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1. DCU Terminology

DCU is a web-based module that eases the collection of departmental timetabling information and ensures that departmental users are submitting information in a common, consistent and understandable format.

<table>
<thead>
<tr>
<th>BANNER</th>
<th>DCU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td>A course in Banner Catalog E.g. Course ECON 1000</td>
</tr>
<tr>
<td></td>
<td>A course in Banner Catalog + term (F for the Fall, W for the Winter, S for Summer) E.g. Course ECON1000 S</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td>A course offering (uniquely identified by the CRN) E.g. ECON 1000 A</td>
</tr>
<tr>
<td></td>
<td>A group of course offerings with the same subject and course number E.g.: Section A consists of components ECON 1000V and ECON 1000 VOD</td>
</tr>
<tr>
<td><strong>Component</strong></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>A course offering (will have a CRN when uploaded to Banner) E.g. ECON 1000 V</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>A meet record (has day, time and instructor)</td>
</tr>
<tr>
<td></td>
<td>A meet record (has day, time and instructor)</td>
</tr>
</tbody>
</table>

Course structure in DCU has the following levels: Course (e.g. Course ECON1000 S), Section (e.g. A, L) and Component (e.g. A, V and VOD). In the example below ECON1000 S has two sections A and L. Section A has one component: A (ECON 1000 A - it will have a CRN when uploaded to Banner). Section L has two components V and VOD.

A component may have multiple deliveries. In the example below the component has two deliveries (01 and 02).
Below is an example of how multiple deliveries look in Banner.

In order to create a component for a course you must have the course shell and a section.

2. How to login and logout

Go to http://dcu.carleton.ca and login to DCU using you network login and password.
Please login to DCU once the system is open and make sure that the following applies:

- You have access to all the **departments** under your administration. Click on Courses in the navigation panel and open the Department pick list. You have access to modify course information for the “black” departments; access to the “red” departments is view only.

To **log out**, click on you user name in the top right corner of the screen and select Log out.
To start, run last summer’s (201820) SCH_INTERNAL_XLS or SCH_INTERNAL report:

1. Type GREPORT in the Banner GO TO window;
2. Go to SCH_INTERNAL_XLS/double click;
3. Under the From Term, type 201820; under the To Term, type in 201820;
4. Enter a subject or a department (double click on the field to open a pick list)
5. When you run this report, it will arrive to your mailbox (SCH_INTERNAL_XLS). SCH_INTERNAL report will open in a new window.
6. For the sake of speed and simplicity, mark the changes on a copy of the report before making them in the DCU.

2.1 Login FAQ

**Question 1:** I can log in but my screen is blank. What should I do?

**Answer:** This is a known issue with Firefox. Please use Internet Explorer.

**Question 2:** I do not seem to be able to log in. I am not on any CCS network and my MyCarleton1 password does not seem to work.

**Answer:** Please email timetabling@carleton.ca your preferred login (usually it is your first and last name, no space) and password and we will create an account for you.

**Question 3:** I click on the login button but nothing happens.

**Answer:** Refresh the webpage or close the window and load the DCU again.

**Question 4:** Each time I have logged into DCU today, the system will not open unless I “allow” Internet Explorer to unblock a pop-up from .cunet.carleton.ca Is there something that can be done to remove the “blocked pop-up”?

**Answer:**
1. Open Internet Explorer.

2. Click the **Tools** button, click **Internet Options** and then **Privacy** tab and **Settings**.

3. In the **Address of website to allow** box, type the address  *cunet.carleton.ca*  and then click **Add**.

3. **How to edit an existing component**

3.1 **How to open a component editing screen**

1. Click on the “Courses” button in the left hand navigation panel

2. Click on the down arrow of the “Departments” drop down list

3. Select the desired department. You have “view only” access to the departments in red.
4. All courses associated with the selected department will be displayed in the “Courses” list in the navigation panel.

5. You can reach the Component Edit screen by “drilling down” to the component in the navigation panel and clicking on the component itself.

Click on 🔄 at the course level (see below).

Click on 🔄 at the section level (see below).
Click on the component to open (see below).

