MyUNLV Scheduling
View of Course Catalog and Class Schedule
Staff Training
Goals of the Session

- Review basic navigation tips and tricks
- Review database concepts critical to scheduling
- Develop an understanding of the production schedule for the MyUNLV Schedule
- Understanding the Course Catalog & Class Schedule
• About MyUNLV website
  http://aboutmyunlv.unlv.edu/
  ◦ Training Documentation
  ◦ Tutorials
• PSTraining
  pstraining@unlv.edu
  ◦ Questions
  ◦ Assistance with security issues
  ◦ Need more training

Resources
Basic Navigation

- PeopleSoft = Web-Based Application
  - Menus
  - Hyperlinks
  - Tabs

- To get the most out of PeopleSoft
  - **Turn Off** your pop up blocker
  - Clear your cache
  - Use navigation buttons within MyUNLV
• Term codes
  ◦ Four digit code “2118”
    • First Character = century (2 = 2000’s, 1 = 1900’s)
    • Middle Two Characters = year
    • Final Character = term
  ◦ The key for understanding term codes is the last character in the term code.
  ◦ 2 = spring, 5 = summer, 8 = fall
    ◦ 2112 = Spring 2011
    ◦ 2115 = Summer 2011
    ◦ 2118 = Fall 2011
Effective Dating

- Time/date reference to the data rows.
- Signifies when the data went, or will go, into effect
- Store historical, current, and future information
• Academic Structure
  ◦ Building blocks for an academic institution

Critical Concepts
• Security
  ◦ Page Security
    • View Only
    • Add/Update
  ◦ Row Level Security
    • Career, Program, Plan
    • Academic Organization
  ◦ Schedule Security
    • Open vs. Closed
Departments submit their final changes to Scheduling and resolve their roomless classes.

Schedule is Optimized in Scheduling Software and sent back to MyUNLV.

Access re-opens in Scheduling Software for departmental space assignments only.

Proofs are available to download in MyUNLV.

Limited access re-opens in MyUNLV.

Schedule is finalized.

Access opens in MyUNLV.

Departments input their class schedule into MyUNLV.

Access closes to all users.

Registrar’s Office validates the data in MyUNLV.

Schedule is loaded to the Scheduling Software.
- Course Catalog
- Class Schedule
  - Search
  - Administrative pages
- Query Viewer
Interactive Demonstration
Next Steps

- Course and Class Permissions
  - Grant student permissions
  - Online or In-Person

- Assisting Faculty with MyUNLV
  - Tips and Tricks for working with Faculty Center
  - In-Person

- Student Services Center (student)
  - View of individual student data
  - In-Person

- Schedule Builder Training
  - In-Person