



# Booking SLCM\_AD\_320



## Course Instructions



- Click **Attachments** (upper right corner)



- Click **QRC Course Navigation pdf**



- Print the pdf
- Use the pdf to navigate the course and take the Assessments at the end of each unit

## Course Content



SLCM\_AD\_320 is intended to teach end-users about the administrative booking (course registration) process. It will cover booking through the web portal. Content includes student search, check for holds/stops, view student booking window, create/edit/delete booking (course registration), override restrictions, check waitlist, book student to waitlist, and view student schedule.

- Unit 1 – Create Booking
- Unit 2 – Edit Booking
- Unit 3 – Waitlists

## Learning Objectives



- Upon completing this course, participants will be able to:
  - ♦ Search for a student
  - ♦ Create/Edit/Delete booking (course registration)
  - ♦ Check waitlist
  - ♦ Book student to waitlist
  - ♦ Print student schedule

## Prerequisites and Roles



- In order to access booking, the user needs:
  - ♦ To complete the **SLCM\_AD\_320 Booking** course and pass the assessment
  - ♦ To be designated as a person with the responsibility for booking students into classes
  - ♦ To sign the Statement of Responsibility (SOR)
    - Instructions available at:  
[http://www.uky.edu/IRIS/train/SOR\\_Information.html](http://www.uky.edu/IRIS/train/SOR_Information.html)
    - If you have signed the SOR in UK\_100, you do not need to sign it a second time
- If you do not have access, please work with your college contact to get this access assigned
  - ♦ The college contact list is located at  
[http://www.uky.edu/IRIS/CM/cm\\_group.html](http://www.uky.edu/IRIS/CM/cm_group.html)

## Navigating to the *myUK* Web Portal

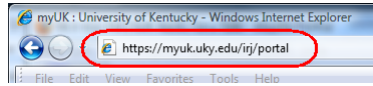


- To begin booking students into courses, log onto the *myUK* Web Portal using your AD (or MC) User ID and password.
- The Booking functionality is contained in the **Student Administration** section of the portal without the need to enter the IRIS system itself.
- The following steps take you to **Student Administration**.

## Navigating to the *myUK* Web Portal



- To use the *myUK* portal, go to <https://myuk.uky.edu/irj/portal>.



- Enter your link blue (AD or MC) **User ID** and **Password**.

- Click on the **Sign On** button.

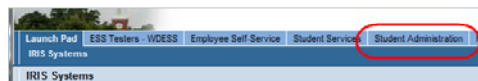
## Navigating to the *myUK* Web Portal



- NOTE:** Depending upon your access in the system, your login screen may look different than this one.



- Click **Student Administration**





# Create Booking

## Unit 1 – Create Booking

- Search for Students
- Book Student into Courses
- Book Student into Variable Credit Courses
- Display Holds/Stops
- Using Conditional Add/Drop
- Printing the Student's Schedule
- Override Restrictions

## Navigating Booking



- Booking is located under **Advising Services** in the **Student Administration** section of the *myUK* portal.



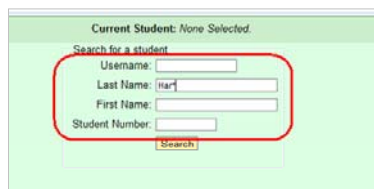
- The **Admin Booking** window will display by default.



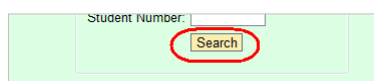
## Search for a Student



- Enter the student's **Username**, **Last Name**, **First Name**, **Student Number**, or a combination.
  - ♦ You may use wildcards (\*) in the search.
  - ♦ **Hint:** Entering either the **Username** or the **Student Number** will pull up the student's schedule quickly.



- Click on the **Search** button to begin the search.



## Search for a Student



- Click on the **Student's Name** link to pull up the student's records.
  - ♦ If the student has placed a **Privacy Flag**, the record will be marked.

