FileMaker Pro Online Database
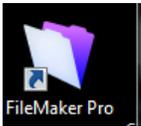
Course Projections Instructions
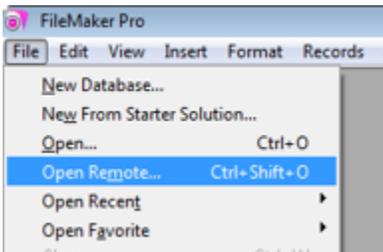
Getting Started (to skip directly to Course Projections directions, go to page 3)
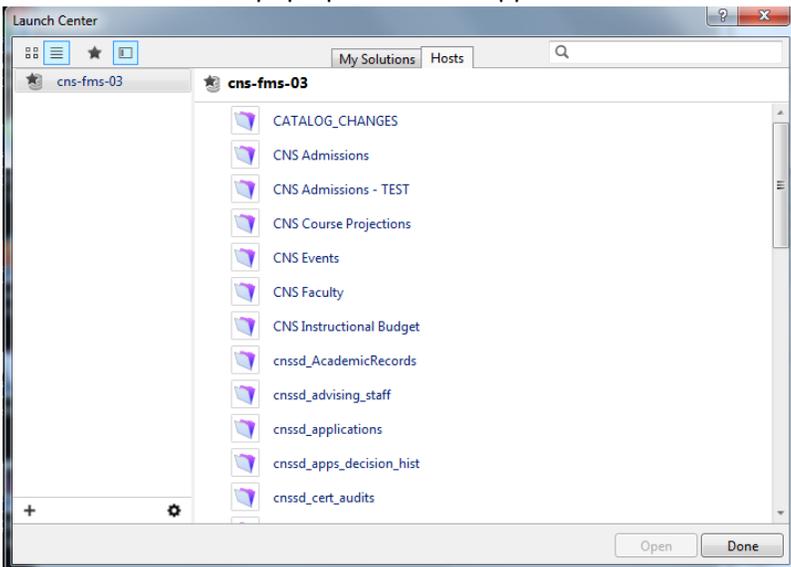
Started

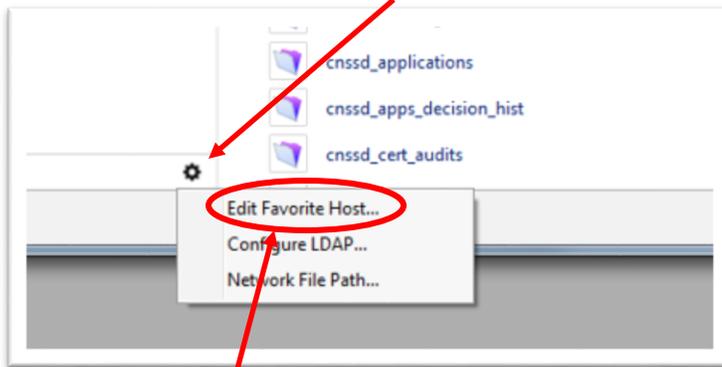1. Open up FileMaker Pro from your desktop icon.

2. If the "Launch Center" does not automatically open, then select "File" from the toolbar at the top left of the page

3. Choose "Open Recent" if you have used this database before (then proceed to #11) **OR** choose "Open Remote" from the drop-down list
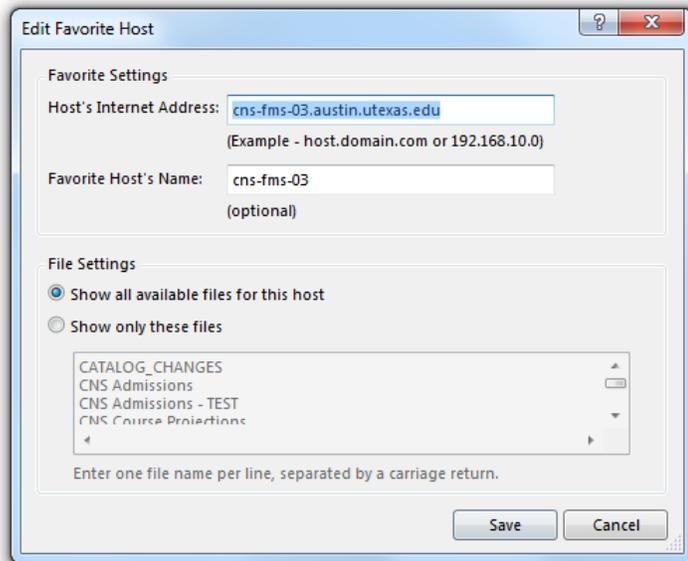

