Agenda

• Class Section Builder (CSB) Update
• Instructor Reporting
• Course Search & Enroll App Overview and Updates
• Course Search & Enroll App Support
• Curricular Contacts List Update
• Curricular Data Resources
• 25 Live Advanced Search Features
CLASS SECTION BUILDER (CSB) UPDATE

Angie Rieves
Office of the Registrar
Welcome Meeting:
Discussion of project scope/needs with vendor.
Introduction of Project Team.
Discussion of timeline and SIS.

Business Process Configuration:
Questionnaire of current scheduling processes and project goals; data extracts to vendor.

Validation Rules:
Training, development, and validation.

On-campus training provided by vendor to curricular & enrollment coordinators.


Formation and kick-off of cross-campus Core Implementation Team (CIT)

Meeting Patterns:
Training, development, and validation.

Workflow Roles:
Training, development, and validation.

Admin training to Office of the Registrar/Office of the Student Information System team.

Creation of the Fall 2018 Schedule of Classes in Class Section Builder.
Class Section Builder: Spring 2017-Present

**Your Plan**

**Reality**
Class Section Builder: Spring 2017-Present

- Pilot departments built schedules for 1186 and 1192 in Class Section Builder
- RO gathered feedback from pilot partners
- Campus scheduler training


- Continued testing of product features and rules
- Upgraded to most recent version of product
- Curricular Services team training and testing
- Revised features as needed

- Optional campus user trainings
- Open labs
Class Section Builder: Strengths

• More all-in-one scheduling experience
  • Won’t have to go to multiple screens and tabs to create schedule
  • One page view of components of each section

• Can make corrections in the moment
  • Errors and warnings will alert you to problems
  • Eliminating some audits and follow-up

• Easier to train and have a back up
  • 2-hour training and authorizations managed by RO

• Tools to help you visually see schedule features
  • Filters, framer and heat map
  • Can help with scheduling instructors, rooms and classes
Class Section Builder: Challenges & Support

• It is a section building tool.
• Rules are now enforced upfront.
• More changes. More new.

• Vendor Help resources on each page
• Training documentation
• Curricular Services team
• RO Communication with vendor
• Open Labs
• Road Shows for 1-on-1 help
Class Section Builder: Training

• Schedulers – April 18, 19, 20
  • If you build and maintain a department’s schedule of classes

• Viewers – Summer 2018
  • If you are interested in viewing schedules, visualizations, reporting

• SIS - On-going, exact dates TBD
  • Still needed for some entry
  • Training classes will be restructured

QUESTIONS?
Please contact me at angela.rieves@wisc.edu
608-265-5992
INSTRUCTOR REPORTING

Clare Huhn,
Academic Planning and Institutional Research (APIR)
Your New Course Search & Enroll app Is Here!

Aaron Apel, Office of the Registrar
User Metrics: 4/1/18 – 4/9/18

User Stats to-date

• 12,678 users to-date
• 1,092,746 course or class validations
• 81,944 successful class enrollments
Available on MyUW to anyone with a netid

- Search for Courses
- Add to Cart
- Build a Schedule
Mathematics 211
Calculus

Essential concepts of differential and integral calculus; exponential and logarithmic functions; functions of several variables. Enroll Info: Primarily for students in prebusiness and some social sciences. Students preparing for advanced study in mathematics, physics, engineering and other sciences should take MATH 221, 222 and 234 rather than MATH 210, 211 and 213. Most students in the biological sciences should take MATH 221. MATH 210 does not fulfill the requisite.

Prerequisites: MATH 112 or 114 or placement into MATH 211

Credits: 5
Level: Intermediate
Breadth: Natural Science
L&S Credit Type: Counts as LAS credit (L&S)
General Education: Quantitative Reasoning Part B

Last Taught: Spring 2018

Subject Notes:
--Adequate placement scores or prerequisite course required for enrollment.
--Enrollment problems concerning unavailable or closed sections: Add section to the wait list if available. For registration issues, go to the Registration Help Desk at B107 Van Vleck on Wed 9/5/2018 through Fri 9/14/2018 (hours: 9/5-6, 8:30-3:30; 9/07 9:00-3:00; 9/10-14, 10:00-2:00).
--To arrange a Math placement test, see www.testing.wisc.edu.
--For placement, retake of the placement test, or ineligibility questions, email placement@math.wisc.edu.
Tonghai Yang, Department Chair
Mathematics Department

Enroll Info & Requisites

Sections
1 of 1 options
Open seats X
Wait listed seats X
Closed seats X

Section filters:
Open seats. Wait listed seats. Closed seats.