3.2 How to remove an instructor

1. Open the Component Editing Screen (See Section 3.1: How to open a component editing screen of this document)
2. Scroll down to Deliveries
3. Select the instructor, by checking the box and click on Remove ( ). Click OK.
4. Click on Save.
3.3 How to add an instructor

1. Open a Component Editing Screen (See Section 3.1: How to open a component editing screen of this document)
2. Scroll down to Deliveries
3. Click on Add (⊕) under Instructors
4. Select an Instructor and click OK. **NOTE**: To assign an instructor **from a different department**, select a department from the Department pick list. Select an instructor and click Ok. If the instructor is not on the list, email timetabling@carleton.ca to add the instructor to DCU.

5. The instructor Assignment Details window will pop up. Enter % of Responsibility and Session, check the Is Primary box. Click Ok. Note that if a delivery has only one instructor, the instructor must be primary.
6. Make sure that Teaching Status = Teaching. Click on the “Save” icon to save the modifications.

For components with multiple instructors, only one instructor can be primary (do not tick Is primary for the second instructor). Responsibility and Session should be divided proportionally.

If a component has multiple deliveries, only one instructor per component may be primary.
3.4 How to force a time

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)
2. Scroll down to Deliveries
3. Under Time Requests, select Forced Times from the pick list.
4. Click on Add (/gif) a forced time and Select a day, a start and an end time.
5. Click on the “Save” icon to save the modifications.

3.5 How to delete a forced time

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)
2. Scroll down to Deliveries
3. Under Time Requests, select a time by checking the box and click Remove (trash can).
4. Click on the “Save” icon to save the modifications.
3.6 How to add room type (SES classroom, DEPT room or computer lab)

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)
2. Scroll down to Deliveries
3. Under Room Requests, click on Add (()).
4. Enter room type (LEC, SEM or BCCL), campus (M) and pavilion.
5. Type a comment in the Room comments box, if needed. Save.

To add a departmental room

6. Select DEPT or LAB from the Room type pick list
7. Select a pavilion from the Pavilion pick list
8. Select a campus code (M)
9. Select a departmental room from the Room pick list. You may check the room timetable by clicking on the icon.
### 3.7 How to detach a departmental room

1. Open the Component Editing Screen (See *Section 3.1: How to open a component edit screen* of this document)
2. Scroll down to Deliveries
3. Under Room Requests, select the room you wish to detach and click Remove (🗑️).
4. Save

### 3.8 How to add a room attribute

1. Open the Component Editing Screen (See *Section 3.1: How to open a component edit screen* of this document)
2. Scroll down to Room requests and click on Add (➕) under Characteristics.
3. The entire list of room characteristics will now be available for you to choose. Check mark the room characteristic you wish to attach to this delivery. No more than 4 room characteristics can be selected per delivery. Once you have chosen them, click ok and press save on the main page.

3.9 How to delete a room attribute

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)
2. Scroll down to Room requests (under Deliveries).
3. Tick on the room characteristic(s) you wish to remove from the course. Click on Remove (🗑). Save.
3.10 No time requested: unscheduled courses

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)
2. Scroll down to Deliveries
3. Under Time Requests, select No time Requested from the pick list and save
4 How to add a new course/section/component

4.1 How to add a new course

1. Click on the Courses button and select a department in the navigation panel (left side).

   If the course you are looking for is not displayed in the navigation panel, email timetabling@carleton.ca.

2. If the course is displayed but there is no section at the course level (see below), the course does not have a section. Go to section 4.2 of this document for instructions on how to build a section for the course. Then go to section 4.3 for instructions on how to build a component.
If the course has ☑ at the course level, click on it to expand, and then click on ☑ at the section level. All existing components will be listed under the section. If you wish to update an existing component, refer to Section 3: How to Edit an Existing Component of this document. If you wish to add a new component under the same section, refer to section 4.3 of this document.

If the course does not have ☑ at the section level (see below), it means that the section has no components. Refer to section 4.3 of this document for instructions on how to build a component.

4.2 How to add a new section

1. Click on the course (e.g. ECON1000 S)
2. Under Sections, click on Add (☑).
3. Enter the name for the section (e.g. A) and select an appropriate term 201920. Save.
4. Now you need to add a component to the course. Refer to Section 4.3 of this document for the instructions on how to add a component.

