Objective:
In this tutorial you will learn how to Edit a class.

In PAWS, Edit is used to:
* change credits on a variable credit class
* change the grading basis
* replace one part of a multiple part course, without losing enrollment in the original parts

Content
Select a topic below to jump to that point in the tutorial:

* Change Variable Credit
* Change Grading Basis
* Change one part of a multi-part course

Or click here to continue
Variable Credit

Variable Credit means the class can be taken for different number of credits. (i.e., Jewish Studies, Independent Study 199, 1-3 credits.)

When changing variable credit class follow these steps:

1) Select the class to Edit
2) Edit Variable Credit
3) Confirm Change

In this example, the student is enrolled in:

- Jewish Studies
- Independent Studies
for 1 Credit

When edited, the credits will go from 1 to 3.

Notice the Units field is currently 1.00 for Jewish 199

Select the drop down arrow
Select the Student Center option

Select the >> button

The Student Center page appears
To edit the number of credits, select Enroll

The Add tab opens under Enroll
Select the Edit tab
Slide 13
Slide notes:
Text Captions: The Select Term page appears
Select the appropriate term
For this example, Fall 2009 will be selected

Slide 14
Slide notes:

Slide 15
Slide notes:
Text Captions: Select the Continue button

Slide 16
Slide notes:
Text Captions: Select the class to Edit
Click the drop down arrow
Text Captions: Note, only the classes you are enrolled in will appear.

Text Captions: In this example, JEWISH 199: Independent Study will be selected.

Text Captions: Select the Proceed to Step 2 of 3 button.

Text Captions: The Enrollment Preference page appears. Click the drop down arrow button.
Slide 21
Slide notes:
Text Captions: Select the number of credits
In this example, 3.00 credits will be selected.

Slide 22
Slide notes:
Text Captions: You may need to scroll down

Slide 23
Slide notes:
Text Captions: Select the Next button

Slide 24
Slide notes:
Text Captions: Step 2 of the Edit process
Select Finish Editing button
Slide 25
Slide notes:
Text Captions: Step 3 of the Edit process
Check the Status
Important to read all messages

Slide 26
Slide notes:
Text Captions: To confirm, select the My Class Schedule button

Slide 27
Slide notes:

Slide 28
Slide notes:
Text Captions: The Class Schedule page appears
You may need to scroll to see the class
Grading Basis

Grading Basis means the type of grade you are taking a class for. (i.e., Credit/No Credit, Audit, or Graded.)

When changing grading basis follow these steps:

1) Select Class to Edit
2) Change Grading Basis
3) Confirm Change

Text Captions: How to Change Grading Basis

How to Change Grading Basis

Text Captions: Jewish Studies 199, now shows 3.00 units
In this example, the student is enrolled in:

Econ 103

The student wants to change the Grading Basis from Graded to Audit.

Slide 33
Slide notes:
Text Captions: In this example, the student is enrolled in:
Econ 103
The student wants to change the Grading Basis from Graded to Audit.

Here is the class we are going to edit. In this example, we will change the Grading Basis from Graded to Audit.

Select the Enroll link

Select the Edit tab
Slide 37
Slide notes:
Text Captions: Select the appropriate term
For this example, Fall 2009 will be selected

Slide 38
Slide notes:
Text Captions: Select the Continue button

Slide 39
Slide notes:
Text Captions: Step 1 of the Edit process
Select the class to edit
Click the drop down arrow

Slide 40
Slide notes:
Text Captions: For this example, ECON 103: Principles of Microeconomics will be selected
**Slide 41**

Slide notes:

Text Captions: Select the Proceed to Step 2 of 3 button

**Slide 42**

Slide notes:

Text Captions: The Enrollment Preference page appears
Notice Grading shows a value of Graded

**Slide 43**

Slide notes:

Text Captions: Select the drop down arrow to edit

**Slide 44**

Slide notes:

Text Captions: In this example, Audit option will be selected
Slide 45
Slide notes:
Text Captions: You may need to scroll down

Slide 46
Slide notes:
Text Captions: Select the Next button

Slide 47
Slide notes:
Text Captions: Step 2 of the Edit process
Confirm changes

Slide 48
Slide notes:
Text Captions: Select the Finish Editing button
Slide 49
Slide notes:
Text Captions: Step 3 of the Edit process
Check the Status
Important to read messages

Slide 50
Slide notes:
Text Captions: To confirm, select the My Class Schedule button

Slide 51
Slide notes:
Text Captions: Scroll down to the class

Slide 52
Slide notes:
How to change one part in a multi-part course

Edit Multi-Part Course
To replace one part of a multiple part course, without losing enrollment in the original parts, follow these steps:

1) Select a class to Edit
2) Replace class section
3) Confirm Change

Text Captions: Notice Grading now shows Audit

Text Captions: How to change one part in a multi-part course

Text Captions: Edit Multi-Part Course
To replace one part of a multiple part course, without losing enrollment in the original parts, follow these steps:

1) Select a class to Edit
2) Replace class section
3) Confirm Change
In this example, the student is already enrolled in:

Chemistry 104 - Lecture Section
Chemistry 604 - Discussion Section
Chemistry 801 - Laboratory Section

The student wants to change the Discussion section only.

