

Department	
Responsibility/Role	
File Name	Search Schedule of Classes_SPD_20141124085710
Revision	
Document Generation Date	11/24/2014 8:57:00 AM
Date Modified	2/13/2015 1:54:00 PM
Last Changed by	sbrock 11.22
Status	sent for review 11.26

Search Schedule of Classes

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

System Process Document

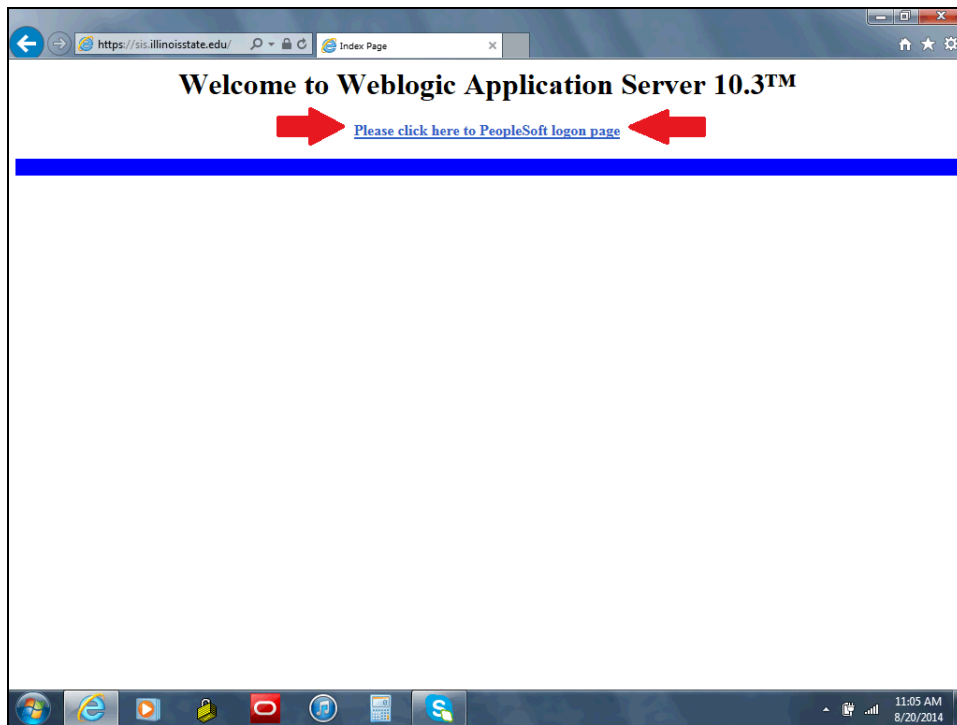
Search Schedule of Classes



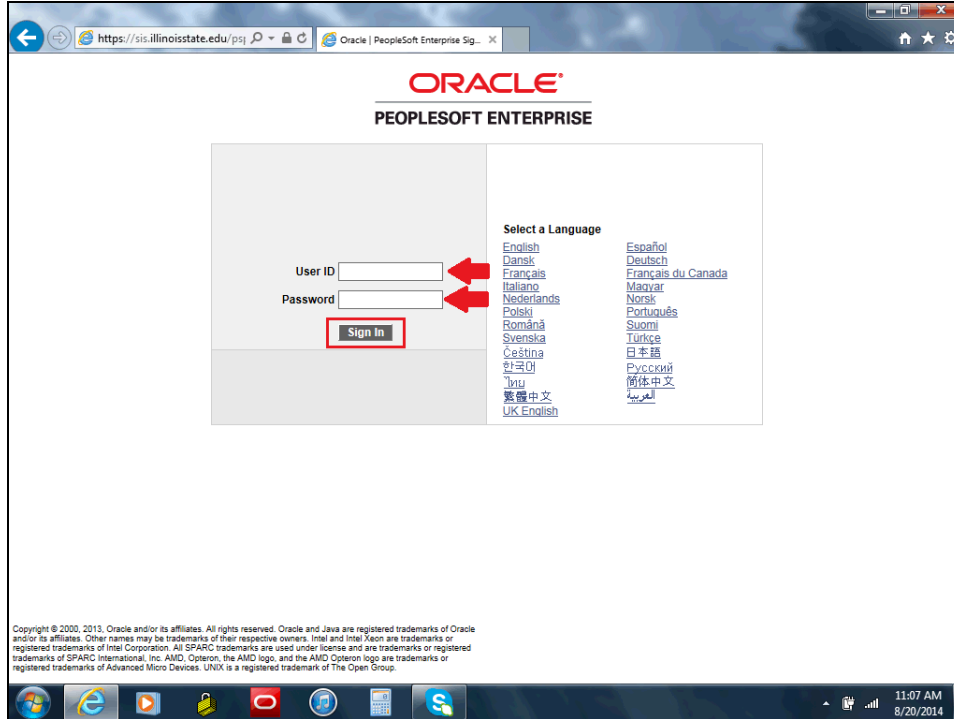