4.3 How to add a new component

1. Click on the section’s name under which you wish to add a component; this opens the Section Editing screen.

2. Clicking Add (ypad) under Components.

3. The Component Editing screen will open. Click on the down arrow next to the following fields to select a value. Enter the Name (Section letter in Banner, e.g. A), select a Type from the pick list (Schedule Type in Banner, e.g. LEC), enter Max Enrollment and Banner information.
This screen is an equivalent of SSASECT in Banner. Note that “Section text” field displays the section comment in SSATEXT.

Now you need to add a delivery to the component. Go to Step 2 of Section 4.4 to add a delivery.

4.4 How to add a delivery

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)
2. Scroll down to the bottom of the page
3. If the Deliveries part of the screen is empty, click on Add under Deliveries
4. Select a Schedule type (e.g. LEC) from the pick list

10. Under Time Request enter a forced time. For unscheduled courses select “No time requested.” For instructions on how to force a time refer to Section 3.3 of this document.

11. Under Room requests, select a room type (e.g. LEC or SEM), a pavilion, and a campus (M). Refer to Section 3.6 on how to add room requirements. For instructions on how to attach a departmental room, refer to Section 3.4 of this document. Save.

Note that start and end dates will default to the full summer dates. You may adjust the start and end dates or leave them as is. We will batch edit start and end dates based on the selected part of term once the DCU is closed.

Refer to Section 3.3 on how to add an instructor to a delivery.
5. How to deactivate a component

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)

2. As per below, check the box on the top right corner of the component editing page and it will change the icon “do not enter”. Save.

3. Proceed to “General” tab and choose (inactive) under the Status code drop down menu and click on save.
4. Under the Deliveries tab, tick on the 01 delivery check box and click on Remove ( ). If there is more than one delivery, then do the same for the remaining deliveries as well. Save.

5. Inactive components have a red (do not enter) icon next to the component ID on the course list.
6. How to inactivate a component

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document)

2. Untick the icon on the right hand side of the component editing page. An icon with a circular checkmark should appear.

3. Choose Active under the Status code.

4. Under the deliveries tab, click on Add (.ADD) and proceed to add the time request, room request and instructor information, if applicable.
For more information, refer to section 4.4 How to add a delivery.

7. Cross-listed courses

To see cross-listed components, click on the Component Groups button in the navigation panel. Find the cross-listed group you wish to update in the navigation panel, and click on it to open the Component Group Editing screen.
7.1 How to change the combined max enrollment

To change the combined maximum enrollment for a group of cross-listed components, click Component Groups and locate the group in the navigation panel. Click on the group to open the Component Group Editing screen. This screen is an equivalent to the SSAXLST form in Banner. The Cross List Maximum Enrollment field displays the combined maximum enrolment for the cross listed courses. Make the change and click Save. To check individual max enrollment of each component, click on the component in the Component column (see below).

There are two ways to distribute seats between cross-listed sections:

Option A. There are restrictions on how many students can register in each course section of the group. If so, combined max enrollment should be equal to the sum of individual max enrollments. In the example below, the max enrollment for IDES 1000 A is 85; the max enrollment for ARCH 2006 A is 10. Combined enrollment for the group is $85 + 10 = 95$. Option A will require ongoing monitoring by the host department and possible adjustment of enrolment limits to match actual demand from students attempting to register in each course section.
Option B. There are no restrictions on enrolment in the individual course sections. In this case, the enrolment for each course section should be set to the maximum for the group. Using Option B, the Host Department may decide to allow the spaces to go to the first 50 students registering in either LALS 3002 A or ANTH 3002 A. The Host Department then sets the enrolment for LALS 3002 A to 50 and directs the non-host department to set the enrolment for ANTH 3002 A to 50 in SSASECT.

7.2 How to “uncross-list” courses

There are two ways to delete a cross-listed group (uncross-list courses).

Option 1:

1. Click on the Component Groups button and locate the cross-listed group in the navigation panel. Select Show All.
2. Check the box next to the cross-listed group you wish to remove and click Remove ( ).
Option 2:

1. Open the Component Editing Screen (See Section 3.1: How to open a component editing screen of this document)

2. Under Component Scheduling Groups check the box next to the Group ID and then on the icon. Save.

### 7.3 How to remove a course from a cross-listed group

There are two ways to remove a course from a cross-listed group (uncross-list courses).

