A Guide to Using SCAIT in ARIES

1.0 Log in to ARIESweb (use A-Z directory from CSU home page). Click on "ARIES Access" under "General Tools". You will get a second log-in screen and will need to log in again. (If prompted for database, leave blank.) At "Go To.." prompt enter "SWASINS" to access the SCAIT form.

2.0 Select the appropriate term at the top of the form, e.g., 201210 is spring term 2012. The 2012 indicates the year. 10 indicates spring term, 60 indicates summer term and 90 indicates fall term.

3.0 Click in the Dept box and all courses that you have access to will automatically be retrieved in department and then course order.

4.0 If you want to query a specific course by course reference number or subject and course, enter query mode by pressing F11. This will blank your Course Schedule data and allow you to retrieve your data by entering your course reference number or subject and course. You may also use a "%" as a wild-card. For example, you can enter "11%" in the dept field and then click on the execute query icon (the round barrel on the icon line) to retrieve all courses in Agricultural Sciences that you have access to. If you use this method of course retrieval, you will need to again enter F11 and repeat the procedure. You will not be allowed to scroll down to the next course.

5.0 The up and down arrows at the far right-hand side of the Course Schedule allow you to move up and down when selecting your courses. This may only be used if you have retrieved multiple courses.

6.0 To enter the Instructor Changes area of SCAIT, you can either click in the CSU ID field or click on the "Next Block" icon.

7.0 Enter the instructor's CSU ID and enter Tab. The instructor's name will be retrieved, the primary instructor flag will be checked and 100% will show up under Instructor Percent. You will need to save your transaction by clicking on the save icon. If you receive the following message: ***Faculty does not have an active assignment. Please contact SCAIT administrator,*** it means that the person you are adding does not have an active appointment in SCAIT and must be activated before they can be added as an instructor. If this occurs, please send an e-mail to: tyson.koss@colostate.edu with the following information: Instructor's first and last name and CSUID. As soon as the person has been activated, you will be notified that he or she can be added as an instructor in SCAIT.

8.0 Additional instructors may be added if necessary. You have three available areas to enter instructors. If you need additional lines, place your cursor on the CSUID of the last instructor added and then go to the icon line and click on "Insert Record Icon". Caution: the instructor percent needs to total to 100%. If it doesn't, you won't be able to save the record.

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9.0   You can delete an instructor and save the record without an instructor. Click on the instructor's CSUID and then click on the "Remove Record" icon on the icon line. This will delete the instructor and the record can be saved without an instructor.

10.0   To change an instructor: Click on the instructor's CSUID and then click on the "Remove Record" icon on the icon line. Save the record and then enter the new instructor and save again.

11.0   If you don't know the instructor's CSUID, you can use the "Faculty Search Query" function in SCAIT. Click in the box under CSUID and then click on the down arrow to the right of the box. This will take you to the "Faculty Search Query" screen. You can then click in the "Last Name" box and enter the instructor's last name (this search is case-sensitive so you need to enter the first letter as a capital and this rest of the name in lower case). You can also use the "%" wildcard here, e.g., "Smith%" will give you all instructors with a last name starting with "Smith". After the instructor's name is entered, click on Execute Query (the round barrel on the icon line). Once you find the instructor who is teaching the course, you can double-click in the CSUID box and the instructor's CSUID and name will be returned to the course screen.

12.0   The "Credit Department" indicates which department should receive credit for the course. This field may be left blank or you may fill it in. If this field is left blank, our office will update the field based on the instructor's funding. Credit is generally assigned to the department who pays the instructor's salary. If you have questions about assigning a credit department please contact our office.

13.0   The "Instructor Credit" will automatically calculate how many credits a particular instructor will receive based on the instructor percentage. For example, for a 2 credit course, the field would show 2 credits for one instructor but 1 credit per instructor for 2 instructors who were each teaching 50% of the course.

14.0   It is necessary to designate one instructor as the primary instructor for the course. If you don't designate one instructor as primary, you will receive an error message and won't be able to save the record. You cannot designate more than one instructor as primary.

15.0   To save the instructor(s), click on the "Save Icon". You will then see a message on the bottom line of the form which indicates that the instructor has been saved. If you get the following error message, "All Instructors must have a "%" and the Total "%" must equal 100%. One instructor must be designated as primary", make the appropriate changes and save again.

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16.0 The Variable Credit Class List portion of SCAIT is only available for a term after census date (12th day of class) has occurred.

After census date, you will be notified that a list of students who are enrolled in your variable credit courses is available in SCAIT. Note that only Resident Instruction students are included in this section and the number of students listed should match the RI Headcount box on the Course Schedule line. There are two different ways you can enter your instructors on variable credit courses.

A. Instructors may be entered to variable credit courses the same way they are added to the group courses. See 7.0 above.

B. The second way to add instructors to variable credit courses is as follows: Enter the first instructor's CSUID and hit tab. Note that the instructor's % will show as 100%. Next go to the box to the left of the student's name that says "Pick". Check the box for all students who belong to that instructor. Notice that the instructor's percentage will be recalculated based on the students who are selected. Make sure there is only one primary instructor and the total percent equals 100% before saving.

17.0 SCAIT users also have access to three reports that can be run to assist with the entering of instructors into SCAIT.

To run these reports, go to the ARIES General Menu (where you add SWASINS to access your courses) and enter SWASREP to access your reports. Enter the appropriate term, e.g., 201190 for fall 2011. Please note that you are not required to use these reports, they are provided to assist you in entering your instructors into SCAIT. Also, note that your pop-up blocker must be turned off to access these reports.

The reports are as follows:

A. Variable Credit Class List: This report will provide a list of the variable credit courses you have access to and the names of the Resident Instruction students who are enrolled in that course.

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B. Preliminary Semester Course Report: This report will show the courses you have access to. The data provided includes the following: courses, sections, instruction types, total headcount (which will continue to be updated as students add and/or drop courses), RI headcount (which is frozen as of census date and will not be updated), credit hours, required contact hours, course reference number, instructor, instructor percentage, building and room, meeting times and actual contact hours (calculated from the meeting times).

C. Missing Instructor Report: This report will show the courses you have access to that are missing an instructor. Please note that if an instructor is not listed on a section as the instructor, he or she will not be able to access RamCT or issue grades.

18.0 The "Scheduled Meetings Time" section of SCAIT is available as read-only. If this information is incorrect, please contact the Classroom Scheduling at 1-7212.

19.0 A note about grades: if a student adds a variable credit course after census date or if the student is a CSU employee, he/she will not be listed on the variable credit course list in SCAIT. However, the student's instructor must be added to SCAIT so the instructor can assign a grade for the student. If the instructor is already listed for another student, no change is necessary. If the instructor is not listed for another student, the instructor should be added to the course with a 0%.

20.0 If you have questions or need additional information about SCAIT, please contact Tyson Koss at 1-5939 or tyson.koss@colostate.edu.

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