Procedure

In this topic, you will learn how to **View the Schedule of Classes**.

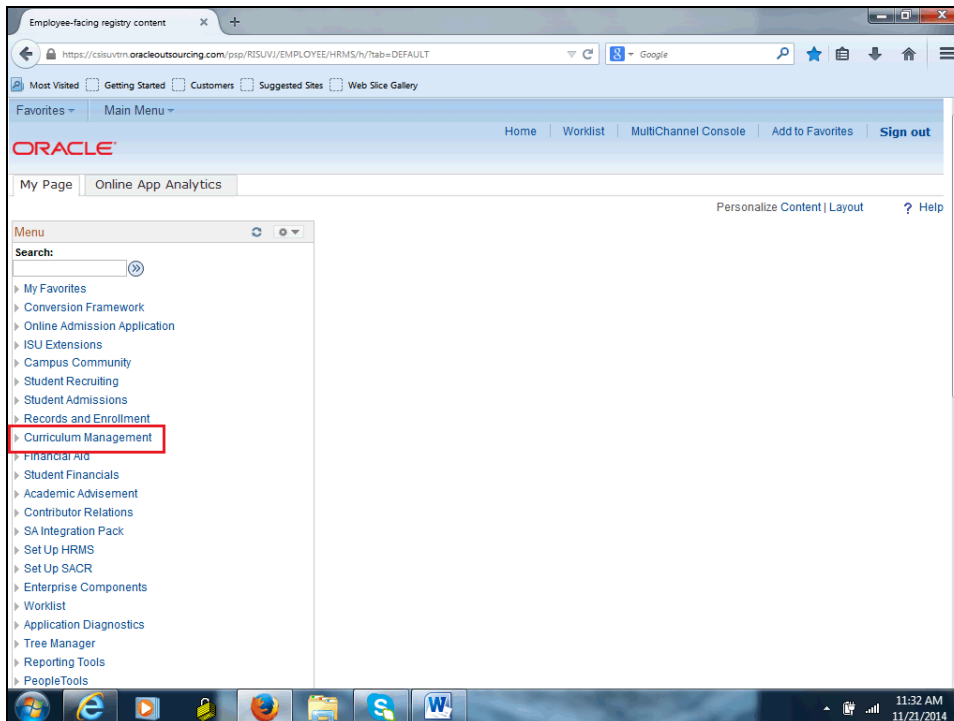
Step	Action
1.	Summary: You want to access information about a class that has been scheduled for a particular term. You must search the schedule of classes to find the information.



Step	Action
2.	To sign in to Campus Solutions, go to sis.illinoisstate.edu. Click the Please click here to PeopleSoft logon page link.



