Course Rotation Modification in PeopleSoft

Business Process Guide

Background

Currently, course rotation data is manually compiled in an Excel spreadsheet, PDF'd and the PDF's posted to public webpages; this data is not recorded in PeopleSoft at all. Through work on the u.direct implementation project, design discussions have identified a means to create a page in PeopleSoft to allow direct entry of course rotation data by applicable department staff. Once entered into the PeopleSoft page, HSU views will take the rotation data, identify a pattern and extrapolate the future dates through X year, or indefinitely for each course. Included on the page will be a link to a public-facing webpage (via a local APEX application) that will use the HSU views created on the PeopleSoft side to display the rotation data. Discussions with the Dean and Assoc Dean of CNRS and with the Interim Dean of CAHSS have confirmed their wish to continue the current practice followed by departments related to initial development of, or changes to, the course rotations with their department staff or Chairs (for example: discussed via group or individual meetings) as well as the approval process (for example: approved by group at meeting, between Dean and Chair, etc.) outside of this new modification.

Permissions to the modification in PeopleSoft have been added to the Department Coordinator and College Administrator roles that already exist in the ARF process. If a department has courses that are only available "on-demand" and no set rotation is available, once you do have demand for one of those courses simply follow the steps below to add the on-demand course to your listing in PeopleSoft to include the course for the specific time frame (for example if you have demand for Fall 2017 only, you would use Year from: 2017 and Year to: 2017 for Every how many years (1 year) with Fall being the only offering. This is explained further in the steps below).

To assist with management of the course rotations, audits of the data have been created:

Audit C71: shows courses being offered in the course rotation, but not in the class schedule
Audit C211: show courses with no rotation pattern

and can be found here: http://www2.humboldt.edu/irp/ClassSchedule.html

Path

The modification can be reached via the following navigation path: Main Menu>Humboldt CS Customization>HUM-Curriculum Management>Course Rotation

Role

Permissions have been added to the College/Department Coordinator and College Administrator (HUMCSSR) roles that already exist and are requested via the ARF process (see: Account Request Form).

Business Process Steps

1. Begin by logging into PeopleSoft HCM (you may already have a bookmarked page or you can access PeopleSoft HCM production from myHumboldt portal).
2. Navigate to Main Menu>Humboldt CS Customization>HUM-Curriculum Management>Course Rotation

Main Menu > Humboldt CS Customization >

📁 HUM - Curriculum Management

Course Rotation
Course Rotation

3. On the Course Rotation page, click the Add a New Value tab then enter the subject area, example MATH or ENGL or BIOL or PSYC. This will open a page where you can start entering the course rotation data. You can always click the magnifying glass to pull up a list of values to choose from.

Course Rotation

| Find an Existing Value | **Add a New Value** |

Subject Area: PSYC 🔍

Add

4. Or if you just want to search for existing data already entered, please use the Search by: feature by entering a Subject Area, example MATH or ENGL or BIOL or PSYC and clicking Search.

Course Rotation

Enter any information you have and click Search. Leave fields blank for a list of all values.

| **Find an Existing Value** | Add a New Value |

▼ **Search Criteria**

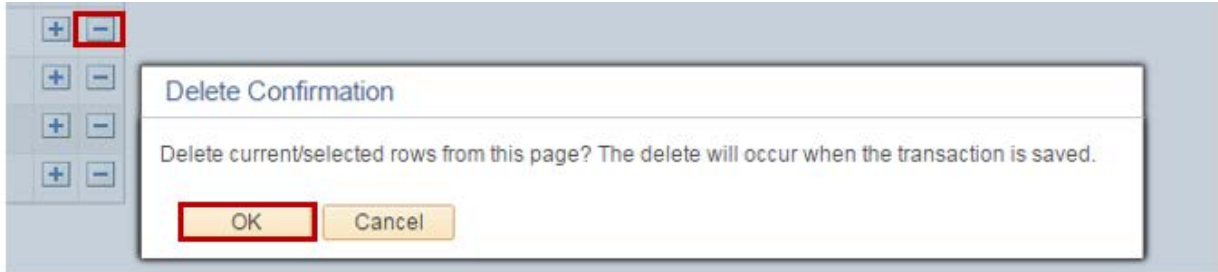Search by: [Subject Area ▼] begins with [ ]

Search | Advanced Search

5. On the page, begin by entering a *Catalog Nbr* (see magnifying glass for values if needed) then the starting year *Year From*. Then the final year (*Year To*) to which you want the pattern to apply (or 9999 for an indefinite end). Next enter *Every how many years* the course will occur, does it happen every year or every 2 years and then define the term - happens every year in Fall only, happens every year but only in Spring or happens Fall and Spring every 2 years, etc. If the course is only offered 1 time, then enter the start year and end year the same and choose the 1 term the course will be offered (for example? Year From: 2018 Year To: 2018, Every how many years is 1 then term: Fall – this would create 1 row for 2018 Fall term only.

