

## Schedule Update for Class Schedule

To request access, scheduling administrator will need to email [Classroom-Management@ou.edu](mailto:Classroom-Management@ou.edu) with their OU Net ID and the subject codes they need access to. Examples MATH, DRAM, MTHR, ECON, etc.

### Schedule Update Procedures (Update Class Size and Instructor only)

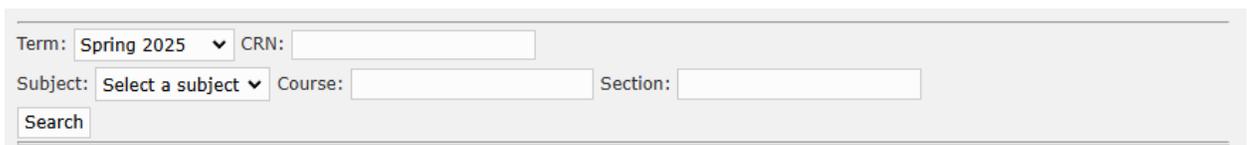
1. Log into one.ou.edu using your OU Net ID and password.
2. Click on Resources (on the left-hand side).
3. Search for THE BOOK, then mark it as a favorite for quick access in Resources by clicking the star in the upper right-hand corner.

Open the book:

1. Click on the Schedule Update tab which is under the Menu on the upper left-hand side.



2. This will bring up the search criteria.

A screenshot of a search criteria form. It includes a 'Term' dropdown menu set to 'Spring 2025', a 'CRN' text input field, a 'Subject' dropdown menu set to 'Select a subject', a 'Course' text input field, and a 'Section' text input field. A 'Search' button is located at the bottom left of the form.

- a. Use the dropdown to select the semester you are working on.
- b. Enter the CRN or Subject/Course/Section.
- c. Click the Search button.

3. The search results will appear. Click on the CRN number.

Term	CRN	Subject	Course	Section	Title	Mode	Actual	Max	Primary Instructor
202420	22391	SOC	1113	001	Introduction to Sociology	L	133	400	Carl, John D
202420	40841	SOC	1113	002	Introduction to Sociology	L	95	150	Garneau, Christopher R
202420	40889	SOC	1113	003	Introduction to Sociology	L	20	40	Dickson, Natalie Dawn
202420	38423	SOC	1113	004	Introduction to Sociology	L	40	40	Fishel, Lauren Marie
202420	42740	SOC	1113	005	Introduction to Sociology	L	40	40	Griffith, Jared Benjamin
202420	42654	SOC	1113	006	Introduction to Sociology	L	39	40	Schweitzer, Julie M.

Click Here

4. The course results will appear.

### Schedule Update

Total Records returned: 1 (Displaying 1)

Term:  CRN:

Subject:  Course:  Section:

Term	CRN	Subject	Course	Section	Title	Mode	Actual	Max	Primary Instructor
202420	22391	SOC	1113	001	Introduction to Sociology	L	133	400	[REDACTED]

#### Enrollment Details:

Maximum:  Actual: [133] Remaining: [267] Room Capacity: 558

Projected:

#### Instructor Assignments

[Click here to learn more about Graduate Faculty Appointments](#)

Faculty ID	Faculty Name	% Responsibility	Primary	% Session	Delete
[REDACTED]	[REDACTED]	100	<input checked="" type="radio"/>	100	<input type="checkbox"/>

(Search by OUID or Name \*case sensitive, last name first\*)

Instructor information has been blacked out on example.

### To Update Enrollment:

1. Enter the desired number of student enrollment in the “**Maximum**” Field, ensuring that it does not exceed room capacity.
2. Click the “**Update Enrollment Details**” button.

## To Remove Instructor:

1. Check the “**Delete**” box to the far right of the instructor listed.
2. Click “**Update Instructor Assignments**” button.

## To Add an Instructor:

1. Enter the Instructor’s Sooner ID number in the blank box that is under the “**Update Instructor Assignments**” button.  
**Instructor’s name should auto populate once their Sooner ID number is entered.**
2. Click “**Add to Instructor Assignments**” button.
3. Ensure that the Responsibility % total always equals 100%.

**Example 1:** Two instructors listed, the percentages should total 100%, not 200%.

**Example 2:** A GTA or Admin staff percentage can be listed as 0% with the primary instructor keeping the percentage at 100%.

- For input errors, send Semester, Course Info, CRN, Instructor ID, and Name to [Classroom-Management@ou.edu](mailto:Classroom-Management@ou.edu).
- For error referring to Grad Instructor teaching a Grad level course, contact [Gradinfo@ou.edu](mailto:Gradinfo@ou.edu).