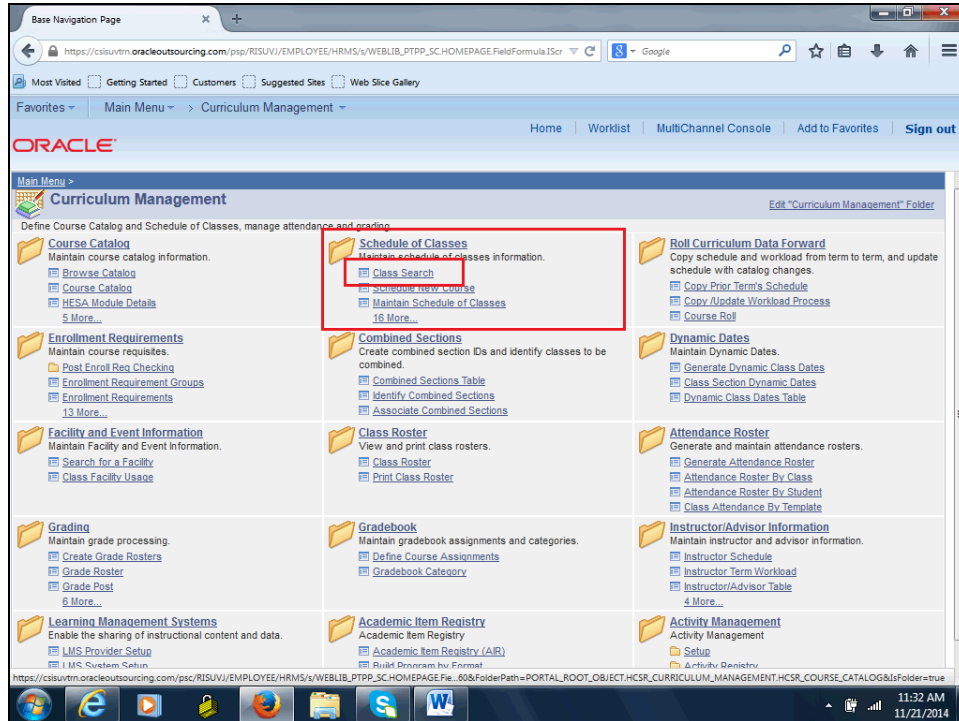
Step	Action
3.	You will be directed to the Campus Solutions logon screen. Enter your User ID and Password then click the Sign In button.