	Subject Area	*Catalog Nbr	*Year From	*Year To	*Every how many years	Fall	Spring	Summer		
1	INTL	100	2017	9999	1	✔	☐	☐	+	−
2	INTL	210	2017	9999		✔	✔	☐	+	−

6. If you want to delete a row, simply click the minus - *button* and confirm deletion with OK.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK   Cancel

7. To add a row, simply click the *+ button* and a new row will appear below.

	Subject Area	*Catalog Nbr	*Year From	*Year To	*Every how many years	Fall	Spring	Summer		
1	INTL	100	2017	9999	1	✔	☐	☐	+	−
2	INTL	210	2017	9999	1	✔	✔	☐	+	−
3	INTL	220	2017	9999	1	✔	☐	☐	+	−
4	INTL		2016	9999		☐	☐	☐	+	−

Save

Maintain Pattern | Display As List

8. Continue the process of adding your data until you get to your last course rotation row then click *Save* at the bottom.

9. NOTE: if you are trying to enter a rotation that has an odd rotation, for example every 1 ½ years or every 2 ½ years, you will need to enter 2 rows of data for that course - see below for PSCI 410 course example.

Course rotation from existing PDF:

CRIMINOLOGY & JUSTICE STUDIES ROTATION PLAN (as of 10.18.2016)	Spring 17	Fall 17	Spring 18	Fall 18	Spring 19	Fall 19	Spring 20
PSCI 410. American Constitutional Law (American Institutions)	X	X	X		X	X	X

Rows entered in PeopleSoft to represent the rotations.

Maintain Pattern | Display As List

	Subject Area	*Catalog Nbr	*Year From	*Year To	*Every how many years	Fall	Spring	Summer		
1	PSCI	410	2017	9999	1	☐	☑	☐	+	–
2	PSCI	410	2017	9999	2	☑	☐	☐	+	–

Personalize | Find | View All | 🗗 | ▦   First ◀ 1-2 of 2 ▶ Last

Which creates the rotation list which will be displayed on the Open Public Course Rotation Web Page:

Maintain Pattern | **Display As List**

Personalize | Find | View All | 🗗 | ▦   First ◀ 1-13 of 14 ▶ Last

	Subject Area	Catalog Nbr	Term	Term Descr
1	PSCI	410	2172	SPR 2017
2	PSCI	410	2174	FALL 2017
3	PSCI	410	2182	SPR 2018
4	PSCI	410	2192	SPR 2019
5	PSCI	410	2194	FALL 2019
6	PSCI	410	2202	SPR 2020
7	PSCI	410	2212	SPR 2021
8	PSCI	410	2214	FALL 2021
9	PSCI	410	2222	SPR 2022
10	PSCI	410	2232	SPR 2023
11	PSCI	410	2234	FALL 2023
12	PSCI	410	2242	SPR 2024
13	PSCI	410	2252	SPR 2025
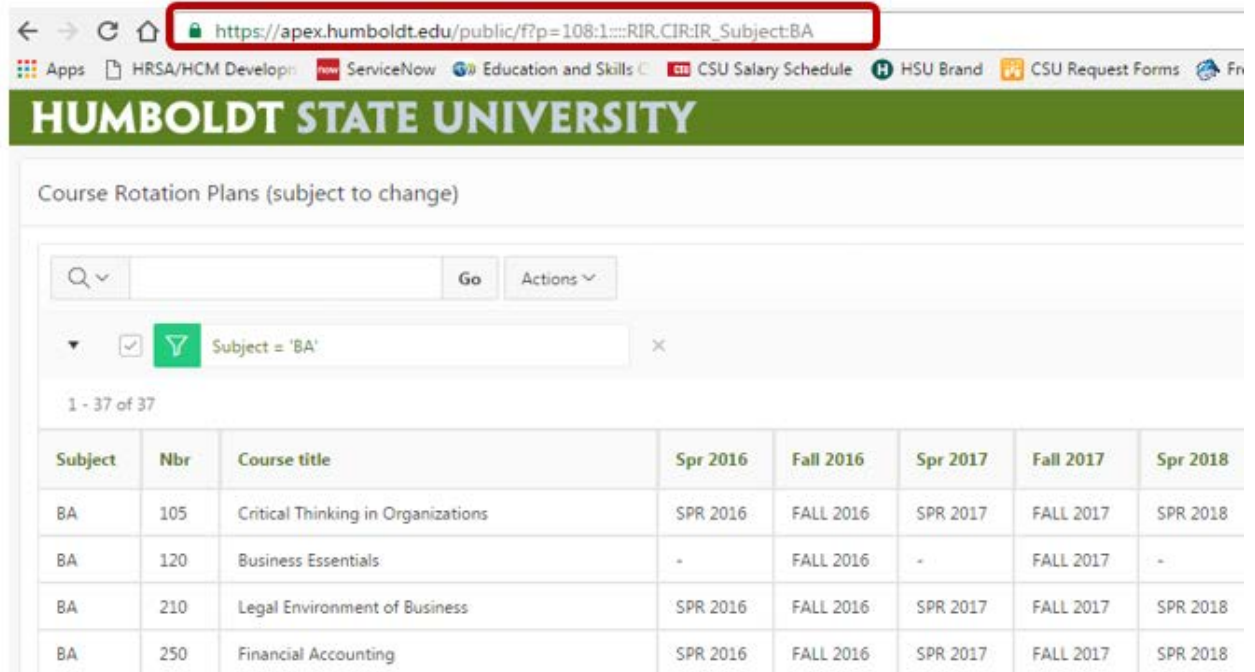
Open Public Course Rotation Web Page

