

Service Learning Classes

Here are the instructions for adding Service Learning designation to a class section.

Service Learning classes will be identified in the new CSS system as a Course Attribute. See screen shot below for detailed directions.

The screenshot displays the CSS system interface for a class section. The 'Basic Data' tab is selected, showing course information: Course ID: 001009, Academic Institution: Bowling Green State University, Term: Summer Semester 2009, Subject Area: ENG, and Catalog Nbr: 2000. The 'Class Sections' section is expanded, showing fields for Session, Class Section, Component (LAB), Class Type (Enrollment), Associated Class (1), Campus, Location, Course Administrator, Academic Organization (ENG), Academic Group (ASCLG), Holiday Schedule, Instruction Mode (P), and Primary Instr Section. The 'Class Attributes' section is also expanded, showing a table with columns for *Course Attribute and *Course Attribute Value. Red arrows point to the look-up icons for the *Course Attribute and *Course Attribute Value fields. A blue + button is visible in the bottom right corner of the Class Attributes section.

To set up a Service Learning section in CSS:

Step 1 – on the Basic Data tab, in Class Attributes area click the blue + button to add a new row.

Step 2 - click the look up icon for Course Attribute field and select "SLRN – Service Learning Section"

Step 3 – click the look up icon for Course Attribute Value field and select "SRVC LRNG – Service Learning Section"

Step 4 – on the Notes tab, select Note Nbr 0019 – Service-Learning Class. Finish setting up the class in the usual way.