FOR TIME TABLE

At your CMS main page please Click ➔ Curriculum Management
In Curriculum Management Click --→ Schedule of Classes
If you want to make a new timetable, then click **Schedule New Course**.

If you want to make any change in the existing timetable, then click **Maintain Schedule of Classes**.

In this case, click **Schedule New Course**.
In this Section Enter the Value in 3 Parameters

**Academic Institution:** IUBWP

**Term:** 1613 (for Fall 2016) 1611 (For Spring 2016)

**Subject Area:** CSIT (Your Subject Area if you don’t know the subject code then You can Search the subject Area from)

After enter the value in above Parameters then Click on **Search** Button

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### Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
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</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
</tr>
<tr>
<td>Term:</td>
</tr>
<tr>
<td>Subject Area:</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
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<tr>
<td>Academic Career:</td>
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<tr>
<td>Campus:</td>
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<tr>
<td>Description:</td>
</tr>
<tr>
<td>Course ID:</td>
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<tr>
<td>Course Offering Nbr:</td>
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</tbody>
</table>

[Image of a form with fields and search button]
After Click the Search Button you can view the list of your department Subjects. Select the Subject which you want to offer in this semester.
In **Basic Data** tab you enter the values in 4 parameters

**In Session:** 1 (Default Value)

**Class Section:** A/Morn/Even (Enter the Section you Can write A,B,C or Morn for Morning Even for Evening etc.)

**Campus:** BWP/BWN/RYK/RC (Enter the Campus Code where this subject is offer)

**Instruction Mode:** PR (Default Value)
In **Meetings Tab**

**Facility ID:** Select the Room where class will be conducted

**Mtg Start and Mtg End Time:** Enter the Lecture time

**Check the Days:** Select the days in which class will be taken (M for Monday T for Tuesday etc...)

**Enter the The Instructor Id and then Access Approve and Click the Save button**