### BLACKBAUD NET CLASSROOM

The Student Information System of Adrian College

Click arrow to proceed throughout the slideshow



#### **This Presentation Contains:**

- Information on how to log into Blackbaud's Student Information System (aka NetClassroom)
- How to view the course catalog for descriptions of courses
- How to "build a schedule" before meeting with your academic advisor
- How to register (submit the schedule to your advisor)
- How to add/drop courses

#### Getting Started www.adrian.edu



Click on the "Students and Staff" Link

#### **Current Students**

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Adr	ian College         Campus Events           Lke         4,673         Campus Map & Directions	<u>Financial Aid</u> <u>Health Services</u>	<u>Student Hou ing</u> <u>Student Act vities</u>	
	<u>Campus Safety</u>	Registrar's Office		

Staff

Click on the link for "Net Classroom"

#### **Student Login**

First login with your username and password sent to you via your Adrian College email

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\*Your User ID and password are located on your Student Schedule. If you lose this information, contact Christine Adams-cadams@adrian.edu

### View Course Catalog

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- 1. Click on the **Registration** tab
- 2. Click on **Course Catalog**
- 3. Check Academic year

#### View Course Catalog

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#### From here you can explore courses by Department

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IC	2012 Spring 👻	PHYS102 - 1, Introductory Physics, Spring	Mon, Wed, Fri, 10:00 AM-10:50 AM,	Gregory Thompson		
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nent:	Physics -	SHYS104 - 3, Introd Physics Lab II, Spring		Gregory Thompson		
iv:	Course ID 🔹	PHYS105 - 1, Physics for Elementary Teachers, Spring		John Laney		
		PHYS106 - 1, Physics for Elementary Teachers Lab, Spring		John Laney		
		PHYS206 - 1, General Physics, Spring		Gregory Thompson		
		PHYS210 - 1, General Physics Lab II, Spring		Gregory Thompson		
		PHYS370 - 1, Modern Physics, Spring	Mon, Wed, Fri, 1:00 PM-1:50 PM,	Gregory Thompson	P316	

#### PHYS102 - 1, Introductory Physics

Course description: This two-semester course sequence is an algebra-based survey of physics. Topics include mechanics, thermodynamics, electricity and magnetism, and modern physics. Three lectures per week. (Prerequisites: high school algebra and trigonometry for PHYS 101; P Course type: Natural Science, General Elective Distributions: Natural Science Credits possible: 3.0000 Pre-requisites: PHYS101 - Introductory Physics Co-requisites: None Seats remaining: 72

Click on a course to see the details below Click on the Instructor name to the see the Instructor schedule

### Register/Drop/Add Classes

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During the Registration period and Drop/Add period you will use the Enroll in Classes menu choice from the Registration Menu

### **Edit Registration**



#### Select a Course for Scheduling

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At this screen click on New

#### Click the **binoculars** icon to search for courses

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MATH104	Finite Mathematics	Adrian College		1		
MATH113	Fund of Modern Math II	Adrian College		1		
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Type in the prefix for the courses you would like to see (MATH, BIOL, CHEM, B AD, T ED, etc.) and click Search

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## Then click on the Course ID



#### **Choose a Section**

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Click the drop down arrow to see the available sections – click on the one you would like



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At any time after choosing a section, click the submit button. If the section is full or conflicts with something else in your schedule, you will see a message in the exceptions area This means you will have to choose a different section Click <u>Edit Registration</u> to go Back if there are no exceptions

# Remove a Course from your

 Click the small space to the left of the course name you would like to remove from your schedule

- Click the Delete button
- You will receive a confirmation prompt.

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#### Make Sure to Submit

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Make sure you **Submit** when you are finished with your schedule and as many times during the process as you would like to see accepted classes! Click <u>Edit</u> <u>Registration</u> to get back to the NEW/DELETE screen

### View Your Schedule

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- 1. Click on the **Registration** tab
- 2. Click on Your Name **Schedule**



#### **View Your Schedule**

schedule
using the
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	■ MUS180 - Adrian Con Band, 1.0000, , Fall	ncert / Marching Mon, 4:00 PM -	6:00 PM Martin Marks					
	THRE108 - 1, Intro-Juction , Fall	on to Acting, 3.0000, Tue, 10:00 AM Am	- 11:15 Suzanne Smith					
	MUS231 - 1, Applied Pia	ano, 1.0000, , Fall Thu, 12.90 PM	1:00 PM Valrie Kantorski	SPEN				

Print this screen for a copy of your schedule

Use the + and – to Expand and Collapse the schedule for each course <u>or</u> the Expand All/Collapse All