



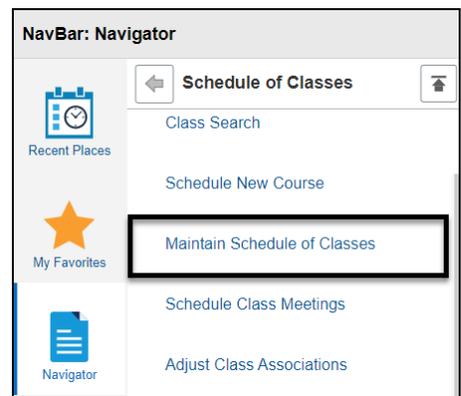
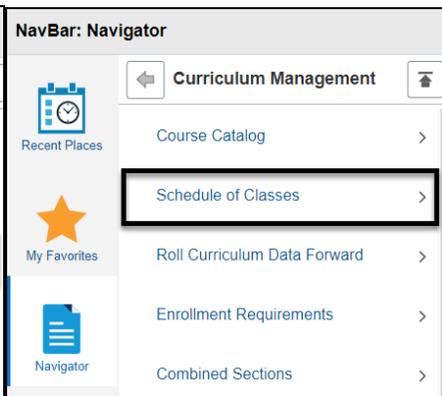
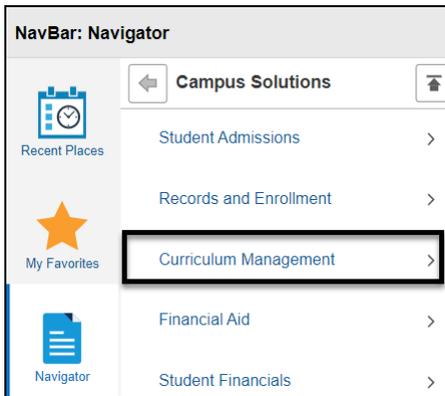
ADDING A CLASS ATTRIBUTE – SG21

DESCRIPTION

This Job Aid will go over the process of adding a SG21 course attribute and its value for Work Based Learning sections.

INSTRUCTIONS

STEP	Instructions
1)	Click on the Compass icon  and then click on the Navigator icon  to navigate to: Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course





STEP	Instructions
2)	On the Basic Data tab, navigate to the bottom to the list of Class Attributes .

The screenshot shows the 'Basic Data' tab selected in a system interface. At the top, there are navigation tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. Below these, course information is displayed: Course ID 008637, Course Offering Nbr 3, Academic Institution San Diego Community Coll Dist, Term Fall 2023, Undergrad, Subject Area ACCT, Accounting, Catalog Nbr 116A, Financial Accounting. An 'Auto Create Component' button is visible.

The 'Class Sections' section shows details for Session 1, Class Section 3001, Component LEC (Lecture), Class Type Enrollment Section, Class Nbr 40271, Start/End Date 08/21/2023 to 12/16/2023, and Event ID 000342103. It also lists associated class attributes like Units 4.00, Campus MIRA (Miramar), Location ONCAMPUS (On Campus), Academic Organization R-BUSINESS (Dept-Business), and Academic Group MIRA (Miramar College).

The 'Class Attributes' section is a table with the following data:

*Course Attribute	Description	*Course Attribute Value	Description
CB03	Course TOP Code	050200	Accounting
CB04	Course-Credit-Status	D	Credit - Degree Applicable
CB05	Course Transfer Status	A	Transfer Credit: UC,CSU
CB08	Course-Basic-Skills-Status	N	Course is not basic skills
CB09	Course-SAM-Priority-Code	C	Clearly Occupational
CB10	Cooperative Work Experience	N	Not Part of Program
CB11	Course Classification Status	Y	Credit Course
CB13	Course Special Class Status	N	Course is not a Special Status
CB14	California Articulation Number	BUS2	BUS2
CB15	Course Can Sequence Code	BUSSEQA	BUSSEQA
CB21	Course-Prior-To-College-Level	Y	Not Applicable
CB22	Course-Noncredit-Category	Y	Not Applicable, Credit course
CB23	Funding Agency Category	Y	Not Applicable
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM
XB01	Section Accounting Method	W	Weekly Census

At the bottom of the 'Class Attributes' section, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.



