

Genesis Scheduling Course Sequence Maintenance

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> Click on the 'Scheduling' Icon
2		<ul style="list-style-type: none"> Click on the 'Student Schedules' Tab. Click on the 'Maintain Course/Section Sequence' Icon.

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3	<p>The screenshot shows the 'MAINTAIN COURSE SEQUENCE COURSES' screen. At the top, there is a form with 'Sequence #' (111) and 'Sequence Description' (Wheel). Below this is a table of existing sequences. At the bottom, there is a table of courses. The 'Add Seq' icon is circled in red, and the 'Update Seq' icon is circled in blue. The 'Add Crs' icon is circled in green, and the 'Update Crs' icon is circled in yellow. The 'Quit' icon is circled in red.</p>	<ul style="list-style-type: none"> • Click the 'Add Seq' Icon • Type in the 'Sequence #' • Type in the 'Sequence Description' • Click the 'Update Seq' icon <p><i>After the Sequence is created add the courses.</i></p> <ul style="list-style-type: none"> • Click the 'Add Crs' icon • Type in the 'Course #'s and 'Sections' • Click 'Update Crs' • Click 'Quit'