4. The "Launch Center" pop-up box should appear for "cns-fms-03"
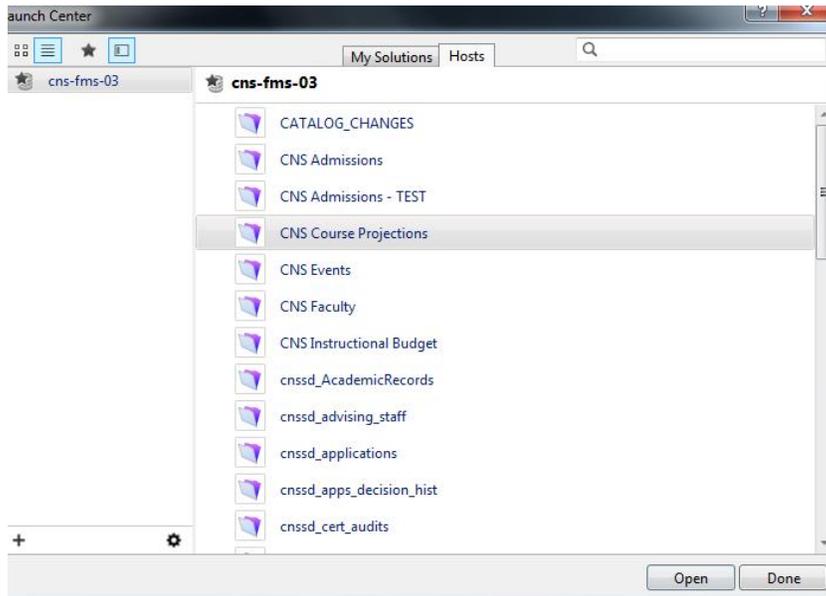
5. If not, then click on the settings cog

6. Select "Edit Favorite Host"
7. Enter CNS-FMS-03.austin.utexas.edu in the "Host's Internet Address" section
8. Enter the name that you choose in the "Favorite Host's Name" section
9. Click "Save"

10. Your Favorite Host's Name should now appear in the "Launch Center"

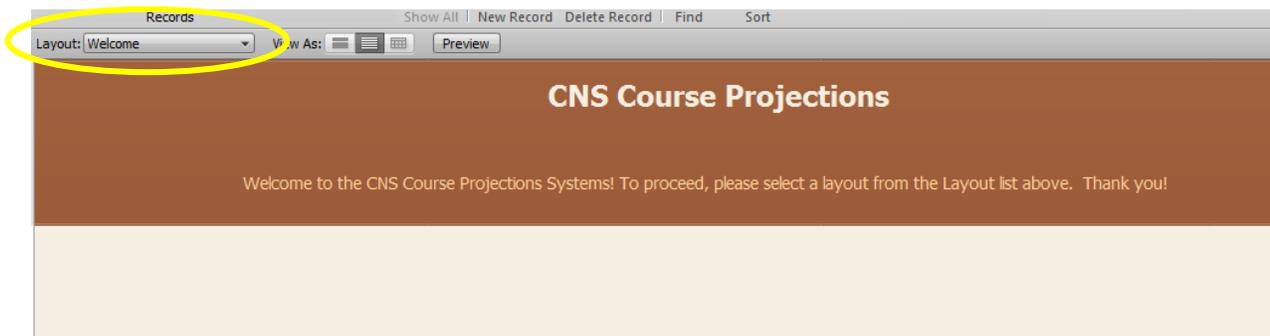11. Select "CNS Course Projections" from the list
12. Click the "Open" button
13. You may be prompted to enter your EID and password
14. <u>Future access</u>: open the database, select "File" and select "Open Recent"

WHAT YOU WILL SEE WHEN YOU ENTER:

You will start on the landing page. To see your courses, select the Fall layout from the drop-down menu below:

You will be on the FALL layout for your department, looking at the *LD & Service* courses:

The course numbers and titles are already displayed for you

12th Class Day enrollments from the previous year's corresponding semester are pre-populated. If the "seats" and "lectures" fields are empty, then it means that the course was NOT offered in the previous year's semester and no data is available.

ENTERING YOUR PROJECTIONS

Simply type in the number of seats, lectures and instructors that you propose of offer in the upcoming semester.

Course Prefix	Course Number	Course Title	Last Fall		Upcoming Fall			
			Number of Seats	Number of Lectures	Proposed Total Seats	Proposed No. of Lectures	Proposed No. of Instructors	Notes/Session
M	302	INTRODUCTION TO MATHEMATICS	Seats 473	Lectures 5				
M	305G	PREPARATION FOR CALCULUS-CNS	Seats 245	Lectures 2				
M	310P	MODERN MATHEMATICS: PLAN II	Seats	Lectures				

Definitions:

Number of Seats = total number of seats to be made available to students that semester

Number of Lectures = total number of lectures to be offered
   A course that seats 100 students in lecture, and has three separate discussion sections, is ONE lecture.

Number of Instructors = total number of bodies needed to cover these courses
   If 6 sections of a lab course are all covered by the same instructor, that is ONE instructor.
   Do not worry about percent time for the course – those adjustments will be made separately.

"Notes" is optional. Use this section to provide information about unusual circumstances or relay questions that you may have.

