Log in to ozone.ou.edu. The Book can be accessed through The Book link on the Home tab.

Or through the Special permissions/course overrides link or Course photo rosters links in the Faculty and Quick Links channel on the Faculty and Staff tab.
Schedule Update

This page restores the functionality of SKUP from the CICS system, plus it includes autocomplete functionality only found in web pages.

- It is available for Fall, Spring and Summer terms, and only for Norman, Tulsa and Liberal Studies campuses. Course sizes for other terms and campuses are determined by contract and must go through the appropriate administrative office.
- Classroom Management authorizes users to update courses for their departments. Departments should use their departmental contact person to establish schedule update authority.
- Once you have been authorized, you can search for a course by term and subject (course number and section are optional). Select a course to update by clicking on the CRN in the search results.
- To go directly to the update screen, enter term, subject, course number and section.

Update Instructor Assignments

- Departments can add an instructor either by Sooner ID or Name (case sensitive, last name first). Once you start typing using autocomplete, valid instructor information will start being displayed. Only instructors who are current for the selected term can be added. If you do not enter a % of Responsibility and % of Session, the system will default these values to 100%.
- One instructor must always be marked as Primary. If there is only one instructor, you are allowed to delete the primary instructor. If there is more than one instructor, you must make the secondary instructor the primary (or add a new one) before you can delete the primary instructor.
Update Enrollment Details

- To modify the seats available to a course, just overtype the existing number in the Maximum field and click Update Enrollment Details. You will not be allowed to increase the maximum enrollment beyond the stated room capacity.
- Projected enrollment is a field that allows you to indicate the total number you expect to allow in the class.

Course List by Section

This new page allows departments to view and/or print class rolls without loading the instructor.
- Search for a course by term and subject (course and section are optional)
- Select a course to view by clicking on the CRN in the search results.
- Select View Course Roster, Download Course Roster, or the Send Email to Class link.

All information in The Book is live, and may differ from the Class Schedule spreadsheets which contain data as of close of business the previous day.

August 28, 2013