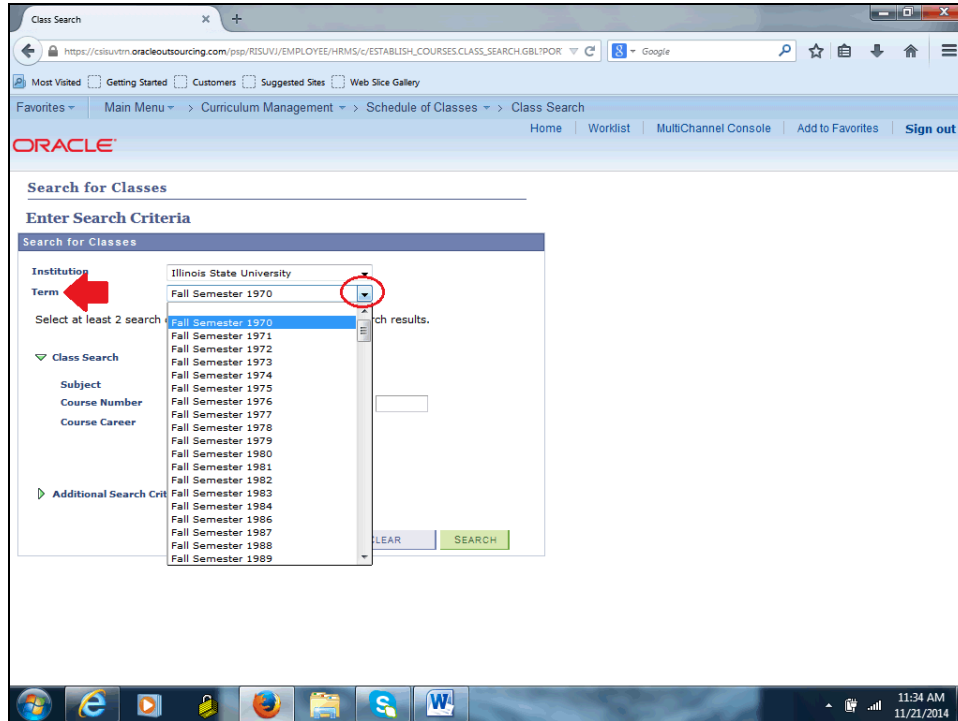
System Process Document

Search Schedule of Classes

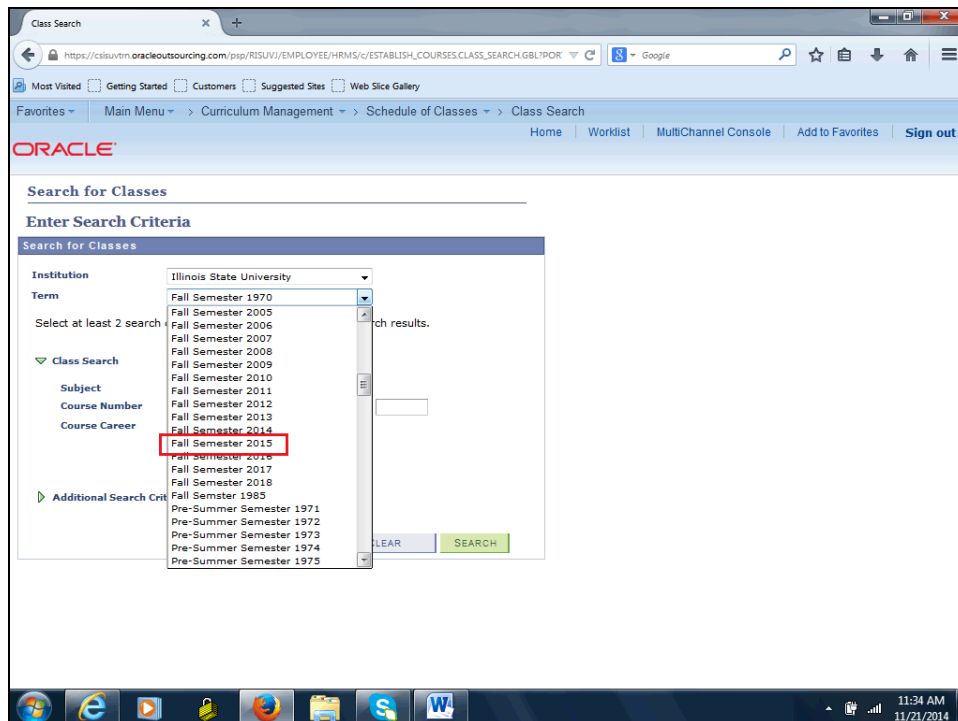
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Schedule of Classes is within the Curriculum Management menu.</p> <p>Click the Curriculum Management link.</p>



Step	Action
5.	<p>Class Search is within the Schedule of Classes folder.</p> <p>Click the Class Search link.</p>



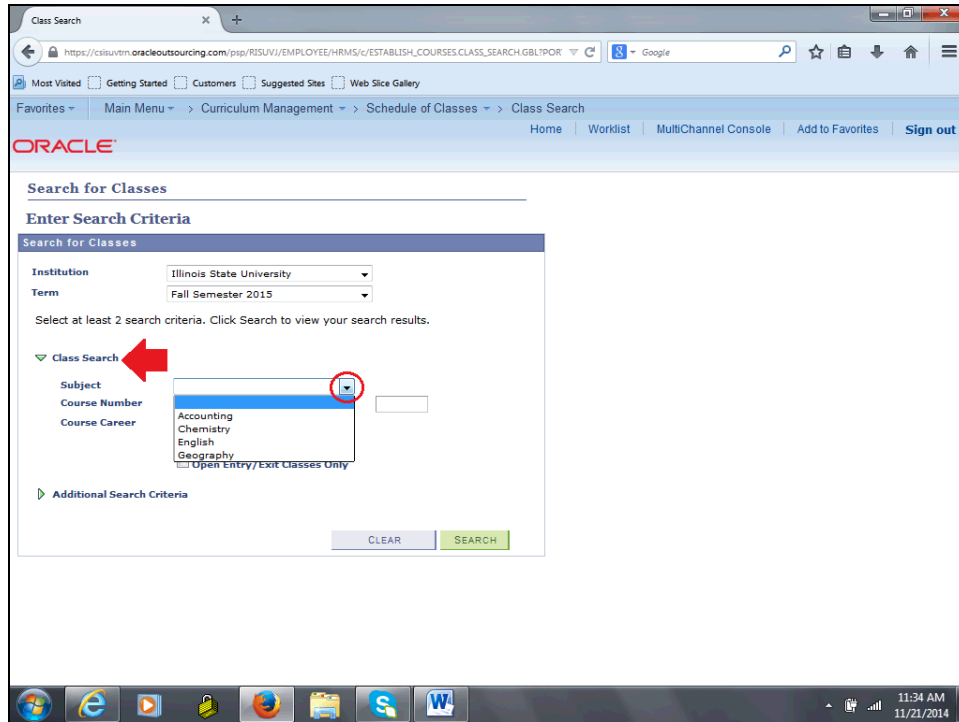
Step	Action
6.	Click the Term drop down menu button and select the term you wish to view classes for.



