COURSEFOLD USER GUIDE

Version 0.9

www.coursefold.com

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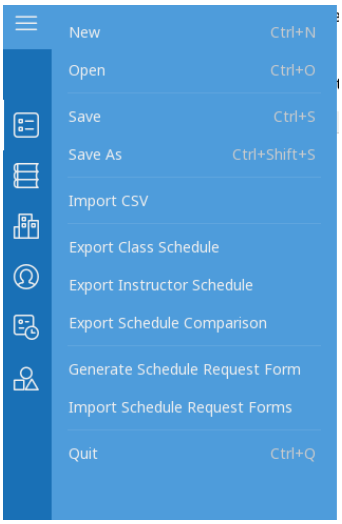
OVERVIEW

The purpose of CourseFold is to give college and universities a tool to assist those that make the class schedule. CourseFold saves and edits class schedule files with the extension cfld. You can create new files, open, save, and save-as those files as you typically would with other programs. These basic options can be found in the top menu icon of the left-hand menu bar.



In the bottom of that same left-hand menu bar, you will find a settings menu including an opportunity to provide feedback about CourseFold. You will also find an undo and redo button.

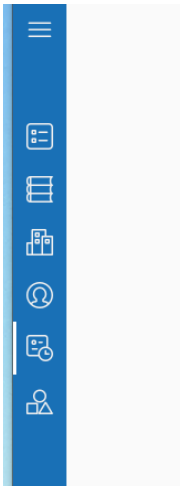
GETTING STARTED

BASICS

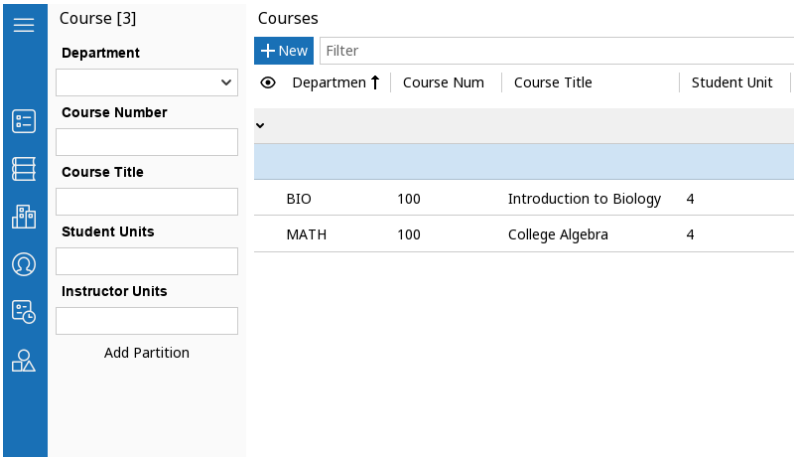
The class schedule is made up of components that can be created and edited by CourseFold.

SCHEDULE INTERFACE AND PROPERTY LIST

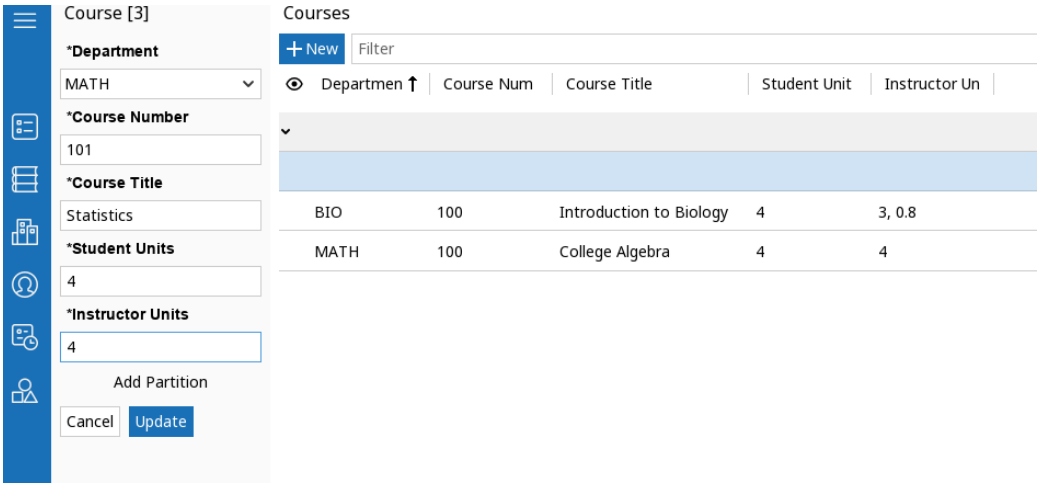
The primary component types of a schedule are class sections, courses, locations, instructors, and schedule requests. There are also multiple secondary component types. You can view and edit all components of a schedule by accessing the property list from the left-hand menu bar.



Selecting a component type will bring up a list of all components of the selected type. This is referred to as the component list. For example, if you select courses, you will see a list of any courses you already created. You can click the blue “add new” button to create a new component and add it to the list.



Selecting a component in the list will bring up the properties for that component. Each property can be edited by interacting with the corresponding field. After editing a property, that field will be marked with an asterisk (*). To apply these changes to the component, select the blue update button. Otherwise navigate away or select cancel.



Editing Multiple Components

If you want to edit multiple components at once, you can use the shift key and control key to select multiple rows. Once you have done that, any changes made in the property list will be applied to all selected components.

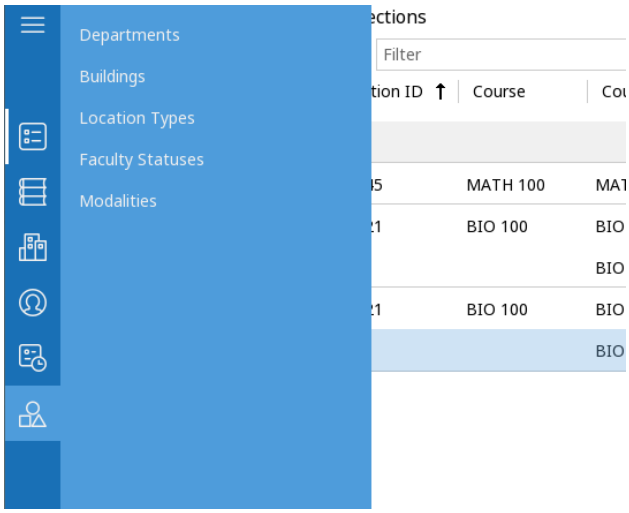
Duplicate and Delete

If you want to duplicate or delete a component, right click the component, and select the appropriate option. You can also press crtl+d (cmd+d on Mac) to duplicate and press the delete key to delete.

SECONDARY COMPONENTS

The first thing you should do when creating a schedule is to create secondary components. Secondary components are the simplest building blocks of a schedule. Typically, you set these up once and don't need to edit them throughout the scheduling process. They include, departments, buildings, location types, faculty statuses and modalities.

You can pull up the secondary component menu by selecting the option in the left-hand menu bar.



Departments

Departments are useful for classifying courses and instructors and provide more options for filtering and sorting in other parts of CourseFold. You can specify a full name and abbreviation for each department. Departments are typically referred to by their abbreviation in other parts of CourseFold.

Buildings

Buildings are useful for classifying locations where class sections can be scheduled. You can specify the full name of the building and an abbreviation. Buildings are typically referred to by their abbreviation in other parts of CourseFold.

Location Types

Location types allow you to create short descriptions for locations such as classroom, gym, computer lab, etc. These are helpful in filtering and sorting in other parts of CourseFold.

Faculty Statuses

Faculty Statuses allow you to create short descriptions for instructors such as employment status or priority. These are helpful in filtering and sorting in other parts of CourseFold.

Modalities

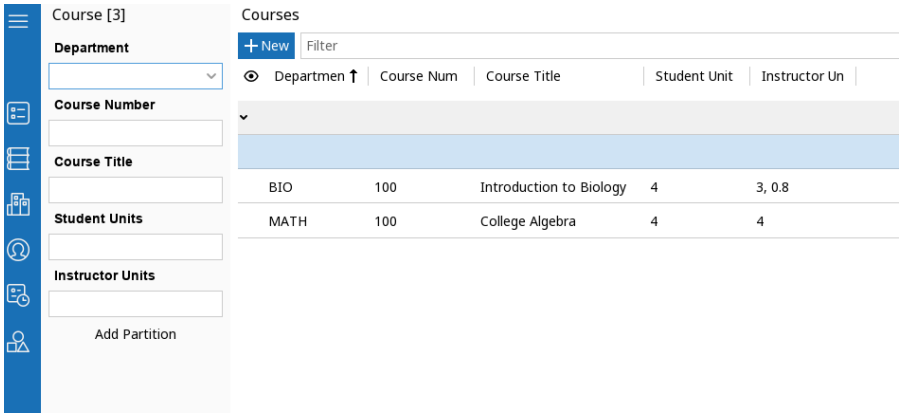
You can specify the modality of a course such as online, hybrid, etc. These are helpful in filtering and sorting in other parts of CourseFold as well as in schedule requests.

PRIMARY COMPONENTS

The primary components of a schedule are class sections, courses, locations, instructors, and schedule requests. Before creating these, it is useful to create any secondary components, but it is not required.

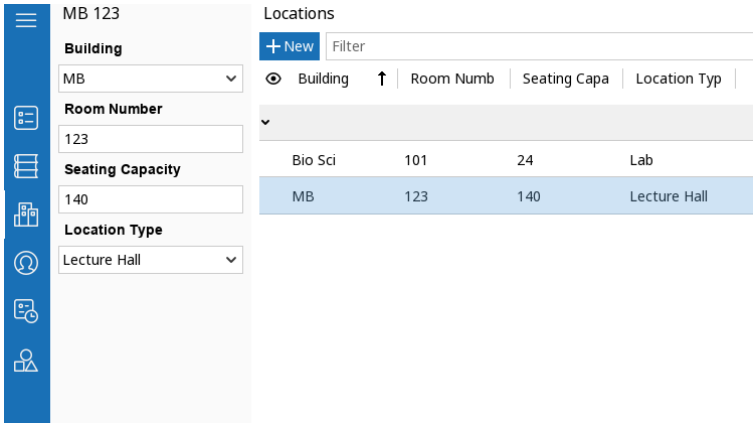
COURSES

All class sections should have an associated course. For each course, you can specify the department, course number, course title, student units, and instructor units. You can also split a course into multiple partitions. This is useful for situations such as a course having a lecture and a lab component that might be scheduled differently. See the partitions section for more details. Courses are also useful for sorting, grouping, and filtering in other parts of CourseFold.