Option 1:
1. Click on the Component Groups button and locate the cross-listed group in the navigation panel.

2. Click on the group ID to open the Component Group Editing screen. To remove a component from a group of cross-listed courses, select the component and click Remove ( < ).

Option 2:

1. Open the Component Editing Screen (See Section 3.1: How to open a component edit screen of this document) for the component you wish to remove from the cross-listed group.

2. Under Component Scheduling Group check the box next to the group ID and click Detach Component from Selected Group(s) ( < ).
Note that a component group must have at least two components. DCU would not allow saving a group with one component or no components at all. If you wish to replace one of the components in a cross-listed group, remove the component (DO NOT SAVE), add a new one as shown in section 7.4 and then save.

7.4 How to add a course to a cross-listed group

1. Click on the Component Groups button and locate the cross-listed group in the navigation panel. Click on the group ID to open the Component Group Editing screen.
2. To add a component to an existing cross-listed group, click on Add ( ), enter a department and a course number, check mark the component you wish to add and click OK. Save.

7.5 How to create a new group of cross listed courses

1) Make sure that the courses you are about to cross-list have identical time and room requirements and the same instructor.

2) Click on the Component Groups button in the navigation panel.
3) Click on Add ( ($('#')

4) Enter the Group ID (Cross-listed components (alphabetically), separated by “,”). E.g. AFR13100S A, AFR15100S A.

5) Select CROSS_LISTED in the Group Constraint field

6) Enter the Cross List Maximum Enrollment

7) Click on Add ( ($('#') under Group Members

8) Select a component from the pick list

9) Select another component(s)

10) Save
8. Prerequisites

Course prerequisites are defined in Banner at two levels: course level and section level. When the 201920 timetable is built and uploaded to Banner, course sections will "inherit" prerequisites stored at the course level. **It is important that you review your prerequisites defined at the course level before the first upload to Banner, to make sure that Summer 2019 course sections inherit correct prerequisites.** To review prerequisites stored at the course level, run the SCH_COURSE_LEVEL_PREREQ report in Banner (it displays prerequisites at the course level).

1) In GREPORT double click on the report name
2) Enter the effective term **201920** in the Term field (for Summer 2019).
3) Enter a subject or a department.
4) Press Submit.
1. To modify prerequisites for a course at the course level, go to the SCH_COURSE_LEVEL_PREREQ form in Banner.

2. Enter the Subject, Course number and the term **201920**, perform Next Block and click on the Course Prerequisites Restrictions tab.
3. Click on the **Maintenance** button (if enabled) and select Copy Restriction. Note that the From Term will now change to 201820. It means that the new set of prerequisites is effective starting 201820. If the Maintenance button is disabled, proceed to the next step.

4. Make the change to the prerequisites and save.

Note that Level and Minimum grade fields are mandatory for Carleton courses. If a minimum grade is blank, a student with a grade of WDN, DEF, ABS or F will be able to register in the course.

Work on prerequisites for your 201820 courses in SCAPREQ (course level) until **November 21, 2018**. After the first upload, any changes to course prerequisites should be done at both levels (in SCAPREQ and SSAPREQ). At that point, changes made at the course level will not be passed to the section level and vice versa.

<table>
<thead>
<tr>
<th>SCAPREQ (course level)</th>
<th>SSAPREQ (section level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCAPREQ displays prerequisites at the course level.</td>
<td>SSAPREQ displays prerequisites at the section (CRN) level.</td>
</tr>
<tr>
<td>SCAPREQ contains subject and the course number (NO CRN!!!)</td>
<td>SSAPREQ contains the section’s CRN.</td>
</tr>
</tbody>
</table>
The **Term** in SCAPREQ is the academic term in which the set of prerequisites are in effect. When you enter 201920 in SCAPREQ, it does not mean that the course will be offered in the Summer 2019 term, it means that if you create a section of the course in 201920 it will inherit this set of prerequisites.

The **From Term** in SCAPREQ is the first academic term when this set of prerequisites is in effect. The **To Term** in SCAPREQ is the last academic term when this set of prerequisites is in effect.

The **Term** in SSAPREQ is the term when the course section is offered.

---

**SCH_SECTION_LEVEL_PREREQ Report displays prerequisites at the section level.** Run SCH_SECTION_LEVEL_PREREQ after the first upload to verify prerequisites at the section level after the timetable is uploaded to Banner (December 5, 2018), to check prerequisites before the start of registration.