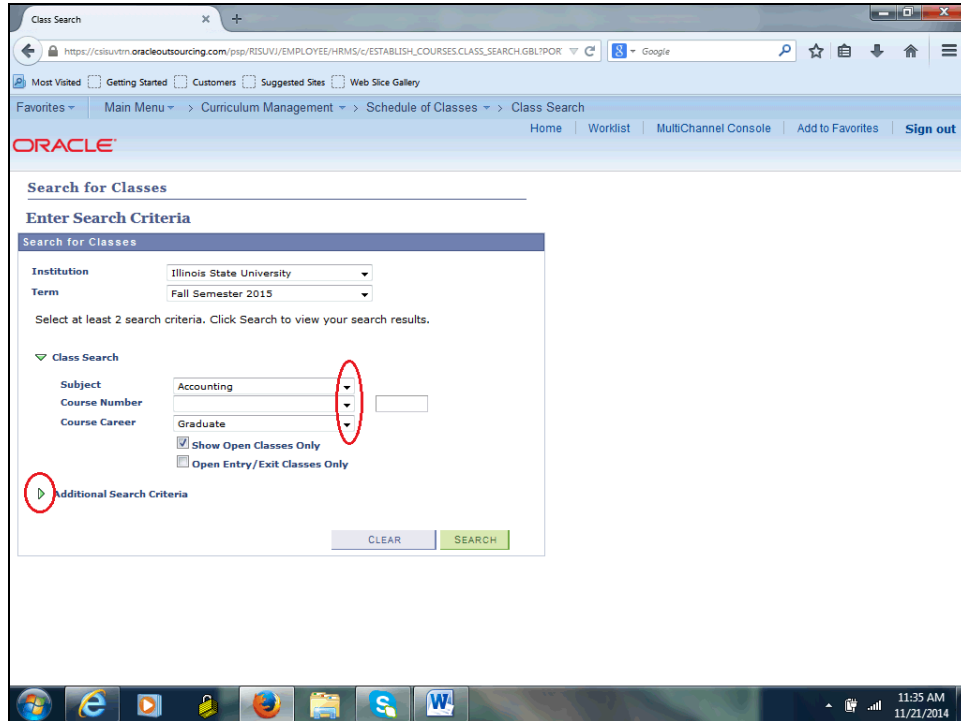
System Process Document

Search Schedule of Classes

Step	Action
7.	For this example, select the <i>Fall Semester 2015</i> term link from the list.