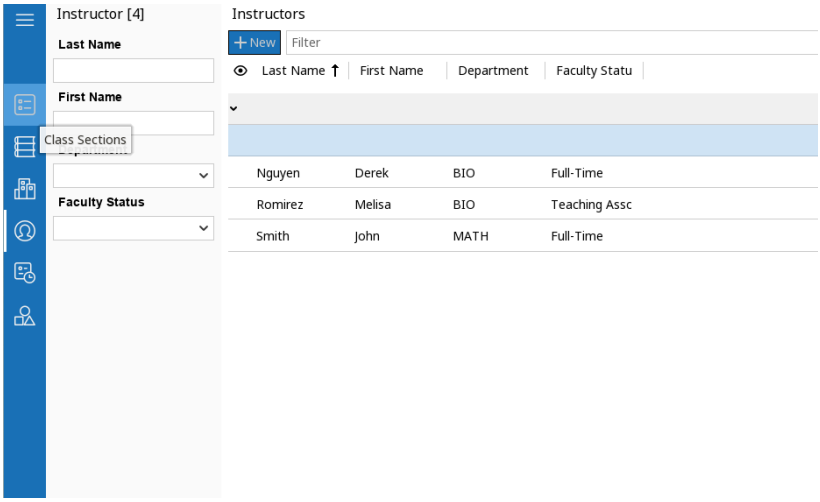
LOCATIONS

Locations are used to indicate where the class sections will be scheduled. For each location, you can specify the building, room number, maximum seating capacity, and location type. These are also useful for sorting, grouping, and filtering in other parts of CourseFold.



INSTRUCTORS

All class sections should have one or more assigned instructors. For each instructor, you can specify the instructor's last name and first name along with a department(s) and faculty status. These are also useful for sorting, grouping, and filtering in other parts of CourseFold.



CLASS SECTIONS

Class Sections are the main component of the schedule. You can specify:

- Section ID
- Course
- Class Times
- Location
- Instructor
- Instructor Units
- Modality
- Start Date

- End Date
- Enrollment Capacity
- Unscheduled Hours
- Student Units
- Crosslisted Sections
- Co-Requisites
- Registration Visibility
- Published Notes
- Private Notes

Descriptions of each of these fields including suggested use is detailed in the class sections section of this document. You may choose to not use all these fields at your college or university.

SCHEDULE REQUESTS

Schedule Requests are used to collect preferences from instructors regarding their desired schedule. You may choose to collect this information outside of CourseFold. However, there is a benefit to using our built-in tool including advanced filter options and conflict checking. Details can be found in the schedule request section of this document.

CLASS SECTIONS

All the features and tools in CourseFold are designed to assist you in creating a self-consistent set of class sections which make up the schedule. Each property is detailed below including its intended function.

SECTION ID

The Section ID field allows you to specify a unique alphanumeric identifier. This is likely the code students at your college or university use to register and is intended to be unique to a class section.

COURSE

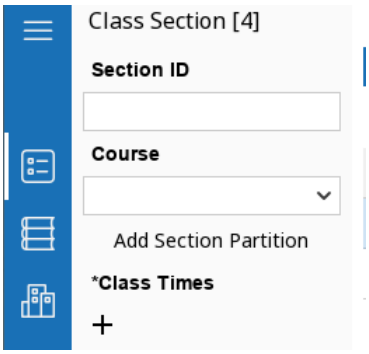
This drop-down field allows you to select which of the courses you created should be assigned to this class section. When assigning a course for the first time, if the selected course has multiple partitions, the class section will automatically partition to match the course. More details can be found in the partitions section.

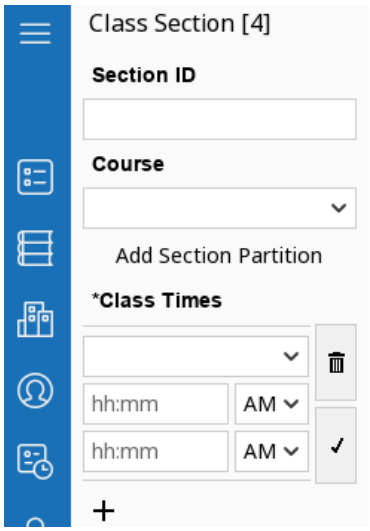
ADD SECTION PARTITION

This will allow you to partition the class section. This could be used if you want to schedule parts of a class section in different locations or assign them to different instructors. More details can be found in the partitions section.

CLASS TIMES

You can assign as many blocks of time to a class section as you wish. Simply click the plus sign to add a class time block. You can select the day or days of the week from the drop down. You can type the time in 12- or 24-hour format and CourseFold will automatically insert the colon when you select the checkmark or update. You may also type “a” or “p” after typing the time and AM or PM will select accordingly. You can delete a time block by selecting the trash icon.





UNSCHEDULED HOURS

This field allows you to specify the number of instructional hours that are unscheduled of this class section. This is a common field for classes with hybrid or online modalities. It is frequently left blank for traditional face to face classes.

LOCATION

This drop-down field allows you to select which of the locations you created should be assigned to this class section.

INSTRUCTOR

This drop-down field allows you to select which of the instructors you created should be assigned to this class section. It is possible to assign more than one instructor to a class section.

INSTRUCTOR UNITS

This fields allows you to specify the number of instructor units the instructor will receive for teaching the class section. This is useful in conjunction with schedule requests as well as instructor schedule exports which show the total instructor units assigned. This field will auto populate with the instructor units listed for the associated course if the field was previously blank. This can be disabled under general user settings if you wish.

MODALITY

This drop-down field allows you to select which of the modalities you created should be assigned to this class section. This is also useful in conjunction with schedule requests.

START AND END DATE

These fields allow you to specify the date range for this class section.

ENROLLMENT CAPACITY

This field allows you to specify the maximum enrollment of this class section.

STUDENT UNITS

This field allows you to specify the student units of this class section

CROSSLISTED SECTIONS

This drop down allows you to select one or more other class sections to cross list with this class section. This field is often used to specify class sections which are to be scheduled together but with different section IDs. For example, a regular and honors class might be scheduled in the same room, at the same time, with the same instructor but still be separate class sections.

CO-REQUISITES

This drop down allows you to select one or more other class sections. A co-requisite class section is a section that students must enroll if enrolling in this class section. A common use for this may be a lecture and lab if your college or university treats those as different class sections.

PUBLISHED NOTES

This field allows you to write text that should be included in the published schedule that students can see when they register.

PRIVATE NOTES

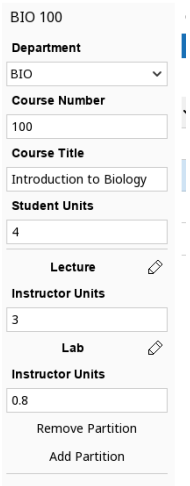
This field allows you to write notes that are useful to you or others who will see this schedule file but are not intended to be published.

PARTITIONS

Both courses and class sections can be partitioned into multiple pieces. It is important to understand the two and how they are connected. The intention of partitions is to allow you to schedule a class section in multiple pieces. This could be useful for a variety of reasons such as a course having a lecture and lab component. It could also be useful if the course is going to change instructor or location part way through the term. Whatever the need, partitions give you flexibility in how you schedule class sections.

COURSE PARTITION

Course partitions are useful when all or most sections of a course will be following the same partition structure. For example, if you want to schedule Biology 100 with both a lecture and lab component, you could add a second partition. You can rename the partitions by clicking the pencil symbol shown below.

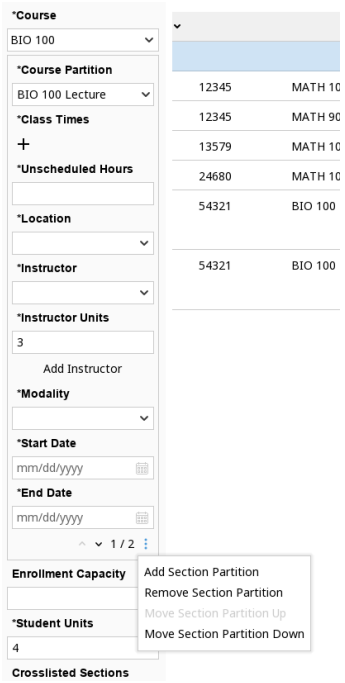


When you have a course partitioned, any new class section of that course you create will automatically be partitioned in the same way. Note that if you edit an existing class section that already has a course assigned to it and change the course, the partitions will not automatically adjust. This ensures work you have done is not overwritten.

In the schedule request section of this document, you will read about course requests. When instructors request a course, they are really requesting a course partition. So, if you label these partitions as in the picture, they will have the option to request both Bio 100 Lab and Bio 100 Lecture.

SECTION PARTITIONS

Section partitions by default will align to the name and number of course partitions associated with the course, however you are free to add or remove partitions as needed.



The properties specific to section partitions are class times, location, instructor, instructor units, modality, start date and end date. This allows you flexibility in how you schedule class sections. You can navigate between section partitions using the arrows at the bottom of the section partition show in the picture. You can also select the three-dot icon to add, remove, or reorder the partitions.

By right clicking the section partition row in the class section list, you can also add, remove, or duplicate a partition.

Some additional use cases for partitioning a class section could include a course that will meet at different times on different weeks of the term or an online class that has specific in person testing days.

SCHEDULE REQUESTS

The schedule request component allows you to store data regarding instructor preference. This data enables CourseFold to greater assist you in assigning class sections that will meet instructor desire. This is done through conflict checking and is detailed in the conflicts section of this document.

There are two elements to schedule requests. The first is the schedule request component itself. The second is the method by which you collect and input that data.

SCHEDULE REQUEST COMPONENT

This section details each property of the schedule request and how it is intended to function.

INSTRUCTOR

This drop-down field allows you to select which of the instructors you inputted will be associated with this schedule request.

