Tips for Class Scheduling

https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources

Class Schedule Phases

review <u>Scheduling Phases</u> found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources

Why do "phases" matter?

- Schedule Building preparing accurate schedule of classes to display in the <u>Student Center</u> and <u>Find A</u> <u>Class</u>
- Quality Control ensure accuracy
- Schedule Maintenance monitor and update dass data

Classroom (aka Instructional Space) Request



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Instructor Assignment	 How do I expedite assignment of instructors? Have I received confirmation from Human Resources that instructor is hired and available to assign in SIS?
	Why isn't an instructor assigned when I make the request?
	 Have I received confirmation from Human Resources that instructor is hired and available to assign in SS? Have I checked View Instructor Schedule in SIS to verify that Instructor is not over load limits? Is the eCOM for the Instructor Assignment awaiting approval by Administration? Instructor needs to be added to (or information updated on) the Instructor/Advisor Table in SISby HR

Reports ERS and Tableau Dashboards

Which report shows class detail and how my classes are scheduled?

- MCCD_SR_3530
 - o what are the start and end dates?
 - o what times