

# Course Pre-Loader

*Tip:* In Academic Planning, this feature is also available on the sidebar menu.

The Course Pre-Loader allows you to pre-populate courses and breaks for specific students, so that they are *already selected* in Scheduling when the student goes to complete scheduling and registration.

- **Pre-loading is non-destructive.** These courses and breaks being loaded will be *added* to each student's existing schedule items, if any.
- **Pre-loading is reversible.** You can see and undo any of your preload actions, using the audit trail history.

To pre-load courses, start with creating your student list:

1. Collect the IDs of the students whose schedules you need to pre-load. Have these ready as a comma-separated list to paste in, or a CSV file (one ID per line).
  - *Tip:* Verify that the IDs you have are correct; the pre-loader *does not validate* the IDs during the upload step.
2. Select **Start New**, and select which Courses to pre-load: pick the **Term**, **Subject**, and **Course** (which look up from the catalog).
3. As needed, mark one or more of these courses as **Required**. (See the next section.)

The screenshot shows the 'Courses' step of the pre-loader process. At the top, there are four numbered steps: 1 Courses, 2 Breaks, 3 Select Students, and 4 Confirm. The 'Courses' section has the instruction 'Select courses to pre-load into students' planners.' Below this are three dropdown menus: 'Term' (Summer 2020), 'Subject' (Arts and Architecture), and 'Course'. To the right, there is a table of courses with checkboxes for the 'Required' status. A red circle with the number 4 is placed over the 'Required' header.

|                              | 4 Required ?                        |   |
|------------------------------|-------------------------------------|---|
| AA 100<br>Intro Internat Art | <input checked="" type="checkbox"/> | × |
| AA 120N<br>Intro Art Therapy | <input type="checkbox"/>            | × |

4. Add any **Breaks** that need to be added for this group of students, such as for athletic team practices.
5. Add the **Student IDs** for this group of students, either pasting in your comma-separated list or uploading your CSV.
6. Review and select **Pre-Load!**

*Best practice:* Include a description so that your team members who see your preload in the audit history will understand the purpose of the preload:

✓ Courses — ✓ Breaks — ✓ Select Students — 4 Confirm

### Confirm and Pre-Load

Summer 2020 Courses

- AA 100 - Intro Internat Art (required)
- AA 120N - Intro Art Therapy

[EDIT COURSES](#)

Student IDs

4 student IDs entered

[EDIT STUDENT IDS](#)

Breaks

- Lunch with program fellows - MTuWTh 12:00 PM to 12:50 PM

[EDIT BREAKS](#)

Add a quick note to help you remember what you done

Shared courses and lunch for Art Fellows

## Required Courses

If you mark courses as **Required**, students will see a "Required" marker on those courses and will not be able to delete them from view. This ensures that students see those required, pre-loaded courses in the schedule results.

**Deselecting Required Courses** — If no possible schedules exist that include all required courses and breaks, students may remove a required course in order to proceed with registration. The system provides multiple warnings about required courses:

- Upon unchecking the required course, the student must verify de-selecting a required course.
- Every time a schedule is generated without a required course, warnings appear on the home screen.
- When viewing any schedule missing a required course, a warning appears at the top.
- When sending a schedule to the shopping cart, the student must acknowledge any missing required courses.

**Breaks** — When students sign into scheduling, the breaks that you preloaded will appear, but they cannot be marked as required. These are always at the student's discretion.

## Audit and Undo

Administrators can see a summary of all Pre-Load sessions that were applied to student schedules. The Audit History page will display the date created, creator, term, students, which courses and breaks were pre-loaded, and the status. Administrators can also "undo" a pre-loaded session, which removes all pre-loaded courses and breaks for the students in that group.



If you need to reverse a prior pre-load, do it promptly: locate it in the Pre-loader audit history list and select **Undo Pre-Load** from the **Actions** column.

**Important:** Undoing a preload will cause courses and breaks to disappear from students' schedules, which can be confusing, so use with care.

| DATE ▲          | CREATOR      | TERM      | STUDENTS                                    | DETAILS  | STATUS   |
|-----------------|--------------|-----------|---|--|--|
| 7/18/22 10:52am | Sam Lloyd    | 2017 Fall | 3 Students<br><a href="#">Download List</a> | <b>Acct 1001</b> - Introduction to Acc<br><b>Practice</b> - MTuW 3:00pm to 5:0<br>Test | Completed<br><a href="#">Undo Pre-Load</a>       |
| 6/23/21 9:47pm  | Nate Priddy  | 2017 Fall | 1 Students<br><a href="#">Download List</a> | <b>Acct 556</b> - Mgt Accounting - Acc   | Completed<br><a href="#">Undo Pre-Load</a>       |
| 7/26/17 1:20pm  | Brad Ledford | 2017 Fall | 3 Students<br><a href="#">Download List</a> | <b>Math 102</b> - Survey of Modern M   | Undone<br><i>by Sam Lloyd on 7/18/22 at 1...</i> |
| 7/26/17 12:23pm | Brad Ledford | 2017 Fall | 3 Students<br><a href="#">Download List</a> | <b>Anthropolo 102</b> - Intro to Anthr   | Completed<br><a href="#">Undo Pre-Load</a>       |

