Course Offerings Planner

This page contains links to help screens and documents for working with Offerings Planner. Please click on topic links below to review specific information, or view Frequently Asked Questions.

Offerings Planner Panels

- Planner Summary
- Basic Information
- Categories
- Class List
- Delivery Modes
- Delivery Tools
- Enrollment Counts
- Exams
- MyUI Detail
- Instructors
- Registration (restricted access)
- Related Sections
- Restrictions
- Revise Offering Form
- Special Permission
- Syllabus
- Textbooks
- Waitlists

How to:

Course setup

- Adding a Stand-alone Section
- Adding a Lecture/Discussion Mandatory Relationship Section
- Adding a Lecture/Discussion Preferred Relationship Section
- Adding Preferences
  - Building Preferences
  - Media Preferences
  - Room Preferences
- Change/adjust a Time/Location
  - Learning Center Cheat Sheet
  - Searching for a Course

Time/Location

- Facilities Utilization Report Worksheet
- Transfer Time and Location information to different section

Workflow

- Reject or Approve a Workflow Request

Course management

- Assign Instructors
- Update ACE Evaluation Criteria
- Assign Textbooks
- Cancel or Delete Sections (includes instructions for moving students)
- Creating Coexisting Courses
- Editing Waitlists
- Generate a Proof Copy
- Prerequisite Checking
- Update Enrollment Counts
- Use Quick Add
- Use Bulk Operations
Set up computer defaults
  ❖ Compatibility View in Internet Explorer
  ❖ Set up Quick Links
  ❖ Set up Quick Tabs in Planner

Help Documents

Session Specific Instructions

MAUI Online Access Request Form

Tips and Tricks

College Specific Instructions
  ❖ Tippie College of Business