

SIS ONLINE: NON-PRINT NOTES

The following instructions are for entering a non-print note. This option is located under the course note screen (go cn). Listed below are examples of when this option could be used.

- ✿ Any message or special instructions that should be brought to our attention.
- ✿ Documenting a shared or cross-listed status by placing the notation under the primary course. The notation does not need to be duplicated under the secondary course.
- ✿ New course and/or section notes.
- ✿ Request for a specific room and/or equipment. Remember, if the class will need a tech room then please enter a non-print note. If it is not documented in the student information system (SIS), then our office will not know that a tech room is required.
- ✿ Document any web-technology (ELMS) to be used for classes.

[GO CN]:

STEP 1) Start on the command line (F9) and enter **go cn**. The course update screen will appear as it does below.

```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
SCH424P2          UMCP Student Information System          05/28/08
SB5-0733          Course Notes Update                               CN
=====
COURSE :          ITEM:          TERM:         

Modified Note Type

==>
F1=Help          F2=Clear          F3=Return          F6 =Print
F7=Prev Crs      F8=Next Crs      F9=Cmd Ln          F11=Search
Enter a COURSE and TERM and press ENTER
4@ 1 Sess-1 129.2.128.7 TCP00733 5/11
```

STEP 2) Next to Course: enter the course prefix and number, then press the tab key once; Next to TERM: enter the term and press the enter key. Notice the message below the listing of the functions keys; “Place cursor under Note Type and press enter to edit”. The screen should appear as it does below.

```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
SCH424P2          UMCP Student Information System          05/28/08
SB5-0733          Course Notes Update                               CN
=====
COURSE : TEST100  ITEM: DE      TERM: 0901

Modified Note Type
ME Message (Note Before)
DE Description
WW WWW Note
TE Teacher Bio.
NA Note After All Sections
SU Summer School Text
NO Non-Print Note
SN Scheduling Note

==>
F1=Help          F2=Clear          F3=Return          F6 =Print
F7=Prev Crs      F8=Next Crs      F9=Cmd Ln          F11=Search
Place cursor under Note Type and press ENTER to edit
4@ 1 Sess-1 129.2.128.7 TCP00733 9/22
```


Notice how the second screen now shows the word “**number**” listed on one line. The message formatting has been completed.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
SB5-0798 Course Note Non-Print Note 0901 TEST100 05/28/08
Line 1 of 2 ===== RMargin 72
==== Please put this course back in the large lecture hall in BPS (room
==== number is now different, used to be BPS 1240).

ED>
F1=Help F3=Exit F4=FN F5=Plock F6=Prt F7=- F8+= F9=Cmd F10=Top F11=Bot F12=Can
Enter Text and/or use PF keys
1 Sess-1 129.2.128.7 TCP00798 5/8
  
```

Once this has been completed use (F3) to exit this screen and return to the initial menu screen. If everything has been recorded in sis you should the current date as listed below.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
SCH424P2 UMCP Student Information System 05/28/08
SB5-0798 Course Notes Update CN
=====
COURSE : TEST100 ITEM: DE TERM: 0901

Modified Note Type
ME Message (Note Before)
DE Description
WW WWW Note
TE Teacher Bio.
NA Note After All Sections
SU Summer School Text
05/28/08 NO Non-Print Note
SN Scheduling Note

==>
F1=Help F2=Clear F3=Return F6 =Print
F7=Prev Crs F8=Next Crs F9=Cmd Ln F11=Search
Number of records: 2
1 Sess-1 129.2.128.7 TCP00798 14/22
  
```

PREFIX COMMANDS

Listed below are the most frequently used prefix commands in order to help edit the non-print note or any other text note message in the student information system (SIS).

FF -- marks a block for formatting. After the block has been marked, the block is formatted by removing extra spaces, placing as many words on a line as possible, and splitting the line at a word boundary when needed. The length of the resulting lines is as close to the right margin defined by the 'RMARGIN' command-line command as possible. The left margin is always 1. To format text with leading blanks, just set RMARGIN to less than the maximum length, format the block, and use the block shift commands (prefix commands ')') or '>>') to move the text to the right.

The indentation of the first line of the block will remain after the block is formatted

NOTE: if line(s) need to be split in order for them to remain within the RMARGIN boundary and there is not enough room in the file to add a line, the only formatting that will occur on the line will be the deletion of extraneous spaces.

WW -- Same as FF, except this command allows word-wrap. If a word is split between the end one lines and continues at the beginning of the next, that word will be placed at the beginning of the next line, if possible.

For example:

This is an example of a split line.

Would become:

This is an example of a split line.

Note: the split must occur at the end of the input line.

R -- replicates the line n times after the marked line

RR -- replicates the text within the block after the last line of the block.

S -- splits the line at the first occurrence of the character '/' in the line

/ -- makes the marked line the current line

D -- deletes a specified line starting at the marked line

DD -- deletes the block of text in between the 'DD' pair

CC -- copies the block of text in between the 'CC' pair to the specified target

I -- inserts additional lines after the marked line; example: i3 = three additional lines