DESIRED TIMES

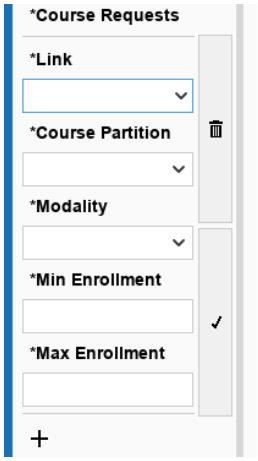
Desired times represent when the instructor would prefer to teach. Entering times into the desired times field works the same way as the class times field for class sections. For the purposes of conflict checking, CourseFold treats any desired times as also being available times.

AVAILABLE TIMES

Available times represent when the instructor is able to teach. Entering times into the available times field works the same way as the class times field for class sections.

COURSE REQUESTS

Course requests allows you to list the courses that an instructor specifically is requesting to teach. You can click the plus sign to add a course request, the check mark to collapse the request, and the trash can to delete the request. There are 5 fields which make up this property.



Link

This field allows you to link course requests together with an “and” or an “or.” This is useful if the instructor for example were to request two sections of “English 100 or two sections of English 101.” The link field is applied between the previous course request and current course request. It is ignored for the first course request.

Course

This drop-down field allows you to select the specific course being requested.

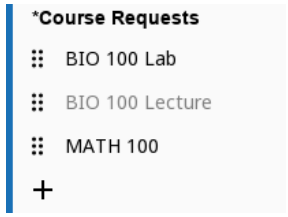
Modality

This drop-down field allows you to select a specific modality for the request if there is one.

Min and Max Enrollment

These fields allow you to specify an enrollment range for the request. A blank min or max field indicates there is no minimum or maximum respectively. For example, if the instructor may want to request English 100 with no more than 35 students, the minimum field should be left blank, and the maximum field should be 35.

The course requests can be reordered by dragging them using the 6-dot icon.



COURSE EXLUSIONS

This drop-down field allows you to specify specific courses which the instructor is not willing to teach.

MODALITY EXLUSIONS

This drop-down field allows you to specify specific modalities which the instructor is not willing to teach.

MIN AND MAX ENROLLMENT

This field allows you to specify a range of enrollment the instructor is willing to teach. For example, perhaps the instructor is not willing to teach high enrollment classes. This is a broad enrollment range rather than the course request specific enrollment range mentioned above.

MIN AND MAX PREPS

These fields allow you to specify a range of unique preps the instructor is willing to teach. For example, perhaps even if the instructor is to be assigned 5 class sections, the instructor does not want more than 3 unique courses to teach.

MIN AND MAX WORK DAYS

These fields allow you to specify a range of work days the instructor is willing to teach. For example, perhaps the instructor can only teach two days a week.

MIN AND MAX INSTRUCTOR UNITS

These fields allow you to specify a range of instructor units the instructor is willing to teach. For example, perhaps the instructor would like to teach at least 6 units but no more than 9.

COMMENTS

This field allows you to record any additional comments the instructor made regarding schedule preferences. This field is for reference only and is not used by the CourseFold for conflict checking. It is therefore a good practice to use the other fields, when possible, to communicate preferences.

START AND END DATE

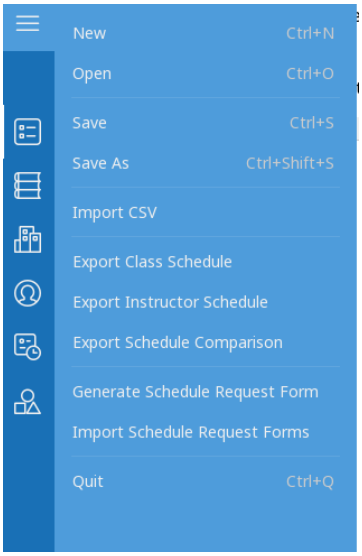
These fields allow you to specify the date range for the schedule request. These fields are important for CourseFold to accurately check conflicts because it will compare these requests only with class sections whose date ranges overlap the schedule request date range.

SCHEDULE REQUEST COLLECTION AND INPUT

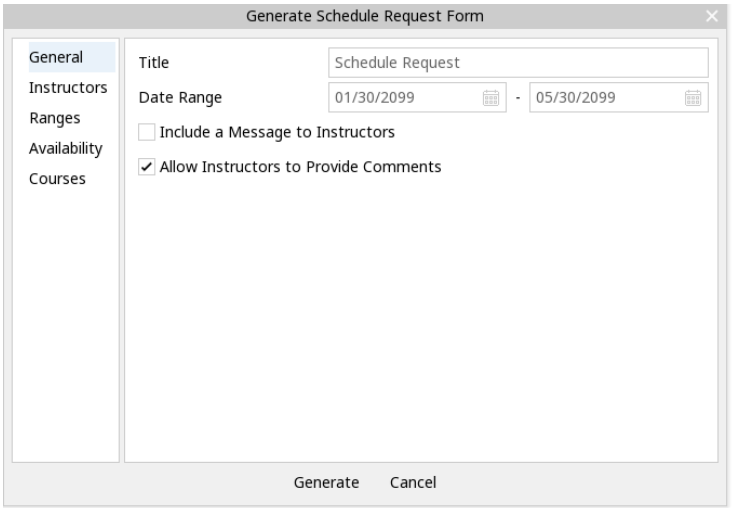
At your college or university, you may already have a process by which you collect instructors' schedule preferences. You could choose to continue that practice and manually type the data into CourseFold. However, CourseFold also has its own schedule request process allowing you to collect and import schedule request data automatically.

GENERATE SCHEDULE REQUEST FORM

When you are ready to collect schedule request data, you can navigate to the upper left menu icon and select "Generate Schedule Request Form."



This will bring up a window allowing you to edit the schedule request form to your college or university's needs.



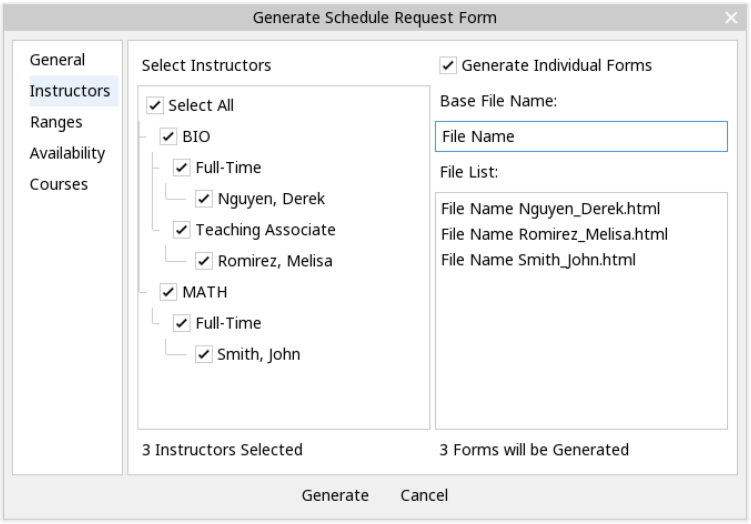
General

On the general tab, you can specify a title which is "Schedule Request" by default.

You can specify a date range for the schedule request which will auto populate to the first start date and last end date of the class sections in your schedule file.

You can select to include a message to instructors that will appear on the form.

You can choose whether to allow instructors to provide comments.

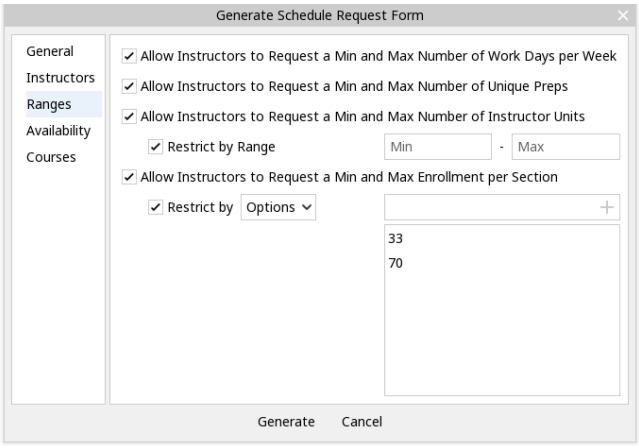


Instructors

You can select which instructors and departments to include in your schedule request form.

You can generate separate forms for each instructor or one combined form with a drop-down menu where the instructors will select their names. This option is not selected by default and will make it easier to distribute the form.

If you decide to generate individual forms, you can set a base file name that will precede the instructors' names.



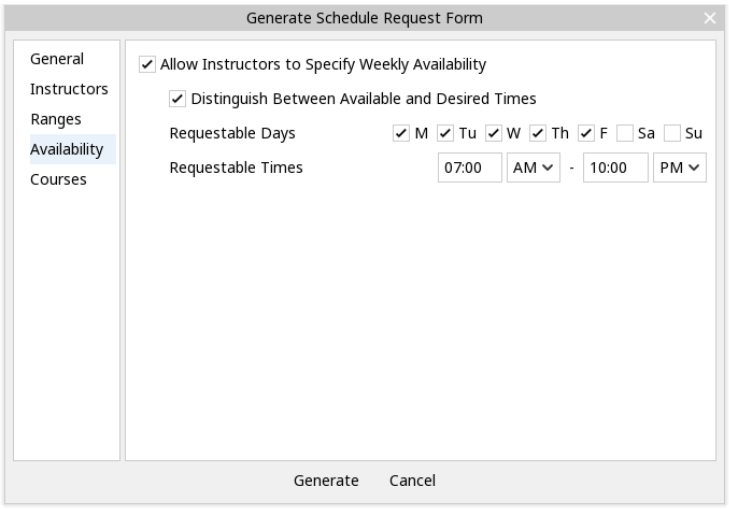
Ranges

You can select whether to you want instructors to provide a work days range.

You can select whether you want instructors to provide a unique preps range.

You can select whether you want instructor to provide an instructor units range. If so, you can put a limit on what numbers are acceptable to request.

You can select whether you want instructors to provide an enrollment range. If so, you can put a limit on what numbers are acceptable to request either by entering a range yourself or listing specific possible enrollments that are available in your schedule.

