

Office of Class Management

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PantherSoft Training Guide for Schedulers

FIU Florida International University

SEARCH

Class Search

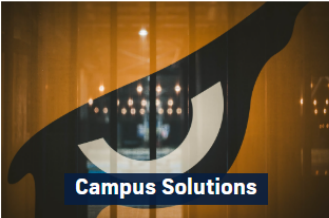
Office of Class Management


[Home](#) [OCM Scheduler Training](#) [Forms and Resources](#)


The Office of Class Management assists the university by providing training, resources, and structure to ensure the university academic schedule is accurate and efficiently allocates general assignment classrooms.


Our duties encompass:


- Proficient management of academic schedule data within PantherSoft
- Coordination and oversight of reservations through the 25Live Reservation system.
- Facilitation of inquiries and support requests via the OCM Helpdesk ticket system.


**Campus Solutions**

**OCM Help Desk**

**25Live Reservation System**

**OCM Scheduler Training**

**OCM Deadlines**

**Classroom Information**

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Introduction:

Schedulers will have access to edit the schedule inside PantherSoft during specific keying-in time periods throughout the year. After the deadline passes, schedulers will have to submit any changes to the schedule via OCM Helpdesk tickets- for more on OCM Helpdesk (separate training).

The instructions below are for those specific keying-in periods, in which Schedulers can edit their departmental courses for a particular term.

Before you begin, you need to run a query to identify which classes rolled over from the previous “like term”. Use the following query: **FIU_OCM_SCHEDULE_CHAR**

1. **Log onto PantherSoft** = <https://psprod.fiu.edu/psp/students/?cmd=login>
2. **Sign in** = User ID and Password are required.

- [Main Menu](#)>[Query Viewer](#)

Step 1: Run Query

Look over the new schedule that you receive from your chairperson – every class on that schedule must specify:

- Campus that the class will be offered
- Instructor (s)
- Meeting Start Time and Meeting End Time
- Days that the class will meet
- Enrollment capacity of the class
- Requested room cap
- Does the class need specific technology equipment?
- Does the class need a Special Room Requests? Form provided by OCM; must be submitted via OCM Helpdesk.
- Does the class need Notes so the students can read when registering?
- Will the class be combined with another class?

Do not begin the keying-in process without having this information above on the schedule that you receive from your supervisor.

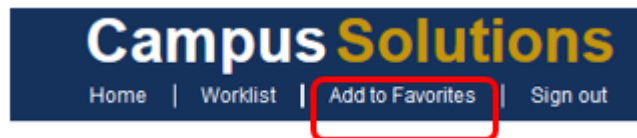
Step 2: Where to Begin

- Compare the schedule query to the schedule you received from your supervisor.
- Make notes as to which sections need to be canceled from the system, particularly if they will not be offered again.
- Make notes as to which sections need to be added and which ones need to be modified.
- Start with the Basic Data tab, then save
- Meetings tab, then save
- Enrollment Cntrl tab, then save

Finish all the details of one class before you start working on the next class.

Maintain Schedule of Classes

Navigate to: • [Main Menu](#)>[Curriculum Management](#)>[Schedule of Classes](#)>[Maintain Schedule of Classes](#)



Tip: Add to your favorites

In the **Basic Data Tab**: you can **add or modify**

- Section number
- Campus
- Location code
- Check the Student Specific Permission box
- Check the Schedule Print box
- Instruction Mode

In the **Meetings Tab**: you can

- Assign meeting times
- Assign meeting days
- Add second meeting patterns (if your class requires it)
- Assign Department room (Facility ID Field)
- Add second meeting patterns (if your class requires it)
- Assign Instructor (or multiple Instructor if your class requires)
- Assign Instructor Role
- Assign Instructor Access
- Assign Room Characterizes classroom requirements (like Computer Lab, Back to Back Courses for Inst., etc.)

In the **Enrollment Cntrl** Tab: you can

- Set Class Status
- Edit Add/Drop Consent Status
- Assign Requested Room Capacity
- Assign Enrollment Capacity

In the **Note Tab**: you can

- Add/Modify any notes

Starting the Keying-In Process

Adding, Modifying, and/or Canceling a Class

Navigate to: **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes**

Tabs you will use: Basic Data Tab, Meetings Tab, and Enrollment Cntrl Tab

The screenshot shows the 'Maintain Schedule of Classes' window. The 'Basic Data' tab is selected and highlighted with a red box. Callouts provide the following information:

- Basic Data tab**: Points to the 'Basic Data' tab in the top navigation bar.
- Session: Regular Academic Session**: Points to the 'Session' dropdown menu.
- Class Section: U01**: Points to the 'Class Section' dropdown menu.
- Component: C for Class Lecture**: Points to the 'Component' dropdown menu.
- Campus: click icon, select for the list "UPARK"**: Points to the 'Campus' dropdown menu.
- Location "1000 = MMC"**: Points to the 'Location' dropdown menu.
- Instructor Mode: Select for the list**: Points to the 'Instruction Mode' dropdown menu.

