or No.

If Yes, select the appropriate credit hours from the drop down list and click Add.

If applicable, enter the appropriate number of hours.

If applicable, enter the appropriate number of hours.
If Yes, you will receive the following error message when you Save.

The following Lecture sections are already marked to be the credit hour section: 000A, 000B
Do you still want Section 0001 to be the credit hour section?  
(Opposite will remove the credit hours from the Lecture sections)

Selecting Yes will remove the credit hours from the Lecture sections when you click Save at the bottom of the page.

Related Sections
Select appropriate lecture
from drop down list.
Check Related to all
sections box, if applicable.
Select Mandatory from
the drop down list.
Click Add.

Related Section
Related Type
remove

Additional Information
Will default to Face to face;
if this not the correct mode,
click remove.
Select the appropriate Delivery Mode(s) from drop
down list, click Add.

If applicable, select the appropriate Delivery Tool(s)
from drop down list, click Add.
Once you have completed the page, click **Save**.

**Delivery Mode**

- **Face to face**

**Delivery Tool**

- **Add**

You will receive the following confirmation screen.

**Offerings Planner > Sections**

- **General Chemistry I**
  - **CHEM:1070 (004:307)**
  - **Click here to add a new section**

Click **view** to go to the **Edit Section Information Summary** panel. On this panel, you will update the following fields:

- Building Preferences - see Building Preference for more information
- Media Preferences - see Media Preference for more information
- Room Preferences - see Room Preference for more information
- Textbooks - see Textbooks & Resources prior to October 2017 for more information
- Course and/or Section descriptions

If more than one discussion section is to be offered, repeat the above instructions to create the necessary discussion sections.

When all updates are complete, click **Submit to Workflow**.
<table>
<thead>
<tr>
<th>Offerings Planner</th>
<th>Edit Section Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry I</td>
<td>CHEM:1070:0011 (004:007:0001)</td>
</tr>
<tr>
<td>Registration Status: Open</td>
<td>Planner Status: Planning</td>
</tr>
<tr>
<td>Section Type: Stand-alone</td>
<td>Session: Fall 2014</td>
</tr>
</tbody>
</table>

- **Copy Section**
- **Submit to Workflow**

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