Username	UK ID	Birth Date	Data Privacy Warning (FERPA)
Harbour, Ashley	10028761	7/3/1987	Data Privacy Warning (FERPA)
Harbour, Sadie	10001732	11/19/1984	

- ♦ When the privacy message displays, click on the **OK** button to continue.
- ♦ When the student's booking records are displayed, the **Privacy Hierarchy** will be highlighted again to the right of the student's name and **Student Number**.



Current Student: Harbour, Ashley () - UKID# 10028761 **Data Privacy Warning (FERPA)**

Open Student Selection | Close

## View Booking



- The **Year/Term** field defaults to the current academic year and term.
- To ensure booking accuracy, it is **vital** to make sure the appropriate year and term are selected.
- Use the drop-down list icon in the **Year/Term** field to select a different year/term.

Current Student: Harbour, Ashley () - UKID# 10028761 **Data Privacy Warning (FERPA)**

Open Student Selection | Close

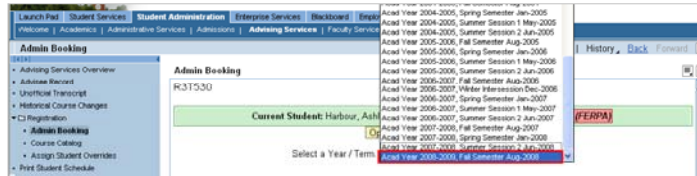
Select a Year / Term: Acad Year 2008-2009, Fall Semester Aug-2008

No registered courses for this semester.

## View Booking



- Double-click on the appropriate **Year/Term**.



- If the student has booked any classes for the chosen term, the classes will be displayed.

Ashley Harbour is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal (Chanaa)	MWTF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Enrolled 04/28/2008 9:08 am
<input type="checkbox"/>		3.0			<input type="button" value="Show History"/>

## View Booking History



- To show the entire booking history for a student, click the **Show History** button.

3-06	Enrolled
3-06	Enrolled
5	<input type="button" value="Show History"/>

- This view displays courses which have been cancelled (dropped).

Ashley Harbour is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal (Chanaa)	MWTF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Enrolled 04/28/2008 9:08 am
<input type="checkbox"/>	CS 101 Section 001 INTRO TO COMPUTING I	3.0	Normal (Chanaa)	MWTF 1:00 pm - 1:50 pm (Whitehall Classroom Bldg-Rm.106-CB)	Cancelled 04/28/2008 9:15 am
<input type="checkbox"/>		3.0			<input type="button" value="Show Enrolled"/>

- To return to the previous view, click on the **Show Enrolled** button.

user biological scien-rm.306B-fb) 04/28/2008 9:08 am	
00 pm - 1:50 pm	Cancelled
Classroom Bldg-Rm.106-CB)	04/28/2008 9:15 am
	<input type="button" value="Show Enrolled"/>



## Booking Methods



- You can book courses for the student by either using the **Quick Registration** method or the **Class Search** method.

The screenshot shows the 'Admin Booking' page with two tabs: 'Quick Registration' and 'Class Search'. The 'Quick Registration' tab is active, showing a table with columns: Course, Subject, Course Number, Section Number, Grade, and Option. Below the table is an 'Add Courses' button. The 'Class Search' tab is also visible, showing a search input field with a 'Go' button and an example search string: 'e.g., "ENG 101" or "English"'. The search input field and the 'Go' button are highlighted with a red box.

## Booking Methods



- The **Quick Registration** view allows you to key in the information for up to five courses before adding the courses to the student's schedule.

The screenshot shows the 'Quick Registration' view with a table for entering course information. The table has columns: Course, Subject, Course Number, Section Number, Grade, and Option. The first two rows are filled with data: 'eng 101 001 Normal' and 'eng 201 006 Normal'. Below the table is an 'Add Courses' button. The search input field and 'Go' button are also visible at the bottom.

- The **Class Search** view allows you to find a section which fits best into the student's schedule.

The screenshot shows the 'Class Search' view with a search input field containing 'eng 101' and a 'Go' button. Below the search field is a table with the following data:

Course	Hours	Instructor	Location	Meeting Times	Seats open	Waitlist Open
ENG 101	Section 001	3.0	Christopher A Montoya		15	3
ENG 101	Section 002	3.0	Christopher A Montoya		15	3
ENG 101	Section 003	3.0	Bennett John Humphries		15	3
ENG 101	Section 004	3.0	Bennett John Humphries		15	3

## Using Quick Registration



- Using the **Quick Registration**, type the two- or three-digit **Course Subject** in the field.