STEP	Instructions
3)	Locate the last course attribute, click the plus button  to add a new course attribute row. A new blank row will appear.

Class Attributes				Personalize	Find	Print	First	1-16 of 16	Last
*Course Attribute	Description	*Course Attribute Value	Description						
CB03	Course TOP Code	050200	Accounting						
CB04	Course-Credit-Status	D	Credit - Degree Applicable						
CB05	Course Transfer Status	A	Transfer Credit: UC,CSU						
CB08	Course-Basic-Skills-Status	N	Course is not basic skills						
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CB10	Cooperative Work Experience	N	Not Part of Program						
CB11	Course Classification Status	Y	Credit Course						
CB13	Course Special Class Status	N	Course is not a Special Status						
CB14	California Articulation Number	BUS2	BUS2						
CB15	Course Can Sequence Code	BUSSEQA	BUSSEQA						
CB21	Course-Prior-To-College-Level	Y							
CB22	Course-Non-Credit	Y							
CB23	Funding A	Y							
SPPR	SPEC-PR	0							
XB01	Section Accounting Meth	W	Weekly Census						
									

A new blank row will appear.

Click the plus (+) sign to add a new course attribute to this section.



STEP	Instructions
4)	<p>A. In the Course Attribute field, enter SG21 and press the tab key to confirm your selection.</p> <p>B. Click on the magnifying glass next to the box under Course Attribute Value to view a list of all SG21 work-based learning course attribute values.</p> <p>C. Select the appropriate value.</p> <p>Note: If you are unclear on which value(s) to select, review the SG21 Reporting Framework and check-in with your work-based learning coordinator to determine the appropriate value(s) for each class section.</p>

Class Attributes Personalize | Find | First 1-16 of 16 Last

*Course Attribute	Description	*Course Attribute Value	Description
SG21	Student Work Based Learning		

Select the appropriate course attribute value.

Course Attribute Value	Description
A1	Apprenticeship
A2	Capstone Project
A3	Clinical Experiences
A4	Cooperative Work Experience
A5	Internship Unpaid
A6	Internship Paid
A7	On-The-Job-Training
A8	Research-Based-Field-Exp
B1	Classroom project w/ Industry
B3	Job Shadowing (individual)
B4	Mentorships
B5	Simulated Workplace Experience
B6	Service Learning
B7	Student-run commercial/social
B8	Volunteering/Community Service
C1	Career Fair
C2	Field Trips
C3	Career Speaker
C4	Mock Interviews
C5	Career Readiness
C6	Workplace/Company Tours
C7	Informational Interviews



STEP	Instructions
5)	Click the Save button. OPTIONAL: If multiple SG21 values are required for a section, repeat Steps 3-4 .

Class Attributes Personalize | Find | First 1-16 of 16 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03	Course TOP Code	050200	Accounting	+	-
CB04	Course-Credit-Status	D	Credit - Degree Applicable	+	-
CB05	Course Transfer Status	A	Transfer Credit: UC,CSU	+	-
CB08	Course-Basic-Skills-Status	N	Course is not basic skills	+	-
CB09	Course-SAM-Priority-Code	C	Clearly Occupational	+	-
CB10	Cooperative Work Experience	N	Not Part of Program	+	-
CB11	Course Classification Status	Y	Credit Course	+	-
CB13	Course Special Class Status	N	Course is not a Special Status	+	-
CB14	California Articulation Number	BUS2	BUS2	+	-
CB15	Course Can Sequence Code	BUSSEQA	BUSSEQA	+	-
CB21	Course-Prior-To-College-Level	Y	Not Applicable	+	-
CB22	Course-Noncredit-Category	Y	Not Applicable, Credit course	+	-
CB23	Funding Agency Category	Y	Not Applicable	+	-
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM	+	-
XB01	Section Accounting Method	W	Weekly Census	+	-
SG21	Student Work Based Learning	A1	Apprenticeship	+	-

Save
 Return to Search
 Notify

STEP	Instructions
6)	End of Process.