Create a Class Note

Introduction

Class Notes are used to convey information to students that is not included in the course description. For example, an instructor may want to include a note that an assignment is due on the first day of class, or that the class requires students to purchase additional software. Students can see a Class Note in the Details section of a class in Class Search.

There are two options for creating a Class Note. If it will only be used once, the note can be created using the Free Format Text field on the Notes Tab of a class section. If it will be used from term to term or on multiple sections, it can be created and stored on the Class Notes table by the University Registrar and used on as many sections as needed. Contact courses@case.edu to have a permanent Class Note created.

This guide will describe how to create or add a Class Note to a class section.

This change cannot be made when Display in Class Search is checked. If Display in Class Search is checked, contact courses@case.edu to have a Class Note created. For more on the Display in Class Search checkbox, see the guide The Finished Product.

Create a Class Note

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

   Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

   The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.

3. Click **Look up Term** and select the appropriate term from the list.

4. Click **Search**.

   All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. The **Basic Data** tab appears. Click the **Notes** tab.

Before making changes, please make sure that you are viewing the correct class section by looking at the **Class Section** field.

If necessary, use the arrow button in the box header to locate the correct section.

6. If creating a one-time Class Note, type the note text into the **Free Format Text** field.

7. Click **Save**. This completes the process of creating a Class Note. To add a permanent Class Note (already created by the University Registrar), go to step 8.

8. If adding a permanent Class Note, click the **Look up Note Nbr** icon and select the note from the Class Notes table.

   Only use notes created by your department. Other department's notes can change at any time at the request of the owner.

9. The note you selected appears.

   To remove a note from a class, click the **Delete Row** button.

10. The note cannot be changed in the **Note Nbr** text box. To change the note, click the **Copy Note** button.

    The note copies to the **Free Format Text** field where it can be edited as necessary.

    To permanently change a permanent note, please contact the Registrar's office at courses@case.edu.

11. Click **Save**.

This completes the process of creating a Class Note.

Refer to other guides to assist with additional edits to the schedule of classes.