Course Subject	Course Number	Section Number	Grade Option
Eng			Normal
			Normal
			Normal
			Normal
			Normal

- Enter the **Course Number** and the **Section Number**.

Course Subject	Course Number	Section Number	Grade Option
Eng	101	001	Normal
			Normal

## Using Quick Registration



- All courses default to normal as the **Grade Option** where normal is relevant to the course.
- If the course is letter grade, then **Normal** is letter grade.
- If the course is pass/fail, then **Normal** is pass/fail.
- To choose Audit, click on the drop-down list icon and select **Audit**.

Course Subject	Course Number	Section Number	Grade Option
Eng	101	001	Normal
			Normal
			Audit
			Normal

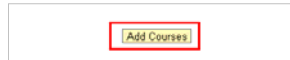
- Tip:** You may key in the information for up to five courses **before** adding the courses to the student's schedule.

Course Subject	Course Number	Section Number	Grade Option
Eng	101	001	Normal
Eco	201	005	Normal
Hls	104	401	Normal
			Normal

## Using Quick Registration



- Click the **Add** button to add the courses.



- A processing box may appear while the system processes your request.
- After the booking request has processed, your screen may go completely white while the system is refreshing it.



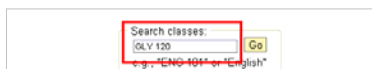
- You will receive system feedback on the success or failure of the booking request.



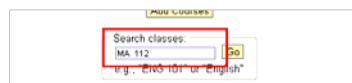
## Using Class Search



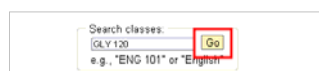
- To book a course using **Class Search**, enter the search criteria into the **Search Classes** field.
- You can search by course subject (GLY), course subject and number (GLY 120), or part of the course title ("eur").



- Tip:** For courses with a two-letter course subject, remember to add two spaces after the subject if searching by both the course subject and number, such as MA\_\_109.



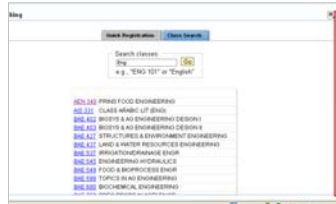
- Click the **Go** button or press **Enter**.



## Using Class Search



- A list of courses matching the search criteria will display.
- If the list is large, use the scroll bar on the right side of the screen to move through the list.



- Click on the appropriate course link.



## Using Class Search



- A list of all sections for the course will display. Information includes:
  - ♦ Course
  - ♦ Hours
  - ♦ Instructor
  - ♦ Location
  - ♦ Meeting Times
  - ♦ Seats Open
  - ♦ Waitlist Open

Course	Hours	Instructor	Location	Meeting Times	Seats Open	Waitlist Open
<a href="#">Add</a> OLV 120 Section 001	3.0	Neil J Evermore			194	39

- Click the **Add** button to add the course to the student's schedule.

Course	Hours	Instructor	Location	Meeting Times	Seats Open	Waitlist Open
<a href="#">Add</a> OLV 120 Section 001	3.0	Neil J Evermore			194	39

## Variable Credit Courses



- In **Quick Registration**, a variable credit course will not be added immediately.
- Scroll down to see the course. It displays in gold with the addition of the **Hours** selection field.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 101 Section 001	3.0	Normal	MON 8:00 am - 8:50 am	
<input type="checkbox"/>	SHOS PUBLIC SPEAKING	3.0	Normal	(Prerequisite: Speech/Comm 100) (F)	
<input type="checkbox"/>	CS 101 Section 001	3.0	Normal	MON 1:00 pm - 1:50 pm	
<input type="checkbox"/>	INFO 10 COMPTRES	3.0	Normal	(Prerequisite: Speech/Comm 100) (C)	
<input type="checkbox"/>	ENGL 101 Section 001	3.0	Normal	MON 12:00 pm - 12:50 pm	
<input type="checkbox"/>	WRITING1	3.0	Normal	(Prerequisite: Speech/Comm 100) (A)	
<input type="checkbox"/>	ECOL 201 Section 001	3.0	Normal	MON 12:00 pm - 12:50 pm	
<input type="checkbox"/>	PRINCIPLES OF ECO1	3.0	Normal	(Business and Economics Maj) (A) (B)	
<input type="checkbox"/>		9.0			(Show/Hide)

## Variable Credit Courses



- In **Quick Registration**, select the appropriate amount of credit hours.