Other visible fields include:

- Course ID: 025403
- Academic Institution: Florida International Univ
- Term: Spring Term 2016
- Subject Area: NUR
- Catalog Nbr: 3535
- Course Offering Nbr: 19689
- *Start/End Date: 01/11/2016 to 04/30/2016
- Event ID:
- *Associated Class: 1
- Units: 3.00
- *Campus: UPARK
- *Location: 1000
- *Academic Organization: NURSNG-2
- Academic Group: CNHS
- *Holiday Schedule: ACAD
- *Instruction Mode: P
- Primary Instr Section: U01
- Class Topic: Course Topic ID:
- Equivalent Course Group: Course Equivalent Course Group:
- Class Equivalent Course Group:
- Class Attributes table:

*Course Attribute	*Course Attribute Value	
CORE	Cat-Core-Cur-Ind (FICAT)	N Does not meet Core Requirement
GNED	Cat-General-Educ-Ind (FICAT)	N Does not meet General Educ Req

Adding a New Section to a Class

Navigate to: **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes**

Tabs you will use: Basic Data Tab, Meetings Tab, and Enrollment Cntrl Tab

Adding a New Course

To add a new class that was not offered in a previous semester, then

Navigate to: **Main Menu>Curriculum Management>Schedule of Classes>Schedule New Class**

Tabs you will use: Basic Data Tab, Meetings Tab, and Enrollment Cntrl Tab

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Schedule New Course](#)

[Basic Data](#) | **[Meetings](#)** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Class Sections [Find](#) | [View All](#) | First 2 of 3 Last

Course ID: 025403 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2016 Undergrad
 Subject Area: NUR Nursing, Generic Undergrad
 Catalog Nbr: 3535 Psychosocial Nurs

Session: 1 Regular Academic Session
 Class Section: Component: Class Lecture
 Associated Class: 1

Meeting Pattern [Find](#) | [View All](#) | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 8:00AM 8:50AM 01/11/

Topic ID: Free Format Topic:
☐ Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Assignment	Workload	*ID	Name	*Instructor Role	Print	Access	Contact
		1700001	.,TBA	Prim Ins	<input checked="" type="checkbox"/>	Submit	

Academic Shift [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

[Save](#) [Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Basic Data](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Meetings tab
 Mtg Start, Enter e.g. "08:00am" (SMP)
 Mtg End e.g. "08:50am".
 Select M, W, F

At least one Instructor needs to be set as "Submit" to submit grades.

Click the "ID" field. Enter the "Instructor PantherSoft ID".
 Enter eg: **1700001** if you know who will be teaching, but has not been processed.
 Enter eg: **1000000** if you don't know who will be teaching.

All Course need a "Primary Instructor"

Check the box so students can see Instructor on Course Catalog.

Canceling a Section

To delete section(s) that will not be offered in the semester you are working in, then follow the steps below.

Navigate to: **Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes**

Tabs you will use: Meetings Tab

1. Click the minus sign in the Meeting Pattern section to delete the section.

The screenshot shows the PantherSoft Scheduler interface. The breadcrumb navigation at the top reads: **Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course**. Below this is a tabbed interface with the following tabs: **Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface**. The **Meetings** tab is active.

The **Class Sections** section displays the following information:

Course ID:	025403	Course Offering Nbr:	1
Academic Institution:	Florida International Univ		
Term:	Spring Term 2016	Undergrad	
Subject Area:	NUR	Nursing, Generic Undergraduate	
Catalog Nbr:	3535	Psychosocial Nurs	

Below this, the **Session:** 1 is shown as a **Regular Academic Session** with **Class Nbr:** 0. The **Class Section:** is 1, and the **Component:** is **Class Lecture**. The **Associated Class:** is 1. The **Event ID:** is also shown.

The **Meeting Pattern** section is at the bottom. It includes fields for **Facility ID**, **Capacity**, **Pat**, **Mtg Start** (8:00AM), **Mtg End** (8:50AM), and a day selection grid (M, T, W, T, F, S, S). The ***Start/End Date** is set from 01/11/2016 to 04/30/2016. There are also fields for **Topic ID** and **Free Format Topic**. A red callout box with the text "Click on the minus sign." points to the minus sign icon in the top right corner of the Meeting Pattern section.

Checking the Schedule for Errors

Once you are done updating the schedule in PantherSoft, then you need to check the schedule for errors.