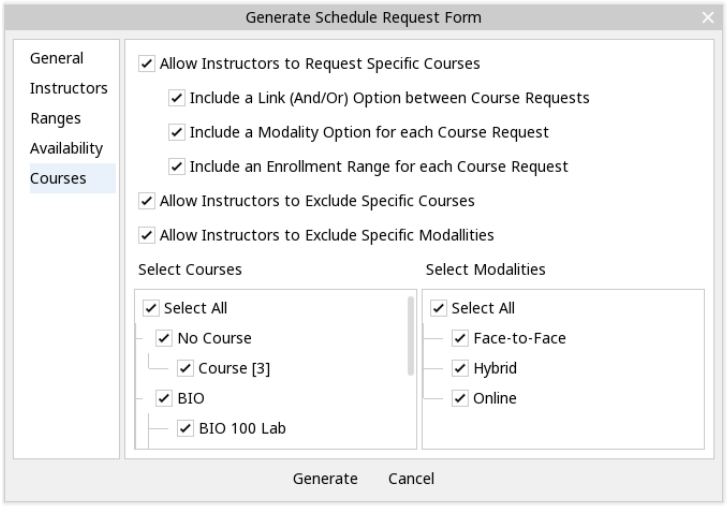


Availability

You can select whether you want instructors to provide their weekly availability. If so, you can select whether you want to give them the option to distinguish their available times versus their desired times.

You can select which days of the week instructors will be able to request.

You can select which range of times for which the instructors can provide availability.



Courses

You can select whether you want instructors to be able to request specific courses. If so, you can choose whether you want them to be able to request specific modalities, enrollment ranges, and whether they can provide a link (and/or) between these course requests.

You can select whether you want instructors to be able to exclude specific courses or modalities.

If you allow instructors to request or exclude specific courses or modalities, then you will have the option to select which of those courses and modalities should populate the drop-down fields in the schedule request form.

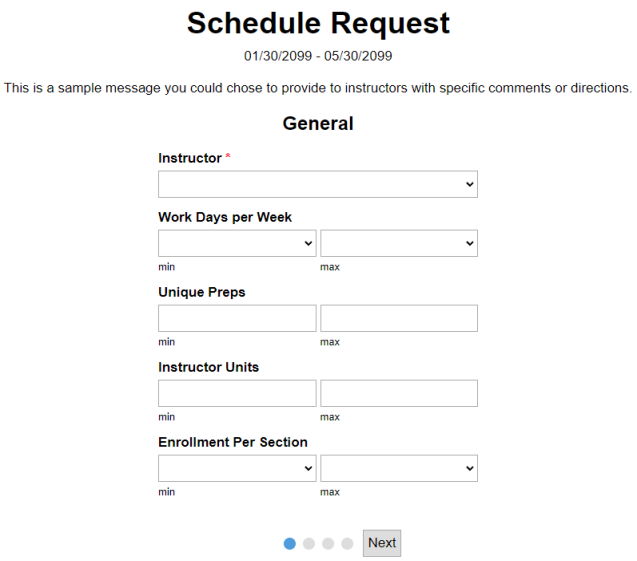
Generate

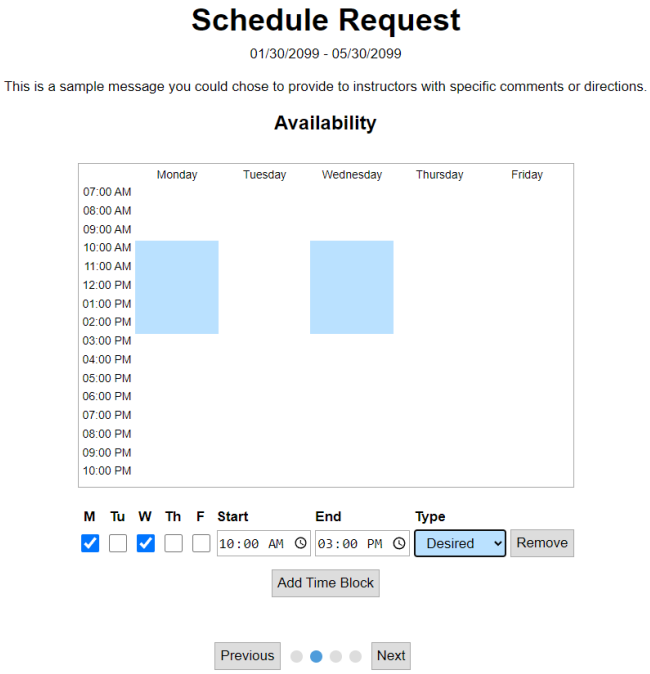
After you have made your selections, you can select Generate. This will open a file explorer and allow you to save the schedule request form(s) to your computer.

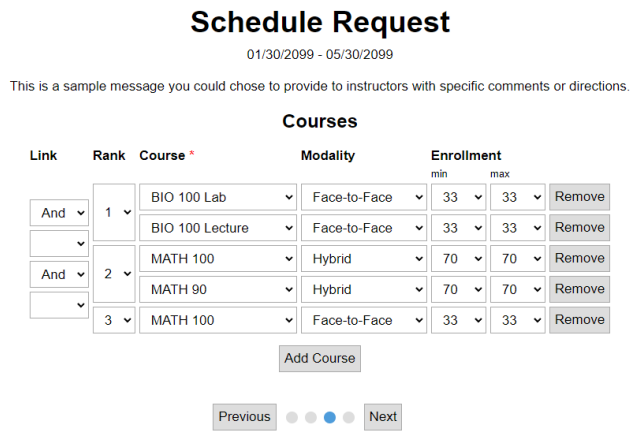
SCHEDULE REQUEST FORM

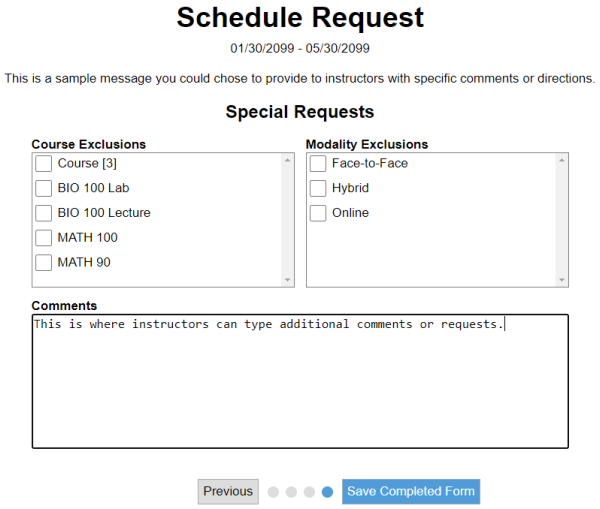
Using the Export Schedule Request Form function will create an html file that can be sent to your faculty electronically. This can be done via email or whatever other means of digital file sharing you wish. While this is an html file, it is not a live website. It is a file that can be sent to instructors, opened in any major web browser, saved to a computer, and sent back via email or other electronic digital file sharing system. This is done so that your instructors should not need to have any additional program installed on their devices. Currently this form is supported by Google Chrome, Safari, Microsoft Edge, and Mozilla Firefox. For the smoothest experience, we recommend Google Chrome. Mobile web browsers are not supported at this time.

The html is broken down into four pages. An example of the form are provided here for your reference. If you select to disable some of the features of the form, they will not appear.







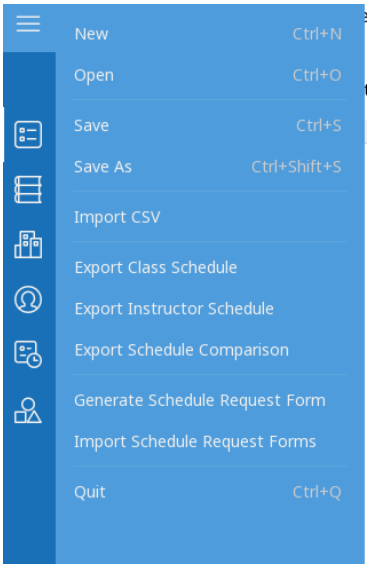


After completing the form. The instructor should select the “Save Completed Form” button. Depending on the web browser, this will either save automatically to their normal browser folder for downloads or, it will prompt them to select a file save location. This button will not save the form over itself unless the user selects to save it to the same file name and location.

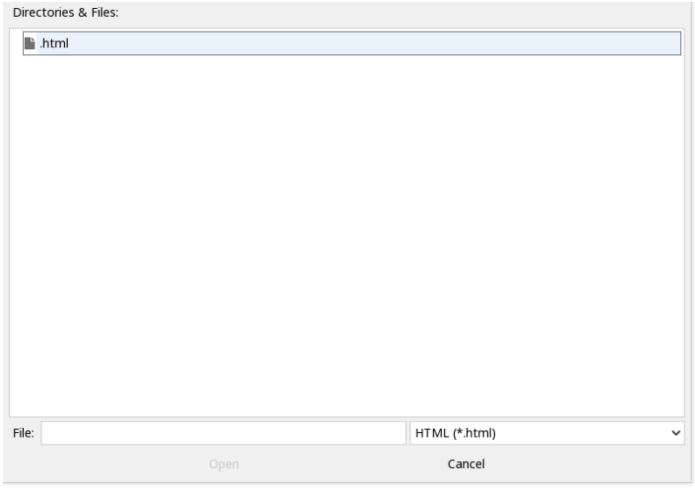
Once this is completed, the instructor should electronically return the form to you to import the data into your CourseFold file.

IMPORT SCHEDULE REQUEST FORMS

You can use the “Import Schedule Request Forms” button to import the data in the html file(s) you have received from instructors back into CourseFold. This can be accessed from the menu in the top left corner of CourseFold.