The Discussion will go from Wednesday from 9:00 to 9:50 to Tuesday from 2:00 to 2:50.

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Slide 57
Slide notes:
Text Captions: In this example, the student is already enrolled in:
Chemistry 104 - Lecture Section
Chemistry 604 - Discussion Section
Chemistry 801 - Laboratory Section
The student wants to change the Discussion section only.
The Discussion will go from Wednesday from 9:00 to 9:50 to Tuesday from 2:00 to 2:50.

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Slide 58
Slide notes:
Text Captions: Here is the Fall 2009 schedule

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Slide 59
Slide notes:
Text Captions: This discussion is on Wednesday from 9:00 to 9:50.

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Slide 60
Slide notes:
Text Captions: Click the drop down arrow
Slide 61
Slide notes:
Text Captions: Select the Student Center item

Slide 62
Slide notes:
Text Captions: Select the >> to continue

Slide 63
Slide notes:
Text Captions: If in the current term, the schedule will also appear on the Student Center page

Slide 64
Slide notes:
Text Captions: Select the Enroll link
Slide 65
Slide notes:
Text Captions: The Enroll tab appears
Within Enroll, you can Add, Drop, Swap, and Edit
Select the Edit tab

Slide 66
Slide notes:
Text Captions: The Enroll tab appears
Within Enroll, you can Add, Drop, Swap, and Edit
Select the Edit tab

Slide 67
Slide notes:
Text Captions: If multiple terms exist, select the appropriate term
For this example, Fall 2009 will be selected

Slide 68
Slide notes:
Text Captions: Select the Continue button
Text Captions: Step 1 of the Edit process

Text Captions: You may need to scroll down

Text Captions: Select the drop down arrow to select the class you want to edit.

Text Captions: In this example, Chemistry 104 will be selected.
Text Captions: Select the Proceed to Step 2 of 3 button

This page shows all of the related classes, including:
1) Discussion Sections
2) Laboratory Sections

In this example, Class Nbr. 26740 will be selected.
Class meets on Tuesday from 2:00 to 2:50

Text Captions: This is still considered Step 1

Important Note: We are not changing the Laboratory section.
Notice now all Lab sections are Closed.
If necessary, scroll down.
Select the Next button

The Enrollment Preferences page appears

Scroll to read details
Slide 81
Slide notes:
Text Captions: Select the Next button

Slide 82
Slide notes:
Text Captions: Now on Step 2

Slide 83
Slide notes:
Text Captions: Confirm this is the change you want to make
Select the Finish Editing button

Slide 84
Slide notes:
Text Captions: Now on Step 3
Check the Status
Important to read messages.
Text Captions: It is a good idea to confirm change after you have finished editing.

Text Captions: Select the My Class Schedule button to confirm.

Text Captions: The My Class Schedule page appears.
Notice: You may need to change the term if more than one is available on PAWS.

Text Captions: Scroll down if necessary.
In this tutorial you have learned how to Edit a class. Including how to:

* Edit variable credit classes
* Edit the grading basis
* Edit one part of a multiple part course, you do not lose enrollment in the original parts.

CONGRATULATIONS!!!

You have completed the "Edit a Class"

PAWS Tutorial

Click the X in the upper right hand corner to close the tutorial window.

Or select a link to continue:

* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site

SUMMARY

In this tutorial you have learned how to Edit a class. Including how to:

* Edit variable credit classes
* Edit the grading basis
* Edit one part of a multiple part course, you do not lose enrollment in the original parts.

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* To view PAWS Training web site

Slide 89
Slide notes:
Text Captions: Discussion is now Tuesday from 2:00 to 2:50

Slide 90
Slide notes:
Text Captions: Summary
In this tutorial you have learned how to Edit a class. Including how to:

* Edit variable credit classes
* Edit the grading basis
* Edit one part of a multiple part course, you do not lose enrollment in the original parts.

Slide 91
Slide notes:
Text Captions: CONGRATULATIONS!!!
You have completed the "Edit a Class"
PAWS Tutorial

Slide 92
Slide notes:
Text Captions: Click the X in the upper right hand corner to close the tutorial window.
Or select a link to continue:

* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site