Schedule one class in the same course offering
Scheduling a Class at RMIT is processed using SAMS. Courses must be active and available for scheduling in order to schedule a class. Multiple classes can be scheduled to one course offering, while class information can be edited after the course is saved.

Before you begin
• Log in to SAMS. Refer to the Sign in and Navigation quick reference guide for more information.
• Confirm the course offering is active and allowed to be scheduled (refer to the FAQ section of this guide)
• Confirm the course offering effective date is before the class start date (refer to the FAQ section of this guide).

Navigation
Curriculum Management > Schedule of Classes > Schedule New Course
The Schedule New Course Search page displays.

Search for the class
1. Type the commencement term/semester in the Term field.
2. Type the Subject Code in the Subject Area field.
3. Type the Catalogue number in the Catalogue Nbr field.
4. Click Search.

The Schedule New Course page displays.

Figure 1. Schedule New Course Search page

5. Click the Session Look Up icon.

The Look Up Session page displays.

Figure 2. Schedule New Course page
6 Select Viet1.

The Schedule New Course page displays again.

The Start/End Date, Holiday Schedule and Instruction Mode fields populate with default information.

The Associated Class defaults to 1. Increase this by one for each extra class you add (if applicable).

Update the Location if required. Update the Location to change the Instruction Mode. The modes available depend on the class.

7 Type the class coordinator’s e-number in the Course Administrator field.

**Note:** If the e-number does not match the class coordinator’s name (or if there are any errors in the class coordinator's name) send an email to the IT Service Desk.
8 Type the class section in the **Class Section** field. Use the following examples as a guide for class section naming conventions:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Year</th>
<th>Group</th>
<th>Class Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Accounting</td>
<td>1</td>
<td>A</td>
<td>IA1A</td>
</tr>
<tr>
<td>Human Communication</td>
<td>3</td>
<td>C</td>
<td>HC3C</td>
</tr>
<tr>
<td>Computer Design</td>
<td>2</td>
<td>B</td>
<td>CD2B</td>
</tr>
</tbody>
</table>

**Note:** The Class Section can be left as the default value.

9 Click the **Meetings** tab. The **Schedule New Course - Meeting** tab displays.

10 Ensure that the class start and end date match the **Start/End Date** on the **Basic Data** tab.

11 Click the **RMIT Class Enrolment Cntrl** tab

The **Schedule New Course – Enrolment Cntrl** tab displays.

12 Type the maximum number of students that can enrol in the class in the **Enrolment Capacity** field. This field defaults to 999. Update this field to limit enrolments.

13 Click **Save**. The class number displays. The **Scheduling A Class** process is complete.
Schedule extra classes in the same course offering

Schedule an extra class when:
- offering multiple classes for the same course
- delivering alternative instruction methods.

14 Click the **Basic Data** tab.

The **Schedule New Course – Basic Data** tab displays.

6 Click the **Add a New Row** (+) button.

The **New Row** displays.

For more information on adding rows, refer to the **Add an Effective Dated Row** quick reference guide.

15 Type the class section in the **Class Section** field.

Ensure this is different from the Class Section on the first row.

16 Confirm the correct dates display in the **Start/End Date** fields.

17 Increase the **Associated Class** by one for each extra class added.

18 Click **Save**.

The new Class Number displays.
FAQ

What happens if I cannot view the course offering in the search results?

Confirm the course is active and allowed to be scheduled.

Navigation

Curriculum Management > Course Catalogue > Course Catalogue

Search for the Course Offering

1. Type the Subject Code in the Subject Area field
2. Type the class catalogue number in the Catalogue field
3. Click Search

The Course Catalogue page displays.

4. Confirm the Effective Date predates the class start date
5. Confirm the Status is active.
6. Click the Offerings tab

The Course Catalogue – Offerings tab displays

7. Confirm the Allow Course to be Scheduled checkbox is ticked.

Note: If the Allow course to be Scheduled checkbox is unticked, email Course and Program Administration.