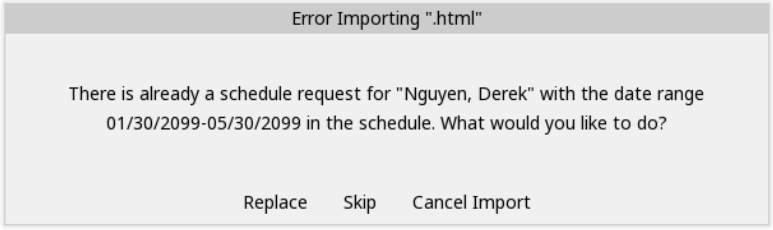


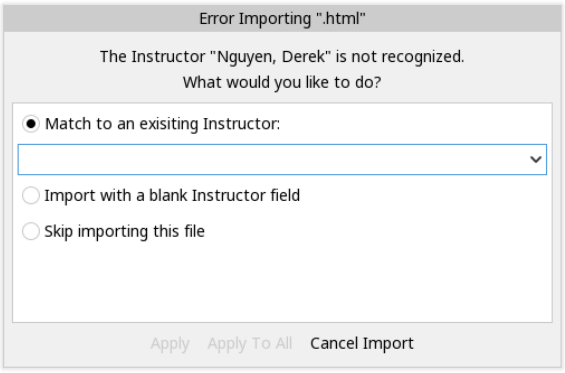
This will bring up a file picker and will allow you to select as many of these forms as you would like for import. You might find it useful to save all the request forms you receive from instructors to one location on your computer to make this process easier.



Once you have done this, you have successfully imported the schedule request data. It can now be viewed in CourseFold and used for conflict checking and other tools that will assist you in developing your schedule.

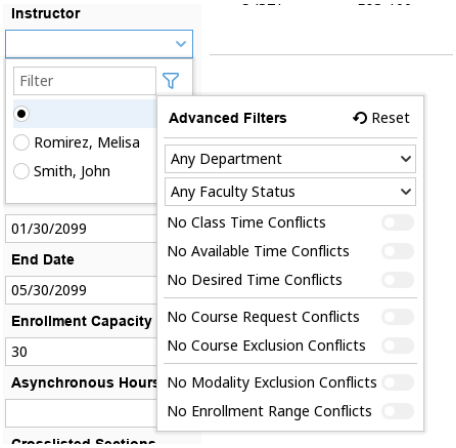
In some less common instances, if you try to import schedule request forms for an instructor that already has an existing request form or if the name of the instructor does not match your instructor list because of an update you may have made, CourseFold will assist you in correcting these issues. See pictures below.





ADVANCED FILTERS

Within the drop-down fields for instructors and locations within the class section property list, you will find advanced filters. You can access these filters by clicking on the filter icon next to the text field that reads “filter” These are used to create a curated list of instructors and locations that meet the needs of the class section you are scheduling. They can all be turned off at once by selecting the reset button. These advanced filters only utilize the data from the last update. Be sure to update any changes to the class section before using an advanced filter.



INSTRUCTOR

Department

You can select a department to show only those instructors assigned to that department.

Faculty Status

You can select a faculty status to show only those instructors with that faculty status.

No class Time Conflicts

This option will only show instructors that are not assigned to teach a class that overlaps with this class.

Available Time Conflicts

This option will only show instructors whose available time(s) include the entire time(s) that this class section is scheduled.

Desired Time Conflicts

This option will only show instructors whose desired time(s) include the entire time(s) that this class section is scheduled.

No Course Request Conflicts

This option will only show instructors who listed this specific course, modality, and enrollment in their course requests.

No Course Exclusion Conflicts

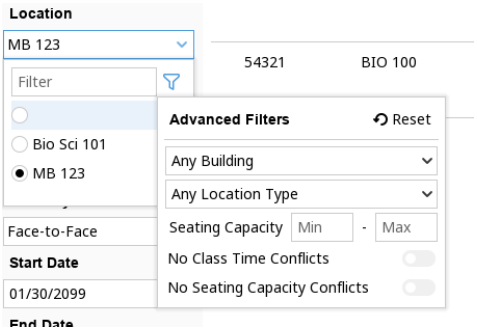
This option will only show instructors who did not list the course for this class section as a course exclusion in their schedule request.

No Modality Exclusion Conflicts

This option will only show instructors who did not list the modality for this class section as a course exclusion in their schedule request.

No Enrollment Range Conflicts

This option will only show instructors whose requested enrollment range includes the enrollment capacity for this class section.



LOCATION

Building

You can select a building to show only those locations in that building.

Location Type

You can select a location type to only show locations with that location type.

Seating Capacity

This range will only show locations whose seating capacity is contained in that range.

No Class Time Conflicts

This option will only show locations that do not have class sections scheduled that would overlap the time(s) of this class section.

No Seating Capacity Conflicts

This option will only show locations whose seating capacity is greater than or equal to the enrollment capacity of this class section.

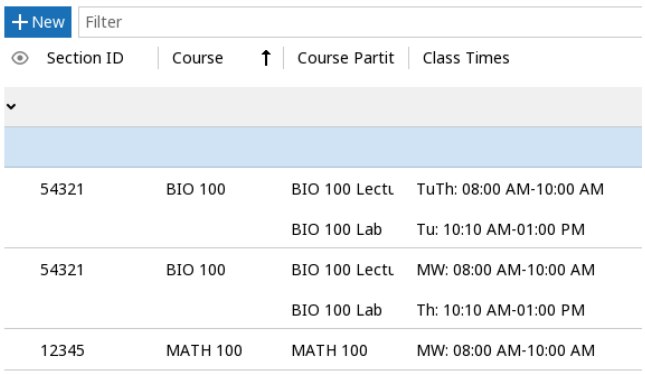
SCHEDULE INTERFACE

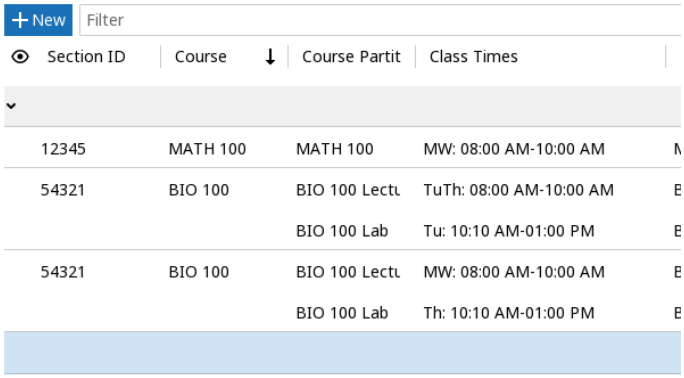
Selecting a component from the left-hand menu bar will bring up the schedule interface which is a list of all components of that selected type. For example, if you select class sections, you will see a list of any class sections you already created.

THE BASICS

SORTING

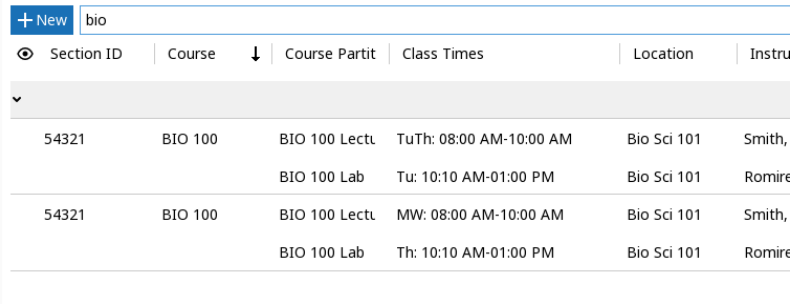
You can click the column header to sort the component list by that property. For example, in class sections, if you select the course column header, the class sections will re-order to be in ascending Alphanumeric order by course title. If you select the course column header again, they will re-order to be in descending Alphanumeric order by course title. Any class sections with the same value for the sort criteria will have their order unchanged. An arrow will appear to show by which column the list is being sorted.





GENERAL FILTER BAR

To the right of the “add new” button, you can filter the list. Typing text into the general filter bar will cause only the components with matching text to appear. For example, in picture below by typing “bio” into the general filter bar, only those components with the text “bio” somewhere in the component will appear.

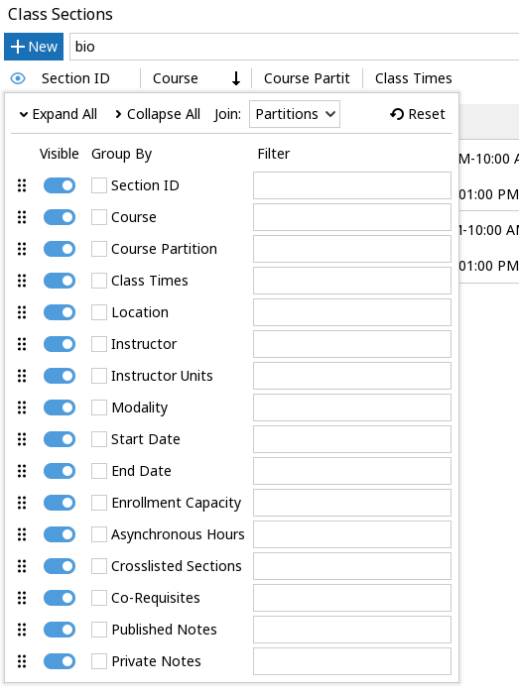


COLUMN REORDERING AND RESIZING

You can reorder the columns by dragging the column header to the new column header where you want it to appear. You can resize the columns by dragging the dividers between the column headers.

VISIBILITY OPTIONS

By selecting the eye symbol directly under the “add new” button, you can alter the way the list of components appears in CourseFold.



GROUP BY

You can group the class sections or other components by any of their properties by checking the appropriate box under "Group By." This will cause the component list to be arranged by groups according to your selection. The components within each group will still sort normally. See the sorting class section for more details.

COLUMN VISIBILITY

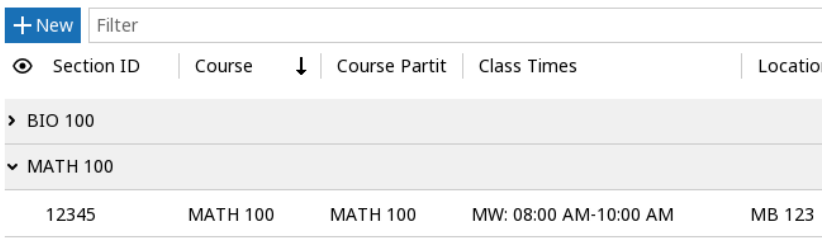
You can toggle column visibility on or off by clicking the slider next to the property you want to enable or disable. You can also reorder the columns by clicking the 6-dot icon next to the property you want to move and dragging it.

PROPERTY FILTER

For a more specific filter, rather than typing in the general filter bar, you can type in one of the property filter bars in the visibility options window. This will only filter for the text you type within that property.

