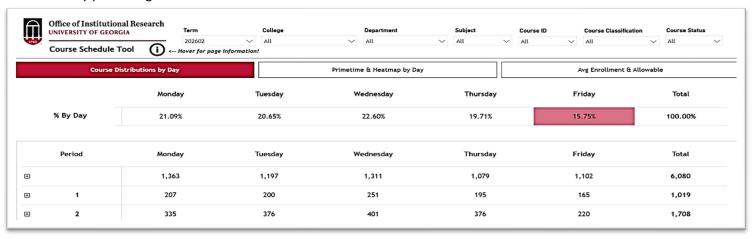
Quick Reference Guide

Login to the Course Schedule Tool

- Open the Course Scheduling Tool
- Follow Microsoft login instructions

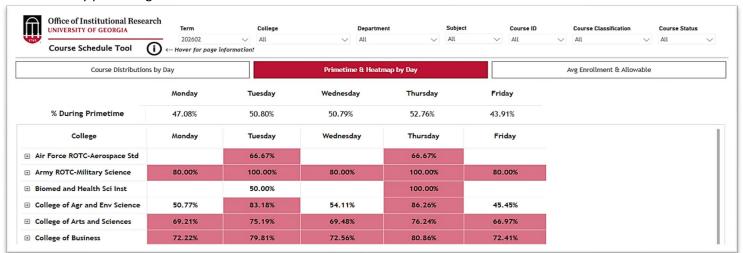
Course Distributions by Day:

- 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.



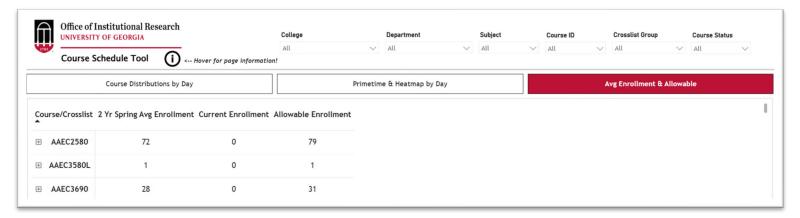
Primetime & Heatmap by Day:

- **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.



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 vears.
- 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.