Course	Subject	Course Number	Section Number	Grade Option	Hours
ABT	395	001	Normal	1.0	
			Normal	2.0	
			Normal	3.0	
			Normal	4.0	

- In **Class Search**, the **Hours** field displays automatically.
  - ♦ Select the appropriate amount of credit hours.

Course	Section	Hours	Instructor	Location	Meeting Times	Seats Open	Waitlist Open
ABT 395	Section 001	1.0	Charles R King			10	2
		2.0					
		3.0					
		4.0					

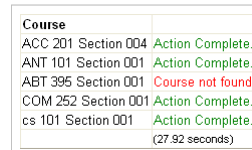
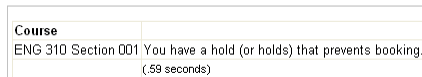
## Successful vs Unsuccessful Bookings



- If booking is successful, the course will be added to the student's schedule and a message will display.



- If unsuccessful, a message should display.



## Display Holds/Stops



- If a student has a hold (stop), the system will display a message when you try to book the student into a course.

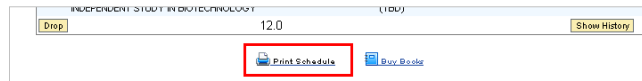


- The student will need to get the hold removed before booking can continue.
- Information regarding the hold is available in the portal by clicking on the **Advisee Record** link or in IRIS using the **PIQST00** (Student File) transaction code.

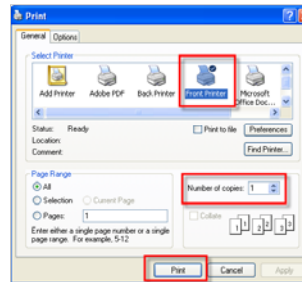
## Print Student Schedule



- To print the student's schedule, click on the **Print Schedule** link under the list of booked courses.



- When the **Print** box appears, your default printer will be chosen.
- Choose the **Number of Copies**.
- Click on the **Print** button.



## Override Restrictions



- Student may be restricted from booking into certain courses.
- Administrative access permits the user to book students into restricted courses.
- A warning message appears **PRIOR** to booking a course.
  - An action is required to proceed with the booking.
- More information about overrides is covered in the **Overrides (SLCM\_WP\_220)** course.



# Unit 1 Assessment

## SLCM\_AD\_320 Unit 1

Question 1 of 9

Which statement about booking messages is true?

- You will receive system messages for either successful or unsuccessful bookings.
- You will receive a system message only when a booking is successful, since unsuccessful course bookings are ignored.
- You will receive a system message only when a booking is unsuccessful, since successful course bookings are added to the student's schedule.

### PROPERTIES

On passing, 'Finish' button:

On failing, 'Finish' button:

Allow user to leave quiz:

User may view slides after quiz:

User may attempt quiz:

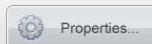
**Goes to Next Slide**

**Goes to Previous Slide**

**After user has completed quiz**

**At any time**

**Unlimited times**





## Summary



- Search for Students
- Book Student into Courses
- Book Student into Variable Credit Courses
- Display Holds/Stops
- Using Conditional Add/Drop
- Printing the Student's Schedule
- Override Restrictions

## Unit 2



# Edit Booking

## Unit 2– Edit Booking



- Add Courses
- Drop Courses
- Change Grade Type

## Edit Booking



- To edit a student's book, log into the *myUK* portal and navigate to **Student Administration** → **Advising Services** → **Registration** → **Admin Booking**.
- Select the appropriate **Year/Term** that you want to edit and then search for the student.