EXPAND ALL AND COLLAPSE ALL

When grouping your component list, you are able to collapse and re-expand individual groups. If you would like to collapse or expand all groups, select the appropriate button at the top of the visibility options window.



JOIN PARTITIONS

Join Partitions is an option in the visibility options menu for class sections only. It will keep all partitions of a class section next to each other. If you sort or group the class section list while joining partitions, the sorting or grouping will apply to the first partition in the class section.

JOIN CO-REQUISITES

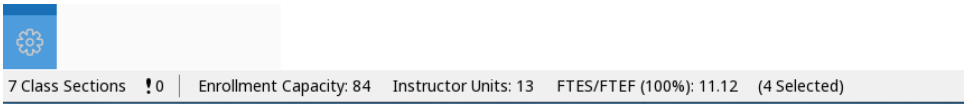
Join Co-Requisites is an option in the visibility options menu for class sections only. It will keep any class sections that are co-requisites of each other together. If you sort or group the class section list while joining co-requisites, the sorting or grouping will apply to the first section in the group. If you want to change which of the co-requisite joined class sections appears first, you can right click the class section and select "Set As Top Course." Note that when joining co-requisites, section partitions are joined as well.

RESET

You can reset all these visibility options to default by selecting the reset icon in the visibility options menu.

STATUS BAR

At the bottom of CourseFold, a status bar displays relevant key data to the schedule. Certain data is displayed regardless of which schedule component list is displayed and others are contextualized.



GENERAL DATA

For all components, the status bar calculates:

- Total number of instances
- Number of instances selected
- Number of conflicts associated with the component displayed

CLASS SECTION DATA

- FTES, FTEF, FTES/FTEF which are calculations of the Full-Time Equivalent student using the daily census method for California community colleges, Full-Time Equivalent Faculty, and the ratio between them. See FTES and FTEF Calculation for Full details.
    - The user can specify which day(s) to exclude from calculation.
- Total enrollment for selected sections
- Total instructor units for the selected sections

COURSE DATA

- Total number of sections of the selected course(s)

LOCATION DATA

- Total number of sections of selected location(s)

INSTRUCTOR DATA

- Total number of sections assigned to the selected instructor(s)
- Total number of instructor units for selected instructor(s)

DEPARTMENT DATA

- Total number of instructors assigned to selected department(s)
- Total number of courses assigned to selected department(s)

BUILDING DATA

- Total number of locations for selected building(s)

LOCATION TYPE DATA

- Total number of locations for selected location type(s)

FACULTY STATUS DATA

- Total number of instructors of selected faculty status(es)

MODALITY DATA

- Total number of sections of selected modality(ies)

FTEF AND FTEF CALCULATION

FTES stands for Full Time Equivalent Students. FTEF Stands for Full Time Equivalent Faculty. Both are terms defined by the California Community College System in the Student Attendance Accounting Manual.

FTEF CALCULATION

CourseFold uses the following formula to calculate Full Time Equivalent Faculty for one or more section partitions:

$$FTEF = \frac{Total\ Instructor\ Units}{15\ Instructor\ Units}$$

FTES CALCULATION

In the Student Attendance Accounting Manual, there are different census and accounting methods. Cousefold uses the Daily Census method to estimate the FTES for selected section partitions. The following formula is used to calculate Full Time Equivalent Students for one section partition:

$$FTES = \frac{\frac{\sum[[Class\ Time - Break\ Time] * [\#\ of\ Occurences\ in\ Date\ Range]]}{50} + [Unscheduled\ Hours] * [\#\ of\ Weeks]}{525} * Enrollment$$

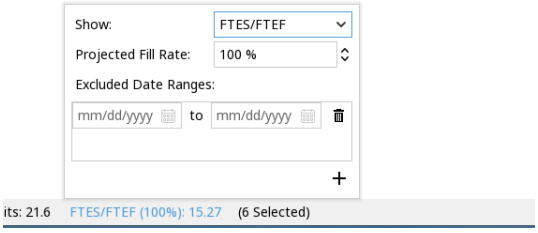
FTES/FTEF

For one or more section partition, the following formula is used to calculate the ratio of Full Time Equivalent Students to Full Time Equivalent Faculty.

$$\frac{FTES}{FTEF} = \frac{\sum FTES \ for \ all \ sections \ selected}{\sum FTEF \ \ for \ all \ sections \ selected}$$

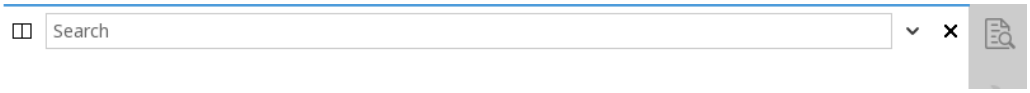
CALCULATION OPTIONS

The user can select whether to display FTES, FTEF, or FTES/FTEF by clicking on the metric in the status bar. Additionally, the user can specify a projected fill rate for the actual enrollment and dates that should be excluded from the calculation.



VIEWS

On the right-hand menu bar, you can select the Views icon. This will give you access to individual views for the course, location, instructor, and schedule request components. These individual views are useful for getting into the details of a particular component including how that component has been utilized in the schedule.



There are several ways to pull up an individual component view:

- Double clicking on the component in the component list: For example, if you are looking at the location list in the schedule interface, you can double click on a particular location row to pull up the associated individual view.
- Right clicking any component associated with the individual view desired: For example, if you select a class section that is assigned to a location you wish to view, you can right click that class section in the class section list and then select “View Location Details.”
- Typing directly into the search bar: As shown in the picture above, there is a search bar which works the same way as the filter bar. For example, if you wanted to pull up the view for English 100, you could start typing it into the search bar to create a list of any component views that match what you are typing.
- Manual Navigation. By clicking the arrow directly to the right of the search bar, you can navigate through an organized menu of all the components with associate views.

You can open up to two views at once by selecting the “Split View” icon directly to the left of the search bar. Sometimes you may wish to view an instructor view and the schedule request view for the same instructor side by side. This can be quickly done by selecting “View Instructor and Request Side-by-Side” from the right click menu.

There are four main types of views.

COURSE

The course view lists all class sections of that course currently in the schedule. It provides a total number of class sections, a total enrollment capacity across all class sections, and a weekly calendar view so that you can see what day(s) and time(s)

you have that course scheduled to assist you in determining when to schedule additional class sections. It also provides you with a tool for specifying a date range for that calendar view. This can be useful if you are scheduling class sections with a variety of start and end dates for this course. Lastly, it provides you with the option to view just one partition of that course. This is useful for courses that may be broken into lectures and labs if you want to view only labs for example.

LOCATION

The location view lists all class sections currently scheduled in that location. It states the seating capacity for that location and provides a weekly calendar view so that you can see what day(s) and time(s) you have class sections scheduled in that location. It also provides you with a tool for specifying a date range for that calendar view. This can be useful if you are scheduling class sections with a variety of start and end dates in this location.

INSTRUCTOR

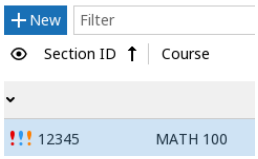
The instructor view lists all class sections currently assigned to that instructor. It states the faculty status and total instructor units of the instructor and provides a weekly calendar view so that you can see what day(s) and time(s) the instructor is scheduled to teach. It also provides you with a tool for specifying a date range for that calendar view. This can be useful if you are assigning class sections with a variety of start and end dates to this instructor.

SCHEDULE REQUEST

The schedule request view lists all the schedule request data you have collected from the instructor. This includes the instructor's name, faculty status, desired number of instructor units, preps, work days, and comments. It also provides the list of course requests as well as any course or modality exclusions and the instructor's desired enrollment range. Lastly, it provides a calendar view of the instructors available and desired times to teach.

CONFLICTS

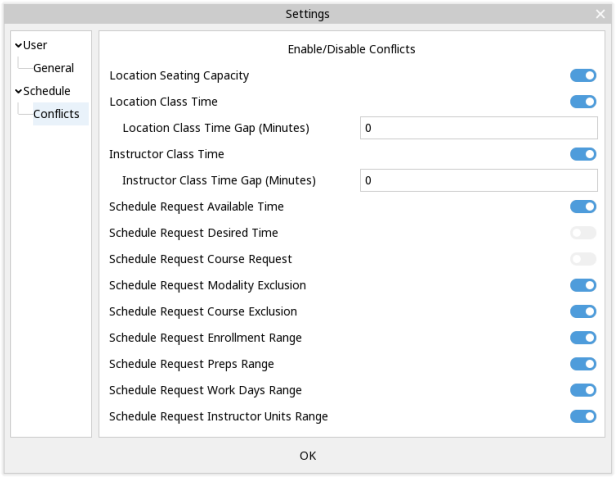
CourseFold will help you avoid creating class sections that overuse components or that conflict with instructor schedule requests. You can tell if you have a conflict by a colored exclamation point that will appear next to the affected component(s).



There are three categories of conflicts, each denoted with a unique color. Conflicts relating to an instructor will appear as a red exclamation mark. Conflicts relating to a location will appear as a blue exclamation mark. Conflicts relating to an instructor's schedule request will appear as an orange exclamation mark. Most of these conflicts will be marked in the class section list as shown in the figure above except those that do not apply to a specific class section.

A conflict cannot exist between two class sections or between a class section and a schedule request if their date ranges do not overlap.

You may only want to check certain conflicts for your schedule. Each conflict can be turned on or off in the settings menu.



LOCATION CONFLICTS

There are two types of conflicts relating to location. If either of these conflicts exist, they will be denoted with a blue exclamation point.

Location Seating Capacity

This conflict exists between a class section and a location if the enrollment capacity of the class section exceeds the seating capacity of the location.

Location Class Time

This conflict exists between two class sections if both class sections are assigned to the same location and have overlap in times. You also have the option of specifying a required time gap for this conflict. For example, if you set the location class time gap to 10 minutes and schedule class sections only 5 minutes apart in the same location, they will still be marked as being in conflict.

INSTRUCTOR CONFLICTS

There is one instructor conflict. If this conflict exists, it will be denoted with a red exclamation point.

Instructor Class Time

This conflict exists between two class sections if both class sections are assigned to the same instructor and have overlap in times. You also have the option of specifying a required time gap for this conflict. For example, if you set the instructor class time gap to 10 minutes and schedule class sections only 5 minutes a part with the same instructor, they will still be marked as being in conflict.

