"Add a Class using Class Search"

Objective
In this tutorial you will learn how to add a class to your schedule using Class Search.

Follow these steps:
1) Add class to your Shopping Cart
2) Move class to your Schedule

Select the Enroll link.

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:

Slide 7
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 8
Slide notes: Click to add notes for the selected slide
Text Captions: Select the - button to minimize menu.
Slide 9
Slide notes: Click to add notes for the selected slide
Text Captions: You are now on the Add tab within the Enroll folder.

Slide 10
Slide notes: Click to add notes for the selected slide
Text Captions: Within Enroll you can Add, Drop, Swap, and Edit classes.

Slide 11
Slide notes: Click to add notes for the selected slide
Text Captions: Find the Add to Cart section of page. You may need to use the scroll bar.

Slide 12
Slide notes: Click to add notes for the selected slide
Text Captions: Register for classes by:
- Entering Class Nbr.
- Conducting Class Search
Slide 13
Slide notes: Click to add notes for the selected slide
Text Captions: Add a Class using Class Search

Slide 14
Slide notes: Click to add notes for the selected slide
Text Captions: Part 1 - Shopping Cart

Slide 15
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Class Search radio button.

Slide 16
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Search button.
Slide 17
Slide notes: Click to add notes for the selected slide
Text Captions: The Class Search Criteria page appears.

Slide 18
Slide notes: Click to add notes for the selected slide
Text Captions: Enter the Course Subject, by selecting the drop down.

Slide 19
Slide notes: Click to add notes for the selected slide
Text Captions: Type the first character of the course, or scroll through the list.
In this example, Economics is the course.

Slide 20
Slide notes: Click to add notes for the selected slide
Text Captions: Now Economics appears in the Course Subject.
Slide 21
Text Captions: Type the three digit Course Number.

Slide 22
Slide notes: Click to add notes for the selected slide
Text Captions: This checkbox defaults off.

Slide 23
Slide notes: Click to add notes for the selected slide
Text Captions: We recommend that you keep Show Open Classes Only check box turned on, unless you wish to add your name to a Wait List. Note: If you leave this checkbox on, you will NOT see classes that already have a Wait List.

Slide 24
Slide notes: Click to add notes for the selected slide
Text Captions: This checkbox defaults off.
If you are a freshman, turn the Classes open to Freshmen check box on.

If not a freshman, leave checkbox off.

Select the Search button.

The Search Results page appears. Note: the My Class Schedule and Shopping Cart summaries appear. These default to only show the first class. To see additional courses, select the Show All link in either area.
Slide 29
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down to see section details.
Buttons switch between Show All and Collapse.

Slide 30
Slide notes: Click to add notes for the selected slide
Text Captions: Click Select Class to pick a specific section.

Slide 31
Slide notes: Click to add notes for the selected slide
Text Captions: Step 1

Slide 32
Slide notes: Click to add notes for the selected slide
Text Captions: Enter the following if necessary:
- Wait list if Class is Full
- Permission Number
- Grading Basis
- Number of Units
Slide 33
Text Captions: Note: This class does not allow for putting yourself on a Wait List or the number of units to be adjusted.

Slide 34
Text Captions: If allowed, Wait list option will appear above Permission Nbr.

Slide 35
Text Captions: If Units are editable a text box will appear similar to Permission Nbr. or Grading.

Slide 36
Text Captions: Let’s take a look at another example.
Slide 37
Slide notes: Click to add notes for the selected slide
Text Captions: Here is Example 2.

Slide 38
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 39
Slide notes: Click to add notes for the selected slide
Text Captions: Click the drop down arrow for Grading.

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: Grading Options could include:
- Audit
- Credit/No Credit
- Graded
Slide 41
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Audit will be selected.

Slide 42
Slide notes: Click to add notes for the selected slide
Text Captions: Continue filling out this page.

Slide 43
Slide notes: Click to add notes for the selected slide
Text Captions: We are back to Example 1.

Slide 44
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down.
Slide 45
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Next button.

Slide 46
Slide notes: Click to add notes for the selected slide
Text Captions: See ECON 103 has been added to the Shopping Cart.

Slide 47
Slide notes: Click to add notes for the selected slide
Text Captions: Again, remember just adding a class to your shopping cart does NOT mean you are registered.

Slide 48
Slide notes:
Text Captions: Part 2 - Move To Schedule
Slide 49
Slide notes: Click to add notes for the selected slide
Text Captions: To register, you must select a course from the shopping cart and complete all of the registration steps.

Slide 50
Slide notes: Click to add notes for the selected slide
Text Captions: Select the class you want to register for.
Note: You can select more than one class at a time; however, multiples may slow the process down.

Slide 51
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Enroll link.

Slide 52
Slide notes: Click to add notes for the selected slide
Text Captions: Notice you are now on Step 2 of the enrollment process.
Select the Finish Enrolling button.
Slide 57
Slide notes: Click to add notes for the selected slide
Text Captions: Status should show a green check mark. Successfully added.
Note: Important to read all messages!!

Slide 58
Slide notes: Click to add notes for the selected slide
Text Captions: Part 3 - Confirm Enrollment

Slide 59
Slide notes: Click to add notes for the selected slide
Text Captions: To confirm class added, select the My Class Schedule button.

Slide 60
Slide notes: Click to add notes for the selected slide
Slide 61
Slide notes: Click to add notes for the selected slide

Text Captions: If grading basis of Audit was selected, the word Audit would display here.

Slide 62
Slide notes: Click to add notes for the selected slide
Text Captions: If grading basis of Audit was selected, the word Audit would display here.

Slide 63
Slide notes: Click to add notes for the selected slide
Text Captions: Select the drop down arrow.

Slide 64
Slide notes: Click to add notes for the selected slide
Text Captions: Select Student Center item.
Slide 65
Slide notes: Click to add notes for the selected slide
Text Captions: Select the >> button to continue.

Slide 66
Slide notes: Click to add notes for the selected slide

Slide 67
Slide notes: Click to add notes for the selected slide
Text Captions: The Student Center page appears.

Slide 68
Slide notes: Click to add notes for the selected slide
Text Captions: In this tutorial you have learned the steps to add a class to your schedule using Class Search.
Summary
1) Add a class to your Shopping Cart
2) Move a class from your Shopping Cart to your Schedule
CONGRATULATIONS!!!
You have completed the "Add a Class using Class Search"
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 view PAWS Training web
* To sign into PAWS

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Text Captions: Click to add notes for the selected slide
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PAWS Tutorial

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