

## HOW TO EXCLUDE/INCLUDE CLASSES TO BE SOTED IN PEOPLE SOFT

SOTE is a class attribute added (or deleted) at the class section level. SOTE attributes copy forward in the prior term copy process for class section production each term. Since a SOTE row may already exist it may be necessary click on the "View All" link in the Class Attributes section to locate the SOTE row.

Navigation: Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

On the Basic data page for a class section in the Class Attributes section (at the bottom of the page) SOTE assignments are made on a section by section basis. SOTE rows are either added or deleted in this location. SOTE assignments are NEVER EVER made over existing rows (example: - CLEV or GE rows).

### I. TO EXCLUDE A CLASS TO BE SOTED:

Go to Basic Data panel

1

2

Use the minus sign to delete a SOTE assignment  
WARNING: - NEVER EVER DELETE ANY OTHER CLASS ATTRIBUTE ROWS!!

ORACLE

Course ID: 000732 Course Offering Nbr: 1  
Academic Institution: CSU San Bernardino  
Term: Winter 2015 Undergrad  
Subject Area: CJUS Criminal Justice  
Catalog Nbr: 311 RSRCH METH IN CJUS

Auto Create Component

Class Sections

Find | View All First 1 of 3 Last

\*Session: 1 Regular Academic Session Class Nbr: 20395  
\*Class Section: 01 \*Start/End Date: 01/10/2015 03/23/2015  
\*Component: SEM Seminar Event ID: 000060528  
\*Class Type: Enrollment  
\*Associated Class: 1 Units: 4.00 Associated Class Attributes  
\*Campus: MAIN MAIN Add Fee  
\*Location: CSUSB CSU, San Bernardino  
Course Administrator: 197 Criminal Justice  
\*Academic Organization: 31 Social and Behavioral Sciences  
Academic Group: 31 SA Holiday Schedule  
\*Holiday Schedule: STUDNT Classroom Instruction  
\*Instruction Mode: P  
Primary Instr Section: 01

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Use Equivalent Course

Class Equivalent Course

Override Equivalent Course

Class Attributes

Personalize | Find | View All 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
CLEV Course Level	2 Upper Division
SOTE Student Opinion Teaching Effect	Y Student Opinion - Paper

## II. TO INCLUDE A CLASS TO BE SOTED:

1. Add a SOTE Attribute on the Basic Data Panel:

Class Attributes

*Course Attribute	*Course Attribute Value
CLEV Course Level	2

Save Return to Search Previous in List Next in List Notify

2. Enter SOTE or use the lookup tool in the Course Attribute field:

Class Attributes

*Course Attribute	*Course Attribute Value
CLEV Course Level	2

Save Return to Search Previous in List Next in List Notify

Look Up Course Attribute

Course Attribute: begins with  
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Course Attribute	Description
ASTD	Asian Studies
CCTP	Course Type
CEL	CEL
CGCB	Group Code Bypass
CLEV	Course Level
CLST	Chicano(a)/Latino(a) Studies
CSFX	Course Suffix
CSLI	Service Learning
CTBA	TBA Time
ESP	Early Start Program
ETHN	Ethnic Studies
GE	General Education
GSS	Gender and Sexuality Studies
LTAM	Latin American Studies
MAIN	FTES Main Campus
REM	Remediation
SOTE	Student Opinion Teaching Effect
STCH	Stretch

## HOW TO CHANGE SOTE PAPER TO SOTE ONLINE OR VICEVERSA

Enter or use the lookup tool to assign the SOTE as either paper (Y value) or online (O value) in the Course Attributes Value field:

Enter or use the lookup tool to assign the SOTE as either paper (Y value) or online (O value) in the Course Attributes Value field:

Look Up Course Attribute Value

Course Attribute: SOTE

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Course Attribute Value	Description
O	Student Opinion - Online
Y	Student Opinion - Paper

The final results will be:

Class Attributes				Personalize   Find   View All		First 1-2 of 2 Last	
*Course Attribute		*Course Attribute Value					
CLEV	Course Level	2	Upper Division				
SOTE	Student Opinion Teaching Effec	Y	Student Opinion - Paper				