Select sections
Day/Time
Location
Instructor
Cr
Seats
Info

LEC 001
12:15PM
4004 Vilas Hall
3 cr

13 open seats

Section Information
Honors only
Not open to students who have credit for COM ARTS 100 or 105
Declared in honors program

Exam
Dec 19, 2018 from 10:05AM - 12:05PM

Section Numbers
LEC - 32130
<table>
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<th>Days</th>
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<td>CHEM 103: General Chemistry I</td>
<td>4</td>
<td>MWF</td>
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<td>B130 Van Vleck Hall</td>
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<tr>
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<td>11:00 AM-11:50 AM</td>
<td>B10 Ingraham Hall</td>
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<td>CNSR SCI 111: Financial Life Skills for Undergraduates</td>
<td>1</td>
<td>W</td>
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<td>HISTORY 134: Women and Gender in World History</td>
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**Selected credits: 13-14**
Enroll right in the app

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<td>DIS MW 1:20PM - 2:10PM</td>
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<td>LAB T 11:00AM - 2:00PM</td>
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<tr>
<td>MATH 211 Calculus</td>
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<tr>
<td>LEC MWF 8:50AM - 9:40AM</td>
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<td>DIS TR 7:45AM - 8:35AM</td>
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<td>Sections not chosen</td>
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<tr>
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<td>1 cr</td>
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<tr>
<td>HISTORY 134 Women and Gender in World History</td>
<td>4 cr</td>
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<tr>
<td>LEC TR 2:30PM - 3:45PM</td>
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<tr>
<td>DIS W 2:25PM - 3:15PM</td>
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Help and Support

The Enrollment Help Desk

Looking for help with the Course Search & Enroll app? You’re in the right place. On this page:
• Quick tips for better searching
• Getting an error message?
• Which enrollment tool should I use?

To get help with a specific enrollment issue, you may need to contact your advisor, the class instructor, the department offering the class, or your academic dean’s office. In help notes here and elsewhere on this site, we’ll point you to the right place.

If you get stuck, please contact us for help.

Please also report any bugs or performance problems, or errors in the way course information appears in Course Search & Enroll.

Office of the Registrar ★ registrar@em.wisc.edu ★ 608–262–3811
regular hours: 8:00 am to 4:30 pm, Monday to Friday
more contact info
The Enrollment Help Desk

https://registrar.wisc.edu/enrollhelp/

• Focus on how to take action vs. how to use tool
  • Registrar’s Office contact information
  • Quick tips for better searching
  • Explanation/action for some common error messages
  • Enrollment tool features grid
    • Course Search & Enroll/Student Center/Course Guide

• Links to “How To” pages for Course Search & Enroll App
Enrollment Representative Contact List

• Survey emailed April 6th to primary curricular representatives

• Goal of identifying a primary person per subject listing who is responsible for things like:
  • Setting and managing enrollment caps
  • Entering course permissions
  • Managing waitlists
  • Clarifying course requisite confusion

• Faculty/staff contact and student contact
Curricular Data Visualizations/Tools

• Curricular Audit Tools
  • On UW-Madison’s Tableau Server at https://dataviz.wisc.edu
  • Shows class schedules, enrollments, and other information by user-selected criteria
  • Has data back to 1999 and through any future terms which have data in them

• Data Center
  • In SIS
  • Shows lists of students and courses based on user-selected criteria
More Data Resources

- [https://dataviz.wisc.edu](https://dataviz.wisc.edu)
  - Contains UW-Madison’s institutional data visualizations in Tableau

- [https://data.wisc.edu](https://data.wisc.edu)
  - “Resources” tab has helpful informational videos about UW-Madison’s Tableau resources

- Institutional Data Exporters are coming
  - Replacement for Query Library queries
  - Will allow you to export data
  - Will be hosted on [https://dataviz.wisc.edu](https://dataviz.wisc.edu)
  - More information coming
25LIVE ADVANCED SEARCH
25Live Advanced Search

- Locations – 3rd tab “Advanced Location Search”
25Live Advanced Search

- Lumen Knowledgebase Documentation
  - General Link [https://kb.wisc.edu/lumen/](https://kb.wisc.edu/lumen/)
  - Advanced Search: [https://kb.wisc.edu/lumen/page.php?id=77199](https://kb.wisc.edu/lumen/page.php?id=77199)

Questions?
Contact Jennifer Donahoe
Office of the Registrar
[jddonahoe@wisc.edu](mailto:jddonahoe@wisc.edu)
608-262-5333