## Add Courses



- To add a course to the student's schedule, use one of the following methods.
  - The **Class Search** method is useful to fit a course into the student's current schedule especially if the student is already registered for several courses:
    - In the **Search Classes** field, enter the **Course Subject**, the **Course Subject and Number**, or part of the course title
    - Click on the **Go** button
    - Click on the appropriate course subject and number link
    - Click on the **Add** button to the left of the appropriate section number
  - The **Quick Registration** method is useful if you need to add several courses.
    - Enter the **Course Subject, Course Number, Section Number, and Grade Option**
    - Click on the **Add** button

## Drop Courses



- To drop a course that is currently on the student's schedule, click in the box to the left of the appropriate course.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">(Change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Sciences-Rm.306B-FB)	
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	
<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal <a href="#">(Change)</a>	M 10:45 am - 11:45 am (TBD)	
<input type="button" value="Drop"/>		12.0			<input type="button" value="Show History"/>

- Click on the **Drop** button.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">(Change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Sciences-Rm.306B-FB)	
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	
<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal <a href="#">(Change)</a>	M 10:45 am - 11:45 am (TBD)	
<input type="button" value="Drop"/>		12.0			<input type="button" value="Show History"/>

## Change Grade Type



- To change the grade type for a course, click on the **Change** link in the **Grading Type** column for that course.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">(Change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	
<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal <a href="#">(Change)</a>	M 10:45 am - 11:45 am (TBO)	
<input type="button" value="Drop"/>		12.0			<input type="button" value="Show History"/>

- Using the drop-down list icon, select the appropriate grade type (normal, pass/fail, or audit).

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <input type="button" value="v"/> <input type="button" value="Save"/>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	

## Change Grade Type



- Click on the **Save** button.

Ashley Harbour is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Audit <input type="button" value="v"/> <input type="button" value="Save"/>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	
<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal <a href="#">(Change)</a>	M 10:45 am - 11:45 am (TBO)	
<input type="button" value="Drop"/>		12.0	<input type="button" value="Cancel Edit"/>		<input type="button" value="Show History"/>

- Remember that restrictions apply to grade types.



## Unit 2 Assessment

### SLCM\_AD\_320 Unit 2

Question 1 of 3

To change the grade type for a course, click on the **Change** link in the **Grading Type** column for that course, use the drop-down list icon to select the appropriate grade type, and click **Save**.

- True
- False

#### PROPERTIES

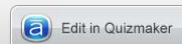
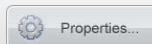
On passing, 'Finish' button:

On failing, 'Finish' button:

Allow user to leave quiz:

User may view slides after quiz:

User may attempt quiz:

**Goes to Next Slide****Goes to Previous Slide****After user has completed quiz****At any time****Unlimited times**

## Summary



- Add Courses
- Drop Courses
- Change Grade Type

## Unit 3



## Waitlists

## Unit 3 – Waitlists



- Book Student to Waitlist
- Open Seats and Waitlist Seats

## Book Student to Waitlist



- The number of seats on a waitlist is based upon a percentage of the course capacity.
  - ♦ In most cases, the waitlist is 20% of the open seats.
  - ♦ Example: if an event package (section) capacity is set to 100 students, and the waitlist is available, 20 students could waitlist the course.
- The waitlist works on a “first come, first served” basis.
  - ♦ Graduating seniors and/or majors who need priority placement in a course may need to be “force booked” into the course.

## Book Student to Waitlist



- In **Quick Registration** view, the student will be waitlisted for the class automatically if enough waitlist spaces are available.
- The placement of the student on the waitlist also will be listed.

Ashley Harbour is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal (Change)	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	Enrolled 04/28/2008 9:41 am
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal (Change)	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	Enrolled 04/28/2008 9:41 am
<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal (Change)	M 10:45 am - 11:45 am (TBD)	Enrolled 04/28/2008 10:57 am
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal (Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Waitlisted (#2) 04/28/2008 11:28 am
<input type="button" value="Drop"/>		12.0			<input type="button" value="Show History"/>

## Book Student to Waitlist



- To book a student to the waitlist in the **Class Search** view, and there are places in the **Waitlist Open** column, click on the **Waitlist** button located to the left of the course.