🖫 Save

Maintain Pattern | Display As List

10. Now you can look at the pattern that was created from your data entry rows by clicking on the *Display As List* tab at the top. This will display a list of the course rotations entered so you can compare them for accuracy prior to publishing them for public display.
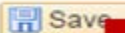
11. Once you are good with the accuracy, simply click the link *Open Public Course Rotation Web Page* and copy the link for posting to the HSU Course Rotation page. You only have to replace the existing PDF link once - any further updates you make to the Course Rotation data in PeopleSoft will be displayed on the HSU Course Rotation page the following day (as of 5 a.m.) after you make your changes and click *Save.*

Copy link

NOTE: The public web page has *Actions* that allow download of the data in various forms. This page also provides a *Subject filter* so the user can search for various subjects to see all their courses across degree programs.

12. Use copied link to replace PDF link below by sending the link via email to the Admin who currently manages this page (currently, Lauren Lynch - Spring 2017).

NOTE: As of Fall 2017, course rotations by Major are now available on the official course rotations page. These are similar to the rotations by subject so when changes are made to the individual subject courses in PeopleSoft via the Course Rotations modification, the Majors will be updated on the new page.

HUMBOLDT STATE UNIVERSITY

Course Rotations by Major

University Course Rotation Page

University Course Rotations by Subject

- Anthropology
- Art
- Biological Sciences – (includes Biology, Botany, and Zoology)
  - Biology
  - Botany
  - Zoology
- Business Administration
- Chemistry
- Child Development
  - American Indian Education
- Chinese
- Communication
- Computer Science
- Criminology and Justice Studies
- Critical Race, Gender & Sexuality Studies
  - See also Ethnic Studies and Women's Studies
- Dance

Course Rotations by Major

HUMBOLDT STATE UNIVERSITY

Course Rotations by Subject

University Course Rotation Page

University Course Rotations by Major

- Anthropology by Major
- Applied Mathematics by Major
- Art by Major (Education Option)
- Art by Major (History Option)
- Art by Major (Studio Option)
- Biology by Major (Cellular/Molecular Emphasis)
- Biology by Major (Ecology & Biodiversity Concentration)
- Biology by Major (Environmental Concentration)
- Biology by Major (General Concentration)
- Biology by Major (Marine Concentration)
- Biology by Major (Science Education Concentration)
- Botany by Major
- Business Administration by Major
- Business Administration by Major: Accounting Concentration
- Business Administration by Major: Economics Concentration
- Business Administration by Major: Finance Concentration
- Business Administration by Major: International Business Concentration

Please remember that when you land on the page with the course rotation information whether by subject or major, you can use the various options at the top of the page to filter or search and the *Actions* drop-down menu has additional filtering and download options.

HUMBOLDT STATE UNIVERSITY

Course Rotation Plans (subject to change)

Major
CJS-Criminology and Justice Studies

Show Courses Used In
☐ Institutions ☐ General Ed ☐ DCG ☑ Major Courses   *Currently offered course for term

🔍⌄ [   ]   Go   Actions ⌄

1 - 39 of 39

Course Used In	Course	Course title	Fall 2017	Spr 2018	Fall 2018	Spr 2019
Major Courses - Criminology and Justice Studies: Core	CRIM125	Introduction to Criminology and Justice Studies	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	CRIM225	Inequalities/Criminalization	-	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	CRIM325	Law and Society	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	CRIM410	Criminological Theory	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	SOC 282L	Sociological Statistics Lab	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	SOC 372	Proseminar	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	SOC 382	Intro to Social Research	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Core	SOC 472	Graduate School Planning	FALL 2017*	-	FALL 2018	-
Major Courses - Criminology and Justice Studies: Core	STAT108	Elementary Statistics	FALL 2017*	SPR 2018	FALL 2018	SPR 2019
Major Courses - Criminology and Justice Studies: Knowledge Based - Inequalities, Identies, and Crime	CRIM362	Gender, Sexualities and Crime	-	-	FALL 2018	-