**9. Registration Restrictions**

Note that Summer 2018 registration restrictions have been rolled over. You can work on your restrictions in the DCU (until November 21), or in Banner after the first upload (December 5).

How to enter/edit restrictions in DCU:

1. Open the Component Edit Screen (See *Section 3.1: How to open a component edit screen* of this document)
2. Click on the Registration Restrictions tab.
3. Depending on the type of restrictions, click on the appropriate tab (Departmental and field of Study, Class and Level, Degree and Program, or Campus and College).

4. Select Include or Exclude. Click on Add (.addButton) to add a new restriction and save.
10. Reserved Seating

Summer 2018 reserved seating details have been rolled over. You can work on reserved seating in DCU (until November 21), or in Banner after the first upload (December 5). However, if your changes to the reserved seating setup would change the maximum enrolment, please do the change in the DCU, to insure correct room assignment.

How to enter/edit reserved seating in DCU:

1. Open the Component Editing Screen (See Section 3.1: How to open a component editing screen of this document)
2. Click on the Reserved Seating tab

To set up reserved seating:

1) Click on Add (Ξ) under the Reserved Seating tab
2) Enter the code for the reserved seating category (level, college, program, field of study, etc.) and the reserved seating max for this category. Check the Overflow check box, if needed. Save.

The Reserved Seating tab is an equivalent of the Reserved Seats tab in SSASECT.

Note that in Banner the first row shows the number of seats in the Open Category (seats that are not reserved for a specific category of students; available to anyone who meets registration restrictions). In DCU the Open category (the first row of reserved seating) is skipped. As soon as the component is uploaded to Banner, it will have an Open Category. The number of seats in the Open Category will be equal to the difference between Max Enrollment and Total Reserved Seating. In the above example the Open category will have 25 – 16 - 4 = 5 seats.

To remove a reserved seating category, select it and click Remove (🗑️). Save.
11. Links between sections (e.g. between lecture and labs)

The system will perform automatic linking of components (of different schedule types) placed under the same section. Make sure that lecture components that need to be linked to group/tutorial/lab components are placed under the same section.

**Example 1:**

ECON 1000 A (lecture) will be linked with ECON 1000 A1 (group) since both components (lecture and group) are under the same section (A).
**Example 2:**

In the example below, components C, D, E, F (lectures) will be linked to the components F01, F02 and F03 (tutorials). A student registering in Lecture C, lecture D or Lecture E will have to register in one of the tutorials F01, F02 or F03.

[Diagram of course registration system]

12. **Online Courses**

CUOL offers two types of courses: recorded and web-based.

**Web-based:**

- Web-based course were designed to be offered solely online
- May be section R but that is not standard
- Designated as “W - web” in session type
Recorded Courses:

- Classes are recorded during an on-campus section of the course, with a choice of methods to access the lectures online
- The CUOL section is designated T or V
- Occasionally are from a previous term
- Designated as “V - CUOL” in session type

On-campus sections that will be recorded for CUOL:

- Session = Day or Evening
- Must be in a room with ZCOL room characteristic
Video On Demand Sections:

- Session = J (Video on Demand); Schedule type = VOD; max enrollment = 999
- $50 charge, posted to the student account
- Students can access the service the **DAY AFTER** they register in Video On Demand in Carleton Central
- After registration closes, they can add the service through the CUOL website

Students can watch CUOL lectures online at the time of your choosing by subscribing to VOD Video on Demand service).

Blended (Hybrid) Courses:

Some courses offer a combination of on-campus and online access. This can take different forms.

- A course where the lectures are recorded and available through CUOL, but there are required in-person labs/tutorials (like CHEM 1001)
- A course which sometimes meets in person but sometimes online (for instance, there is a class every other week, but in between the teaching and learning is done online through cuLearn

13. Reports

If you force courses into a departmental room, run the **conflict report** to view courses scheduled in conflict.

Click on Reports, then on Conflict report, select the department and click on Generate report.

Analyze the conflicts and resolve if necessary.
14. Help and Support

- Email: timetabling@carleton.ca
- Julia Piatigorskaia: ext. 8877
- Phay Mui: ext. 8803