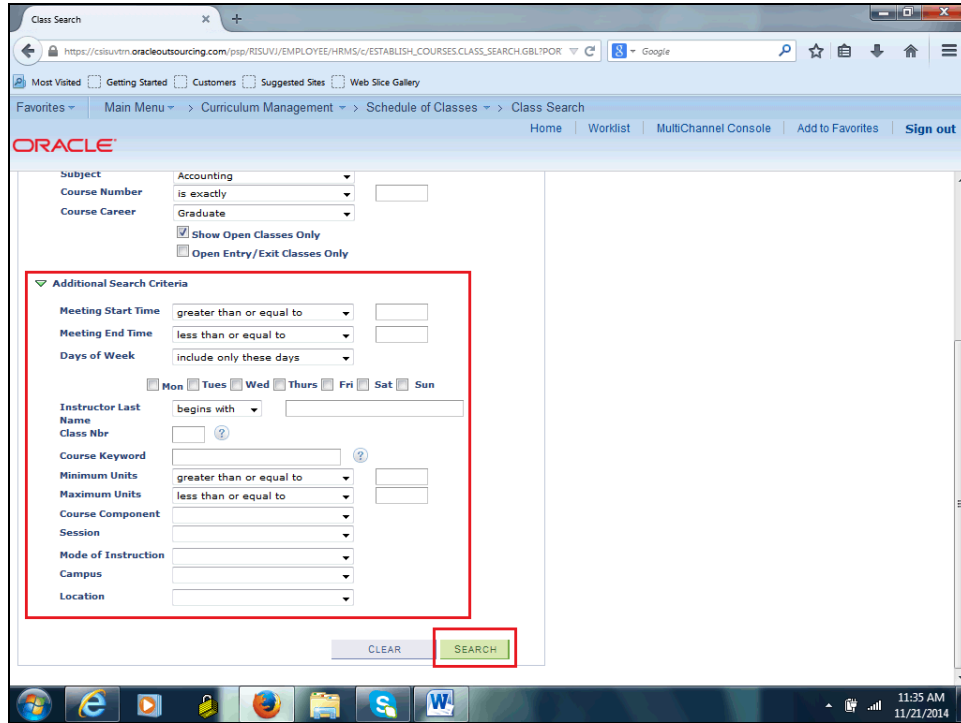
Step	Action
8.	Click the Subject drop down menu button and select a subject from the list.



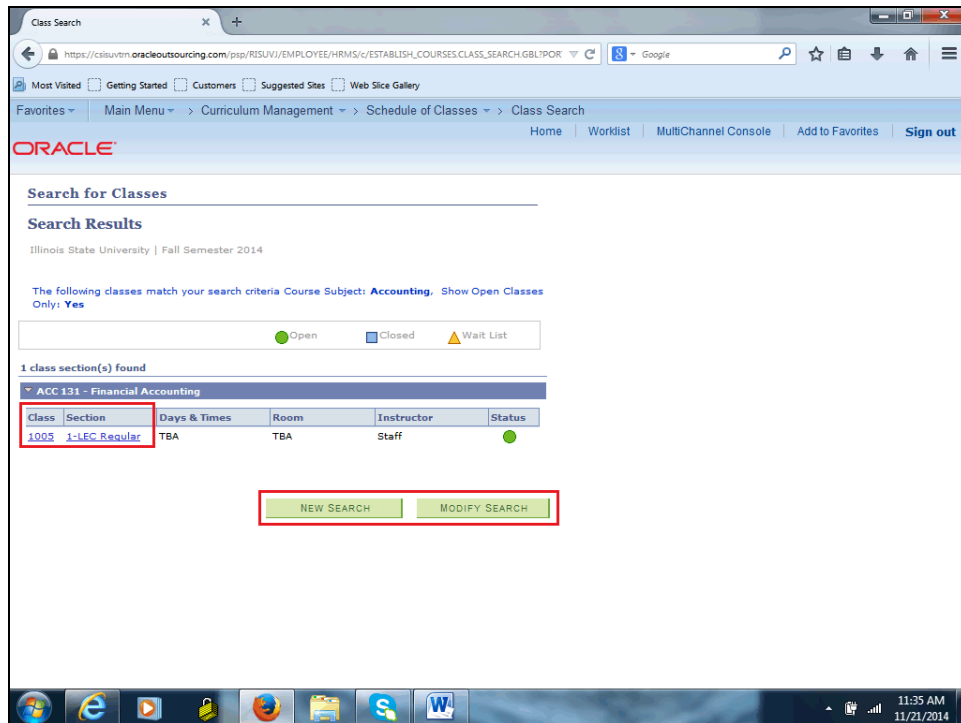
Step	Action
9.	<p>Further define the search results by selecting a Subject, Course Number and Course Career.</p> <p>Click the Additional Search Criteria link.</p>