"Session" is used for summer projections only. You will enter which summer session the course is being offered (e.g., first, second, nine week, or whole). **NOTE:** Summer projections are not due until December.
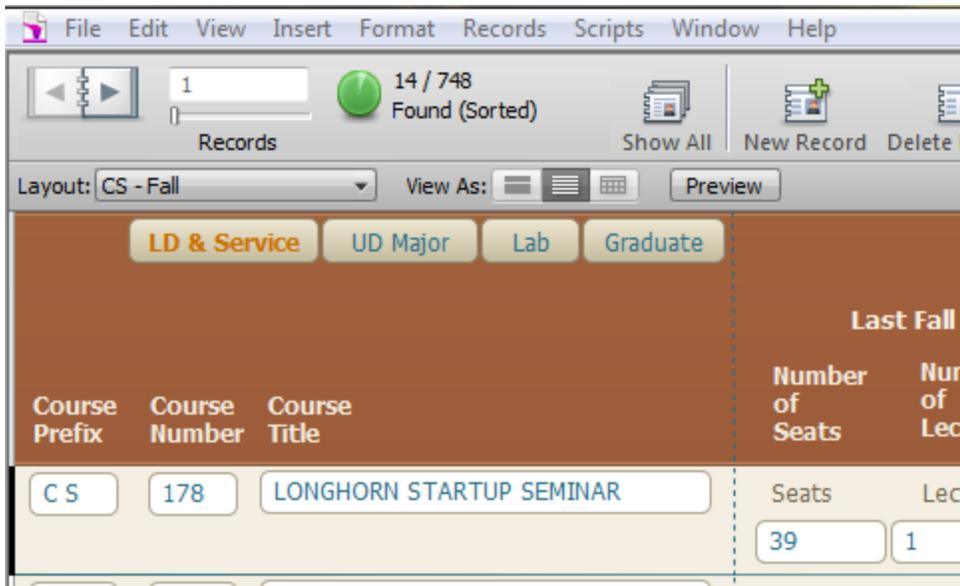
NAVIGATION

You will need to submit your course projections for both FALL AND SPRING semesters, for ALL COURSE TYPES. Use the directions below to navigate from one layout (or course type) to another.

TO CHANGE SEMESTERS

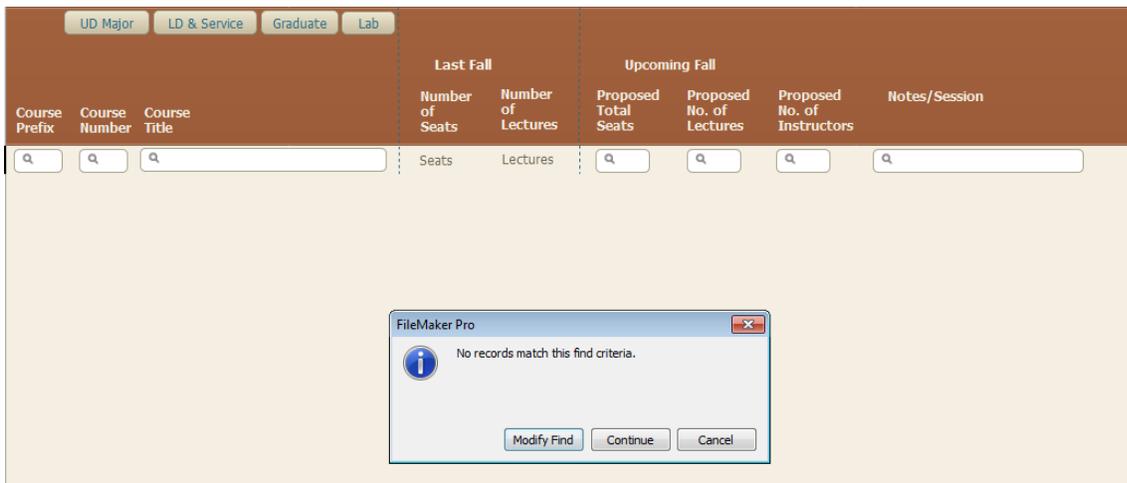Your department has three layouts in the database, one for each semester:
   1) Fall
   2) Spring
   3) Summer

To select a semester, use the pull down menu in the "Layout" field (just above the *LD & Service* button).

TO SELECT ANOTHER COURSE TYPE

Your courses have been divided up by type: LD & Service, UD Major, Lab and Graduate. Click the button of the course type you want to view. (Notice that the button turns **orange** when you are viewing that course type). If you select a course type and receive the following message, then it means that there are no courses listed for that course type.

If you believe that there should be courses in that course type, then please contact Shawna Al-Mashouq at: Shawna.almashouq@austin.utexas.edu.

UD Major/Lab

- Several departments have upper division courses that also have a lab.
- The course is listed only in *UD Major*, it will not be listed in the *Lab* section