Slide 1
Slide notes: Click to add notes for the selected slide
Text Captions: PAWS Tutorial
"Add a Class using Class Number"
Created for:  Version 9.0
Date:  March, 2010

Slide 2
Slide notes: Click to add notes for the selected slide
Text Captions: Objective
In this tutorial you will learn how to add a class to your schedule using Class Nbr.
Follow these steps:
1)  Add class to your Shopping Cart
2)  Move class to your Schedule

Slide 3
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enroll link.

Slide 4
Slide notes: Click to add notes for the selected slide
Text Captions: If there are multiple terms on PAWS you may need to select the appropriate term.
For this example, Fall 2009 will be selected.
Slide 5
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Continue button.

Slide 6
Slide notes: Click to add notes for the selected slide
Text Captions: For the purpose of this tutorial we will minimize the left hand menu.

Slide 7
Slide notes: Click to add notes for the selected slide
Text Captions: Select the - button to minimize menu.

Slide 8
Slide notes: Click to add notes for the selected slide
Text Captions: You are now on the Add tab within the Enroll folder.
Slide 9
Slide notes: Click to add notes for the selected slide
Text Captions: Within Enroll you can Add, Drop, Swap, and Edit classes.

Slide 10
Slide notes:
Text Captions: Important Notes
There are two parts to registering for classes through PAWS.
Steps include:
1) Add a class to your Shopping Cart
2) Add a class to your Schedule
You are not enrolled until both parts are complete.

Slide 11
Slide notes:
Text Captions: Important Notes
The Shopping Cart is a holding place for classes until you are ready to register for a semester.
You can add classes to your Shopping Cart as soon as the term becomes available on PAWS.
Classes stay in your Shopping Cart until you delete them.

Slide 12
Slide notes:
Text Captions: Important Notes
You must remember to finish enrolling, when:
1) Your appointment time arrives;
   OR
2) Open enrollment begins.
Slide 13
Slide notes: Text Captions: Part 1 - Shopping Cart

Slide 14
Slide notes: Click to add notes for the selected slide
Text Captions: Look for the Add to Cart section of page. You may need to use the scroll bar.

Slide 15
Slide notes: Click to add notes for the selected slide
Text Captions: Register for classes by:
- Entering Class Nbr.
- Conducting Class Search
- Searching My Planner

Slide 16
Slide notes: Click to add notes for the selected slide
Text Captions: Add a Class using Class Nbr.
Slide 17
Slide notes: Click to add notes for the selected slide
Text Captions: Type the 5 digit Class Nbr.

Slide 18
Slide notes: Click to add notes for the selected slide

Slide 19
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enter button.

Slide 20
Slide notes: Click to add notes for the selected slide
Text Captions: The Enrollment Preferences page appears.
Important to read the Enrollment Preferences details.

Enter the following if necessary:
- Wait list if Class is Full
- Permission Number
- Grading Basis
- Number of Units

Note: This class does not allow for the grading basis or the number of units to be adjusted.

Let's take a look at another example.
Add A Class with Class Number Revised

Thursday, March 18, 2010

Slide 25
Slide notes: Click to add notes for the selected slide
Text Captions: Here is Example 2.

Slide 26
Slide notes: Click to add notes for the selected slide
Text Captions: This student is enrolling in a class that allows her to change the grading option.

Slide 27
Slide notes: Click to add notes for the selected slide
Text Captions: Click the drop down arrow for Grading.

Slide 28
Slide notes: Click to add notes for the selected slide
Text Captions: Grading Options could include:

- Audit
- Credit/No Credit
- Graded
Slide 29
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Audit will be selected.

Slide 30
Slide notes: Click to add notes for the selected slide
Text Captions: Continue filling out this page.

Slide 31
Slide notes: Click to add notes for the selected slide
Text Captions: We are back to Example 1.

Slide 32
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down.
Slide 33
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Next button.

Slide 34
Slide notes: Click to add notes for the selected slide
Text Captions: The course has been added to your Shopping Cart. Caution, you are NOT yet enrolled in this class.

Slide 35
Slide notes: Click to add notes for the selected slide
Text Captions: Part 2 - Move to Schedule

Slide 36
Slide notes: Click to add notes for the selected slide
Text Captions: To Add the class to your schedule, select the class from the Shopping Cart.
Slide 37
Slide notes: Click to add notes for the selected slide

Text Captions: Select the Enroll button.

Slide 38
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enroll button.

Slide 39
Slide notes: Click to add notes for the selected slide
Text Captions: You are now on Step 2 of 3. Caution, you are still NOT registered for this class.

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Finish Enrolling button.
Slide 41
Slide notes: Click to add notes for the selected slide
Text Captions: The green check mark shows you are Enrolled. Important! Make sure to read all messages.

Slide 42
Slide notes:
Text Captions: Part 3 - Confirm Enrollment

Slide 43
Slide notes:
Text Captions: Confirm enrollment on My Class Schedule button

Slide 44
Slide notes: Click to add notes for the selected slide
Text Captions: Select the My Class Schedule button.
Slide 45
Slide notes: Click to add notes for the selected slide
Text Captions: My Class Schedule appears.

Slide 46
Slide notes: Click to add notes for the selected slide
Text Captions: If grading basis was changed to Audit, the word Audit would appear here.

Slide 47
Slide notes: Click to add notes for the selected slide
Text Captions: Confirm enrollment on My Class Schedule tab

Slide 48
Slide notes: Click to add notes for the selected slide
Text Captions: Or select the My Class Schedule tab.
Slide 49
Slide notes: Click to add notes for the selected slide
Text Captions: My Class Schedule appears.

Slide 50
Slide notes: Click to add notes for the selected slide
Text Captions: If grading basis was changed to Audit, the word Audit would appear here.

Slide 51
Slide notes:
Text Captions: Confirm enrollment on Student Center Grid

Slide 52
Slide notes: Click to add notes for the selected slide
Text Captions: Click the drop down button.
Slide 53
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Student Center item.

Slide 54
Slide notes: Click to add notes for the selected slide
Text Captions: Select the >> button.

Slide 55
Slide notes: Click to add notes for the selected slide
Text Captions: Notice the current semester schedule displays. In this case it is the course just registered for.

Slide 56
Slide notes: Click to add notes for the selected slide
Text Captions: Confirm enrollment on Class Schedule drop down
Slide 57
Slide notes: Click to add notes for the selected slide
Text Captions: Or select Class Schedule under Other Academics.
This is the best place, if you need to see a different term.

Slide 58
Slide notes: Click to add notes for the selected slide
Text Captions: Select Class Schedule from the list.

Slide 59
Slide notes: Click to add notes for the selected slide
Text Captions: Select the >> button.

Slide 60
Slide notes: Click to add notes for the selected slide
Text Captions: If multiple terms available, a Change Term button appears.
Summary

In this tutorial you have learned the steps to add a class to your schedule using Class Nbr.

You have seen how to:
1) Add a class to your Shopping Cart
2) Move a class to your Schedule

CONGRATULATIONS!!!

You have completed the Add a Class using Class Nbr. 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
* Sign into PAWS
* View PAWS Training Web site

Slide 65
Slide notes: Click to add notes for the selected slide
Text Captions: Click the X in the upper right hand corner to close the tutorial window.

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