System Process Document

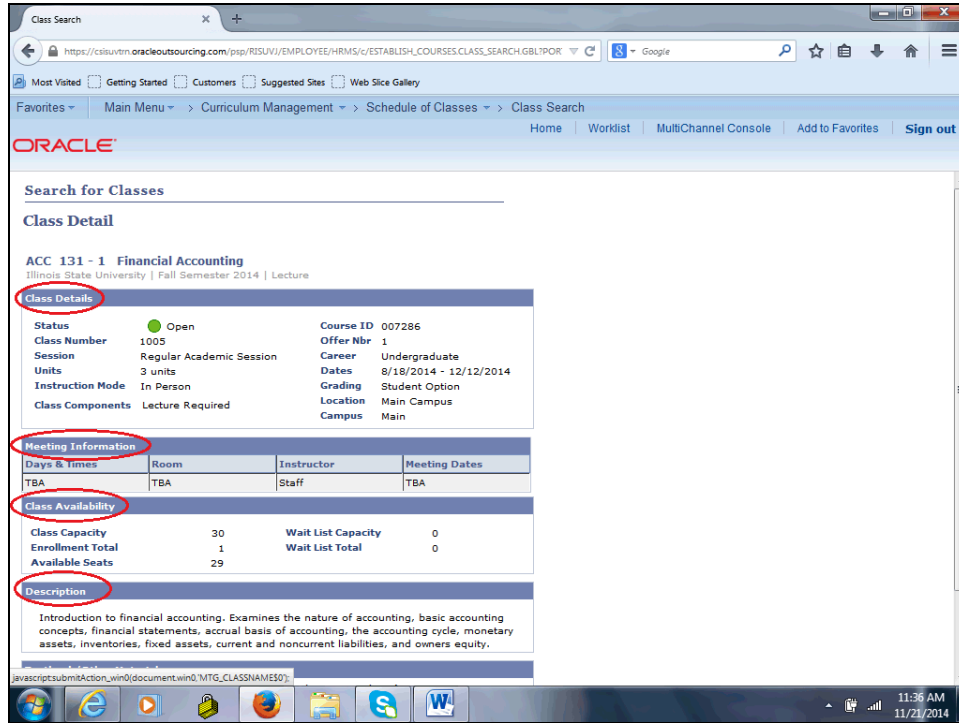
Search Schedule of Classes



Step	Action
10.	Enter or select additional search criteria. Click the Search button.