SCHEDULE REQUEST CONFLICTS

There are nine schedule request conflicts. If any of these conflicts exist, they will be denoted with an orange exclamation point.

Schedule Request Available Time

This conflict exists between a class section and a schedule request if the class section is not fully contained inside the available times listed on the schedule request.

Schedule Request Desired Time

This conflict exists between a class section and a schedule request if the class section is not fully contained inside the desired times listed on the schedule request.

Schedule Request Course Request

This conflict exists between a class section and a schedule request if the course, modality, and enrollment of the class section does not match one of the course requests in the schedule request. The modality and enrollment fields only need to match if neither is left blank.

Schedule Request Modality Exclusion

This conflict exists between a class section and a schedule request if the class section modality is listed as a modality exclusion on the schedule request.

Schedule Request Course Exclusion

This conflict exists between a class section and a schedule request if the course selected for the class section is listed as a course exclusion on the schedule request.

Schedule Request Enrollment Range

This conflict exists between a class section and a schedule request if the enrollment capacity for the class section is outside the enrollment range listed in the schedule request.

Schedule Request Preps Range

This conflict exists if the total number of preps assigned to an instructor is outside the preps range listed on the schedule request associated with that instructor. This conflict is not triggered by one specific class section and will therefore not appear in the class section list. It will appear in the schedule request list.

Schedule Request Work Days Range

This conflict exists if the total number of days an instructor is assigned to work in a week is outside the work days range listed on the schedule request associated with that instructor. This conflict is not triggered by one specific class section and will therefore not appear in the class section list. It will appear in the schedule request list.

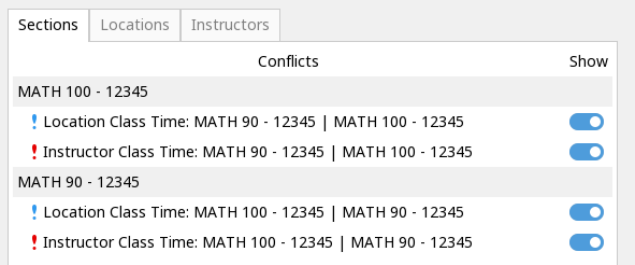
Schedule Request Instructor Units Range

This conflict exists if the total number of instructor units assigned to an instructor is outside the instructor units range listed on the schedule request associated with that instructor. This conflict is not triggered by one specific class section and will therefore not appear in the class section list. It will appear in the schedule request list.

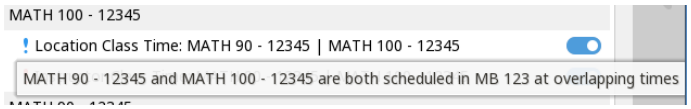
VIEWING CONFLICTS AND CONFLICT ICONS

All conflicts can be found in the conflict list which can be accessed by clicking the conflict icon on the bottom of the right-hand menu:

This will bring up a list of all currently exist in your schedule.

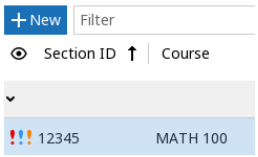


In this conflict list, you can view all existing conflict. You can also toggle whether to show the conflict. Toggling off a conflict will make it invisible in the rest of CourseFold, but it will still appear in this list in case you want to toggle it back on. You can also hover your cursor over the conflict to get a more detailed description.

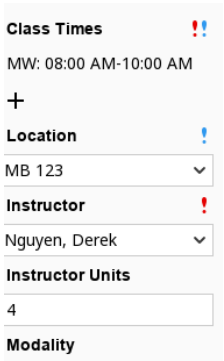


Conflicts also appear contextually in several places throughout CourseFold.

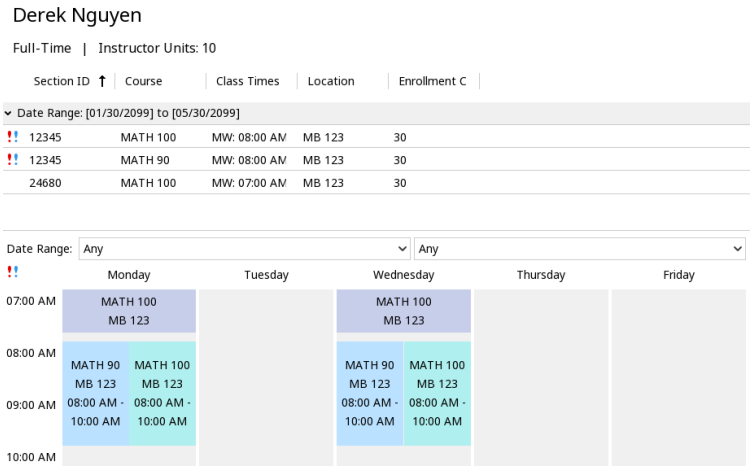
The first is next to the affected component:



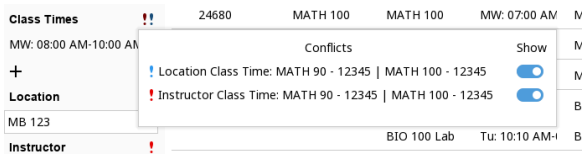
They appear in the property list next to the property that is in conflict:



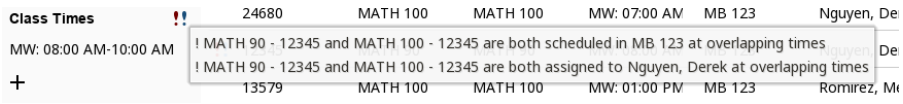
They will also appear in the individual views next to the property that is in conflict:



Every conflict icon is interactable. If you click on a conflict icon, it will bring up a curated version of the conflict list with only the conflicts listed that pertain to that marked conflict.

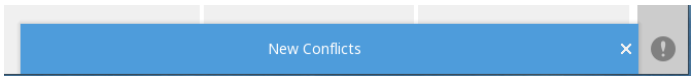


For a quick description of the conflicts, you can also just hover your cursor over the conflict icon.

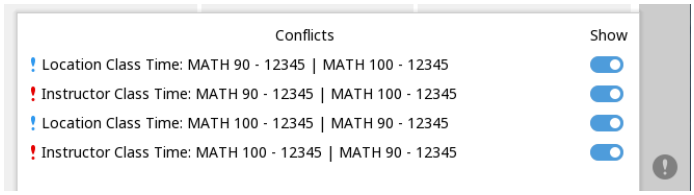


CONFLICT NOTIFICATION

Every time an update is made that causes one or more new conflicts, a notification will appear in the bottom right corner of CourseFold.



You can click on the notification to see the list of new conflicts or dismiss the notification by clicking the X icon.

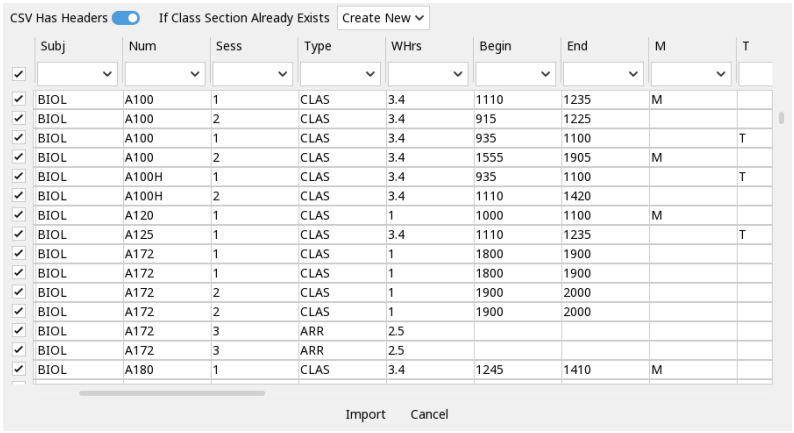


By default, you need to interact with the notification for it to disappear. However, you may select in the settings to have the notification auto dismiss after a specified amount of time. You may also choose to disable the notifications completely.

CSV IMPORT

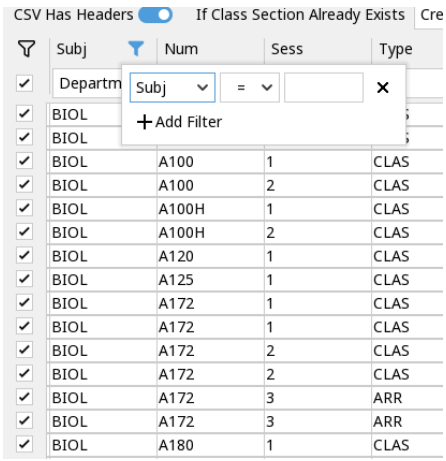
Class sections can be imported into CourseFold using CSV Import. This is found by clicking the top menu button on the left-hand menu bar. You begin by selecting which file to import by clicking Browse.

After selecting the .csv file, you will see a preview of the data to be imported along with a variety of options. You can specify whether the csv file has a header row, the behavior if there is already a class with a matching section id in your .cfld file, and which column corresponds to which class section field in CourseFold. You can also resize the window and columns to your preference.



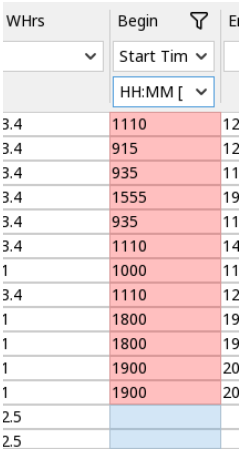
Subj	Num	Sess	Type	WHrs	Begin	End	M	T
BIOL	A100	1	CLAS	3.4	1110	1235	M	
BIOL	A100	2	CLAS	3.4	915	1225		
BIOL	A100	1	CLAS	3.4	935	1100		T
BIOL	A100	2	CLAS	3.4	1555	1905	M	
BIOL	A100H	1	CLAS	3.4	935	1100		T
BIOL	A100H	2	CLAS	3.4	1110	1420		
BIOL	A120	1	CLAS	1	1000	1100	M	
BIOL	A125	1	CLAS	3.4	1110	1235		T
BIOL	A172	1	CLAS	1	1800	1900		
BIOL	A172	1	CLAS	1	1800	1900		
BIOL	A172	2	CLAS	1	1900	2000		
BIOL	A172	2	CLAS	1	1900	2000		
BIOL	A172	3	ARR	2.5				
BIOL	A172	3	ARR	2.5				
BIOL	A180	1	CLAS	3.4	1245	1410	M	

You can uncheck rows that you do not want to be imported. You can also apply filters to control which rows, or which specific cells are imported. These filters can be conditional on other column data.



