![San Diego Community College District logo] SAN DIEGO COMMUNITY COLLEGE DISTRICT

ADDING A CLASS ATTRIBUTE – SG21

DESCRIPTION

This Job Aid will go over the process of adding a SG21 course attribute and its value for Work Based Learning sections.

INSTRUCTIONS

STEP	Instructions
1)	Click on the Compass icon ⊘ and then click on the Navigator icon 🗎 Navigator to navigate to: Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course
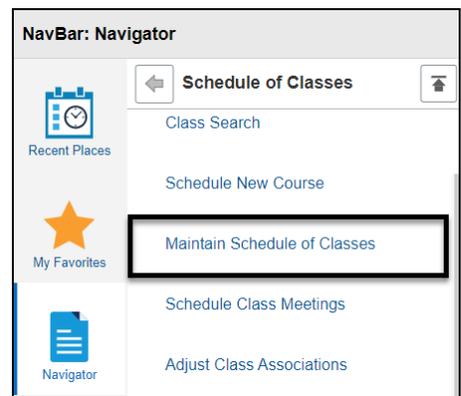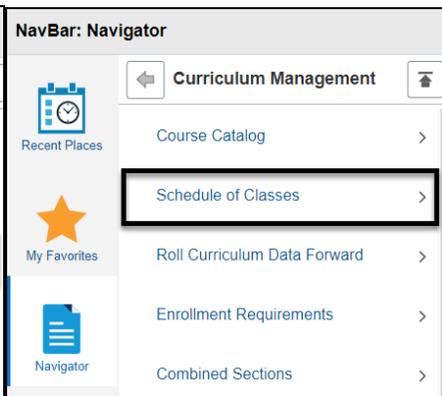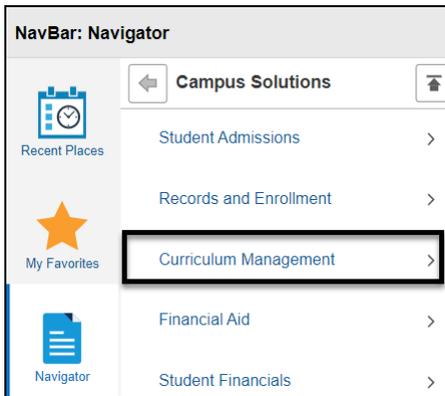
STEP	Instructions
2)	On the **Basic Data tab**, navigate to the bottom to the list of **Class Attributes**.

STEP	Instructions
3)	Locate the last course attribute, click the **plus button** ⊞ to add a new course attribute row. A new blank will row will appear.

Class Attributes

Personalize | Find | 📄 | 📊   First ◄ 1-16 of 16 ► Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03 🔍	Course TOP Code	050200 🔍	Accounting	⊞	⊟
CB04 🔍	Course-Credit-Status	D 🔍	Credit - Degree Applicable	⊞	⊟
CB05 🔍	Course Transfer Status	A 🔍	Transfer Credit: UC,CSU	⊞	⊟
CB08 🔍	Course-Basic-Skills-Status	N 🔍	Course is not basic skills	⊞	⊟
CB09 🔍	Course-SAM-Priority-Code	C 🔍	Clearly Occupational	⊞	⊟
CB10 🔍	Cooperative Work Experience	N 🔍	Not Part of Program	⊞	⊟
CB11 🔍	Course Classification Status	Y 🔍	Credit Course	⊞	⊟
CB13 🔍	Course Special Class Status	N 🔍	Course is not a Special Status	⊞	⊟
CB14 🔍	California Articulation Number	BUS2 🔍	BUS2	⊞	⊟
CB15 🔍	Course Can Sequence Code	BUSSEQA 🔍	BUSSEQA	⊞	⊟
CB21 🔍	Course-Prior-To-College-Level	Y 🔍		⊞	⊟
CB22 🔍	Course-No...	Y 🔍		⊞	⊟
CB23 🔍	Funding A...	Y 🔍		⊞	⊟
SPPR 🔍	SPEC-PR...	0 🔍		⊞	⊟
XB01 🔍	Section Accounting Meth...	W 🔍	Weekly Census	⊞	⊟
🔍		🔍		⊞	⊟

A new blank row will appear.

Click the plus (+) sign to add a new course attribute to this section.

STEP	Instructions
4)	**A.** In the **Course Attribute** field, enter **SG21** and press the tab key to confirm your selection. **B.** Click on the magnifying glass next to the box under **Course Attribute Value** to view a list of all SG21 work-based learning course attribute values. **C.** Select the appropriate value. **Note:** If you are unclear on which value(s) to select, review the SG21 Reporting Framework and check-in with your work-based learning coordinator to determine the appropriate value(s) for each class section.

Class Attributes — Personalize | Find | 🔳 | 🔳   First ◀ 1-16 of 16 ▶ Last

*Course Attribute	Description	*Course Attribute Value	Description
SG21 🔍	Student Work Based Learning		

Enter **SG21**

Select the appropriate course attribute value.

Course Attribute Value	Description
A1	Apprenticeship
A2	Capstone Project
A3	Clinical Experiences
A4	Cooperative Work Experience
A5	Internship Unpaid
A6	Internship Paid
A7	On-The-Job-Training
A8	Research-Based-Field-Exp
B1	Classroom project w/ Industry
B3	Job Shadowing (individual)
B4	Mentorships
B5	Simulated Workplace Experience
B6	Service Learning
B7	Student-run commercial/social
B8	Volunteering/Community Service
C1	Career Fair
C2	Field Trips
C3	Career Speaker
C4	Mock Interviews
C5	Career Readiness
C6	Workplace/Company Tours
C7	Informational Interviews

STEP	Instructions
5)	Click the **Save button**. **OPTIONAL:** If multiple **SG21** values are required for a section, repeat **Steps 3-4**.

Class Attributes

Personalize | Find | | | First ◀ 1-16 of 16 ▶ Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03 🔍	Course TOP Code	050200 🔍	Accounting	➕	➖
CB04 🔍	Course-Credit-Status	D 🔍	Credit - Degree Applicable	➕	➖
CB05 🔍	Course Transfer Status	A 🔍	Transfer Credit: UC,CSU	➕	➖
CB08 🔍	Course-Basic-Skills-Status	N 🔍	Course is not basic skills	➕	➖
CB09 🔍	Course-SAM-Priority-Code	C 🔍	Clearly Occupational	➕	➖
CB10 🔍	Cooperative Work Experience	N 🔍	Not Part of Program	➕	➖
CB11 🔍	Course Classification Status	Y 🔍	Credit Course	➕	➖
CB13 🔍	Course Special Class Status	N 🔍	Course is not a Special Status	➕	➖
CB14 🔍	California Articulation Number	BUS2 🔍	BUS2	➕	➖
CB15 🔍	Course Can Sequence Code	BUSSEQA 🔍	BUSSEQA	➕	➖
CB21 🔍	Course-Prior-To-College-Level	Y 🔍	Not Applicable	➕	➖
CB22 🔍	Course-Noncredit-Category	Y 🔍	Not Applicable, Credit course	➕	➖
CB23 🔍	Funding Agency Category	Y 🔍	Not Applicable	➕	➖
SPPR 🔍	SPEC-PROG	0 🔍	NO SPECIAL PROGRAM	➕	➖
XB01 🔍	Section Accounting Method	W 🔍	Weekly Census	➕	➖
SG21 🔍	Student Work Based Learning	A1 🔍	Apprenticeship	➕	➖

🖫 Save | 🔍 Return to Search | 📧 Notify

STEP	Instructions
6)	End of Process.