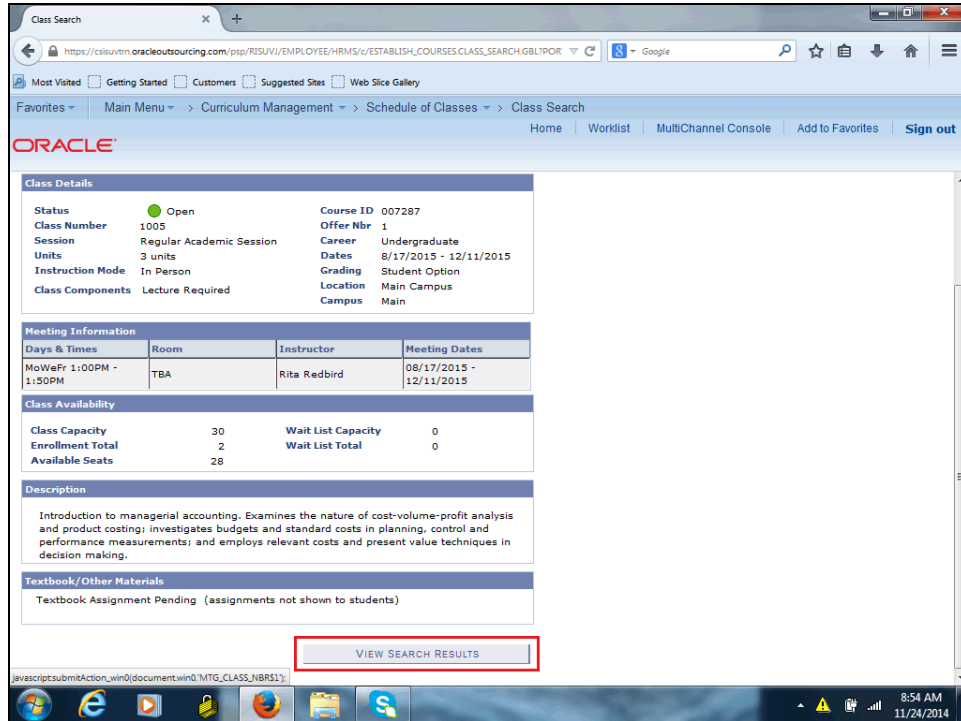
Step	Action
11.	<p>A list of classes will be displayed based on the search parameters selected.</p> <p>To view the Class details, click the Class or Section links.</p> <p>Click the New Search or Modify Search to start a new search, or modify the existing search.</p>



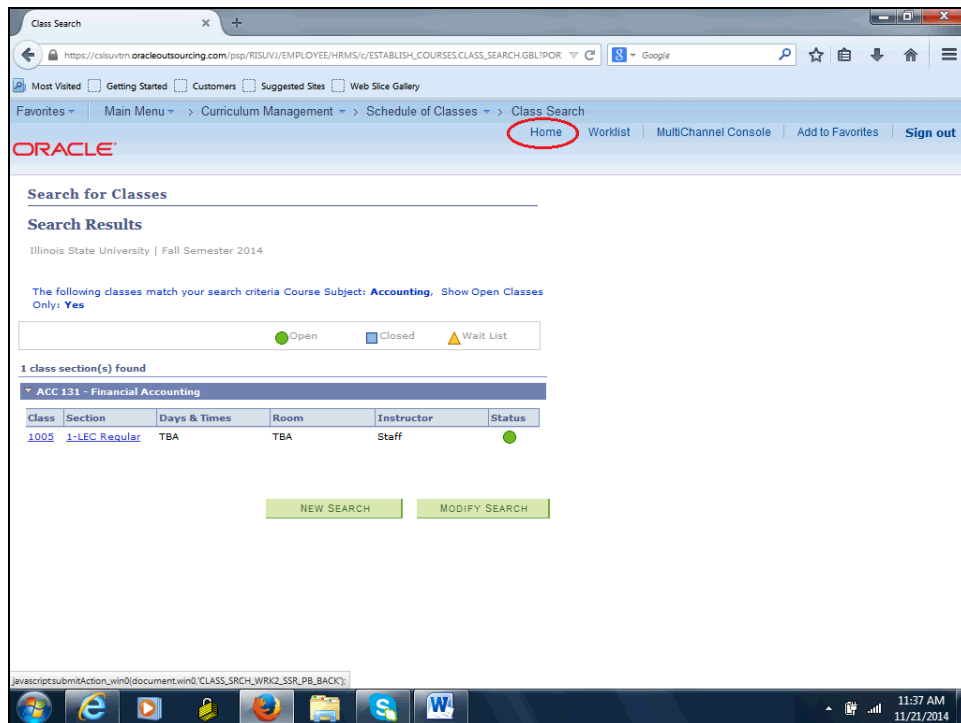
Step	Action
12.	<p>The details of the class such as the Status, Meeting Information, Class Availability, Description and Textbook information will be displayed.</p>

System Process Document

Search Schedule of Classes



Step	Action
13.	To return to the Search Results screen, scroll down and click the View Search Results button.



Step	Action
14.	To return to the Navigation Menu page, click the Home link at the upper right of the screen.
15.	Congratulations, you have completed Searching for a Schedule of Classes . End of Procedure.