Subj	Num	Sess	Type
BIOL	A100	1	CLAS
BIOL	A100	2	CLAS
BIOL	A100H	1	CLAS
BIOL	A100H	2	CLAS
BIOL	A120	1	CLAS
BIOL	A125	1	CLAS
BIOL	A172	1	CLAS
BIOL	A172	1	CLAS
BIOL	A172	2	CLAS
BIOL	A172	2	CLAS
BIOL	A172	3	ARR
BIOL	A172	3	ARR
BIOL	A180	1	CLAS

You can specify which format the column data is using. If the format in the column does not match the selected format. The cells will appear red indicating they cannot be imported using that format.

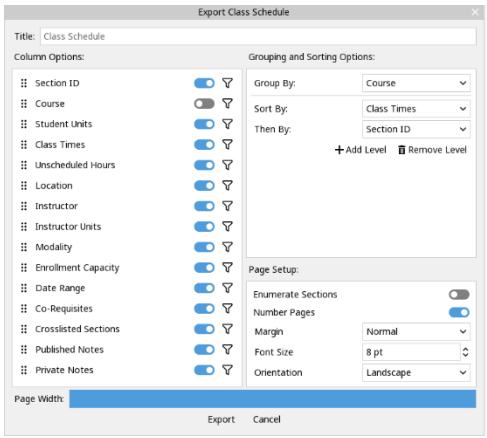


PDF EXPORT

When you are ready to share your schedule file, you have various options for exporting data from CourseFold. These export options are found by clicking the top menu button on the left-hand menu bar.

EXPORT CLASS SCHEDULE

Exporting the class schedule is the primary way in which you can create a pdf of all class sections in the schedule.



COLUMN OPTIONS

You can use these options to reorder columns, filter out sections with particular characteristics, and toggle columns on/off to specify whether you want them visible in the export.

GROUPING AND SORTING OPTIONS

You can use these options to specify how you want the sections to be grouped and sorted. You can specify more than one level of sorting.

PAGE SET UP

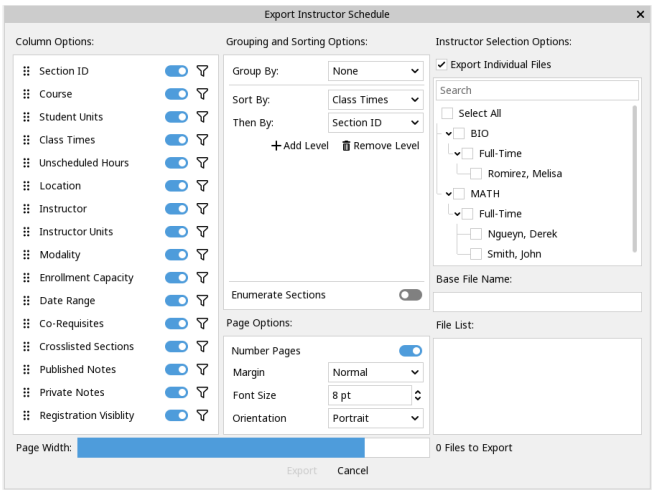
You can use these options to affect the layout of the page including whether the pages are numbered, margin width, font size, orientation, and whether to enumerate each section.

PAGE WIDTH BAR

This bar indicates whether the schedule can fit on the page given the options specified. If the bar fills up and turns red, you will need to adjust your options to make the schedule fit on a page.

EXPORT INSTRUCTOR SCHEDULE

Exporting Instructor Schedules allows you to generate individual printouts for each instructor and includes a calendar view of the class sections they are assigned.



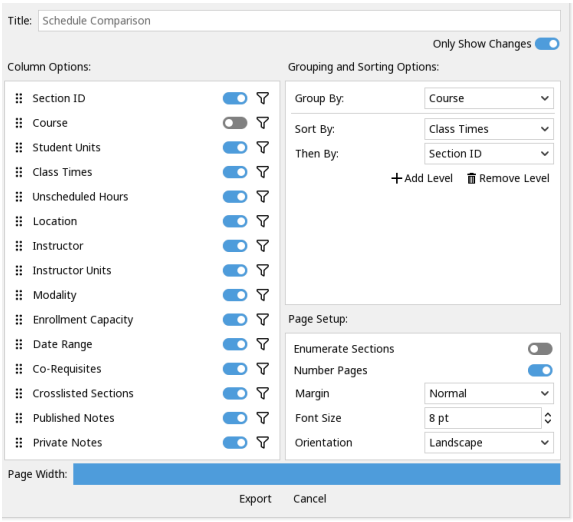
You can select instructors for which you want to create pdf schedules. The same options for exporting the class schedule apply to exporting the instructor schedule. In addition, you can select whether to export the schedules as one or individual files. In the case of individual files, you can set a base file name for each instructor schedule.

EXPORT SCHEDULE COMPARISON

Exporting a schedule comparison will generate a pdf which lists the changes from a selected schedule file to the file you currently have open. This is useful for communicating what has changed about a schedule between two points in time. You might find it useful to save a copy of your schedule under a different name with which to compare in the future.

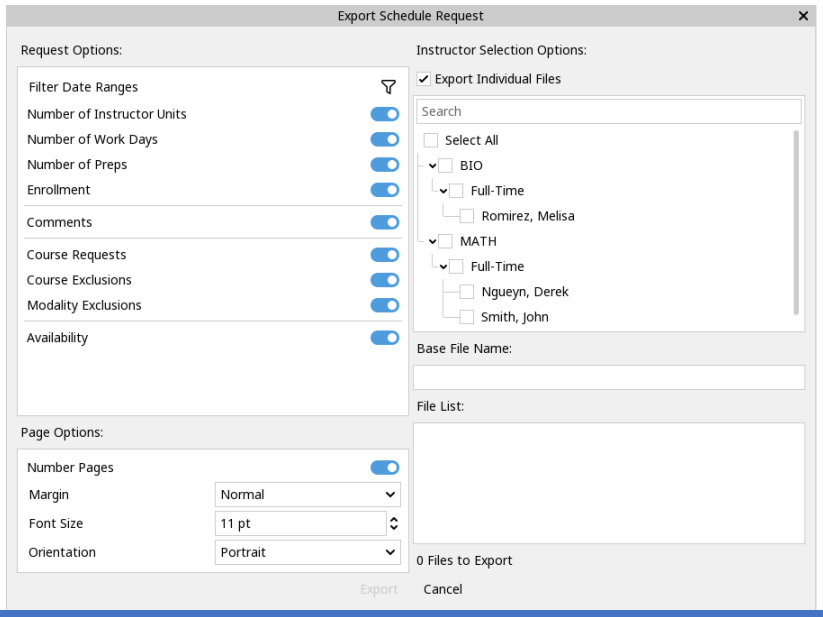
You begin by selecting a schedule file to create the comparison.

You will now have the same options you have for the class schedule export with the added option to select whether to list all class sections or just those class sections that had changes.



EXPORT SCHEDULE REQUESTS

Exporting schedule requests, like instructor schedules, will give you the ability to export all schedule requests and display a calendar view of the available and desired times. As with the other exports, you can apply a variety of filters, select which instructors to export, and specify a variety of page options.

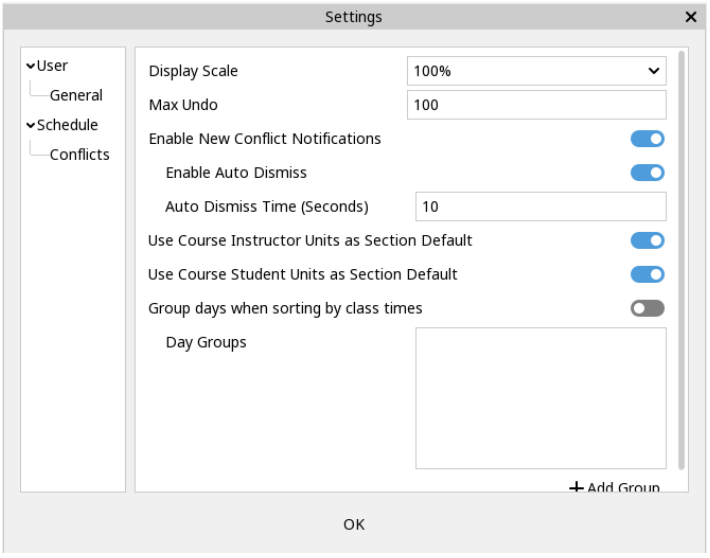


SETTINGS

There are various settings to help you customize your experience with CourseFold. They can be accessed by clicking the settings icon at the bottom of the left-hand menu bar and selecting “settings.” There are two types of settings: user settings and schedule settings. User settings apply any time you are running CourseFold from your device regardless of which file you have open. Schedule settings apply only to the schedule file that is currently open regardless of what device you are using to open it.

USER SETTINGS

User settings apply to the program on your device and not any specific schedule file.



Display Scale

This setting allows the user to zoom in or out. All text, icons, and graphics will expand or contact in proportion to a scale. Options range between 50% scale to 300% scale.

Max Undo

This setting sets how many schedule updates are stored for you to be able to undo and redo.

Enable New Conflict Notifications

This setting toggles whether you want to be notified of new conflicts, and if so, whether you want the notification to auto dismiss and after how much time.

Use Course Instructor Units as Section Default

This setting allows you to decide whether you want CourseFold to auto populate the class section instructor units field with the course instructor units field when assigning a course to a class section. Note, instructor units will only auto populate if the field was previously blank.

Group Days When Sorting by Class Times

This setting allows you to group days together when sorting by class time. It will cause all sections belonging to each day group to appear next to each other in the class sections list when sorting by class times.

SCHEDULE SETTINGS

Schedule settings apply to the current schedule file and will be set the same regardless of on which device you open the file.

Enable/Disable Conflicts

These settings allow you to select which conflicts you want CourseFold to check as well as any settings pertaining to a specific conflict.