Stanford Medicine Curriculum

Management Training Material

Academic Year 2019-2020

**Course Catalog Management (March 27 – May 10)**

**Step 1 – Pull BI Course Catalog Report**

1. Go to bi.stanford.edu
2. Search for “Course Catalog Data” or navigate to Catalog > Shared Folders > Student Administration > Student Records > Course Scheduling
	1. Click Open
3. Select your department from the Subject drop down
4. Click Apply
5. Click on the third tab “Course Data Report by Subject and Catalog Number

**Step 2 – Review information from BI Report**

**Step 3 – Submit changes via Add/Update Course Catalog webform by May 10, 5:00pm**

**Note!! Submit changes only. If the course is the same as last year, no action is required.**

1. Navigate to CS Admin > Curriculum Management > Course and Class webforms > Add/Update Course Catalog
2. Change Effective Date to 08/01/2019 for changes to the upcoming year
3. Add all changes in the webform
4. Write in “Special Instructions” field any information you think is helpful or additional instructions
5. Click “Send for Approval”
6. You will receive an automated email once PS webform is approved or rejected

**Time Schedule Management (May 20-July 12)**

**Step 1 – After Prior Term Copy is run, pull BI Time Schedule Report**

1. Go to bi.stanford.edu
2. Search for “Time Schedule”or navigate to Catalog > Shared Folders > Student Administration > Student Records > Course Scheduling > Time Schedule (1072-Future) (PS\_SR109a)
	1. Click open
3. Select Process by “Subject”
4. Leave “Academic Org (Dept/School)” blank
5. Select terms 1202, 1204, 1206 & 1208 (or each one individually if you prefer to have separate reports per quarter)
6. Select your department’s subject (ex. “GENE”)
7. Leave Cognate Status, Component, and Instructor to “All”
8. Click Apply
9. Click on second tab “Time Schedule Report” to view report

**Step 2 - Review information from BI Report**

**Step 3 – Enter changes in CPS CLSS - https://exploredegrees-nextyear.stanford.edu/wen/**

**Classroom Scheduling (May 20- June 24 (Med bulding)/July 12 (main campus))**

* School of Medicine Rooms – Smartsheet to Medscheduler by June 24
* Department Scheduled Rooms – receive necessary approvals. Enter in CLSS by July 12
* Main Campus Rooms – enter “General Room Assignment” and room characteristics in CLSS by July 12

**Additional Resources**

* Explore Courses Admin - http://explorecourses.stanford.edu/admin
* CLSS training material - https://registrar.stanford.edu/staff/courses-class-scheduling

**Open Lab Dates**

University Registrar’s Office labs:

* + *April 23rd from 10:00-12:00PM (geared toward new SSOs)*
	+ *April 23rd from 2:00-4:00PM (geared toward new SSOs)*
	+ *April 26 from 10:00-12:00PM*
	+ *May 5 from 10:00-12:00PM*

SOM Registrar’s Office/Med Scheduler labs:

* + *May 7 from 10:00-11:00AM ALWAYM 206*
	+ *May 23 from 2:00-3:00PM ALWAYM 206*
	+ *June 7 from 10:00-11:00AM ALWAYM 206*
	+ *June 19 from 2:00-3:00PM ALWAYM 206*

Coffee With Your Colleagues: https://registrar.stanford.edu/staff/coffee-with-your-colleagues

Questions?

Contact SoM Registrar’s Office

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