	Course	Hours	Instructor	Location	Meeting Times	Seats Open	Waitlist Open
<input type="button" value="Waitlist"/>	COM 181 Section 001	3.0	Brady V Armstrong			0	2
<input type="button" value="Add"/>	COM 181 Section 002	3.0	Elana Baker			15	3
<input type="button" value="Add"/>	COM 181 Section 003	3.0	Kaitlin B Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 004	3.0	Christina A Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 005	3.0	Kaitlin B Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 006	3.0	Brady V Armstrong			15	3
<input type="button" value="Add"/>	COM 181 Section 401	3.0	Kaitlin B Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 402	3.0	Kaitlin B Malli			15	3

8 classes found. Seats: Open | Waitlist

- If successful, the course will be added to the student's schedule in a Waitlist status.

<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal (Change)	M 10:45 am - 11:45 am (TBD)	Enrolled 04/28/2008 10:57 am
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal (Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Waitlisted (#2) 04/28/2008 11:28 am
<input type="button" value="Drop"/>		12.0			<input type="button" value="Show History"/>



## Open Seats and Waitlist Seats



- The **Seats Open** column displays the number of seats available in the section.
  - ♦ If the number is positive, it is the number of seats available.
  - ♦ If the number is zero, the course is only available for waitlist.
- The **Waitlist Seats** column displays the number of empty seats left on the waitlist for the section.

imes	Seats Open	Waitlist Open
	0	2
	15	3
	15	3
	15	3
	15	3
	15	3
	15	3
	15	3
	15	2
Seats:	Open	Waitlist



## Unit 3 Assessment

**SLCM\_AD\_320 Unit 3**

Question 1 of 4

If the number in the **Seats Open** column displays a zero, the course is only available for waitlist

True

False

**PROPERTIES**

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Previous Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

User may attempt quiz: [Unlimited times](#)


[Properties...](#)


[Edit in Quizmaker](#)

SLCM\_AD\_320 Booking 51 of 56

## Summary

- Book Student to Waitlist
- Open Seats and Waitlist Seats

 IRIS  
Integrated Resource  
Information System

 UNIVERSITY OF KENTUCKY

SLCM\_AD\_320 Booking 52 of 56

## Help Websites



- myHelp website:
  - ♦ <http://myHelp.uky.edu/rwd/HTML/index.html>
  - ♦ Contains Quick Reference Cards (QRCs), updated course manuals, Frequently Asked Questions, and other job aids
- IRIS website
  - ♦ <http://www.uky.edu/IRIS/>
  - ♦ Contains Information Directory, Forms, and other references

## Course Summary

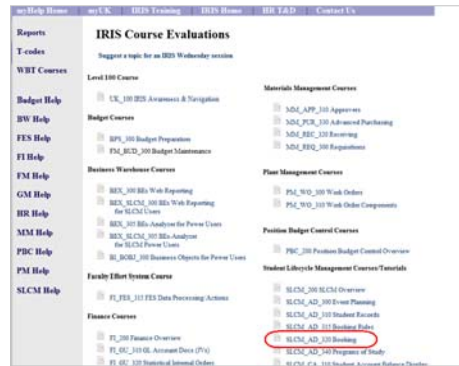


- Search for a student
- Create/Edit/Delete booking (course registration)
- Check waitlist
- Book student to waitlist
- Print student schedule

## Course Evaluation



- You can provide IRIS Training with feedback on this course by completing the SLCM\_AD\_320 Booking course evaluation.
- The evaluation is located at:  
[http://myhelp.uky.edu/rwd/HTML/SLCM/SLCM\\_AD\\_320\\_Evaluation.html](http://myhelp.uky.edu/rwd/HTML/SLCM/SLCM_AD_320_Evaluation.html)



## Course Completion Instructions



- To complete the course, click **Attachments** (upper right corner)
- Click **QRC Course Completion** and print the QRC
  - Note: The QRC will open in another window.
- Click **OK** to close the **Attachments** window
- Follow the steps in the QRC to complete the course

