DIGITAL MEASURES

COMPLETING ‘SCHEDULED TEACHING’

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These instructions are for the Scheduled Teaching section of the Activities Database. Input your course schedules for 20XX. Go to Banner and click on Class Schedule to view your class schedule for the current or previous semesters.

Please complete the following boxes:

1. **Term and Year**: Select the term and type the year. (e.g., Fall 20XX)
2. **Course Name**: Type course name as listed in the FSU Catalog.
3. Select the **course prefix** and type the **course number** (e.g., COMM 370)
4. **Section Number**: Type the section number (e.g., 01 or D1)
5. **Official Enrollment Number**: Type the Enrollment Number as listed in Banner.
6. **Number of Credit Hours**: Type the number of credit hours as listed in the catalog.
7. **Lower Division or Upper Division**: Select the applicable option for the course.
8. **Course Level**: Select undergraduate or graduate.
9. **Delivery Mode**: Select the applicable delivery mode as listed in Banner.
10. **Day or Evening**: Select the applicable option.
11. **New Course Preparation?**: Select the applicable option.
12. **New format for existing course?**: Select the applicable option.
13. **Teaching Methods**: The next three fields will require some organization and recall. Therefore, you may complete them now or wait and do so later on.
14. **Syllabus for this course**: Attach the syllabus for the course.