When you are finished keying-in the new schedule, run the query again and compare the results with the schedule that you received from your supervisor.

Make sure you deleted all of the classes that rolled over that your department will not be offering in that semester.

Query: FIU_OCM_SCHEDULE_CHAR

1. **Section numbers** must match **Campus**
2. **AM/PM mistakes**
3. Common mistakes: 10:00am-10:50pm or 11:00pm-1150pm
4. **Offer Nbr Column** on query should always say “1”

-Only SPECIAL section numbers should have a “40” in this column-otherwise tuition rates are affected

5. **Classes with Meeting Days also have Meeting Times** and vice versa
6. **All classes begin at standard starting times –**
7. **No courses should be scheduled during the university free period**
8. Check classes for second meeting patterns that rolled over in the Meetings Tab – delete second meeting patterns, if they are not needed.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Term	Acad Group	Acad Org	Sessi	Class Nbr	Subject	Catalog	Section	Descr	Enrl Stat	Class Stat	Component	Mode	Cap Enrl
1158	CEDUC	TEACHLRNG	1	80002	EEC	3204	U01	Issues In Eec	O	A	C	P	30
1158	CBADM	FINANCE	1	80003	FIN	4651	RVC	Lat Am Fin Mkt & Ins	O	A	C	I	50
1158	CASCI	CHEMISTRY	1	80946	CHM	2210L	U09	Org Chem Lab I	C	A	L	P	0

Combining Sections

Navigate to: **Main Menu>Curriculum Management>Combined Sections>Combined Sections Table**

Tabs you will use: Find an Existing Value

1. Select the **Term** and **Session**, then **Search**

2. Click on the plus sign to add a row, and a blank row will appear.

*Combined Sections ID	*Description	*Short Description	
8388	PSY4931RVE/RPE	PSY4931RVE	View Combined Sections + -
8389			+ -
8387	CLP4374RVD/RPD	CLP4734RVD	View Combined Sections + -

3. Enter the 2 class numbers you want to combine; it will automatically populate the fields.
4. Once complete, save (**Alt+1**)

Comb
Sec ID

Add Class
numbers

Total of all caps combined

Identify Combined Sections

Academic Institution: FIU01 Florida International Univ
Term: 1161 Spring Term 2016
Session: 1 Regular Academic Session
Combined Sections ID: 8386 PSY4302RVC/RPC
*Combination Type: Cross Subject

☒ Permanent Combination
☐ Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity

Requested Room Capacity: 70 Enrollment Capacity: 70 Wait List Capacity: 0

Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
21182	PSY	4302	RVC	Open	9999	50	0	0	0	CASCI
21288	PSY	4302	RPC	Open	9999	20	0	0	0	CASCI

Modifying a combined course

1. Click on the plus sign/Minus to delete. Enter the class number you want to add. It will automatically populate the fields.

Add class
numbers

Identify Combined Sections

Academic Institution: FIU01 Florida International Univ
Term: 1161 Spring Term 2016
Session: 1 Regular Academic Session
Combined Sections ID: 8386 PSY4302RVC/RPC
*Combination Type: Cross Subject

☒ Permanent Combination
☐ Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity

Requested Room Capacity: 70 Enrollment Capacity: 70 Wait List Capacity: 0

Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
21182	PSY	4302	RVC	Open	9999	50	0	0	0	CASCI
21288	PSY	4302	RPC	Open	9999	20	0	0	0	CASCI

Edit, Cancel or Delete a combined section- Stop!

When a combined section exists on the combined sections table, **both courses share the meeting pattern**. To delete or cancel 1 of the 2 or 3 classes, you must uncombined the course on the Combined Sections table first.

Navigate to: **Main Menu>Curriculum Management>Combined Sections>Combined Sections Table**

Tabs you will use: Find an Existing Value

1. Select the Term and Session, then Search
2. Find the combined class by clicking on Ctrl + F and searching for the class prefix or Combined Section ID number.
3. Select **View Combined Section** link for the class you are looking to edit.
4. Edit the Requested Room Cap and the Enrollment Cap, according to your new caps on each class. Combined courses meet at the same time, in the same classroom, with the same professor.
5. To make a combined section that meets at different times or on different campuses, click on "Skip Meeting Pattern".

Deleting both Combined Courses

Navigate to: **Main Menu>Curriculum Management>Combined Sections>Combined Sections Table**

Tabs you will use: Find an Existing Value

1. Select the **Term** and **Session**, then **Search**
2. Find the combined class by clicking on Ctrl + F and searching for the class prefix or Combined Section ID number.
3. Select **View Combined Section** link for the classes you are looking to edit.
4. Click on the minus sign.

End