Login to the Course Schedule Tool

- Open the **Course Scheduling Tool**
- Follow Microsoft login instructions

Course Distributions by Day:
- **Policy -** Units should schedule a minimum of 16% of their courses each weekday.
- The Course Schedule Tool shows the percentages and number of classes distributed over the days of the week.
- Any percentage below 16% is marked red.

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Course Schedule Tool (i) <-- Hover for page information!

Term: 202602 | College: All | Department: All | Subject: All | Course ID: All | Course Classification: All | Course Status: All

| **Course Distributions by Day** | Primetime & Heatmap by Day | Avg Enrollment & Allowable |

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
% By Day	21.09%	20.65%	22.60%	19.71%	15.75%	100.00%

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Total
⊞	1,363	1,197	1,311	1,079	1,102	6,080
⊞ 1	207	200	251	195	165	1,019
⊞ 2	335	376	401	376	220	1,708

Primetime & Heatmap by Day:
- **Policy -** Deans are responsible for ensuring that their academic units do not schedule more than 60% of their courses during prime time.
- The Course Schedule Tool shows the percentages and number of classes that are taught during prime-time periods.
- Any percentage above 60% is marked in red.

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Course Schedule Tool (i) <-- Hover for page information!

Term: 202602 | College: All | Department: All | Subject: All | Course ID: All | Course Classification: All | Course Status: All

| Course Distributions by Day | **Primetime & Heatmap by Day** | Avg Enrollment & Allowable |

	Monday	Tuesday	Wednesday	Thursday	Friday
% During Primetime	47.08%	50.80%	50.79%	52.76%	43.91%

College	Monday	Tuesday	Wednesday	Thursday	Friday
⊞ Air Force ROTC-Aerospace Std		66.67%		66.67%	
⊞ Army ROTC-Military Science	80.00%	100.00%	80.00%	100.00%	80.00%
⊞ Biomed and Health Sci Inst		50.00%		100.00%	
⊞ College of Agr and Env Science	50.77%	83.18%	54.11%	86.26%	45.45%
⊞ College of Arts and Sciences	69.21%	75.19%	69.48%	76.24%	66.97%
⊞ College of Business	72.22%	79.81%	72.56%	80.86%	72.41%

Average Enrollment and Allowable Enrollment:
- **Policy** -
    - Maximum enrollment of courses should reflect the actual enrollment of the course over the previous two years.
    - To allow for increased enrollment, maximum enrollment may increase up to 10% from the previous two years.
- The Course Schedule Tool shows the current enrollment, maximum enrollment, and allowable enrollment (10% increase) by course and section.

Report Details
- Like ARGOS, reports on the OIR's Course Schedule tool update overnight. Changes made in Banner will reflect the next day.
- Each report can be filtered by Term, College, Department, Subject, Course ID, Course Classification, and by Course Status.
- Hovering over the **"i"** icon will show associated policies and instructions on how to use the specific report.

- Right-click on any number to view a menu that allows users to examine the information in more detail.
- The "Drill Through" option will show specific classes involved in the numbers or percentages in the report.